

San Diego Mesa College
Radiologic Technology
Student Handbook

Program Policies & Procedures
&
Directed Clinical Practice

Revised: May 2021

Table of Contents

Philosophy, Mission & Program Goals	4
Academic Honesty	5
Accreditation Standards	5
Appearance & Dress Code Policy	6
Attendance & Time Clock Policy	7
Background Check, Drug Screen & Immunization Policy.....	8
Breaks & Holidays	9
Cell Phone Policy.....	9
Clinical Affiliate Assignment	9
Clinical Affiliate Rights & Relationships	9
Clinical Affiliate Rotation Schedules	10
Clinical Competency Requirements	10
Clinical Hours	11
Complaints Process	11
Confidential Information – HIPAA & Student Files	12
Costs Associated with the Program	13
Counseling Services	13
Curriculum	13
Curriculum Program Courses	14
Directed Clinical Practice (DCP)	15
Disability Services	15
Due Process Grievance	16
Due Process Grade Challenge	17
Evaluation & Assessment	18
Grading in Clinical, Class & Lab	18
Grading Scale	19
Graduation Requirements	19
Health & Safety	19
Illness or Injury on Campus	20
Injury at Clinical Affiliate Site	20
Insurance Policy	21

Laboratory Operation Policy	21
Medical Release	21
Non-discrimination Policy	22
Nursing Mother Accommodations	22
Pregnancy Policy	22
Professional Conduct Policy	23
Radiation Safety Standards & Monitoring	24
Readmission to Program Policy	24
Scholarships & Financial Aid	26
Social Media Policy	26
Student Conferences	27
Supervision & Repeat Image Policies	28
Technical Standards	29
Telephone Numbers	29
Violation of Program Policies	30
Withdrawal Policy	30

Philosophy, Mission & Goals

The **mission** of the Radiologic Technology Program is to prepare qualified medical imaging practitioners who uphold the highest level of ethical patient care while demonstrating excellent clinical and technical practices.

The fundamental **program goals and learning outcomes** are listed below:

- **Students will be clinically competent.** This goal is attained through comprehensive clinical and didactic curricula that prepares the student to successfully perform all diagnostic, mobile, and surgical procedures.
Student learning outcomes
 - Students will master entry-level skills in positioning.
 - Students employ safe radiation practices on patients, self and others.
 - Students select appropriate technique factors for radiographic exams.

- **Students will demonstrate effective communication skills.** This goal is attained through coursework and clinical rotations designed to provide students with the skills necessary for effective communication with patients, visitors, physicians, and staff.
Student learning outcomes
 - Students will communicate using professional language with patients, visitors, physicians, and staff.
 - Students will listen without judgment to patients, visitors, physicians, and staff.
 - Students will accurately obtain patient histories.

- **Students will develop critical thinking skills.** This goal is attained through coursework and clinical rotations designed to provide students with skills necessary to perform in all types of clinical settings.
Student learning outcomes
 - Students will adapt standard procedures for non-routine exams.
 - Students will modify patient care skills for the injured or critically ill patient.
 - Students will adjust technical factors for pathology and non-routine exams.

- **Students will model professionalism.** This goal is attained with guidance of staff technologists, clinical instructors, faculty, radiologists, and other members of the healthcare team, who motivate and encourage our students.
Student learning outcomes
 - Students will maintain calm composure at all times.
 - Students treat patients, visitors, physicians, and staff with kindness and respect.
 - Students will maintain compliance with all mandatory health and safety policies.

Academic Honesty

Honesty and integrity are integral components of the academic process and are key factors in the success of an Allied Health paraprofessional.

Procedure 3100.3 describes the Academic and Administrative Sanctions for students who are found cheating. Cheating includes, but is not limited to plagiarizing, copying off someone else's examination/test, cueing of a classmate during examinations (including laboratory testing), obtaining copies of an examination without the instructor's permission, copying assignments from a classmate, having electronic devices (including cell phones) out during testing or exam review (unless specifically allowed by Instructor), knowingly and intentionally assisting another student in any of the above.

Procedure 3100.3, 4-d, in addition to grade modification, certain instructional departments/programs may have policies which state that cheating can show unsuitability for continuation in the program and/or profession.

Accreditation Standards

The San Diego Mesa College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). This accreditation ensures that the program adheres to standards of education that provides students with quality didactic and clinical education. To review the JRCERT Standards visit the website at <http://www.jrcert.org/>. If a student suspects that the program is in non-compliance with any standard, please contact the program director to discuss the issue. Any complaint may also be reported to the Allied Health Department or by contacting the JRCERT directly. If the issue is not resolved in a timely manner, please contact the JRCERT at <mailto:mail@jrcert.org>.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300; (Fax) 312-704-5304

The program follows all requirements set forth by the American Registry of Radiologic Technologists (ARRT) for national certification. More information may be obtained at <http://www.arrt.org/>

The program adheres to all requirements set forth by the California Department of Public Health – Radiologic Health Branch for state licensure. More information may be obtained at <http://www.cdph.ca.gov/rhb>

California Department of Public Health
Radiologic Health Branch
PO Box 997377, MS 0500
Sacramento, CA 95899-7377
(916) 558-1784

Appearance & Dress Code Policy

Healthcare is a conservative industry. Industry standards and clinical site policies are designed to maintain professionalism and to help assure safety. Therefore, the following guidelines will be enforced in laboratory classes and directed clinical practice courses. Any student who does not arrive at the classroom or clinic site appropriately dressed will be sent home. They will be considered absent for that day. **Progressive disciplinary actions shall apply for violation of policies.**

- Clean, medically professional scrubs in navy blue. Tops and pants should be matching color. No professionally inappropriate clothing.
- Students should purchase and wear a Mesa College RADT program patch at all times in DCP. The patch should be affixed to the upper left sleeve of the scrub top and/or scrub jacket.
- Hospital ID Badges will be issued and should be worn at all times at the clinical affiliate. If the hospital ID badge is lost or stolen, please contact the Clinical Instructor to obtain a replacement. AMA Patient Bill of Rights specifically states that patients have the right to know the identity and credentials of those providing their care, including students or trainees.
- Radiation dosimetry badges will be issued to all students enrolled in the program. Dosimetry badges must be worn at all times at the clinical site and in labs on campus. If you arrive at clinic without the dosimeter, you will be sent home. If you retrieve it and return to clinic, you will be recorded as tardy, and the time can be made up at the end of the day. **Lost or washed dosimeter badges incur a replacement fee of \$50.00 to be paid at Student Accounting.**
- Clean, comfortable shoes, either athletic or uniform style.
- Clean hands and fingernails. Infection control prohibits artificial nails or nails that extend beyond the nail bed.
- Neat and clean hairstyles. Long hair should be tied back. Men's facial hair should be trimmed neatly.
- Non-odorous personal hygiene, including no perfume or cologne. Odors such as tobacco, alcohol, perfume or perfumed lotions, food odors or breath odors are not acceptable. Please wash uniforms after each use to reduce the effects of body odor residing in clothes.
- Hospital affiliates may require tattoos to be covered and multiple piercings be removed while in clinic.

