

CSUN

CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

BS RADIOLOGIC SCIENCES PROGRAM

Policies & Procedures

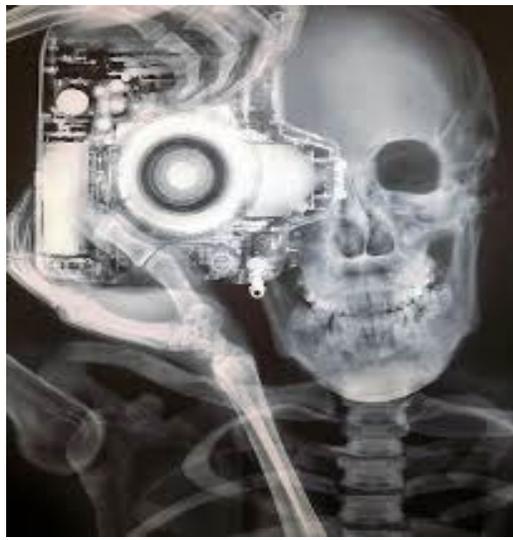


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SECTION II: PROGRAM POLICIES

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 BSRS courses will require the student to repeat the course and possibly the program. Failure to pass any of the other BSRS 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 BS 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 BSRS 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. If a student continues to attend clinical without a valid CPR card, the hours will not be counted and the student will receive a misconduct.

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, as well as Cedars and Olive View's multiple requirements.

**The Joint Commission 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 BSRS 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 (Mercer Consumer) 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 approved marker manufacturer and then the faculty will mail these checks and the order form to the marker company.

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

Clinical Education Attendance Policy

BS 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 BSRS 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 make-up time.

Clinical Grading Policy

Your clinical grade is comprised of five separate items.

The Clinical Grade Breakdown: (in points)	
1. Comps	10
2. Image Review	10
3. Clinical performance (Assessments)	5
4. Clinical Objectives	5
5. 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>	
<hr/>	
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, affective assessment, and clinical objectives (see below, items 1-4). 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).

**** Missing 1 assessment or 1 objective for the semester will drop your grade by one grade. If you miss two or either/or an assessment or an objective, your grade will drop two grades. If 3 are missing you will receive an incomplete. *****

The fifth item of the grade comes from the professional writing assignment, e.g. technique book 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.)	6 re-comps + finish all remaining competencies mandated for graduation, 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 by terminal competencies on a fluoroscopy and a general diagnostic exam (complete L-spine or C-spine) by the clinical coordinator or designee.

- Image Review:** Three hours of film review are documented using the Film Review Log sheet. The log must be turned into the CSUN Student Drop Box at the end of each semester. Some portion of film review hours must be completed **before** make-up week. Film review accounts for 10 points of the Final Clinical Grade.
- Affective Assessments.** Affective assessments must be turned in within two weeks of the end of every 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.
- Clinical Objectives.** Clinical Objectives must be turned in within two weeks of the end of every rotation. If the student does not turn in all clinical objectives points will be deducted accordingly.
- 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 BSRS program.
- 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.

Time-missed should be made up that same day to complete 8 hours. If more than 15 minutes are missed permission must be obtained first!

The last two semesters of the BSRS 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.

7. 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.
8. **Dosimeters and TLDs:** The BSRS student is required to turn in or exchange his/her monthly dosimeter or quarterly TLD within the first ten days of the month that it is due. Failure to turn in or exchange the dosimeter will result in a grade reduction from the Final Clinical Grade. Reminder, the student will have up to four dosimeters badges/TLDs assigned to him or her. Failure to turn in more than one could greatly affect the clinical grade. **Dosimeters may not be removed from any clinical site. In addition, CSUN will be supplying a dosimeter that must be worn at all times. At some sites students will wear 2 monitor badges, one for the site and one for CSUN.**
9. The professional **writing assignment** will be graded with a grading rubric specific to each assignment.
*** 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	Technique Book Part 1
Spring Junior Year	Technique Book Part 2
Summer Junior Year	Venipuncture
Fall Senior Year	Critical Thinking/self-Evaluation
Spring Senior Year	Case Study
Summer Post-grad Year	Advanced Imaging Protocol Book
Fall Post-grad Year	ARRT study modules

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 Misconduct Policy

A clinical misconduct shall be defined as: an infraction against any rule or policy pertaining to clinical education, the program in general, and the clinical site.

