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SECTION II: PROGRAM POLICIES

Academic Dishonesty Policy

The maintenance of academic integrity and quality education is the responsibility of each student within the university and the California State University system. For this reason, academic dishonesty is considered an especially serious offense. Cheating or plagiarism in connection with an academic program at a campus is listed in Section 41301, Title 5, California Administrative Code, as an offense for which a student may be expelled, suspended, or given a less severe disciplinary sanction.

Academic dishonesty diminishes the quality of scholarship on the campus and defrauds those who may eventually depend upon our knowledge and integrity. Such dishonesty includes:

Cheating: Intentionally using or attempting to use unauthorized materials, formation, or study aids in any academic exercise.

Fabrication: Intentionally, without authorization, falsifying or inventing any information or citation in an academic exercise (*includes falsification of student paperwork, daily logs, competencies, and assessments and time fraud*).

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit academic dishonesty.

Policies and Procedures:

Academic Evaluation

Academic performance is exclusively a province of faculty involved. The faculty member may assign a failing grade to an assignment, paper, test,—where warranted—a final course grade for academic dishonesty.

Faculty members may file a detailed report of any instance of academic dishonesty to their department chair and to the Dean or Associate Dean of their school, indicating action taken to date.

The Department Chair and Dean or Associate Dean shall review the report to advise as to the appropriate disposition of the incident.

Student Discipline

Student Discipline (not including the assignment of grades) is exclusively the province of the office of the Dean of Students. Final campus authority is vested in the Dean of Students the president's designee in student disciplinary matters.

The Student Conduct Code is contained in Article 1.1, Title 5, California Administrative Code, and is published in the university catalog, schedule of classes, and the student handbook. The document governing the student disciplinary procedures of the California State University is Executive Order 148, issued by the Chancellor's Office on March 18, 1972.

Formal written reports of incidents involving violations of the Student Conduct Code (including instances of academic dishonesty) may be referred by a faculty member, school dean, or Associate Dean to the Office of the Dean of Students either for information purposes or with a request for disciplinary action. When disciplinary action is requested, a Student Conduct Code Violation Report form and all other substantiating evidence shall be provided.

The Assistant Dean of Students/Coordinator of Student Discipline is empowered to investigate all instances of academic dishonesty and other alleged violations of the Student Conduct Code.

The Coordinator of Student Discipline shall contact persons having knowledge of the incident and shall conduct an investigation of charges.

Cases of academic dishonesty are resolved either through an appropriate sanction accepted by the student or by disciplinary hearing conducted in accordance with Section 7 or Executive Order 148. Notice of the resolution of a case shall be sent by the Dean of Students to the Dean or Associate Dean, Department Chair, and other appropriate faculty members in the school involved.

Penalties

Section 41301, Title 5, California Administrative Code, as published in the university catalog, Appendix 1, provides that a student may be expelled, suspended, placed on probation or given a lesser sanction for a proven violation of the Student Conduct Code. Among the violations listed in Section 41301, cheating or plagiarism in connection with an academic program is specifically included.

Disciplinary records of any action of academic dishonesty are retained in the office of the Dean of Students for at least five years from the date of final adjudication. These records may be available to prospective employers and other educational institutions, in accordance with federal and state regulations.

Student Discipline

Anyone wishing to report an act of academic dishonesty would call 677-2391 or visit the office of the Vice President for Student Affairs and ask for the Associate Vice President of Student Affairs. The Associate Vice President will investigate such reports. Information may be provided anonymously; disciplinary action, however, cannot be taken on the basis of anonymous reports alone. The Associate Vice President is also available to assist faculty members in the development and presentation of academic dishonesty cases. For more information refer to the CSUN catalog academic dishonesty section.

Academic Dismissal Policy

All students must receive a “C” grade or better in all professional courses in order to graduate from CSUN and the professional Radiologic Sciences Program. Failure to obtain a passing grade in any of the core RS courses will require the student to repeat the course and possibly the program. Failure to pass any of the other RS courses will be subject to repeat the course which may delay completion of the program. The following are the Radiologic Sciences courses:

HSCI 181	Medical Imaging Sciences I*
HSCI 182	Medical Imaging Sciences II*
PSY 376	Radiology Physics*
HSCI 280	Radiological Sciences: Clinical Education I*
HSCI 281	Radiological Sciences: Clinical Education II*
HSCI 282	Radiological Sciences: Clinical Education III*
HSCI 283	Radiological Sciences: Clinical Education IV*
HSCI 284	Radiological Sciences: Clinical Education V*
HSCI 285	Radiographic Anatomy & Positioning I*
HSCI 286	Radiographic Anatomy & Positioning II*
HSCI 302	Pathophysiology
HSCI 380	Cross-sectional Anatomy for Radiographers
HSCI 384	Computers in Diagnostic Imaging
HSCI 385	Quality Assurance & Evaluation of Radiological Imaging Equipment*
HSCI 386	Radiological Sciences: Clinical Education VI
HSCI 387	Radiological Sciences: Clinical Education VII
HSCI 480	Computed Tomography
HSCI 482	Angiography & Interventional Procedures
HSCI 485	Principles of MRI
HSCI 486A	Advances in Radiologic Sciences A
HSCI 486B	Advances in Radiologic Sciences B
HSCI 487	Professional Development for Radiographers

* If a student receives a grade lower than a “C” in any of the first year’s courses, the student may not continue in the program.

Cheating of any kind during quizzes/tests will result in an automatic F in the course.

Academic Papers/Projects Policy

Academic papers/projects generated in the Radiologic Sciences Program may not be submitted more than once to fulfill academic requirements in any other courses. For example, a clinical case study may not be turned in the pathophysiology course to fulfill the writing assignment. Multiple submissions of papers/projects are not allowed and would be considered an infraction of the university's Student Conduct Code, under Academic dishonesty, without the consent of the instructor.

"Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization." (See University Catalog, Appendix E-2, #4).

Also, student teaching projects may not be on any previously submitted topics to any course in the RS program.

In an effort to maintain the university high standards of academic integrity, all students are expected to comply with the university's Student Conduct (University Catalog, Appendix E.1-E.4) to avoid academic dishonesty. Such acts of plagiarism, fabrication, fraudulent use of internet sources, false citations or data will result in an automatic "F" on the assignment. **No academic paper/project with less than a passing grade of 75% will be accepted. The student will be given the opportunity to re-submit the assignment for a passing grade within a time frame at the discretion of the CCs.** To determine the final grade on the paper/project, the grades of the two assignments will be averaged.

Students may be required to submit their writing assignments electronically through "turnitin.com" at the discretion of the clinical coordinators/instructor. All references used for the assignment must be easily available upon request within two weeks after the assignment is due. (Checking out textbooks from the Oviatt Library, ensure to have possession two weeks after the term paper has been submitted. Faculty may request to see them.) **Failure to provide references and any violation of the HIPAA principles will result in a failing grade for the particular course.**

If a student fails to comply with this policy, a letter grade of "F" will be assigned to any identical materials/projects.

Section 41301, Title 5, California Administrative Code, as published in the University Catalog, Appendix 1, provides that a student may be expelled, suspended, placed on probation or given a lesser sanction for a proven violation of the Student Conduct Code. Among the violations listed in Section 41301, cheating or plagiarism in connection with an academic program is specifically included.

Affiliated Hospital Requirements

All students are mandated to be qualified for clinical placement at any site throughout the 27 month program. Qualified means **complying with all affiliated hospital requirements**, regardless of what sites the student is scheduled to rotate. Failure to comply with new and/or renewal of hospital requirements prior to expiration will disqualify the student for any hospital placement. Consequently, the student will be suspended from clinical education until requirements are met.

It is the student's responsibility to renew and fulfill requirements of any of our affiliated hospitals. Students are accountable to submit a copy of their new/renewed document(s) for their student file and for the affiliate hospital records.

Some of the main requirements that need to be renewed prior to expiration are: CPR cards, Northridge Hospital's Annual Fit Testing, Annual TB Skin Testing, Fire and Safety Trainings, and Olive View's multiple requirements.

The amount of hours given to comply with the appropriate hospital requirements are listed below.

Requirement	Clinical Hours Allocated
CPR course (American Heart Association only)*	4 hours
NH's TB skin Testing	2 hours
NH's Annual Fit Test	2 hours
NH's Annual Safety Training	4 hours
OV's HR and appointment with Mike Ruiz	2 hours

**The JC requires all hospital employees and volunteers to maintain valid CPR certification that is approved by the American Heart Association. Students rotating through Shriners may not attend CPR class during the clinical hours. NHMC offers a CPR courses at various times and students must register in advance.*

It is the **students' responsibility to notify the Clinical Coordinator and Clinical Supervisor** of their intentions on attending CPR, TB skin test, Fit Test, or any other hospital requirements prior to missing clinical.

Cash Management Policy

In order to comply with California State University Northridge policies, the Radiologic Sciences program does not handle or collect cash from students for any reason. However, there are occasions when the RS program can provide discounts to students if they purchase materials or documents as a group. The procedures for these purchases are detailed below.

1. Collecting fees for clinical liability insurance after the student is accepted to the program. Each student submits a cashier check or money order made out directly to the insurance company (Marsh, Seabury, and Smith) for students' portion of the fee. The faculty then sends these checks and the application to the insurance company.
2. Collecting fees for lead markers to be used during clinical internship. Each student submits a personal check made out directly to the marker company (The Thomas Corporation) and then the faculty mail these checks and the order form to the marker company.
3. Collecting fees for the BSRS Pin, which is part of the student uniform at clinical sites. Each student submits a check or credit card made out directly to the J.H. Recognition Company and the faculty sends these checks and order forms to the pin company.

The graduation dinner party is a private party organized and paid for by each graduation class. The RS faculty is not involved with these plans.

Clinical Education Attendance Policy

Radiologic Sciences students will attend all clinical assignments as scheduled by the clinical coordinators. Time cards will be used to keep accurate record of the clinical attendance and time. At the end of each semester, the total number of hours will be recorded and filed.

If unavoidable circumstances result in tardiness or absence, students are required to notify the area supervisor and the clinical coordinator one hour before starting time or as soon as possible. All tardiness and absenteeism will be made up at the convenience of the clinical supervisor, preferably on the same time card and definitely before the completion of the term in which they occur, in order for students to be considered for a passing grade. Habitual tardiness and absenteeism will result in a reduction of the final grade for the appropriate clinical course. Absences of three or more days for reasons of illness will require a physician's statement regarding student capability to resume clinical assignment. Students will not be allowed to resume clinical assignment until they are able to perform all their duties without restriction.