- Cultural clothing that may affect safe operation of equipment or jeopardize infection control practices will be evaluated on a case-by-case basis by the clinical affiliate according to their policies.
- Students will be required to meet the appropriate appearance codes of the clinical affiliate they are attending.

Attendance & Time Clock Policy

The attendance policy is designed for student success and should be adhered to at all times. The program follows the **JRCERT Standard Obj. 4.4** that limits required clinical assignments for students to not more than 10 hours/day and the total didactic and clinical involvement to not more than 40 hours/week.

Progressive disciplinary actions shall apply for violation of policies.

- DCP is scheduled Monday through Friday, 8-hour shifts, between 0600 and 2300. Students are not scheduled more than 10 hours per day.
- A 30-minute uninterrupted lunch period must be taken by the 5-hour mark, per California State Law. Total clinic time of 6 hours or less does not require a documented lunch break.
- Students attend DCP 16 to 32 hours/week, depending upon the semester, for 8-hour rotations. With preapproval from the Clinical Coordinator & Clinical Instructor, 10-hour shifts may be allowed. Make-up opportunities are limited during the summer.
- Absences must be reported to the DCP Clinical Coordinator **and** the Clinical Instructor at least 15 minutes before the shift begins. Please send a group text, so the date and time are documented and both instructors are alerted at the same time. **If both instructors are not notified, the student will incur an absence.**
- All absences must be entered into the Trajecsyst System at least 15 minutes before the shift begins.
- Three or more-time clock exceptions or edits per week is considered excessive and will incur a grade drop.
- The time clock is a legal, auditable record of your clinical hours of attendance. **Students who enter fraudulent time in Trajecsyst will be dismissed from the program for an ethics violation. This serious breach of ethics will be reported to the ARRT and the CDPH-RHB.**
- Students must complete all required hours within the semester, including make-up time, to pass the course.

- Banking clinical hours within a semester to finish clinical training earlier than scheduled is not permitted.
- **If more than five (5) clinical days are missed during a semester, the student may be dismissed from the program.** The only exception is medical/surgical emergency (i.e., appendectomy, cholecystectomy, abscess tooth, pregnancy complications/childbirth). Any extended medical condition may result in a temporary withdrawal from the program.
 - Dental appointments, physicals, and doctors' appointments should not be scheduled during clinical rotations. Exceptions can be made, if necessary, through the DCP Clinical Coordinator and Clinical Instructor.
 - Bereavement leave for the death of a family member will be excused within reason. Each circumstance is unique, and the faculty will make the decision approving absence and making up clinical and class time.
 - See course syllabi for attendance grading in class and lab.

Background Check, Drug Screen & Immunization Policy

All Allied Health programs require clinical practice at one of the District's clinical affiliates, which require clearance of student background checks, drug screens, and specific immunizations. The Radiologic Technology program begins clinical practice in the first fall semester and therefore requires this clearance as a part of admission. **Any student with noncompliant immunizations, background check non-clearance and/or drug screen non-clearance will no longer be eligible for program continuance.** Students who are denied at one clinical site shall not be placed at other clinical sites.

Although marijuana is legal in the state of California, a positive drug screen may result in an exclusion from clinical site placement. If a clinical affiliate refuses to accept a student with a positive drug screen or a negative dilute drug screen, the student will no longer be eligible for program continuance. Students who are denied at one clinical site shall not be placed at other clinical sites.

Students are responsible for providing proof of physical examination, tuberculosis clearance (according to CDC guidelines; <http://www.cdc.gov>) within the last year and required vaccinations by the appointed dates. Occasionally, clinical affiliates will mandate additional vaccinations and/or influenza shots, depending on community health needs. Any change in health status requires an updated physical examination. Students are required to maintain compliance, at all times, throughout the program, including semester breaks. **Progressive disciplinary actions shall apply for violation of policy.**

Breaks & Holidays

The Radiologic Technology program observes all breaks and holidays as published in the San Diego Mesa College Catalog. Students will not be scheduled for class or clinical on Sundays or between 2300 and 0600.

Cell Phone Policy

Except for clocking in and out on Trajecsys, cell phones are not to be used in the clinical setting. Cell phones may be used only during breaks and meal periods. Inform friends and family that if they call during your clinic hours, you will call them back during your break or meal period. Phones must remain put away or out of site and on silent. In cases of emergency, you may set your cell to allow certain important numbers to ring through on vibrate. Examples may be a childcare provider, parent, or spouse. All students must adhere to clinical site cell phone policies. **Progressive disciplinary actions shall apply for violation of policy.**

ABSOLUTELY no images of any kind may be taken in the clinical setting using your cell phone. This is a HIPAA violation. This is grounds for immediate program dismissal and will be reported to the ARRT as an ethics violation.

Course syllabi may have additional policies regarding cell phone usage in class/lab.

Clinical Affiliate Assignment

Students will be assigned to a specific clinical affiliate at the beginning of the program. Students are randomly selected for clinical affiliate rotations based on their zip code on file with Admissions. There is no guarantee a student will be placed to their closest geographical location and no changes are made for student preference. Students who are employed by a clinical affiliate will not be placed at that site for their program clinical rotations. The program reserves the right to reassign a student(s) to another facility for student capacity, exam variety or any other reason necessary to maintain a quality learning experience.

Clinical Affiliate Rights & Relationships

The clinical site has the right to dismiss the student from their clinic site for any reason. In compliance with the written agreement between the San Diego Community College District and affiliated site or minor affiliates and other health facilities, it is advised that the clinical site "reserves the right to dismiss from their premises any San Diego Mesa College student found to be lacking in an ability to develop qualities essential for the Allied Health Programs in which the student is enrolled, or for failure or unwillingness to conform to hospital regulations and has the right to recommend withdrawal of any student for reasons of unsatisfactory performance, violation of policies, or unprofessional conduct." **Any student who is dismissed from the clinical site for reasons cited in the clinical affiliation**

agreement, or due to breaches in safety, ethics or for unlawful activity, will be automatically dismissed from the Program.