The **first** misconduct, the student will receive a verbal warning, which will be documented in the student's file. The student will also owe 4 hours of clinical in the rotation that the misconduct occurred. Upon a **second** misconduct, the student will receive a written warning; in addition, 20 points will be deducted from the student's clinical grade for the corresponding semester (see Final Clinical Grade). If the student earns an additional misconduct for the semester, the **third** misconduct **will result in an F for the corresponding clinical semester**; thus, having to repeat the clinical course.

Time fraud and falsification of paperwork and security (e.g. daily logs, affective assessments, competencies) and breaches in confidentiality is a form of academic dishonesty which will result in failure of the clinical course.

Any serious infraction of professional conduct that potentially jeopardizes patient safety and/or site integrity shall be evaluated by the program director and/or faculty for disciplinary action

Clinical Re-entry Requirement

If a BSRS 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 re-comped. 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 at major and minor clinical affiliates reserve the right to refuse admission to any BS 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 all major and minor affiliates' radiology departments' rules and regulations and the CSUN BSRS 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. Cell phones may be used during breaks and meals but must be put away during clinical time.
- 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 BSRS 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 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 Education Policy

The competency based clinical education for the CSUN BS Radiologic Sciences Program is a three phase process that shall be followed by all BSRS students to insure radiation safety and decreased radiation exposure to the patient.

Phase One

1. All BSRS students shall receive basic radiation protection guidelines prior to entering the patient care areas.
2. All BSRS students shall receive three weeks of formal instruction on radiography of the human anatomy and positioning including lab simulations prior to entering the patient care areas.
3. The BSRS student shall observe a qualified technologist perform a specific radiologic exam in the clinical site prior to attempting to perform the exam by him/herself under direct supervision.

Phase Two

1. The BSRS student may attempt to perform a radiologic exam under direct supervision of a qualified radiologic technologist, if the supervising RT agrees that the student is ready to do so. The supervising RT must review the doctor's order, assess the patient's condition in relationship to the student's knowledge and experience, approve the student to perform the exam under direct supervision and approve the radiographs prior to the student dismissing the patient and submitting the exam for the radiologist to read. A radiologist may also approve the resulting radiographs.
2. All BSRS students must adhere to the CSUN Repeat Film Policy that mandates direct supervision by a qualified radiologic technologist while the repeat is performed.

Phase Three

1. A BSRS student may attempt to obtain competency for a radiologic exam once the student 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. In order to obtain competency the following guidelines must be followed:
 - The student must perform the exam under direct supervision.
 - The qualified RT must have two years' experience and holds active registration with the ARRT/CRT.
 - The qualified RT must understand CSUN's Clinical Based Competency Education Process, Clinical Objectives and Competency Evaluation System.
 - The competency must be on a complete series with the exception of the skull projections.
 - The correct competency form must be used for the exam being tested or no credit will be given.
 - The student must receive a passing competency evaluation.
 - The technologist's signature is required on the competency form.
2. Once the student obtains competency for a specific exam, the student may perform the exam under indirect supervision with the exception of portable examinations and mammography. Indirect supervision means the qualified radiologic technologist is adjacent to the x-ray room or location where the radiographic procedure is being performed. The RT should be within vocal proximity (not by phone or pager) and be able to assist the student immediately as needed.

3. At any time, should the technologist find it appropriate to intervene due to the student' s experience and or technical abilities, patient condition, or patient care requirements, the student may not receive competency.
4. **Competency exam simulation.** If the student is not able to obtain all required competencies by the graduating senior fall rotation, the student may request to perform up to 3 competency simulations. Simulation may only be performed at a major clinical affiliate or at the CSUN RS lab after all clinical hours are completed. All simulation requests must be approved and scheduled by the corresponding clinical coordinator or faculty before they can be performed. The simulations can be scheduled during the students "banked" clinical time, if applicable.

Competency Based Clinical Agreement

A BS Radiologic Sciences student may attempt to obtain competency for a radiologic exam once the student has completed the BSRS 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

Conference Attendance/Written Assignment Policy

Conference attendance such as the ACERT conference is a privilege and not a right. Students are expected to engage in responsible behaviors that reflect well upon the BSRS program and CSUN as noted by the CSUN Student Conduct Code. Student behavior that is not consistent with the Student Conduct Code will result in necessary disciplinary actions. According ASRT rules of Continuing Education, you must be present and awake through the whole course in order to receive credit, there will be no late admissions after lecture begins at any of the conference. There is zero tolerance for cheating, forgery and misrepresenting the University at any event. Students who do not respect the Student Conduct Code and ASRT rules, will not be credited any hours for the entire conference and will owe the time excused from clinical. In addition, the student will not be allowed to attend any other conferences for the duration of the program.