An inconsistent clinical education does not allow student progressive psychomotor clinical growth. Therefore, a RS student may not owe more than 40 hours of clinical education at any time; unless, a **documented** medical excuse, family emergency, or life event (at the discretion of faculty) has been presented to the program faculty. **If a student accrues more than 40 hours of unapproved clinical time at any point of the semester, he or she will accrue an additional 40 hours of clinical education and will not earn a grade higher than a C for the corresponding clinical course.** The student will be required to make-up the additional 40 hours plus the number of hours originally missed towards the end of the program. The area of make-up will not necessarily be in the same area missed, but any area available during that time.

Example: student X missed 42 hours not due to documented illness during summer clinical the student X will accrue an additional 40 hours. The student now owes 82 hours of clinical that can only be made up after December of the graduating senior internship earn a grade no higher than a C, as per the other grading policies.

Students who have less than 40 clinical hours owed during any one semester must complete those hours during that semester or the student forfeits the grade higher than a C. If the student fails to complete the owed time before the last day of make-up week of that semester, the remaining owed time of the previous semester will carry over into the next semester.

To avoid quality of the education being adversely affected, a student who is absent for 60% or more of the clinical rotation will have to repeat the entire rotation. Thus, the student will not be allowed to make-up the rotation on an intermittent schedule. The rotation will be scheduled in a continuous block of time at the discretion of the program director and clinical coordinators.

All make-up must be preapproved with the clinical coordinators. Failure to seek approval will result in not earning credit for the makeup time.

Clinical Grading Policy

Your clinical grade is comprised of five separate items.

The Clinical Grade Breakdown: (in points)	
1. Comps	10
2. Film Review.....	10
3. Clinical performance (Assessments)	10
4. Professionalism.....	40
• Misconducts.....	20
<i>(Starting from the 2nd misconduct, since 1st one is a verbal warning)</i>	
• Dress code.....	10
• TLD badges.....	10
5. Writing Assignment.....	30
<i>(Each semester has a different assignment)</i>	
TOTAL	100

Grade Percentage Breakdown

A = 90-100% B = 80-89% C = 75-79% D = 65-74% F = Below 65%

Note: A "C" is the highest grade possible for any incomplete, once that work has been made up. If a student receives a grade lower than a "C" in any of the core courses that are prerequisite to the following semesters course work, the student may not continue in the program.

Students are graded based on the following: exam competencies, film review, and affective assessment (see below, items 1-3). The fourth item: professionalism, is a combination of factors that reflect clinical performance like tardiness, dress code, and misconducts (see below, items 4-7 and Tardy and Late Calls policy, Dress Code Policy, and Misconduct Policy).

The fifth item of the grade comes from the professional writing assignment, i.e. group objective, critical thinking portfolio, journal assignment, or case studies. The effect of these papers on your final grade will be discussed at the end of this policy (see below, item 8 and Clinical Assignments and Test Criteria Policy).

1. Satisfactory progress in the clinical area is contingent upon fulfilling the minimum **number of competencies** required in clinical for each semester. These minimum numbers are as follows:

Semester and Year Number of Competencies	
Fall #1 (Junior Yr.)	5
Spring #1 (Junior Yr.)	10
Summer #1 (Junior/Senior Yr.)	10
Fall #2 (Senior Yr.)	6 + 6 re-comps
Spring #2 (Senior Yr.)	6 + 6 re-comps
Summer #2 (Grad Sr. Yr.) & Fall #3 (Grad Sr. Yr.)	Students are required to finish all remaining competencies mandated for graduation, submit 6 re-comps for each semester (summer and fall), and obtain two terminal competencies on a fluoroscopy and a general diagnostic exam.

Proficiency testing is competency retesting and will be required as a senior and as a graduating senior student. Senior students must retest on 6 competencies in the fall and again in the spring semester. A re-competency may not be obtained on an exam that was just obtained that semester, except for post-grads' observed comps. A student may not re-comp in an exam that was previously re-comped. Post-grads will be required to obtain 6 re-comps during both the summer and fall semester. In addition, prior to graduation each graduating senior will be proficiency tested on a fluoroscopy and a general diagnostic exam (complete L-spine or C-spine) by the clinical coordinator or designee.

2. **Film Review:** Three hours of film review are documented using the Film Review Log sheet. Some portion of the three hours must be completed during that semester or it will be considered an incomplete. The log must be turned into the CSUN Student Drop Box at the end of each semester. Film review accounts for 10 points of the Final Clinical Grade.
3. All area **psychomotor assessments** are turned in. Affective assessments must be turned in within two weeks of the end of the rotation. A satisfactory rating must be reached. If a satisfactory rating has not been achieved, the assigned clinical coordinator will mentor the student. If a student misses more than 60% of any rotation, a new assessment must be turned in at the end of that rotation.
**** If you have not turned in your area evaluations, you will receive an incomplete for the clinical course. *****
4. Student must adhere to all rules of conduct for both the professional program and the clinical site. Refer to Code of Conduct. Remember, **professionalism** is important, and you will be expected to uphold the standards of the institution and the RS program.
5. **Tardiness:** Student must strive for punctuality throughout the entire program. Each tardy will result in a 2-point reduction of the final clinical grade. If the student were to get 6 or more tardies, then the base grade will drop a letter grade.
 - More than 5 tardies- drop one letter grade

- More than 10 tardies - drop another letter grade
- Over 13 tardies - would drop the grade to a "D", which is not acceptable in the professional program.

Tardies should be made up that same day!

The last two semesters of the RS program, tardiness will be strictly enforced. If a graduating senior receives more than 5 tardies, he/ she will be required to submit a case study.

6. All **owed clinical hours** are made up by the end of the designated make-up time following the semester. Failure to complete owed time will result in an incomplete in the course. Any undocumented hours still remaining from the previous semester, will carry over into the new semester or summer clinical.
7. **Film badges and TLDs:** The RS student is required to turn in or exchange his/her monthly film badge or quarterly TLD within the first ten days of the month that it is due. Failure to turn in or exchange the film badge will result in a grade reduction from the Final Clinical Grade. Reminder, the student will have up to four film badges/TLDs assigned to him or her. Failure to turn in more than one badge could greatly affect the clinical grade. **Film badges may not be removed from any clinical site. In addition, CSUN will be supplying a film badge that must be worn at all times. At the major sites the student will be wearing 2 monitoring devices. At the minor sites, the students will be wearing only the CSUN TLD badge.**

Monitoring devices are exchanged the first of the month. For example, August film badge is exchanged Sept 1. TLDs are exchanged every January, April, July, and October. For example, the TLD for the months of October, November, and December is exchanged January 1. Badges must be exchanged by the 10th working day of the month.

Fall grade will include the film badge monitoring months of:

- August, September, October, November

Spring grade will include the film badge monitoring months of:

- December, January, February, March, April

Summer grade will include the film badge monitoring months of:

- May, June, July

TLDs: (CSUN, VA, & UCLA badges)

Fall will include the months of: July, August, September

Spring will include the months of: January, February, March

Summer will include the months of: April, May, June

8. The professional **writing assignment** is graded as follows:

Accuracy and completeness of content	60%
Grammar and spelling	10%
Presentation and neatness	10%
In-text citation	10%
References	10%

*** Papers may not contain more than 40% quotes from other sources. ***

Failure to submit a professional paper or the submission of an unsatisfactory paper will result in an incomplete. If the incomplete is not made up with a resubmission of a satisfactory paper, student will resubmit until a satisfactory assignment is met. Assignment grade of less than 75% will result in resubmitting the paper and the two grades will be averaged.

Academic dishonesty will not be tolerated, and will result in dismissal from the professional program. This includes all forms of academic dishonesty, plagiarism, cheating on tests, time card fraud and all other forms of dishonesty will result in a "F." Any form of HIPAA violation will result in an automatic failure of that assignment.

You will be required to complete a professional assignment or test for each semester of clinical education. These assignments will change depending upon which semester you are in as follows:

Semester Year	Clinical Writing Assignment
Fall Junior Year	Group Clinical Objective*
Spring Junior Year	Critical Thinking Portfolio
Summer Junior Year	Venipuncture Test
Fall Senior Year	Critical Thinking Journal
Spring Senior Year	Case Study
Summer Post-grad Year	Clinical Self-Evaluation
*Fall Post-grad Year	Case Study

The group clinical objective will be based on individual work (75%) and group effort (25%). Each student must work on at least one mini rotation area.

Writing Assignments accounts for 30 points out of 100 of the Final Clinical Grade (see Clinical Final Grading Policy). Failure to submit and/or complete the appropriate assignment for the semester will result in an incomplete for their clinical grade.

Grading Scale for Writing Assignments:

A = 90-100% B = 80-89% C = 75-79% D = 65-74% F = Below 65%

Clinical Re-entry Requirement

If a RS student does not complete clinical while satisfactorily completing the academic component of the RS Program, he or she may not be signed out of the professional program. The student will not be qualified to sit for either the state or national test. If he or she returns after 15 weeks he or she will have to be recomped. The type and quantity of competencies will be determined by the clinical coordinators. Moreover, acceptance is required prior to a student being allowed to complete the remaining clinical components of the BSRS program.

Code of Conduct Policy

The Department of Radiology, NHMC, HMNMH, VAMC, UCLA, VPH and minor clinical sites reserve the right to refuse admission to any Radiologic Sciences student who is involved in any activity not considered professional or conducive to proper patient care.

The following policy serves as a foundation for the CSUN BSRS Program that demonstrates commitment and professionalism. The following are the expectations of each individual student:

- Report to the clinical assignment in an alert condition.
- Report to the clinical assignment in the proper complete uniform. (Refer to the Dress Code Policy)
- Not be in possession of drugs or liquor, nor engage in their use while on clinical assignment. The clinical affiliation must comply with the State and the Federal laws regarding drugs and alcohol abuse.
- Report alert and do not sleep on clinical assignments.
- Adhere to NHMC, HMNMH, VAMC, UCLA, Valley Presbyterian, and minor sites' radiology departments' rules and regulations and the CSUN Student Handbook while on clinical assignment.
- Be on time and do not engage in habitual or excessive tardiness and/or absenteeism from clinical assignment.
- Adhere to appropriate guidelines as published by the college for initiation of grievances concerning any aspect of clinical course-work. This includes maintaining a professional attitude when in the presence of other students, staff technologists, program faculty, physicians, and patients.
- Eat in areas specifically designated for that purpose.
- Use of the department's telephone for personal use is prohibited. Turn off all electronics during clinical hours. Pay phones are available in close proximity for use during breaks and meals.
- Utilization of internet during clinical hours is only permitted when students are on their breaks and from their own personal devices.
- Loitering in the Radiology Department is not allowed.
- Accept assignments by the clinical supervisor adequate with their capabilities, or to take directions from an individual designated by the clinical supervisor.
- Stay in their assigned area within the Radiology Department. If need be, do not leave without notification from a CI or CC.
- Leave patients attended while undergoing diagnostic procedures.
- Adhere to the time reporting policy.
- Gratuity or "tip" of any kind shall not be accepted from a patient or a patient's family.
- Not study during clinical time unless authorized by a clinical coordinator.
- Keep in mind that we expect you to follow the job description of that of a technologist.