Clinical Affiliate Rotation Schedules

Students will be provided a weekly clinical schedule each semester, typically assigned by the Clinical Instructor at their clinical site. It is the responsibility of the student to utilize the clinical rotation to the fullest extent possible. Be an active learner by asking appropriate questions (not in front of patients) and participate in performing exams within the scope of practice.

- The daily shifts (start / end times) will be determined by the Clinical Instructor at the clinical site.
- Daily shift times may vary, depending on the clinical modality.
- Clinical hours may occur between 0600 and 2300 Monday – Saturday.
- Evening and Saturday shifts will not exceed 25% of total clinical hours.
- Students may not be scheduled on Sundays or between 2300 and 0600 hours. The liability insurance does not cover Sundays or late-night hours.
- Students are expected to always remain at their assigned clinical rotations.

Clinical Competency Requirements

It is the student's responsibility to complete clinical competencies each semester by following these guidelines.

- All students must have received didactic and lab instruction on all exams prior to attempting to comp. Students should attempt competencies for exams being covered in the concurrent semester positioning class.
- Students shall request an exam competency after they have observed and performed the procedure several times under direct supervision.
- Notify the technologist you are working with, prior to beginning the exam that you are ready to comp. If the technologists testing you feel you are not ready to comp, they may refuse to comp you on that exam.
- To complete a competency, you must do everything yourself. That means technique selection, patient positioning, marker placement, shielding, collimation and everything else required to perform the examination independently.
- The technologist has the final word on awarding the competency, but if you are not ready, they will let you know the reason and you will not be penalized.
- The Clinical Instructor will enter all completed competencies on the paper Competency Requirements Form.

- The Clinical Coordinator will enter all completed competencies into the online Trajecs system. All mandatory and elective competencies should be performed on actual patients, if possible.
- The minimum number of assigned competencies required for each semester is outlined in the DCP Syllabi. **Students who do not complete the minimum number of assigned competencies per semester will be dismissed from the program.**

Clinical Hours

256 hours – Fall 1 st Year	16 hours/week x 16 weeks
384 hours – Spring 1 st Year	24 hours/week x 16 weeks
320 hours – Summer 1 st Year	32 hours/week x 10 weeks
384 hours – Fall 2 nd Year	24 hours/week x 16 weeks
384 hours – Spring 2 nd Year	24 hours/week x 16 weeks
320 hours – Summer 2 nd Year	32 hours/week x 10 weeks

2,048 hours – Total Program clinical hours measured in clock hours

Complaint Processes

San Diego City, Mesa, and Miramar Colleges are committed to an educational environment that is free from interference and disruption, and that fosters equity and mutual respect. Students may file a complaint when they believe that a College faculty or staff member has violated the following Board Policies and Administrative Procedures:

- **Student Rights, Responsibilities, Campus Safety & Administrative Due Process:** Policy 3100
- **Student Grievance:** Procedure 3100.1
- **Student Discipline:** Procedure 3100.2
- **Honest Academic Conduct:** Procedure 3100.3
- **Academic Accommodations & Disability Discrimination for Students with Disabilities:** Procedure 3105.1
- **Prohibition of Harassment:** Policy 3430
- **Nondiscrimination:** Policy 3410
- **Fraud/Whistle Blower:** Policy 6125
- **Grade Challenge:** Procedure 3001.2

Board Policies and Administrative Procedures are available to Individuals online at: <http://www.sdccd.edu/public/district/policies/>. Most complaints, grievances or disciplinary matters should be resolved at the campus level. Individuals are strongly encouraged to make every attempt to resolve matters through the appropriate administrative processes. More information on the complaint processes can be found online at: <https://www.sdccd.edu/students/complaint-process/index.aspx>

Confidential Information

All student information will be handled in a confidential manner. The students are to follow the guidelines of confidential behavior when in the classroom and clinic.

Student Files – All student files are kept confidential and maintained in the offices of the Program Director and Clinical Coordinator. In the Program Director's office, each student file may contain, but is not limited to, the following items: Copy of transcripts, Student information sheet, Program application and supportive documentation, Student conference forms, Disqualification notices, Student release of information form and Official grade reports. In the Clinical Coordinator's office, each student file may contain, but not limited to, the following items: Directed clinical practice forms and Official grade reports. Student files will be stored by the Program Director for five years after graduation. Pursuant to the "Family Educational Rights and Privacy Act of 1974" (FERPA) and California Education Code, access to a student's records shall only be allowed with written consent of the student (with several exceptions as noted in the college catalogue).

Breach of confidentiality includes, but is not limited to, sharing fellow student information, program status and grades; discussing opinions regarding the classroom or clinic experiences that may be interpreted as gossip or of a slanderous nature; handling patient information and clinic records in a manner that violates federal law (HIPAA), program or clinical affiliate policies/procedures. **Progressive disciplinary actions shall apply for violation of policy.**

Patient Information – All hospital and patient records are confidential in nature. State and federal law prohibits anyone from accessing patient information or medical records, unless specifically authorized to do so. Students are required to follow patient confidentiality laws, such as HIPAA – which stands for the Health Insurance Portability and Accountability Act, enacted in August 1996. It is a privacy act that each medical facility and all students, volunteers, doctors and staff must follow to ensure that patient information is kept as confidential as possible without reducing care to the patient.

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

HIPAA Violation Procedures:

- For unintentional HIPAA violations, **progressive disciplinary actions shall apply for violation of policy.**
- Any student providing patient information to the media **will be dismissed from the program.**
- Students dismissed from a clinical facility for HIPAA violations **will be automatically dismissed from the radiology program.**

Costs Associated with the Program

In addition to college tuition and course fees, program costs may include:

- American Databank (Complio) – annual subscription fee
- Background, Drug Screen & Immunization tracking fees – annual fee
- CPR course, physical exam, & immunization costs
- Mesa College parking permit
- Parking & transportation expenditures to and from the clinic
- Textbooks & Venipuncture kits
- Trajecsys System – paid by the college
- Uniforms, lead markers and patches

Please refer to the current catalog for up-to-date tuition and fees.

Counseling Services

Crisis Counseling is available in the Health Center I4-209 from 8-5 Mon-Thurs, and 8-12 on Friday. Students may either drop-in or make an appointment to be seen by a Therapist.

Also available is a community crisis line, 1 (800) 479-3339. In addition, for employees, the Employee Assistance Program is available for counseling services, (888) 625-4809.

CRISIS POLICY: All appointments may be shortened or rescheduled in the event of a presenting crisis or emergency. Thank you for your patience and understanding.

Academic Counseling faculty is available to meet with you in a variety of ways to assist in achieving your academic goals. We are committed to providing a positive college experience for you through several counseling methods. From a certificate of achievement, Associates degree, transfer from Mesa to a university, or personal counseling/development we are here to support you! Appointments are available throughout the semester but will be limited during all class registration periods.