[*http://www.csun.edu/catalog/policies/student-conduct-code/](http://www.csun.edu/catalog/policies/student-conduct-code/)

Conference Written Assignment for Attendants and Volunteers

All BSRS program students who act as attendants or volunteers during faculty approved seminars and educational opportunities must submit a paper answering all the following questions regarding their experience. Please keep all the events confidential and relate to individuals anonymously.

Also, for each unit CE given, one hour of clinical credit is issued not to exceed a total of 100 hours for the duration of the program (# of CE units = # of clinical hours). Travel time will not have to be made up for clinical time missed. Submission of a scientific display board or essay will count toward this assignment. **The assignment must be uploaded to CANVAS by the end of the 15th day following the last day of the conference.** Submission after the deadline will not qualify for clinical credit. In addition, proof of attendance may be required for some seminars such as ACERT, notification in advance will be provided. If for any reason the student is not able to provide proof of attendance, a minimal amount of hours will be credited to the students as decided by faculty.

Attendants:

1. Why is this conference an important part for student education and/or professional development?
2. Which session or two did you find the most helpful to your practice as a radiography student? Why?
3. Which session did you find the most enjoyable? Was it the speaker, the topic, etc. and explain why.
4. Which session did you find the least beneficial? Explain why? What advice would you give to that speaker for the future?

Volunteers:

1. What were some of the highlights of your volunteer experience?
2. How did you benefit from your interaction with the seminar coordinators, attendees, and vendors?
3. Would you volunteer again in another seminar or educational activity? Why?
4. Did anything go wrong during your experience and what happened?
5. What would you do differently if you volunteer again next time?

Credited Clinical Hours Policy

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. All hours acquired may be used at any given time. However, the student may not use the hours to miss more than 60% of any rotation.**

Here is a table to show you where you can acquire credited clinical hours:

Perfect Attendance	8 hours per semester if applicable
CSRT	6 hours per seminar
ASRT	8 hours per seminar
ACERT	8 hours per seminar
RTCC	8 hours per seminar
UCLA Ultrasound seminar	4 hours per day (8 hours max at half-credit per hour)

No credit for these alternate educational experiences will be given until the summary paper is submitted as noted in the Conference Attendance/Written Assignment Policy.

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. Returning BSRSs may use these hours through the semester. Doubles may not be used to make-up time missed as a junior or senior student.

No student may work past a twelve hour shift, no later than 9pm, in any rotation. Not all rotations have doubles or extended hours available. It is the students' 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 his or her entire graduating seniors period, unless he or she has a documented medical excuse for the 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.

Doubles Policy Agreement

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

A "double" shift is defined as 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.

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.

No student may work past a twelve hour shift, no later than 9pm, 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 PREMAKING 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. There will be no exceptions.

In accordance with labor laws, a lunch or dinner break must be taken for each 6 hour period worked. This means that any student working past 6:30pm (in addition to their day shift) MUST take a half-hour dinner break (in addition to their daytime lunch break). Therefore, an additional half hour dinner break will automatically be deducted from the total number of hours completed for any student working past 6:30pm.

Finally, no student will be allowed to complete more than 56 hours of "doubles" during their entire post grad 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.

I have reviewed the above policy,

Student Signature

Date

Student Name

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, BSRS approved red/black scrub pants and top with logo
- Must be at least a 60% polyester/ 40% cotton blend
- A clean, pressed, solid white, gray or black short sleeved t-shirt may be worn underneath. A solid white, gray or black long sleeved t-shirt may be worn if the clinical site allows it.
- White, black, or gray shoes or; white, black, or gray nursing clogs may be worn as long as there is a heel strap or 1" heel cover.
- Clean, pressed black or red scrub jacket with logo
- 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, pressed, BSRS approved scrub pants and top with logo
- Must be at least a 60% polyester/ 40% cotton blend
- A clean, pressed, solid white, gray or black short sleeved t-shirt may be worn underneath. A solid white, gray or black long sleeved t-shirt may be worn if the clinical site allows it
- White, black, or gray shoes or; white, black, or gray nursing clogs may be worn as long as there is a heel strap or 1" heel cover.
- Clean, pressed black or red scrub jacket with logo
- 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(s)
- At all times while at the hospital
- Wear the official hospital ID
- 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, VAGLAHCS, VPH, and all minor sites. Additionally, I will maintain good personal hygiene and launder my lab coat/ uniform often. I will wear appropriate ID badge, 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 I 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 BS 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
 - Northridge: Ext. 4645
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 VAGLAHCS are:	12 noon to 8:30pm
Hours at UCLA are:	12:30pm to 9:00pm
Hours at Valley Presbyterian are:	13:00pm to 21:30pm