Communication Policy

Written and verbal communication is a mandatory requirement throughout the RS Program. Students shall pick up email every day. Failure to do so may result in a misconduct. Not picking up email everyday may result in the inability to acquire pertinent information.

If the student does not have or has limited access to email at home, CSUN's Oviatt Library offers free internet access to all students. All registered CSUN students are assigned a CSUN email account upon their initial registration to the university.

Public libraries are another option for free internet access. There are no excuses for not being able to check email.

Verbal communication includes phone calls for absences, tardies, leaving early, incidences, site issues, technology issues, emergencies, etc.

Furthermore, clinical education is a privilege. No personal phone calls from or to any site unless an emergency arises. Use of emails is only permitted when students are on their breaks from their own, personal devices and not from any hospital computer.

Community and Cultural Diversity Policy

Civility, understanding, and mutual respect toward all members of the University are intrinsic to excellence in teaching and learning. California State University, Northridge is committed to creating and maintaining a campus community free of behavior, policies, or practices that denigrate, humiliate or stigmatize individuals on the basis of race, religion, color, disability, sex, sexual orientation, national origin, ancestry or age.

The California State University reflects California's rich cultural diversity. The varied background of students, faculty, and staff enrich the university's intellectual life and create its unique community.

While the university views diversity as a great source of strength, some people on campus, as elsewhere in society, feel threatened by those who are different and act in disregard of the personal dignity and rights of others. Discrimination and harassment have no place in a university community. They damage the educational aspirations of students, interfere with the performance of faculty and staff and destroy the environment of tolerance and mutual regard that must prevail for a university to fulfill its mission.

The university is therefore committed to maintain an environment free from discrimination and harassment. To fulfill this commitment the university will work to prevent discrimination from occurring and will ensure that federal and state laws as well as university regulations prohibiting discrimination are fully enforced.

Demeaning and gratuitously offensive conduct sometimes takes expressive forms that, although repugnant, cannot be prohibited or punished. Both the First Amendment to the Constitution of the United States and Article I, Section 2, of the California Constitution limit the university's power to punish free speech. To do so, even in the case of speech that is offensive and demeaning, would undermine basic principles of free discourse fundamental to any university.

As an educational institution, the university will use its intellectual and persuasive powers to discourage offensive and harassing speech from occurring and to encourage civil exchange. The university will attempt to teach its students and employees to listen as well as speak and to do both with an open mind.

This is consistent with the university's mission to foster dialogue that educates students and prepares them for citizenship. That mission requires respect for differing viewpoints, but not license for demeaning language and harassing behavior that stifle free exchange of ideas and compromise the university's educational goals.

Respect throughout the university for the dignity and rights of others, including the right to be free from discrimination and harassment and the right to speak freely, is essential to creating and maintaining an environment conducive to learning.

Competency Based Clinical Agreement

A Radiologic Sciences student may attempt to obtain competency for a radiologic exam once the student has completed the RS program's Radiologic Anatomy and Positioning courses (HSCI 285 & 286) and has covered that specific material in the classroom/lab, been successfully tested on it, and feels confident in his/her technical and patient care abilities.

I understand that this policy means that I may not attempt any competency in clinical education on a procedure that has not been covered in the Radiologic Anatomy and Positioning class (HSCI 285 & 286).

Print Name

Signature

Date

Daily Log Policy

Completed daily logs must be turned in every day and they will be picked up once a week. Logs must be in the designated files at the time of pick up. A completed daily log means, the log is tallied and signed by the technologist. If there were absolutely no cases and the student was not able to be reassigned, the technologist must verify on the front of the log that there were no cases.

Students must indicate the level of participation for each individual case by marking assisted or unassisted on the daily log. Furthermore, student must denote whether he/she performed a repeated image for the study. If an image was repeated, the supervising radiologic technologist's must initial the daily log in the corresponding space.

All daily logs should be turned in order to be signed out of the program.

Assisted exam: a procedure completed with the help of a technologist intervening in a technical manner (adjusting technique), with patient positioning, radiation/patient safety.

Unassisted exam: a procedure completed without the help of a technologist intervening in a technical manner (adjusting technique), with patient positioning, radiation/patient safety. The student may still be under the direct supervision of a technologist when performing an unassisted exam as long as the technologist does not intervene.

In order to assure that the graduating student is able to function in a radiology department independently, a minimum number of unassisted patient examinations will be required. A student will not be signed out of the program until 1000 unassisted patient exams have been completed.

It is imperative that all examinations be documented on your daily log sheet so that an accurate record is available.

Students not having a sufficient number of unassisted exams may need to extend their clinical time until a minimum of 1000 unassisted exam have been achieved. **No student shall exceed a length of 40 months for program completion that is 150% of the required program length.**

Doubles Policy

In order to eliminate any confusion regarding a student working a double shift, please refer to the following:

A "double" shift is defined as voluntarily working past an eight-hour continuous period during a single day. For instance, a student may elect to work in a certain rotation from 8:00am - 7:30pm in order to make up time. Working "doubles" is not required by a student; however, it is an option for making up hours owed as long as the appropriate criterion is met.

Students will be allowed to work "doubles" at the start of their post grad year only. Doubles may not be used to make-up time missed as a junior or senior student. Also, you cannot do doubles when you have accrued more than 24 hours clinical credit.

No student may work past 11:30pm in any rotation. Not all rotations have doubles or extended hours available. It is the student's responsibility to check with their clinical coordinator regarding the hours they may work in any particular area.

"Doubles" will be allowed for make-up time only, not for pre-making up time. As usual, all time must be scheduled in advance with the clinical coordinator (no later than 4:00pm that day). Any request to work a "double" that comes at 4:05pm, for example, for that evening will be denied.

In accordance with labor laws, a lunch or dinner break must be taken for each 6 hour period worked. The first lunch must be taken by the first 6 hours. The time is then documented from the end of the first lunch break. For example, if a student takes lunch at 12:00 to 12:30 then the second lunch break should be taken by 6:30pm.

Finally, no student will be allowed to complete more than 56 hours of "doubles" during their entire graduating seniors period, unless they have a documented medical excuse for their absence.

Any clinical work done that is not in compliance with these guidelines will be considered clinical misconduct and the student will be disciplined in accordance with the program's clinical misconduct policy.

All clinical time is calculated by 15 minute increments.

Dress Code Policy

The personal appearance and demeanor of the Radiologic Sciences students at CSUN reflect both the university and program standards and are indicative of the student's interest/pride in their profession.

Uniforms will be clean and pressed. Shoes will be polished and in good condition at all times. The hospital's scrubs will be worn **only** during performance of the surgery, special procedures, and cardiac cath lab assignments. Any student reporting to the clinical area in improper uniform or accessories, or in a soiled or untidy uniform or with dirty shoes will be sent home by the Clinical Coordinator (or by the Area/Dept Supervisor for those a minor sites or in the absence of the CC).

Males:

- Clean, pressed, solid navy scrub pants and top
- Must be at least a 60% polyester/ 40% cotton blend
- A clean, pressed, white or black short sleeved t-shirt may be worn underneath. A white or black long sleeved t-shirt may be worn if the clinical site allows it
- White, black, gray or blue shoes or; white, black, gray or blue nursing clogs may be worn as long as there is a heel strap or 1" heel cover. You can also wear a combination of any of those colors specified above for your shoes
- Clean, pressed navy blue scrub jacket
- Hair must be neat: hair that falls past the shoulders must be tied in a ponytail
- Facial Hair must be groomed or shaved
- No visible tattoos

Females:

- Clean and pressed solid navy scrub pants and top
- Must be at least a 60% polyester/ 40% cotton blend
- A clean, pressed, white or black short sleeved t-shirt may be worn underneath. A white or black long sleeved t-shirt may be worn if the clinical site allows it
- White, black, gray or blue shoes or; white, black, gray, or blue nursing clogs may be worn as long

as there is a heel strap or 1" heel cover. You can also wear a combination of any of those colors specified above for your shoes

- Clean, pressed white lab coat recommended but not required (60% polyester/40% cotton blend)
- Hair must be neat: hair that falls past the shoulders **must** be tied in a ponytail and/or pulled off the face
- No visible tattoos

All Students:

- Wear a film badge at all times while at the hospital
- Wear the official hospital ID and wear the official CSUN RT pin
- Wear a functioning watch with a second hand
- Remove all loosely adorned jewelry from their hands and wrists
- Present themselves neat and clean (clean fingernails, hands, hair, clothing, etc.)
- Have a ballpoint pen, permanent marker and a pocket notebook handy
- Carry their film identification markers at all times

Show restraint from using strong perfumes or after-shave lotions that might offend patients

Dress Code Agreement

I, the undersigned, agree to adhere to the professional dress code stipulated by CSUN's Radiologic Sciences major clinical affiliates, NHMC, HMNMH, UCLA, VAMC, Valley Presbyterian, and all minor sites. Additionally, I will maintain good personal hygiene and launder my lab coat/ uniform often. I will wear appropriate ID badge, CSUN pin and film badge while involved in clinical. I will **not** wear or have:

1. a hairstyle consisting of hair height or width of more than 3"
2. inappropriate hair color
3. unpolished shoes
4. inappropriate accessories
5. nail length of more than 1/8" from the tip of the finger (no artificial nails)
6. no nail polish color
7. strong perfume or after shave cologne
8. any piercing other than ears without it being covered or bandaged
9. visible tattoos without it/them being covered or bandaged

In addition, I understand that will be sent home by the clinical coordinator or department supervisor if I am not in appropriate/proper uniform attire and/or proper hygiene. Consequently, I will owe clinical time missed.

Student Signature

Date

Print Name

Drug Testing Policy

Students selected for the CSUN Radiologic Sciences Program will be drug tested and may be subject to random drug testing by the clinical affiliates at any time in accordance with Public Law 100-71. If a student refuses drug testing, he/she will not be placed clinically and therefore will not continue in the professional program. A student who receives a positive test result will adhere to the protocols of the clinical site.

Emergency and Disaster Policy

All students are responsible to the needs of the patients and departments of their facility during emergency situations, such as power outages and earthquakes. Students should report to their area or department supervisor and assist as so directed by the supervisor or hospital administration. The normal reassignment policies of the program are not operational during such events. During emergency events, the student is to abide by the department and hospital policies and procedures.