Curriculum

Below is a list of program courses by semester that includes units per course and total units per semester. Online delivery format is identified as WEB or HYB.

INITIAL SUMMER SEMESTER		TOTAL UNITS 2
RADT 050	Concepts in Imaging Technology	2
RADT 101	Basic Radiologic Technology	2
SEMESTER I FALL		TOTAL UNITS 10
RADT 131	*Patient Care - HYB	3
RADT 190	*Radiographic Positioning I Lecture – WEB	1
RADT 190L	Radiographic Positioning I Lab	1
RADT 256A	Directed Clinical Practice I (DCP)	5
SEMESTER II SPRING		TOTAL UNITS 13.5
RADT 121	Radiographic Exposure Lecture	3
RADT 121C	Radiographic Exposure Lab	1
RADT 201	*Radiographic Positioning II Lecture – WEB	1
RADT 201L	Radiographic Positioning II Lab	1
RADT 256B	Directed Clinical Practice II (DCP)	7.5
SEMESTER III SUMMER		TOTAL UNITS 10
RADT 110	*Recording Media – WEB	2
RADT 192	*Image Analysis for Rad Tech – WEB	2
RADT 256C	Directed Clinical Practice III (DCP)	6
SEMESTER IV FALL		TOTAL UNITS 16
RADT 221	Advanced Radiographic Techniques	2
RADT 230	Radiologic Science	2
RADT 231	Pathology for Imaging Sciences	2
RADT 210	*Radiographic Positioning III Lecture – WEB	1
RADT 210L	Radiographic Positioning III Lab	1
RADT 060	Venipuncture for Radiology	0.5
RADT 257A	Directed Clinical Practice IV (DCP)	7.5
SEMESTER V SPRING		TOTAL UNITS 14.5
RADT 086	*Fluoroscopy & Radiation Safety Lecture – WEB	2.5
RADT 086L	Fluoroscopy & Radiation Safety Lab	0.5
RADT 240	*Radiation Biology - WEB	1
RADT 241	Sectional Anatomy Lecture	1
RADT 257B	Directed Clinical Practice V	7.5
RADT 275	*Computed Tomography Imaging – WEB	2
RADT 275L	CT Imaging Lab (elective lab)	0.5
RADT 271	*Mammography Lecture (elective lec.) not in total	2
RADT 271L	Mammography Lab (elective lab) not in total	0.5
SEMESTER VI SUMMER		TOTAL UNITS 7
RADT 242	*Organization of Radiology – HYB	1
RADT 257C	Directed Clinical Practice VI (DCP)	6

Elective courses grayed out in Semester V are not part of total units.

Directed Clinical Practice (DCP)

All Allied Health Programs include DCP courses that are designed to give students supervised hands-on clinical experience in their field. Students are NOT to be paid for DCP hours nor are students to be used in lieu of site employees. Even though DCP takes place off campus, the student must understand that clinic courses are college courses held off campus. Students must adhere to all Program, Department, and College or District policies in addition to the policies of the clinic site to which they are assigned. Any violation of policy will result in a negative impact on the student's course grade and program status. Student placement at a clinical affiliate will be determined by the Program Director or Clinical Coordinator based on clinic availability and program goals.

Disabilities Services for Academic Accommodations (DSPS)

Students with disabilities who may need academic accommodations are encouraged to discuss their authorized accommodations from Disability Support Programs and Services (DSPS) with their professors early in the semester so that accommodations may be implemented as soon as possible.

- a) The faculty member will work with the DSPS Office to ensure that proper accommodations are made for each student. By law, it is up to the DSPS Office, through the interactive process with the student, to determine which accommodations are appropriate, not the instructor.
- b) Students that need evacuation assistance during campus emergencies should also meet with the instructor as soon as possible to assure the health and safety of all students.
- c) Instructors may contact DSPS if they have any questions related to authorize accommodations in their classroom.
- d) ANY request for academic accommodations or auxiliary aids must be first evaluated and approved by the Disabled Students Programs and Services (DSPS) Department or the Campus 504 Officer.
- e) Students requesting accommodation must be able to present documentation of their identification of need to the DSPS office.
- f) Students must complete the DSPS intake appointment before accommodations can be given, which the student should complete well before classes begin.
- g) Once students have met with a DSPS Counselor, they may present their Authorized Academic Accommodations letter to the instructor of a course at any time during the course. However, it is recommended that the student communicate these needs early in the course to promote maximum success.
- h) All accommodations are subject to maintaining instructional integrity. Where there are concerns, a joint effort and dialogue by the student, DSPS counselor, instructor, Program Director and Department Chair may be necessary to identify the accommodations that can be made, while maintaining instructional integrity.

- i) Students who may benefit from utilizing accommodation measures, but have not been previously identified, are encouraged to contact the campus DSPS Department prior to or early in the semester to participate in the DSPS processes.

In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. Students must notify the instructor in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. If a student elects to withdraw from the course on or after census, a "W" shall be assigned, and the district will work with the student to ensure that the W is not considered in progress probation and dismissal calculations.

For more information, you may contact the DSPS Office on your campus or the website at <http://dsps.sdcd.edu/> or refer to Administrative Procedure, AP 3105.1 Academic Accommodations and Disability Discrimination for students with Disabilities.

Due Process

Due process is a concept that applies in all arenas. If you are unhappy regarding a course, if you feel that a course is not progressing as set forth in our contract – the syllabus, then you have a right to voice your concern and be heard. You should first discuss your concern with your instructor, if not satisfied you should discuss your concern with the program director, then the chairperson, then the Dean of the School of Health Science. The process is outlined below.

Grievance Process within the School of Allied Health

- If an issue arises in class, please speak to the course instructor first.
- If an issue arises in clinical, contact the clinical instructor and clinical coordinator.
- If the issue is unresolved, then the program director will meet with the student and the faculty or clinical coordinator.
- If the student is still not satisfied and the issue is unresolved, the student may set up an appointment with an Allied Health Dept. Chair.
- If the issue is unresolved, the student may set up an appointment with the Dean of Health Sciences.
- If the issue remains unresolved, the student may file a grievance with the college using the procedure outlined below.

Grievance Process at the College District – POLICY AP 3100.1

- If the student fails to resolve the grievance informally, no further action will be taken unless the student files a formal grievance by completing a **Statement of Student Grievance form** within 30 calendar days of the incident.
- Upon receipt of the Student Grievance Hearing Request form, the Grievance Officer shall meet with the student within 5 instructional days.

- Determine that the informal resolution process has been followed in accordance with this procedure.
- Within 10 instructional days following receipt of the hearing request form, the Grievance Officer shall convene the Grievance Committee.
- The Grievance Committee shall submit its findings in writing to the President within 5 instructional days following the conclusion of the hearing.
- Within 5 instructional days following receipt of the Grievance Committee's recommendation, the President shall render a decision. The decision of the President shall be final.

Grade Challenge – POLICY AP 3001.2

If students feel they have valid grounds to challenge a grade, the student must first attempt to resolve the problem informally with the instructor. Once grades are available, the student is expected to contact their instructor directly to discuss the dispute by direct contact or by filing a general petition for grade review. When challenging a grade assigned by an instructor, the burden of proof is on the student to provide evidence of mistake, fraud, bad faith, or incompetence.

- The formal request for review of a grade must be filed within two (2) years after the issuance of grades for the semester during which the student was enrolled in the given course.
- If the grade challenge cannot be resolved at the instructor level, or the instructor is no longer employed, the student may file a petition for grade challenge to the appropriate Dean who will facilitate the process by working with the Department Chair to attempt to resolve the matter. This process is initiated by the completion of a petition.
- The petition should be processed with the Dean's Office of the course in which the grade is being challenged. The written petition must include, in detail, the student's basis for initiating the review, as well as any documentation, witness identification, or other supportive evidence. The basis of the review must support allegations of mistake, bad faith, fraud or incompetence.
- Within 10 working days after receipt of the petition, the Department Chair will consult with the faculty member and student to gather the facts.
- The Appeal Review Panel will consist of the Dean or designee, Vice President of Instruction, Vice President of Student Services or designee and at least one (1) faculty member appointed by the Academic Senate.
- The Panel shall meet with the student and instructor, who assigned the grade, within 30 instructional days of the filing of the appeal. The Panel meeting will be closed to observers and advocates.
- The Panel will review all information and evidence and make a recommendation. The recommendation will be sent to the college President within five (5) working days of the Panel Review meeting with copies sent to the student, instructor, and the Department Chair.
- The President shall review the recommendation of the Panel and make a final decision within 10 working days from the receipt of the recommendation.

- If the final decision is to change the grade, the new grade shall be the final grade assigned
- Within 10 calendar days of the final decision of the President, the student may submit a written appeal to the Chancellor. The appeal should include all documentation to support allegations of mistake, fraud, bad faith or incompetence.
- Within 30 days of the receipt of such an appeal, the Chancellor shall meet individually with the student and the instructor to gather additional information. If the Chancellor sustains the allegations, he/she shall order the Custodian of Records to immediately change the grade.
- Documentation of the meeting shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Chancellor, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.
- The Chancellor or his/her designee shall notify the student of the final decision within 10 working days of the final meeting of the student and/or the instructor. The decision of the Chancellor or his/her designee shall be in writing and shall be final.

Evaluation & Assessment of Students

Methods of evaluation may include qualitative and quantitative assessments by the course instructors, clinical instructors, clinical coordinator and program director. Didactic and clinical evaluations should include student progress in the course and program outcomes and goals.

Clinical Evaluation & Assessment Tools

30% Clinical Instructor Evaluation
 30% DCP Clinical Coordinator Evaluation
 30% Clinical Competency
 10% Bi-Weekly Tech Evaluation

Classroom & Lab Assessments

In-class quizzes & tests
 Homework assignments
 Presentations
 Practical exams

Grading in Clinical & Class/Lab

Students are graded on their ability to transfer theoretical knowledge to application of skills in diagnostic imaging for entry level competency. Assignments will be correlated as close as possible to classroom and lab experience.

- The students' rate of progress will depend on their ability to perform various procedures at a minimum rate of acceptability.
- With each semester, the student will face new objectives and acquire new skills that include a minimum number of competencies to stay enrolled in the program. **See DCP Syllabi for minimum number of competencies.**
- Before graduation, students must complete all mandatory competencies and at least 15 elective competencies outlined in the ARRT Competency Requirements. In addition, there are 10 patient care procedures that must be completed.

- Students must maintain at least a 75% in all program courses to enroll in the next semester.

Grading Scale

93 – 100% = A Excellent performance in ALL areas; no deficiency noted
84 – 92% = B Good to excellent performance with some areas of deficiency
75 – 83% = C Satisfactory to good performance with deficiencies to improve
67 – 74% = D Deficient in one or more areas despite additional instruction
0 – 66% = F Unsafe, unethical, or illegal activity; breach of program policies

Graduation Requirements

Students are required to complete a Petition to Graduate form in the semester prior to completing a program. To submit the graduation petition, log into mySDCCD portal and complete the electronic form then submit. This process notifies the Mesa Evaluations Office to pull a student record and match the successful classes taken with the required classes in the pertinent college catalog year. Since program curricula change over the years, there may be classes taken that are not listed in the catalog (or vice versa). In these cases, a Modification of Graduation Requirements form must be completed and approved to address the differences. Once every class is matched up as successfully completed (or substituted) by the Evaluations Office, then a certificate and/or associate degree can be posted on the student's transcript. Students are eligible and encouraged to participate in the Mesa College Commencement, if they have completed an Allied Health Program certificate or associate degree. Commencement is held each spring and is a cap-and-gown event.

Health & Safety

Communicable Diseases – Students should be aware that, in accordance with published college policy, a student may be excluded from class or the college whenever the student is found to have a communicable disease where isolation is required pursuant to a directive from the County Department of Public Health. Just as with any work situation, students suffering from any type of flu, cold, etc. should be considerate of others and not attend class or DCP during the illness.

Crime Awareness & Campus Security – The San Diego Community College District is committed to ensuring the safety of students, faculty and staff. For important information about campus safety reference “Safe and Sound, A Guide to Safety and Security in the San Diego Community College District” by accessing the following website: <https://www.sdccd.edu/about/departments-and-offices/police-department/clery-act.aspx>

Harassment – The San Diego Community College District is committed to providing an academic environment free of unlawful harassment and unlawful discrimination. Board Policy 3100 defines verbal, physical, visual or written,

environmental and harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, or faculty member, or student within the District. These procedures are used when a complaint concerns matters of discrimination or failure to comply with College policy or procedures or federal and/or state regulations.

MRI Screening – MRI suites utilize an extraordinarily strong magnetic field that may be harmful to individuals entering the MRI area with metallic, electronic, magnetic, or mechanical implants, devices or objects. All individuals are required to complete the MRI screening form, **before** entering the MRI suite. Any changes in MRI screening shall be reported to the program.