Evening Rotation Policy

Due to the higher risk of personal harm, the radiologic sciences student should adhere to the following safety precautions:

1. Park in a well-lighted area.
2. At the end of the shift, do not leave the clinical site alone. Walk to the parking lot with a student, technologist, or clerk. If you cannot find someone to accompany you, please call the Escort/Security office at:
 - UCLA: Ext. 77100
 - VA: Ext. 84524
 - Henry Mayo: Ext. 8319
 - Northridge: Ext. 4645
 - Valley Presbyterian: Ext. 5294
3. Have your car keys ready before leaving the building.
4. Be aware of your surroundings as you walk.
5. At NHMC, know the location of the panic buttons in the hospital and parking structures. The panic buttons will alert security.

In order to reduce the risk of personal harm, the evening rotation hours will parallel the technologist's hours at each faculty whenever possible.

Hours at Northridge Hospital are:	2:30pm to 11:00pm
Hours at the VA Medical Center are:	12 noon to 8:30pm
Hours at Henry Mayo Hospital are:	2:00pm to 10:30pm or 3:00pm to 11:30pm
Hours at UCLA are:	12:30pm to 9:00pm
Hours at Valley Presbyterian are:	13:00pm to 21:30pm

Film Badge/Radiation Safety Policy

Students must wear the film monitoring badge or TLD while at the clinical sites. CSUN will supply a TLD badge for each individual student to wear at all times during clinical assignments. In addition CSUN's TLD badge, all major affiliated facilities will also supply a form of monitoring device. As a result, students at some point will rotating through NHMC, HMMC, UCLA, and VAMC must wear both the clinical site and CSUN's monitoring device. At the minor sites, the students will be wearing only the CSUN film badge.

The film badge/TLD supplied by the facility must be left in the radiology department when not in use for clinical assignments. The radiation exposure reports are kept in the radiology departments and available upon request. CSUN radiation reports are kept in the Environmental and Occupational Safety office at CSUN and are available upon request. Students will obey all clinical affiliates' policies in regards to lost or destroyed film badges/TLDs.

Film badge/TLD reading is available to the student within 30 days following results. The clinical coordinators will hand individual reports to students. The faculty will meet with the student for review. All permanent records will be kept at the Radiation Safety Office. The student will be advised on radiation protection if he/she receives more than the maximum permissible dose of 100mrem for that time period on a CSUN TLD badge. As stated in the CSUN Film Badge/Radiation Safety policy,

"Radiation Safety Office (RSO) is responsible for notification of the DOHS in cases of known or suspected exposure above the legally permitted exposure limits. All exposures in excess of 100 mrem will be investigated by the RSO. When an exposure reaches or exceeds legal limits, depending on the extent of the overexposure, personnel may be required to avoid future work with ionizing radiation for an extended time."

The CSUN Radiation Safety manual can be found on the following website,

http://www-admn.csun.edu/ehsr/ehs/ehsweb_08/program-areas/radiation-safety/

Film badges/TLDs are exchanged on a monthly/quarterly basis. The RS student is required to turn in or exchange his/her monitoring badge within the first ten working days of the month that it is due. Contact the clinical coordinator for expiration dates or it can be found on the badge itself. Failure to turn in or exchange any of the five monitoring badge will result in a grade reduction (see Clinical Grade Policy).

Energized Lab Usage Policy

All Students are to understand that while using the RT lab, they will only be positioning other students or phantoms. Students will not perform x-rays on any human beings. Students will not energize the x-ray tube or touch the control panel to make any exposures. Also, a RT faculty person must be on site while the lab is in use. Failure to follow these rules will result in an expulsion from the program because this violation would be against California State Law Title XVII.

The dosimetry reading are available at any time during bussiness hours at CSUN's Radiation Safety Officer's office. All permanent records will be kept at RSO's office. Any reading above 100mr will be investigated and follow the policy for radiation protection at Cal State Northridge.

Graduating Senior Clinical Policy

1. In keeping with the Final Clinical Grade Policy, item #5 regarding tardies, any graduating senior **receiving more than 5 tardies** during the summer clinical or fall clinical will be required to write a satisfactory case study in order to receive a passing grade in the class. Failure to turn in a satisfactory case study will result in an incomplete.
 2. It is the graduating senior's responsibility to seek pre-approval from the appropriate clinical coordinator for **all elective rotations** in the area they choose. Pre-approval means you have received a verbal response or confirmation by email. Pre-approval must be obtained **one month prior to** the elective rotation is to begin. **Failure to choose an elective area** may result in the student being reassigned by the clinical coordinators.
 3. Graduating senior proficiency testing (Terminal Competencies): The graduating senior student must complete 6 re-competencies in the summer and 6 in the fall semester. In addition, the student will be retested by the clinical coordinator or clinical designee on two exams. One exam will be a fluoroscopy exam (UGI or BE) and the other will be a general diagnostic exam of either a complete C-spine series or a complete L-spine series.
 4. Prior to completion of the RS program, each graduating senior must demonstrate competency for the following patient assessment areas:
 - Vital signs
 - CPR
 - Oxygen administration
 - Contrast reaction recognition and response
- Demonstration of competency will either be by a written, or an oral quiz or physical demonstration, i.e., taking vital signs by a registered nurse or clinical coordinator.
5. Graduating seniors are to complete their summer and fall clinical hours at the end of each semester, failure to do so will subsequently add 40 hours of additional clinical time.
 6. Clinical Assessment: Based on the following point system identified in course syllabus:
 - Competencies: 10
 - Film Review: 10
 - Clinical Performance (Assessments): 10
 - Writing Assignment: 30
 - Professionalism: 40

Receiving a "0" in any of the above categories will result in an incomplete for the semester. An earned incomplete grade can result in a grade no higher than a C, when the incomplete is completed.

At the completion of the clinical course, each student must have the following items checked off:

- Daily logs
- Clinical time completion
- Assessments
- Competencies, recomps, and terminal comps

- Photo ID badges
 - Dosimeters or TLDs
 - Venipuncture log
 - Valid CPR
 - Vital signs log
 - Exit Interview
 - Film Review
7. As a graduating senior student from the radiologic sciences program, three personal days (equivalent to 24 hours) may be allocated. A graduating senior student may receive three personal days to be used sometime during their entire post graduate clinical period. The student should indicate on their timecard if they want to use their personal hours by writing "PTO" for personal time off.

Holidays or Limited Departmental Staffing Policy

No student shall be assigned for required clinical or clinical makeup on CSUN observed holidays (CSUN campus is closed for the holiday) or when a clinical site is observing a holiday or schedules for limited staffing. However, students may be reassigned by program faculty to another clinical site for a holiday when the CSUN campus is open and the student's liability insurance will be active.

Students will be informed of the upcoming holidays and/or clinical reassignment on the rotation schedule for the semester or summer.

The following holidays are observed by CSUN (the campus is closed your insurance is inactive):

- Martin Luther King Jr. (January)
- Cesar Chavez Day (March 31st)
- Memorial Day (May)
- 4th of July
- Labor Day (September)
- Veteran's Day (November)
- Thanksgiving and Friday after Thanksgiving
- December 24-January 1

The holidays, in addition to those listed above, which may be observed by some clinical sites and in that case, clinical reassignment may occur are:

- President's Day
- Columbus Day

Injury Procedure and Reporting

In case of personal injury, a student **must** report it immediately to the Clinical Coordinator and a Department Supervisor. The student is responsible for medical attention needed for the injury or exposure. However, the clinical site will stabilize the student, if necessary.

Reporting:

1. Immediately report to a Clinical Instructor for any serious injury or incident and contact the Clinical Coordinator. If the Clinical Coordinator is unavailable and could not be reached, contact any other Clinical Coordinator.

If the injury is a blood borne pathogen exposure, follow the following guidelines:

1. Cleanse area (eye splash, use eye wash, scrub with antiseptic if needle stick).
2. Report to Supervisor/Clinical Instructor (if clothing is soiled obtain clean clothes).
3. Notify site Clinical Coordinator (if not available, any CC).
4. Obtain Patient Release of Information form (if applicable) and the Incident Report.
5. Obtain Patient permission for/ and Labs.
6. Seek medical treatment at the corresponding department. (See next page for medical treatment at corresponding clinical sites) Student has the choice to seek medical treatment through their health insurance's urgent care.*
7. If labs positive, student should be given prophylactic treatment within an hour of exposure.
8. Fill out Incident form and obtain copy of Patient Information Release form.
9. Follow ups must be coordinated with physician caring for the student.

**If the student is exposed to blood borne pathogens they need an immediate occupational exposure assessment by the Emergency Department, their Physician, or Student Health Center's physician for the reason that if prophylaxis is needed, it should be administered within the hour.*

2. Medical treatment at corresponding clinical sites:

Clinical Site:	Person to report to: <i>(if unavailable, seek shift supervisor)</i>	Department to report: <i>(student may opt to seek their own personal urgent care at their own cost)</i>	CSUN's Patient Info. Release form needed.
Cedars Sinai	Roland Martinez	Occupational Health	No
Henry Mayo	Weston Anderson <i>(to fill out forms)</i>	ER	Yes
Holy Cross	Brian Hildebrand	Student Health Center**	No, <i>permission must be obtained from their Board of Governors.</i>
Northridge Hospital	Felix Negron	ER	No
Olive View Medical Center	Mike Ruiz	ER	Yes
Shriners	Marilyn Yelda	Student Health Center**	Yes
Student Health Center	Ray Solis	Student Health Center**	Yes
Thousand Oaks (Conejo)	Ken Woren	Los Robles ER	Yes
UCLA	Any Clinical Instructors	ER	No
UCLA - Santa Monica	Any Clinical Instructors	ER	No
UCLA- Arthur Ashe Student Health Center	Any Clinical Instructors	ER	No
USC – IP	Sam Valencerina	Employee Health	Yes
USC - OP	Luis Martinez	Employee Health	Yes
VA	Randy Jones	Emergency: ER Non-emergency: Employee Health <i>(Building #304)</i>	No
VA - Sepulveda	Barbara Garrison	Student Health Center**	No
Valley Presbyterian	Kathy Malloy David Castillo Celica Carbajal	ER	No
**The Student Health Center hours of operation are Monday through Friday from 8AM to 5PM. Report to the Triage and inform them you are a RT students who has had a blood borne pathogen exposure. Students are to seek their own urgent care, during after hours.			

3. Fill out an Incident Report, if have not done so already.
4. Turn in a copy of all the paperwork and documentation (i.e. Incident Report, CSUN Release of Information Form, Release forms) to the Clinical Coordinator for CSUN records and may be needed for billing reimbursement.
5. Once cleared from the physician, student may resume to his/her clinical assignment.

The student will be responsible for the financial expenses of their medical treatment.