TITLE IX: Prohibiting Sex or Gender Based Discrimination and Misconduct

In accordance with Title IX of the Education Amendments of 1972, along with other federal and state laws, City College, Mesa College, Miramar College, and Continuing Education do not discriminate on the basis of sex, gender, or sexual orientation in their education programs or activities. Important information regarding the District's prohibitions of sex or gender-based discrimination or misconduct, including sexual harassment and sexual violence, can be found in District Policies and Procedures 3100, 3100.2, 3410, and 3435.

<http://www.sdccd.edu/public/district/policies>

Substance Abuse – If you arrive at a clinical affiliate under the influence of either drugs or alcohol you will be removed from the facility and dismissed from the program. For more information, please visit the Drug Abuse and Alcohol Prevention Program (DAAPP) webpage at <http://www.sdccd.edu/daapp>

Illness or Injury on Campus

For campus injuries, the student should go to the Mesa College Student Health Services on campus in the I-400 Student Services building (619- 627-2774).

Injury at the Clinical Affiliate Site

Injuries that occur at the affiliate site are covered by the San Diego District Student Insurance Policy known as HSR (Health Special Risk). The INJURED STUDENT has the following responsibilities when an injury occurs.

- Student should notify the supervisor or onsite instructor as well as Clinical Coordinator/Program Director immediately via telephone and/or email. It is the student's responsibility to report the injury.
- The student must report the following information: the day, time and location of the student during the injury. The activity or task the student was doing during the injury, and how the student was injured I and Clinical staff witnesses, if any.

The Program Director or Clinical Coordinator will notify the District Risk Management Office immediately, and complete the necessary forms. (619-388-6953; fax: 619-388-6898).

Worker's Compensation forms and the district injury report must be filled out by the Program Director or Program Clinical Coordinator and submitted to District Risk Management. Risk Management will then provide insurance information to the medical facility at which care was sought.

If **REQUIRING THE EMERGENCY ATTENTION** of a physician, the student should be directed to the clinical site or nearest Emergency Room. If it is a work/clinically related injury, the ER should be notified that the student has insurance through San Diego Community College District.

For a clinic-related **URGENT or MINOR CARE** situation, in which the student is safe to travel, the student should go to the nearest designated health services facility.

For any other non-work related situations, the student should seek their own medical care and may utilize Mesa College Student Health Services on campus in the I-400 Student Services building (619-627-2774).

Insurance Policy

The student will not attend Directed Clinical Practice (DCP) unless enrolled in the specifically applicable DCP course and the course fees (which include liability insurance) are paid. Students may not attend clinic on unscheduled days, or on District holidays. Scheduled days must be in compliance with college and program policies.

Laboratory Operation Policy

San Diego College maintains a fully energized x-ray laboratory with 2 x-ray units, 1 fluoroscopy unit, including an overhead tube, DR portable unit, 1 C-arm unit, 1 CT scanner, and 2 Mammography units. The laboratory is kept locked and security-armed at all times and is used only during scheduled classes, under the direct supervision of a Radiology program faculty member. Under no circumstances are exposures to be made on anything other than phantoms or test equipment.

Medical Release

Any student recovering from an illness, injury, or surgical procedure must report this at the onset of the situation to the Program Director. The student must be medically cleared to resume participation in all Program activities without restriction and must present the appropriate paperwork to the Program Director and Instructor. In cases where medical absences are significant, there may not be enough time to make up required DCP hours and/or excessive instructional information may have been missed. In such cases, the student may be eligible for a "late drop" from the courses he/she is enrolled in. The student should obtain a General Petition form from any academic counselor and present it to the

instructor for each course. The student should also meet with the Program Director. If the petition is approved, the student would receive a “W” instead of a failing grade in a course where excessive medical absences occurred. Any student expecting to experience a prolonged recovery process should consider withdrawal from the program after discussion with the Program Director.

Non-Discrimination Title IX Policy

Mesa College faculty is committed to supporting students and upholding the San Diego Community College District’s non-discrimination policy. Most employees of Mesa College are considered “responsible employees” who must report to the District’s Title IX Coordinator when they receive a report of, or become aware of, sex-based or gender-based discrimination or harassment. This obligation is based in Title IX of the Education Amendments of 1972 which prohibits discrimination based on sex in all areas of education.

- Sexual assault, sexual harassment, and intimate partner violence are some examples of conduct that fall under Title IX.
- When the Title IX Coordinator receives a report, they will promptly contact the individual with information about their options and rights, in order for the District to take corrective action and provide remedies.
- If you would like to speak to someone confidentially, you can contact mental health counselors on campus or the campus Victim Advocate, Nicole Teran, 619-541-5970, nteran@ccssd.org. Those individuals are not obligated to report to the Title IX Coordinator and may preserve confidentiality.
- The Acting Title IX Coordinator is Shakerra Carter, who can be reached at 619-388-6547 or scarter001@sdccd.edu.
- For more information about the Title IX office please see the following website: <https://www.sdccd.edu/students/titleix.aspx>

Nursing Mother Accommodations

In accordance with Assembly Bill 2785, students with infant children have the right to express milk or breast-feed their child while on campus. Students who need to miss class for this purpose must be allowed a reasonable amount of time to attend to such needs with no academic penalties imposed. Additionally, instructors must grant students a reasonable time to make up any missed work. Students who need this accommodation are required to provide their instructor advanced notice and verification from DSPS as needed.

Pregnancy Policy

Pregnancy should not deter completion of the program. **Written notification of pregnancy is voluntary**; however, the first three months of pregnancy is the most important time to protect you and your fetus. If you choose to inform the college of your pregnancy, it must be in writing and an appointment with the college Radiation Safety Officer, Kim Mills, will be required. All questions concerning radiation safety and monitoring while pregnant shall be addressed

and a copy of the NCRP guidelines and dose limits will be provided to the student. Pregnancy is classified as a temporary medical condition and students may contact the Disability Services Office on campus for accommodations. A fetal badge will be ordered and the radiation safety guidelines for pregnancy will be reviewed. All pregnant students have the right to:

- **Complete the program without any modification**
- **Option for written withdrawal of declaration**
- Students who wish to take a leave of absence can return the following year to resume the program
- Students also have the option of clinical reassignment

Professional Conduct Policy

Professional conduct is a fundamental element in all areas of the Radiology program, including but not limited to the classroom, labs, and clinical rotations. This policy and guidelines are designed to clearly define the program expectations for professional conduct and the importance of student adherence to the policy. Understand that entering the medical profession, students will interact with individuals who reflect a diverse set of customs, values and points of view. As a professional, caution should be used to avoid obviously offensive comments (ethnic slurs, defamatory comments, personal insults, obscenity, etc.) but also to demonstrate proper consideration of kindness and respect. The items listed below are not all-encompassing but include some fundamental elements that demonstrate professional conduct **and** traits that are considered unprofessional. The goal is to promote professional and ethical conduct and to reinforce these standards in preparation for entry-level employment.

Examples of good professional conduct

- Respectful language with classmates, faculty, and clinical techs/instructors
- Promotes positive working relationships in the classroom, lab and clinical
- Works well in groups and seeks to collaborate with others
- Strives to maintain a calm composure
- Treat patients, visitors, physicians and staff with kindness and respect.
- Demonstrates respect for diversity and cultural differences
- Demonstrates truthfulness
- Asks questions at appropriate time and in a non-defensive manner

Examples of unprofessional conduct

- Uses vulgar or disrespectful language when conversing with classmates, faculty, and clinical techs/instructors
- Complains to others about the program, faculty or clinical sites
- Does not work well in groups by failing to do their part or criticizing others
- Unable or unwilling to control their emotions in front of others
- Shows no empathy to others by using dismissive & disrespectful language
- Shares inappropriate jokes or insensitive comments to another person
- Confronts faculty or instructor in front of others

Students exhibiting unprofessional conduct will be counseled by the program director and clinical coordinator to discuss the nature of unprofessional conduct and offer suggestions to develop skills for improvement. Students are expected to follow all guidelines outlined in the counseling session. Egregious violations in professional conduct may require a disciplinary referral to the Office of Student Affairs. **Progressive disciplinary actions shall apply for violation of policy.**

Radiation Safety Standards & Monitoring

- All students are required to wear radiation monitoring dosimeters at all times while in the clinical education facilities (hospitals, clinics, labs).
- The Clinical Coordinator provides student training on how to set up their account and read dosimeters monthly.
- The cost for dosimeters is included in the DCP course fees in the fall and spring each year. The fee is \$14.50 per semester, excluding summer.
- If a student should lose their dosimeter, they are charged a “replacement” fee of \$50.00 made payable to Student Accounting.
- The radiation monitoring dosimeters will be reviewed monthly by the Program Director and Clinical Coordinator.
- In the event a student receives a high monthly reading of 250 mrem or higher, the Program Director will notify the student. An investigation of the incident will be conducted and the student will not be allowed to perform any radiographic procedures until the situation has been resolved.
- Radiation reports will be kept in the office of the Program Director.
- Students are not allowed to hold the patient and/or the image receptor.
- Please review the Radiation Protection Program Policies & Procedures for a comprehensive overview of the radiation safety standards.

Readmission to Program Policy

Continuation in the program is predicated on the successful completion of each semester. The courses in each semester are prerequisites for the next semester courses. Students who have been academically disqualified from an Allied Health program, dismissed from a clinical site, or who have had to withdraw on their own initiative, may be considered for readmission into their program under limited conditions. RADT students can only petition for readmission one year after their program dismissal or withdrawal.

NOTE: Students academically disqualified, dismissed from a clinical site, or initiated a withdrawal during the **first** Fall Semester, should consider submitting a new application for admission following the Program’s admission criteria for the next application cycle.

- Students who have been dismissed from the program, must meet with the Program Director to discuss readmission process following the specific program’s Policy and Procedure Manual.

- Readmission is never guaranteed.
- Readmission, even if approved, is subject to clinical space availability, and thus might not be possible.
- The student may apply only once for readmission to a healthcare-related program.
- Per the Clinical Affiliation agreements with the San Diego Community College District, Clinical Affiliates' are not required to readmit students.
- Students who are eligible for readmission consideration MUST initiate the process within the appropriate deadlines. See PROCEDURE.

Procedure (Responsibility of Student)

- It is the RESPONSIBILITY OF THE STUDENT to make an appointment with their Program Director to discuss the procedure.
- The Program Director will go over the requirements of the readmission process including student responsibilities, due dates, student action plan & documents that need to be uploaded with the petition.
- It is the RESPONSIBILITY OF THE STUDENT to follow the directions of the Program Director.
- Once the Program Director accepts the student's action plan, they will send an email to the student, verifying the student followed the process with the program director and is ready to complete the petition for readmission online and upload all required documents.
- It is the RESPONSIBILITY OF THE STUDENT to access, complete and sign the Petition for Readmission to Academic Program form used for program readmission. Form is online under Program Specific Forms:
<https://www.sdccd.edu/students/forms-and-documents.aspx>
- It is the RESPONSIBILITY OF THE STUDENT to fill out the General Petition as follows:
 - Student Information section
 - Purpose of Petition – mark “other” and note “Readmission to (specific program)”
 - Provide reason(s) for academic disqualification or withdrawal, including action plan for readmission summary.
- It is the RESPONSIBILITY OF THE STUDENT to submit the completed petition for readmission, their written action plan, and email from Program Director verifying they met and discussed the process. Late petitions are not accepted. If a petition is submitted late, it will be considered the one opportunity to petition for readmission. The student thus forfeits further opportunity to petition for readmission.
- Deadline to submit petition for readmission consideration is:
 - November 1st for re-entry into the program the following Spring semester
 - April 1st for re-entry into the program the following Summer or Fall semester

- Once you submit the required documents, the online student form submission system, (Jira) will send you a confirmation email.
- APPROVAL PROCESS (Responsibility of Department) Reinstatement is contingent upon petition approval, program/clinical space availability, and an approved clinical site agreement.
- The Allied Health Review Committee (AHRC), comprised of Allied Health program directors and department chair(s), will meet to consider and discuss all properly completed petitions and related documents.
- The student has the right to address the committee. Student will be allowed 5-10 minutes to present their action plan and their vision of how they can be successful in the program. After your presentation, you will be asked to leave the committee meeting.
- Program Directors do not vote on student petitions associated with their program.
- After consideration and discussion, the committee will decide whether the student may readmit.