Clinical Coordinators' Contact Numbers:

Doris Abrishami	818 700-5665 #9474
Jennifer Little	818 677-7931
Lisa Grate	800 268-2461 #5151
Cecy Ortiz	800 233-7231 #94484
Humberto (Tiddo) Payan	818 902-5294 #2957

Each student upon entering the professional program and prior to starting clinical rotations shall receive an introduction to communicable diseases during the general summer orientation by program faculty members. Disease transmission, infection control, universal precautions and isolation procedures are included in the mandatory orientation. Once at the clinical site, the student will again receive in-services on infection control as it pertains to that particular site's policies and procedures. Records of in-service attendance and acknowledgment of information will be kept at the clinical site.

Guidelines for reporting actual or suspected exposures of communicable diseases while at the clinical site shall include the immediate notification of the clinical coordinator. Upon clinical coordinator's absence, the radiology supervisor shall be immediately notified who will begin proper infection documentation and direct the student to employee health and/or emergency room.

It is each student's responsibility to adhere to exposure control procedures while at the clinical site.

Acknowledgement of Receipt: CSUN BSRS Injury Procedure and Reporting Policy



I, _____ (print name), have understood the policies and procedures when it comes to any type of injury during clinical assignment. I also acknowledge the ability to seek my own urgent care for medical treatment and have provided my urgent care information below.

Urgent Care Center

Phone Number

Address

City and Zip Code

Signature

Date

Integrity Policy

The CSUN baccalaureate program in Radiologic Sciences is committed to excellence in radiologic technology education and its administration. As a goal of graduating clinically competent and professional radiographers, acts of dishonesty, deceptive practices, falsification of documents, plagiarism, unprofessional conduct, insubordination, or any other actions or behaviors by students deemed as unprofessional by the program, will not be tolerated.

The CSUN baccalaureate program in Radiologic Sciences expects all students to be familiar with the university's policy on integrity and will not accept a claim of ignorance, as a means of defense.

Unprofessional and dishonest acts include, but are not limited to:

- Unauthorized duplication or inspection of testing material(s)
- The use of unauthorized materials/equipment during testing procedures
- Theft from a patient or associate, supplies other materials or equipment from the School or clinical sites, i.e. books, software, examinations, teaching aids, supplies and/or equipment.
- Cheating or attempting to cheat during examination sessions
- Using deceptive practices
- Falsification of documentations i.e. patient information, sign-in-sign-out sheets
- Misrepresentation
- Plagiarism
- Altering grades on examinations or assignments
- Post examination alterations
- Lying
- Leaving clinical site premises while on clocked clinical time
- Disrespectful or discourteous actions or behaviors
- Sexual harassment
- Illegal, inappropriate, unethical actions or behaviors

The university's actions/response to a student's particular behavior/action will be guided by the nature of the action/behavior, circumstances surrounding the event, history of the student/review of the student's records, and discussions with involved parties. The university's response will take into consideration the student's openness over the matter, and willingness to extinguish the behavior/action. University actions may be, though are not limited to, consultation/verbal correction, documented consultation, suspension, grade reduction, or a dismissal not necessarily preceded by probation. Documentation of each infraction will become a part of the student's permanent file.

Academic Integrity

Sanction(s) which may be imposed for the infractions including academic integrity are:

- **Issuance of a letter grade of “F” for the course**
- Minimum penalty of 0% issued for plagiarized assignments or for examinations/quizzes in the student is found cheating
- Issuance of a letter grade of “F” on the individual examination or assignment
- Suspension from class(es)
- Reduction in the final course grade by one letter
- Dismissal from program

I have read and understand the Integrity Policy. My signature on this form acknowledges that the information has been reviewed with me. I agree to abide by the standards listed in this policy.

Signature

Date

Print Name

Jury Duty Policy

As your civic duty, you may be required to serve for jury duty sometime during the Radiologic Sciences program. It is the students' responsibility to notify faculty immediately when summoned. The faculty may be able to aid postponement of your jury until completion of the RS program. Faculty will provide a letter confirming you are a current CSUN student in the RS program that is 27 consecutive months long. It is the student's responsibility to request for the initial postponement of the summons, not faculty.

Failure to comply with this policy may result in an inability to accommodate with the best interest of the student.

If you are unable to seek postponement, faculty will provide academic and clinical accommodations necessary for you to serve with appropriate notification.

Liability/Malpractice Insurance Policy

All students must have liability insurance in order to obtain and/or maintain a clinical internship. The Program offers liability insurance through Marsh, Seabury & Smith. Payment made in the form of Money Order or Cashier's Check is **only** accepted.

The insurance expires every July.

Students will be asked to purchase the insurance from Marsh, Seabury & Smith. All students will be notified of the payment deadline. Any student, who fails to meet the deadline, will be required to purchase his or her own liability insurance. In addition, the student(s) who fail(s) to meet the deadline will not be allowed to return to the clinical site until the faculty receives proof of adequate liability insurance coverage.

Make the Cashier's Check or Money Order payable to Marsh, Seabury & Smith. Please print your first and last name at the top of the Cashier's Check or Money Order.

Make Up Hours Schedule

The following is a list of time frames, **for make up purposes only**, which students are allowed to work for a specific area/rotation at each clinical site. Student are still required to notify the clinical coordinator and Lead Technologist in case of an absences, tardies, or leaving early. **Consequently, all clinical policies still apply.**

Northridge Hospital

Angio: 7:00 to 16:30 (past 16:30 there must be a case and needs pre-approval to stay)
Cath Lab: 7:00 to 16:30 (past 16:30 there must be a case and needs pre-approval to stay)
CT: 7:00 to 21:30
Evenings: 14:30 to 23:00
General: 8:00 to 16:30 (past 16:30 to 23:00 needs pre-approval)
General Specials: 7:30 to 16:30
GI and GU: 8:00 to 16:30
MRI: 7:00 to 20:30 (there must be a case to stay after 16:30)
Nuclear Med: 7:00 to 16:30
OR: 7:00 to 16:30
Portables: 7:30 to 16:30
Radiation Therapy: 7:00 to 16:30
Ultra Sound: 7:00 to 16:30

Henry Mayo

CT: 7:00 to 21:00 (past 21:00 there must be a case and needs pre-approval)
General: 8:00 to 16:30 (past 16:30 to 23:30 needs pre-approval)
Evenings: 14:00 to 22:30 or 15:00 to 23:30 (no more than two students allowed to work past 16:30)
OR: 7:00 to 16:30
Portables: 6:00 to 16:30

West LA VA Medical Center

CT: 7:00 to 18:30 (must have cases to stay that late and needs pre-approval))
Evenings: 12:00 noon to 20:30
General: 8:00 to 16:30 (past 16:30 to 23:00 needs pre-approval)
General Specials: 8:00 to 16:30
GI: 8:00 to 16:30
GU: 8:00 to 16:30
MRI: 7:00 to 20:00
OR: 7:30 to 16:30
Portables: 6:00 to 16:30

Sepulveda Ambulatory Care Center

8:00 to 16:30

Valley Presbyterian

Portables: 6:00 to 14:30
All others: 8:00 to 16:30

All Minor Rotations: 8:00 to 16:30 (past 16:30 needs pre-approval)

Providence Holy Cross

Angio: 8:00 to 16:30 (past 16:30 there must be a case and needs pre-approval to stay)

Cath Lab: 7:00 to 16:30 (past 16:30 there must be a case and needs pre-approval to stay)

CT: 7:30 to 18:00

MRI: 7:30 to 17:30 (past 17:30 there must be a case and needs pre-approval)

Shriner's

8:00 to 16:30 only

Thousand Oaks (Conejo) MRI and CT

7:00 to 18:00

Olive View

8:00 to 16:30

UCLA

A.A. Student Health Center: 8:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

Angio: 7:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

Cath Lab: 7:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

CT: 7:00 to 17:00

ER: 8:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

Evenings: 12:30 to 21:00

General: (RR) 8:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

General/Ortho: (MP) 8:00 to 18:00

Gen. Specials: 8:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

GI: (MP) 8:00 to 18:00 **(RR)** 8:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

GU: (MP) 8:00 to 18:00 **(RR)** 8:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

MRI: (100MP) 7:00 to 17:00 **(200MP)** 7:00 to 22:00 (past 16:30 there must be a case and needs pre-approval)

OR: (MP) 7:00 to 18:00; **(RR)** 7:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

Pediatrics: (MP) 8:00 to 18:00; **(RR)** 8:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

Portables: 8:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

Santa Monica

CT: 7:00 to 17:00

ER: 7:30 to 16:00 (past 16:00 there must be a case and needs pre-approval)

General/Ortho: 7:00 to 18:00

Gen. Specials: 7:00 to 18:00

GI: 8:00 to 16:30 (past 16:30 there must be a case and needs pre-approval)

MRI: 7:00 to 17:00

OR: 7:00 to 17:00; (past 16:30 there must be a case and needs pre-approval)

USC

8:00 to 16:30

These make-up hours are to ensure that all students will receive good clinical experience and are recorded minute to minute. **Please remember that time is managed in 15 minute increments.**

Saturday Clinical Make-up

Students are allowed to make up clinical time only at Northridge Hospital Medical Center on Saturday only if the Clinical Coordinator for this site is available and working on that Saturday and only if the student has been to this site previously. Also, the student must have Urgent Care coverage in their insurance policy. The proof of Urgent Care insurance is to be provided prior to make up day.

In addition, students must have this clinical make up pre approved by the clinical coordinator of Northridge Hospital Medical Center at least 1 week prior to the make up day. The hours of make-up on Saturdays are between 7:00 am to 3:30 pm and can only be in General, Portable, and CT areas.

Medically Excused Absence Policy

If a student is absent for 60% or more of any particular rotation, the faculty feels that the quality of the education obtained in the rotation is adversely affected. Therefore, the student will not be allowed to make-up the rotation on an intermittent schedule. The rotation must be scheduled in a continuous block of time for make-up by the program.

Also, medical notes from physicians will only be accepted the first day back to clinical. Notes received after the first day back will not be used for medically excused absence and missed time will be charged against the 40 hours of maximum time owed for that particular semester.

Patient Holding Policy

Under Title 17, Section 30308, Group 3 of the California Code of Regulations it states:

1) **NO** individual occupationally exposed to radiation shall be permitted to hold patients during exposures except during emergencies, **nor** shall any individual be regularly used for this service. If the patient must be held by an individual, that individual **shall** be protected with appropriate shielding devices such as, protective gloves and apron and **shall** be so positioned that **no** part of their body will be struck by the useful beam.

It is the policy of California State University, Northridge Department of Health Science and the CSUN Radiologic Sciences Program that no student under any circumstance be required or allowed to hold a patient.

Although students are not classified as staff of the radiology department, they have the same potential of receiving radiation exposure as does a certified technologist. The radiologic sciences student is therefore, not considered a member of the general public and may not be allowed to hold patients. All students are required to have controlled monitoring of radiation exposure.

Patient Requisition and Documentation Policy

All RS Students are required to write their initials and the initials of the technologist that approved the student's images on the patient's requisition at all program affiliates. If the hospital's computer system allows the student to enter their initials and the approving technologist's initials, the student is required to enter both.

Both individuals' initials are required in case the radiologist, department manager, or supervisor needs further information or the diagnostic quality of the image is poor. Responsibility for the quality of the image(s) will be placed on the approving technologist. However, if the student fails to note the technologist's initials, the responsibility may be placed on the student.

At no time may the RS student document a technologist's initials on a requisition without the technologist approving every image for the particular requisition.

All images, by all students, must be checked by a technologist even if the student has reach competency on the exam.

Portable Exams Policy

In order to comply with the State of California Radiation Health Branch and the JRCERT, students on a portable rotation shall always work under the direct supervision of a certified radiologic technologist. Direct supervision is defined as the supervising technologist being in the same room.

In the operating room, the student shall be under the direct supervision of a certified radiologic technologist or supervisor operator. It is recommended that the student should work under the direct supervision of a certified RT rather than a supervisor operator.

Let it be emphasized again, **portable and fluoro exams must be completed under the direct supervision of a certified radiologic technologist.**

Pregnancy Policy

POLICY FOR PREGNANT STUDENTS WHO ARE EXPOSED TO IONIZING RADIATION IN THE COURSE OF THEIR EDUCATION

This policy has been adopted for those students who may be pregnant while enrolled in a program in which they are exposed to ionizing radiation. California State University, Northridge is very interested in the protection of the unborn child, and will take every reasonable step to ensure the safety of the mother and the unborn child throughout the pregnancy. Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may work safely throughout the term of the pregnancy. The purpose of this policy is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy.

Declared Pregnant Worker

Federal and State regulations were modified in 1994 to introduce the term “declared pregnant worker.” A declared pregnant woman is defined as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception. The regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus. This regulation has been applied to student radiographers as well. The pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy.

Once the pregnancy is declared this institution is required to ensure that the unborn child does not receive more than 500 millirem (5 mSv) during the term of the pregnancy, as determined by the radiation dosimeter, which is worn at waist level under the apron. In the event that the student has already received 450 millirem (4.5 mSv) or greater from the date of conception to the date that the pregnancy is declared, the regulations permit the unborn child to receive a maximum of 50 millirem (.5 mSv) during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of pregnancy. In all cases, the school requires that radiation doses to the student as well as to the unborn child shall be maintained, “As Low As Reasonably Achievable (ALARA)”.

When a student confirms that she is pregnant, she has several choices. She may choose to NOT declare the pregnancy, in which case no changes will be made to the student’s schedule and the embryo/fetus will be subject to the same radiation dose limits that apply to other occupational workers.

At no time will absence due to a declared pregnancy affect the student’s clinical grade. All call-in policies are still in effect.

If the student decides to declare the pregnancy, she must do so in writing. Once the student completes a “Declaration of Pregnancy” (see attached form), she needs to meet with the Radiography Program Director to discuss her options. These include the following:

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1. She may choose to withdraw from the program and re-enter after delivery to complete the program.

2. She may choose to continue the program without interruption of the clinical rotations. However, the Program Director must assure that the radiation exposure to the embryo/fetus does not exceed .5 rem (5 mSv) during the entire pregnancy.
3. She may choose to alter her clinical schedule to avoid areas of clinical practice that may expose the student to higher radiation doses, i.e., mobile C-arm fluoroscopy, mobile radiographic exams and fluoroscopy. This option might result in a delay in graduation until those clinical rotations are completed.
4. She may choose to discontinue clinical rotations and remain in the academic classes until after delivery, and then complete clinical rotations. This option may delay completion of the program.

The student may revoke the Declaration of Pregnancy at any time if she believes that it is in her best interest to do so, and the lower dose limit for the embryo/fetus would no longer apply.

I have been advised about this BSRS pregnancy policy and understand my rights.

Name (Print)

Signature

Date

BSRS Program Director

Date

CSUN BSRS Program Agreement Form

1. I understand that successful completion of the academic course work for the Radiologic Science program is required for continuance in the program; grades of C- and below are not considered acceptable.
2. I understand that successful completion of the clinical courses of the Radiologic Science program is required for licensing/certification eligibility.
3. I understand that clinical education consists of approximately 16 hours per week during the first two semesters, 24 hours per week during the second fall and spring semesters, and full time hours during winter, summer breaks, and the last semester.
4. I understand that didactic education, laboratory practice and didactic testing are mandatory prior to attempting a clinical competency.
5. I understand it is necessary to commute to all other clinical educational centers for classes and field work not available at CSUN.
6. I understand that I must anticipate the following financial obligations in the professional course of study:
 - Regular fees of the University (Full time student for four semesters to complete the B.S.R.S. degree and one graduating senior semester to complete the clinical eligibility requirements for licensing).
 - Clinical expenses such as: uniforms, books, health insurance, malpractice insurance, background check, clinical supplies, electronic tracking system, meals, travel, and parking.
 - Professional expenses such as: society memberships, journal fees, and attendance/participation of professional meetings.
7. I understand that I must obtain medical clearance by a physician to insure the safety of individuals, patients, and staff for acceptance and continuation in the clinical professional program.
8. I understand I must comply with all affiliated hospital requirements for clinical placement.
9. I understand that it is my responsibility to comply with the rules and regulations identified in the Radiologic Sciences Student Handbook.
10. I understand I must adhere to all clinical facilities' policies and procedures. They have the right to refuse any student who is involved in any activity considered unprofessional or not conducive to proper patient care.
11. I understand that any form of academic dishonesty as defined by the CSUN catalog will result in my dismissal from the R.S. Program in addition to the disciplinary action taken by the University.
12. I will have completed all general education requirements before entering the program.

_____ Yes _____ No
13. I will have completed all prerequisite course work with a C or better before entering the professional program.

_____ Yes _____ No

I accept the position in the Radiologic Sciences Program under the terms herein specified.

Print Name

Signature

Date

***** Complete and bring this form on R.S. Program Orientation Day. *****

Religious Holiday Policy

It shall be the policy of California State University, Northridge, in administering any tests or examinations, to permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student's religious creed. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship that could not reasonably have been avoided. The burden of proof is on the institution to sustain the issue of undue hardship.

Any request for a religious accommodation should be given to faculty at least two weeks prior to the exam.

Repeat Film Policy

In order to prevent unnecessary radiation exposure, any student needing to repeat a film or films on a patient must do so in the presence of a RT. The student may take the repeat, but a RT must be in the room with them to oversee the repeat.

This policy applies to ALL students even if the student has obtained a competency on the exam.

The RT student must document on the student daily log whether or not a repeat was performed. If a repeat was performed, the RT student must have the radiologic technologist who provided direct supervision initials the repeat on the log in the space provided.

Required Clinical Competencies

Upon graduating, each student in the Radiologic Sciences Program must reach competency in the exams required by the ARRT and CSUN RS Program. Therefore, a student's clinical program may be extended until all these clinical competencies have been reached:

Abdomen supine (KUB)	VCUG or cystogram
Abdomen decubitus	Barium enema with air (double contrast study)
Abdominal Series (upright & supine abdomen)	Ba Swallow/Esophagram
Abdomen (sup&uprt)	UGI (single or double contrast)
Ankle Series	UGI and small bowel
Cervical Spine Series	CT abdomen
Chest (PA & Lat)	CT brain
Chest Decubitus	CT chest
Chest Pediatric – child 6yrs or younger	CT pelvis
Chest – wheelchair or stretcher	CT sinus complete
Elbow complete	CT Trauma C-Spine
Femur complete	CT/A Additional Choice
Finger(s) complete	MRI Brain
Foot complete	MRI lumbar spine
Forearm complete	MRI Additional Choice
Hand complete	PICC Line
Hip complete	Surgery C-arm (orthopedic)
Humerus complete	Surgery C-arm (non-orthopedic)
Knee complete	
Knee complete WT Bearing	
Patella - Sunrise view	
L-Spine complete	
Pelvis – AP	
Portable Abdomen	
Portable Chest	
Portable Orthopedics	
Ribs unilateral or bilateral	
Shoulder complete	
Skull series(Caldwell/AP/PA)	
Skull (Lateral)	
Skull (Waters)	
Tibia/Fibula complete	
Thoracic spine complete	
Toes complete	
Trauma lower extremity	
Trauma upper extremity	
Wrist complete	

Prior to attempting to be tested for competency of an exam, the student shall notify a staff technologist of his or her desire to be tested for competency. The technologist must have two years of experience in the field and registered by the ARRT. The technologist must be present while the student performs the exam without assistance of proper radiographic technique, film size, positioning of tube or body part. All exams tested for competency must be a complete series not limited studies with listed exceptions noted above (*).

Satisfactory progress in the clinical area is also contingent upon fulfilling the minimum of competencies required in clinical for each semester. These **minimum** numbers are as follows:

Fall #1	5
Spring #1	10
Summer #1	10
Fall #2	6 + 6 recomps
Spring #2	6 + 6 recomps
Summer #2 & Fall #3	Finish remaining competencies required for graduation.

If you only do the minimum requirements throughout your clinical time you will owe about 18 competencies in your last two semesters.

You may obtain up to two competencies per accession number/case number, with the exception of skull series, facial series, and bone surveys (i.e. myeloma bone survey, histiocytosis bone survey, arthritis bone survey, metabolic bone survey). The VA has some exceptions. Please advise with clinical coordinator.

Proficiency Testing

Proficiency testing is competency retesting and will be required as a senior and as a graduating senior student. Senior students must retest on 6 competencies in the Fall and again in the Spring. Graduating seniors will be required to obtain 6 recomps during both the Summer and Fall semesters. In addition, graduating seniors are encouraged to obtain all spine and GI competencies prior to the graduating senior year. Prior to graduation each graduating senior will be proficiency tested on a fluoroscopy and a complete L-spine or C-spine exam by the Clinical Coordinator. See Clinical Grading Policy.

Terminal Competency

(Clinical Coordinator/Clinical Instructor Observe Competency)

Prior to graduation each graduating senior will be tested on a terminal competency for a fluoroscopy exam and a radiographic spine exam. **The terminal competency must be observed by the clinical coordinator or authorized designee.** The fluoroscopy exam must be an upper GI or a barium enema. The spine exam must be a complete series on a cervical or lumbar spine. See Clinical Grading Policy.