Scholarships & Financial Aid

A full list of scholarships can be found in the college catalog or on the website. Always check with Student Affairs for application criterion and qualifiers associated with each scholarship. The goal of the Student Affairs Office is to assist with financial concerns so that you might obtain maximum benefit from the educational opportunities available. For more information go to <http://www.sdmesa.edu/student-services/student-affairs/scholarships/index.shtml>

The goal of the Financial Aid Office is to assist with financial concerns so that you might obtain maximum benefit from the educational opportunities available. The Financial Aid Office recognizes that your situation is unique and your application is carefully analyzed with complete confidentiality regarding your personal and financial information. For more information go to <http://www.sdmesa.edu/financial-aid/index.shtml>

Social Media Policy

The Allied Health Department has expectations for responsible, professional and ethical behavior with social media as a form of interaction and expression. This policy and guidelines are designed to clearly define program expectations for appropriate student behavior related to social media and to protect the privacy and confidentiality of patients, fellow students, faculty, staff, clinical educators and affiliated facilities. For the purposes of this policy, “social media” include but are not limited to:

- Social networking websites
- Video and photo sharing websites
- Microblogging websites

- Any other websites or online software applications that allow individual users to post or publish content on the Internet

Students are expected to understand and abide by the following guidelines for use of social media:

- Students should be aware that there is really no such thing as a private social networking site. Comments can be forwarded or copied and search engines can retrieve posts years after the original publication date, even if the post has been deleted.
- Employers are increasingly conducting web searches on job candidates before extending offers. Content posted that is unprofessional or irresponsible may cost students job opportunities.
- Students are prohibited from initiating “friend-requests” with clinical instructors or other staff of facilities to which they have been assigned. Students are also prohibited from initiating or accepting friend requests from patients/clients of those clinical facilities.
- A violation of the privacy of a patient, instructor, clinical affiliate, college faculty/staff member or classmate is extremely serious. This includes violations to HIPAA and the “Family Educational Rights and Privacy Act of 1974” (FERPA) policies and additionally may include disclosure of confidential information related to business practices of clinical affiliates. Such behavior may result in dismissal from the clinical site and dismissal from the program.. Violations may also put the student at risk of legal liability.
- Students utilizing social media should make absolutely no reference to patients, clinical sites or clinical instructors, even if names are not given or if the student attempts to remove identifying information from the comment.
- Posting/publication/distribution of pictures, audio or video of patients, clinical affiliate facilities/instructors/staff, college facilities/faculty/staff or classmates is prohibited unless the student receives written permission from the subject(s), clinical affiliate, and the Program/college.
- Students should use discretion when selecting the appropriate time and place for utilizing social media so as not to interfere with classroom instruction or clinical experience performance. For example, posting “status updates” during class or during the clinical day from a smart phone is prohibited.

Progressive disciplinary actions shall apply for violation of policy.

Student Conferences

It is the student’s responsibility to request counseling from the Program Director and/or program faculty if they need additional assistance. Likewise, the Program Director and/or program faculty may request a conference with the student to address performance concerns.

- Students are responsible for tracking their own academic progress throughout the duration of a course, utilizing the course syllabus, and asking for clarification when needed.
- Students may be placed on probation if there is concern about their success in meeting the Standards for Retention in any program course. Students are

to be advised that they may be disqualified from their Program without probation in cases of unsafe, illegal, unprofessional or unethical behavior.

- Students are informed of probationary status through the use of a Conference Form initiated during a conference with the Program Director or instructor. The Conference Form will specify the reason(s) for notification and contain recommendations to promote success generated by the student in consultation with the Program Director or instructor.
- The conditions necessary to remove the student from probationary status and the circumstances that may lead to disqualification will be documented on the form.
- After completion of the Conference Form, which includes student and Program Director or instructor signatures, the original is maintained in the student's file in the Program Director's office and a copy will be given to the student.
- Students are advised that they need to comply with the agreed upon condition's to promote success in their Program.

Supervision & Image Repeat Policies

Appropriate supervision assures patient safety and proper educational practices.

I. Direct Supervision

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement.
- Evaluates the condition of the patient in relation to the student's knowledge.
- Technologist is physically present during the conduct of the procedure.
- Reviews and approves the procedure and/or image.
- Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

Students must be directly supervised until competency is achieved.

III. Repeat Procedure

Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

III. Indirect Supervision

Once students have achieved competency, they may work under indirect supervision. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

Progressive disciplinary actions shall apply for violation of policy.

Technical Standards

All students should have completed the technical standards checklist when they applied to the program. If you have any concerns that you do not meet these standards, please contact Kim Mills, Program Director at (619) 388-2666 or kmills@sdccd.edu. These standards are in place to facilitate in successful completion of the program.

Physical skills-Candidates for Radiologic Technology program must be able to:

- Stand for up to 4 hours on a tiled surface
- Walk 600 feet on a tiled surface, turn in either direction, walk backwards
- Lift and carry various equipment up to 30 pounds with both hands
- Lift approximately 10 pounds to shoulder level and carry up to 30 feet
- Wear appropriate PPE masks, gloves, gowns, hats, booties, etc.
- Assist patients from a recumbent position to sitting on the edge of the bed (and vice versa) with varying degrees of assistance
- Assist patient transfers between carts, wheelchairs and beds in a manner to prevent patient falls
- Maintain good balance in awkward positions, bend, stoop and kneel
- Rotate spine from side to side, forearms to turn knobs and levers
- Reach overhead, forward and side to side to push overhead equipment
- Manipulate small objects, such as dials, switches, needles, syringes, hospital gown ties, individual keys on a keyboard, etc.

Essential skills-Candidates for Allied Health Programs must have:

- Good cognitive, memory and problem-solving skills
- Be able to think abstractly
- Excellent verbal communication skills
- Be able to initiate conversation, stay on topic and stay on task
- Have the ability to pick up on non-verbal cues of patients
- Have the ability to generalize information from one task to another
- Have the ability to stay focused on a specific task for one hour
- Be able to complete tasks in a timely manner

Telephone Numbers

Kim Mills, Program Director	619-388-2666	kmills@sdccd.edu
Jill Chagnon, Clinical Coordinator	619-388-2283	jchagnon@sdccd.edu
Tina Recalde, Dean	619-388-2789	trecalde@sdccd.edu
Nick DeMeo, Counselor	619-388-2668	ndemeo@sdccd.edu

Violation of Policies

Progressive disciplinary actions shall apply for violation of policies listed below. The following policies have a progressive disciplinary process for violation that includes a coaching advisement, a verbal warning, and a written warning. After the written warning, students may be dismissed from the program.

- Appearance & Dress Code Policy
- Attendance Policy & Timeclock Policy
- Background, Drug Screen & Immunization Policy
- Cell Phone Policy
- HIPAA Policy
- Professional Conduct Policy
- Social Media Policy
- Supervision & Repeat Image Policy

Withdrawal Policy

The District policies concerning class withdrawal are strictly observed and are found in the current Mesa College catalog. An official withdrawal from class(s) may be requested by the student or initiated on their behalf or by the instructor, Program Director, or Vice President of Student Services. The Allied Health Department faculty is committed to student retention. Any student who is considering withdrawal from a Program course should first meet with the instructor and/or Program Director. Be sure to note the published withdrawal and tuition refund deadlines and financial impact.