Sexual Harassment Policy

Definition of Sexual Harassment (California Education Code, Section 212.5):

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to or rejection of, the conduct by the individual is used as the basis of employment or academic decision affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution.

The Radiologic Sciences Program, in accordance with California State University, Northridge policies, will not tolerate sexual harassment in any form, including student/student, student/faculty, or faculty/student harassment, and could ultimately result in strong disciplinary action, such as the possibility of suspension and or dismissal from the program and/or university. Sexual harassment including employee/student harassment occurring while on the clinical site is handled by the clinical site, as per their policy. If sexual harassment occurs on the clinical site, the student is to immediately inform the Clinical Coordinator of the behavior, who will ensure that appropriate action is taken. Manipulation of the clinical schedule may be considered in the event that a grievance procedure is activated, in order to protect the quality of the student's clinical education environment.

Every allegation of sexual harassment will be taken seriously and pursued as outlined in the California State University, Northridge catalog. Refer to APPENDIX C regarding policies on sexual harassment complaints and student code of ethical conduct.

Student Background Check Policy

The use of background checks on individuals working in clinical settings is one of the mechanisms that agencies use to help protect their clients/patients. While obtaining background checks on employees is not new for clinical agencies, the Joint Commission (TJC) has recently added to their Human Resources Standards (HR.1.20) a section related to criminal background checks for all persons placed or employed in an accredited facility. This includes volunteers and students accepting assignments in the clinical settings.

Therefore, background checks will be one of the mandatory requirements for entrance into the CSUN Radiologic Sciences Program for clinical placements. Students must obtain the required background check before starting the professional program and submit the results to the affiliate hospitals directly. The background check is submitted directly to the designated person in the Human Resources department of

each hospital. A student may purchase this background check service by going on line and contacting different background agencies that are specified by CSUN's RS program.

The RS faculty will not be responsible for obtaining or monitoring the background checks on individuals. **If a student was not cleared by all the major affiliate hospitals for clinical placement because of findings on this background check, that student will not be able to enter the professional program because he/she would not be able to complete the degree in Radiologic Sciences at California State University, Northridge.**

Summer Semester Policy

1. Summer School Classes

Students who would like to attend summer school must make a plan-of-action request to program faculty. The plan-of-action should obtain the following:.

- Dates of attendance
- Days of attendance
- Hours for the class
- Proposed make-up days and times

The clinical coordinators will do their best to accommodate the student's class schedule but can not guarantee any student that his/her rotations will not conflict with the students proposed class schedule. **Pre-approval for morning classes must be obtained.** A copy of the student's summer class schedule **must be submitted** once it is received by the student.

2. Evening Rotation Requests for Summer

Any student may request to have the evening rotation during the summer or academic semester. The request must be in writing. Again, the clinical coordinators will do their best to accommodate the student's request but can not guarantee any student that his/her request will be accepted or denied. Acceptance or denial is based on the availability of rotations, the student's previous clinical experiences (previous rotations), and clinical competency (ability to work independently).

Tardy and Late Calls Policy

In a professional environment tardies are unacceptable behavior; however, a student may be excused from a tardy in case of an extenuating circumstance or emergency. Tardies are part of your clinical grade each semester. If you are going to be late due to traffic, overslept, etc. you must call in both to the clinical coordinator and the clinical site and that time missed must be made up. It is necessary to call both the clinical site and the clinical coordinator whenever you will be late, absent, or leaving early. This is both a good business practice and common courtesy.

If you have received more than 6 tardies, your base grade will drop as indicated below:

1 tardy: minus 2 points for each
6 tardies - drop a letter grade

The student's attendance is computed to the nearest quarter of an hour. Time clocked in prior to or clocked out after the assigned time is not counted. If a student punches in:

1 - 15 minutes late, the students owes 15 minutes
16-30 minutes = half hour late
31-45 minutes = 45 minutes late
46-59 minutes = hour late

A student who punches in late must make up the time owed that day if the time owed is a half hour or less. The time made up must be done in 15 minute increments the day the student clocked in late. If time owed for clocking in late is not made up the same day, it must be made up during make-up week since a student cannot complete more than 8 hours of clinical time until the graduating senior semesters.

Also, during the graduating senior semester, any graduating senior receiving more than 5 tardies during the summer clinical or fall clinical will be required to write a satisfactory case study in order to receive a passing grade in the class. Failure to turn in a satisfactory case study will result in an incomplete.

Time Reporting Procedure and Policy

Timecards:

Timecards are legal documents and the original must be turned in. No copies will be accepted

- All students are required to clock in and out. **NO EXCEPTIONS!!**
- Students are not allowed to punch in or otherwise fill in attendance records of another student.
- **If a student forgets to punch in or out, or if the time clock is not working**, the area supervisor will make the appropriate time entry along with their initials on the time card.
- Timecards are to be kept in the provided area/binder/file as provided by the clinical site and coordinator.
- **White out, erasures, or any hint of tampering will not be allowed on time cards. Any tampering will invalidate the card.**
- **ALL** make-up hours **must be pre-approved** by the Clinical Coordinator of that site in order to receive credit for hours worked.

- If the student is going to be absent from clinical, **BOTH** clinical site/area and Clinical Coordinator **MUST** be notified at least one hour prior to start time.

Usual required hours:

Juniors	Tuesday and Thursday 8:00 - 16:30
Seniors	Monday, Wednesday, and Friday 8:00 - 16:30
Graduating Seniors	Monday thru Friday 8:00 - 16:30
Summer and Winter Breaks	Monday thru Friday 8:00 - 16:30

Lunch breaks: Students must always take a full lunch break. Partial lunches are not allowed. Shifts of 6 hours or more require a half hour lunch. "No lunches" are **only** allowed on days when the required time is 6 hours or less.

On partial clinical days, students are required to stay in their rotation until the assigned time to leave. If a student rotation begins at 7:00 and is to leave early for a class or an RS meeting, the student must stay until the assigned time to leave by the program faculty. **If the student works passed 6 hours a ½ hr lunch break will still be required on the shortened day.**

Computations:

The student's attendance is computed to the nearest quarter of an hour. Time clocked in prior to or clocked out after the assigned time is not counted.

If a student punches in:

- 1 - 15 minutes late, the students owes 15 minutes
- 16-30 minutes = half hour late
- 31-45 minutes = 45 minutes late
- 46-59 minutes = hour late

For example, if the time card indicates 10:03am to 15:28pm, the time counted will be 10:15 to 15:15. The total time worked will be 5 hours. However, during make up week, time is minute by minute with **15 minute increments.**

Shift hours:

Northridge Hospital:

Days: 8:00 - 16:30 (1/2 hour lunch)
 Evenings: 14:30 -23:00 (1/2 hour lunch)
 OR: 7:00 - 15:30 (1/2 hour lunch)
 Portables: 7:30 -16:00 (1/2 hour lunch)
 Angio or Cath Lab: 7:00 -15:30 (1/2 hour lunch)

Henry Mayo:

Days: 8:00 -16:30 (1/2 hour lunch)
 Evenings: 15:00 -23:30 (1/2 hour lunch)
 OR: 7:00 - 15:30 (1/2 hour lunch)
 Portables: 7:00 - 15:30 (1/2 hour lunch)

VA Medical Center:

Days: 8:00 - 16:30 (1/2 hour lunch)
Cath Lab: 7:30 - 16:00 (1/2 hour lunch)
OR: 7:30 - 16:00 (1/2 hour lunch)
Portables: 7:00 - 15:30 (1/2 hour lunch)
Evenings: 12:00-20:30 (1/2 hour lunch)

Valley Presbyterian:

Days: 8:00 - 16:30 (1/2 hour lunch)
Cath Lab: 7:00 - 15:30 (1/2 hour lunch)
OR: 7:00 - 15:30 (1/2 hour lunch)
Portables: 6:00 - 14:30 (1/2 hour lunch)
Evenings: 13:00-21:30 (1/2 hour lunch)

UCLA and Santa Monica*:

Days: 8:00 -16:30 (1/2 hour lunch)
Evenings: 12:30-21:00 (1/2 hour lunch)
General Specials, Ortho, GI, GU, ER 8:00am-16:30pm (1/2 hour lunch)
OR, Cath Lab, CT, Angio, MR 7:00am-15:30 or 8:00am- 16:30 (1/2 hour lunch)

**The students must clock in and out at the designed location as to where they are scheduled at UCLA. If you are scheduled at Med Plaza you must clock in and out at Med Plaza.*

Time recording:

In the absence of a provided timecard at the clinical site the student should **use the Daily Log** as a means of time recording. If the time clock is malfunctioning or there is no time clock available have the Area Supervisor initial the **IN** and **OUT** times.

- **Forgetting to clock in:** The student **will not** be awarded any time until he/she remembers to clock in.
- **Forgetting to clock out:** The student **will not** be awarded any time for that day.
- **Leaving early:** A student will be deducted for leaving early if he/she clocks out prior to the half hour.
- Valid, documented reasons for lateness or leaving early must be pre-approved by the program faculty and will not result in a tardy.
- **If a student is absent three or more days:** the student must provide a doctor's note stating whether or not they are able to return to clinical without restrictions. No student may be at a clinical site on "light duty".
- **Tardies:** If a student is tardy one minute past the hour, 15 minutes will be deducted. The deductions will continue until the student clocks in. If you have to leave early, notify your coordinator and the lead techs.
 - More than 5 tardies = drop 1 letter grade
 - 10+ tardies = drop another letter grade
 - 13+ tardies = drop another letter grade = D = not acceptable in program.
 - For each tardy the student will be deducted from their clinical grade.

Clinical make-up hours identified:

All make-up time and pre-make-up time must be arranged through the Clinical Coordinator. Any variations in schedule work hours must be noted on your time card. The program faculty will identify make-up dates at the beginning of each semester. Please be aware that there are specific time frames for each rotation/area for each hospital.

If a student fails to complete the required clinical hours for any semester, an incomplete will be issued until the missed time has been completed. Once the owed clinical hours are completed for the corresponding semester, a grade no higher than a C will be submitted. In case of an approved life event or medical excused absence, the student the student will receive the grade that was earned.

Students will not be allowed to make-up time on official holidays (i.e., July 4), but will be allowed to make-up time during their vacation periods. Make-up will never be allowed during scheduled class periods. If a student skips a schedule RS class to make-up, the student will not receive clinical credit.

Make up time is computed minute to minute with 15 increments. All clinical policies are applicable during makeup time.

If unavoidable circumstances will result in tardiness or absence, students are required to notify the area supervisor and the clinical coordinator one hour before starting time or as soon as possible. All tardiness and absenteeism will be made up at the convenience of the clinical supervisor, preferably on the same time card and definitely before the completion of the term in which they occur, in order for students to be considered for a passing grade.

Habitual tardiness and absenteeism will result in a reduction of the final grade for the appropriate clinical course and possible dismissal from the Radiologic Sciences Program. Absences of three or more day's duration for reasons of illness will require a physician's statement regarding student capability to resume clinical assignment. Students will not be allowed to resume clinical assignment until they are able to perform all their duties without restriction.

Students are reminded that in order to advance within the CSUN Radiologic Sciences Program, a grade of "C" or better must be maintained in the entire core Radiologic Technology courses.

Pre-make-up

Pre make-up may only be done with advanced approval of the whole RS Program Faculty. Faculty will consider major life events (at the discretion of faculty), medical excuse, and family emergencies. All pre make-up will be prearranged by the Clinical Coordinators and will NEVER infringe upon another regularly scheduled student's rotation. Pre make-up may NEVER be done on an overtime or double schedule.

Saturday Make-up

Students are allowed to make up clinical time only at Northridge Hospital Medical Center on Saturday only if the Clinical Coordinator for this site is available and working on that Saturday and only if the student has been to this site previously. Also, the student must have Urgent Care coverage in their insurance policy. The proof of Urgent Care insurance is to be provided prior to make up day.

In addition, students must have this clinical make up pre approved by the clinical coordinator of Northridge Hospital Medical Center at least 1 week prior to the make up day. The hours of make-up on Saturdays are between 7:00 am to 3:30 pm and can only be in General, Portables, and CT areas.

Meals and Breaks

Students are required by law to be given and take a lunch break. Coffee breaks, lunch, and dinner schedules will be assigned at the discretion of the area supervisor when students are on clinical assignments. Students may not assume they will all get to go to break at the same time. Under no circumstances will a student be allowed to leave early due to a missed lunch. Punitive actions will be taken on lunch abuses.

Personal Privileged Time Off

As a radiologic sciences' student, 1 personal day will be rewarded each semester and each 11-week summer rotation for perfect attendance. Perfect clinical attendance means: no absences, no tardies, no call-ins, no leaving early, and no owed time during any part of that semester or summer rotation. These privileged personal days can be carried over throughout the program. Students may not receive more than 100 hours of credited clinical hours throughout the entire program.

Vacation Schedule Policy

During the professional portion of the Radiologic Sciences Program, students will have scheduled vacations. During most vacation periods students may make up clinical hours missed upon pre-approval of program faculty (see Time Reporting and Procedure Policy). Students may not reschedule a vacation period without pre-approval of all program faculty due to the impact on clinical assignments. The vacation periods are as follows:

- After December finals through January 1 (usually one week)
- Spring break
- After May finals until summer clinical begins (usually one week)
- One week before Fall semester begins (usually during make up week)

CSUN Holiday's off:

Veteran's Day (November)

Martin Luther King Jr Day (January)

Cesar Chavez Day (March)

Memorial Day (May)

Independence Day (July)

Labor Day (September)

Thanksgiving Recess (November)

Vacations exceeding 40 hours (even with pre-approval) will still have 40 hours penalty for going over 40 hours. However, life events, family emergencies, and medical excuses are exempt from the 40 hour penalty.

Venipuncture Policy

All students must have attended the venipuncture course and successfully passed the final venipuncture post examination, in order to obtain 10 directly supervised patient sticks. Venipuncture is now a requirement for the program. As a result, students will need to obtain ten venipuncture sticks in order to be signed out of the program.

Students have the opportunity to obtain all 10 sticks at Northridge Hospital, UCLA, and USC. The ten venipuncture sticks must be performed on patients only, not on manikins or students/family members. When performing a stick, a student must be directly supervised by a registered nurse or physician that is staffed by the approved venipuncture sites (NHMC, UCLA, USC only). Students may not obtain their sticks in a non approved venipuncture site, even if the registered nurse or physician is willing to sign off students.

A student may never perform venipuncture without direct supervision, even after 10 successful supervised venipuncture sticks.

Students will be scheduled for an official venipuncture rotation through UCLA - 200 Medical Plaza Radiology Nurse's Station sometime during the program. When scheduled, students are to review the venipuncture course material before starting their rotation. Students will not be given a second UCLA venipuncture rotation. If a student is unable to attain all 10 sticks at UCLA, he or she may seek Northridge Hospital and USC to obtain the remaining of the ten sticks. Please be aware, not all students may be scheduled in the beginning of the fall senior semester. Some students will be scheduled for their venipuncture on their last graduating senior semester. It is the students' responsibility to be proactive in obtaining the ten venipuncture sticks. Please plan accordingly.

Any student that is observed not following the above guidelines for performing venipuncture by the clinical coordinator or a staff member will receive disciplinary action.

Remember, the practice of venipuncture is a privilege as well as a requirement to be signed off from the program.

Proper Professional Respect Policy

Professional respect should be extended to the following persons: 1) Radiologist, 2) Staff Technologists, 3) Program Faculty, 4) Staff Physicians, 5) Hospital Staff and 6) all members of the Radiology Department. In order to define "proper professional respect", a description of the relationship between the student and selected groups will be offered. The term "public" is assumed to mean any verbal indication of thought, i.e., anything but in the student's thoughts.

1. Radiologists

The student should recognize the relationship that exists between the student technologist and the radiologist. The radiologist is highly trained in the area of interpretation of radiographs, while being minimally trained in their production. The student, on the other hand, is in the process of being highly trained in the area of production and only minimally in the area of interpretation. Therefore, one cannot exist without the other. It is imperative that each acknowledge the other's area of expertise. The respect that is granted to a person older and more educated than oneself is the minimum required.

Respect for the radiologist will be displayed by:

- a. Introducing the radiologist to the patient in any exam in which the two come in contact.
- b. Referring to the radiologist using proper title and surname.
- c. Not questioning the radiologist's instructions regarding a specific examination. Clarification of instructions is appropriate and encouraged.
- d. Not questioning the radiologist's interpretation of a film in a public way. The student's base of knowledge does not justify that disagreement.
- e. When appropriate, questioning the radiologist about films, pathology seen, reasons for requiring given projections and film quality, etc. Questions which enrich the student's understanding of radiography and the radiologists requirements are appropriate and encouraged. Questions which in any way "question" the radiologist's competence are not. Questions should be asked on an individual basis and when time allows (not during exam).
- f. Being loyal to and supportive of the radiologist's role and competence in public. Privileged information obtained in the hospital setting must be kept in the utmost confidentiality. Personal opinions of the radiologist must be kept as such - personal, not public.

2. Staff Technologists

Staff technologists should be viewed by student technologists as providers of information, examples to be followed and authorities in the field. The student should recognize that radiography is an art; not an exact science; several different methods may achieve the same end. The classroom teaches one way, working technologists develop variations of this way to achieve the images necessary per given patient and situation. Students should take advantage of this knowledge and learn as many ways as possible to achieve the desired results. Students should not expect staff technologist to be the ultimate source of information, as recall of specifics may differ after the formal educational process has ended.

Respect for the staff technologist will be displayed by:

- a. Accepting the technologist's decisions regarding positioning, procedure and technique. This

should be done without question in light of the education and experience of the staff technologist.

- b. Questioning the staff technologist's decision **in private** and in the atmosphere of increasing knowledge, not passing judgment on the competence of the staff technologist.
- c. Recognizing that each staff technologist may have individualized any given procedure while keeping in mind the method that was taught to the student by the program faculty.
- d. Being loyal to and supportive of the staff technologist's role and competence in public. Privileged information contained in the hospital setting must be kept in the utmost confidentiality. Personal opinions of the staff technologists must be kept as such - personal, not public.

3. Radiology Department Staff

The student's relationship with other Radiology Department staff should be one of respect for the other's area of expertise. Radiology clerks and secretarial personnel should be acknowledged for their special skills and should be viewed as a source of information by the student. At no time during the student's training should he/she display a condescending attitude toward these personnel. They are a vital part of the department without which the department would not function. Respect will be displayed by:

- a. Allowing personnel to perform their job to the best of their ability.
- b. Asking for assistance in performing tasks - not demanding it.
- c. Asking questions of the staff in an appropriate place and time to broaden the student's base of knowledge.
- d. Not asking staff to perform tasks for which they are not qualified or are not allowed to perform.

Respect for Patients Policy

A general attitude of respect for the patient as a human is desired. Part of that includes respect when addressing a person with whom the student is unfamiliar. **Upon initial contact, a patient should be approached using proper titles, i.e., Mr., Mrs., Ms., Miss, Reverend, Sister, etc.** All students are to use the patient's surname, except when given permission by the patient to use their first name, or in pediatric cases. **At no time shall the use of slang terms, i.e., Honey, Sweetie, Dear, etc., be used.** The student will not reach the point of familiarity with a patient that would permit the use of such terms.

Students are to maintain patient respect by:

1. Maintaining patient modesty.

Students are expected to observe the patient's right to privacy and modesty as if he/she were the patient. This need should be met under all circumstances including transportation to and from the Radiology Department, within the Radiology Dept and during examinations. For example, patients should be covered as much as possible at all times. Examination room doors should be closed during all exams; the student **should provide a method of restricted access to the room if patient modesty is especially**

compromised by the nature of the examination. Instructions to the patient should also be given in private to prevent embarrassment to the patient.

2. Keeping patient information confidential.

The student is expected to observe the rule of confidentiality of patient information. For example, exam results, patient's hospital record, personal history, behavior in the Radiology Dept., and any information obtained from the patient during the exam should be kept confidential and only passed on to those professionals directly involved in the patient's care. Patient information is not to be discussed with co-workers not involved in patient care, other students, student's family and friends or the patient's family.

Students should not extend personal favors to family and friends based on their access to patients' radiology results and hospital records.

3. Showing concern for patient's comfort.

The student is expected to demonstrate concern, in the form of empathy for the patient's physical and emotional comfort. For example, providing support in the form of pillows, sponges, and/or chairs aid in a patient's physical comfort. **Explaining the examination process and keeping the patient informed of the examination process will help dispel fear or anxiety and provided a source of emotional comfort.**

The patient's need or self-esteem should be met by allowing the patient to do as much as possible for him/herself without violating hospital policies. The student will need to use judgment in determining what the patient should be allowed to do, and remember, not all patients are invalids.

4. Patient Privacy

Do not enter a X-ray room when there is a patient on the table that you are not working with. If you need an item from the room, ask the technologist working in the room for the item or ask if it will be all right to enter.

It is everyone's responsibility to insure patient privacy in the radiology department. Do not let unnecessary visitors of patients in the work area or control rooms. Visitors or relatives tend to look in other patient care rooms and at paperwork lying around. Do not allow other patients, visitors, or relatives to look at another patient's radiographs. This is a breach in patient privacy.