Energized Lab Usage Policy

All BSRS Students are to understand that while using the RS 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 BSRS 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 readings are available at any time during business 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. **Elective Rotations:** The Elective rotation is 160 hours in length and may be split into two 80 hour rotations with the exception of Mammography; **students selecting Mammography as the elective rotation must complete the entire 160 hours** 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) and the other will be a general diagnostic exam of either a complete C-spine series or a complete L-spine series.
4. Simulations: *See "Competency Based Clinical Education Policy."
5. Prior to completion of the BSRS 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.

6. 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.

7. Clinical Assessment: Based on the following point system identified in course syllabus:
- Competencies: 10
 - Image Review: 10
 - Clinical Performance (Assessments): 5
 - Clinical Objectives: 5
 - 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
- Image Review

Holidays or Limited Departmental Staffing Policy

No student shall be assigned for required clinical or clinical make-up 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 (when 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. You must talk to someone, no voice messages.

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, or if unable to obtain labs, 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 Robert (Bobby) Milan	Occupational Health	No
Children's Hospital LA	Todd Anderson	Employee Health	No
Holy Cross	Brian Hildebrand	ER	No
Northridge Hospital	Felix Negron	ER	No
Olive View Medical Center	Mike Ruiz Evelyn Fernandez	ER	Yes
Shriners	Rose-Lynn So	Student Health Center**	Yes
Simi Valley Hospital	Katherine Hillard	ER	Yes
St. Joseph Medical Center		ER	Yes
Student Health Center	Corey Hidalgo	Student Health Center**	Yes
Tarzana		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	Luis Martinez or any CI	Employee Health	Yes
USC - OP	Sam Valencerina	Employee Health	Yes
VA GLAHCS	Randy Jones	Emergency: ER Non-emergency: Employee Health	No
VA - Sepulveda	Barbara Garrison	Student Health Center**	No
Valley Presbyterian	David Castillo, Celica Carbajal or Any available supervisor	ER	No
<p>**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 BSR students who has had a blood borne pathogen exposure. Students are to seek their own urgent care, during after hours.</p>			

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:

Lisa Naugle	818 885-8500
Lisa Grate	310 268-3657
Humberto Payan	818 902-5294
Teni Piroomian	310-267-3216
Ilisha Coleman	818-687-8978

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.

Infectious Diseases Exposure Non-Clinical Policy

Students with infectious diseases or non-immune students who have had known contact outside the clinical setting with an infectious disease listed will follow the guidelines set by the Centers for Disease Control (CDC). Students with exposure to non-listed pathogens as well as infectious skin rashes will be referred to their physicians for evaluation; **a physicians' release is necessary to return to clinical.**

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 BS 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 BSRS program 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

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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 BSRS program. Faculty will provide a letter confirming you are a current CSUN student in the BSRS 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 Mercer Consumer. Payment is only accepted in the form of Money Order or Cashier's Check to Mercer Consumer.

The insurance expires every July.

Students will be asked to purchase the insurance from Mercer Consumer. 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-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

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)

UCLA 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)

VA Greater Los Angeles Health Care System

CT: 7:00 to 18:30 (must have cases to stay that late and needs pre-approval))

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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

OR: 06:30 to 15:00

All others: 8:00 to 16:30

Valley Presbyterian

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

OR: 06:30 to 15:00

All others: 8:00 to 16:30

All Minor Affiliates' Rotations: if not listed below, 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)

Olive View

8:00 to 16:30

Shriner's

8:00 to 16:30 only

Simi Valley Hospital

MR/CT: 08:00 to 16:30

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 BSRS 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.

MRI Safety Policy

In order to prevent any injuries in the MRI setting, all students **must** fill out the MRI screening form. If the student is concern about safety in MRI it must be reported immediately to the Clinical Coordinator and a Department Supervisor. If the student suffer any injuries while in MRI, the student must follow the Injury Reporting Policy.



MRI Screening form for the Bachelors of Science in Radiologic Sciences Program

In order to ensure your ability to safely enter a Magnetic Resonance Imaging area while at a clinical site, please answer the following questions.

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a pacemaker or internal cardiac defibrillator? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have an artificial heart valve? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been injured by a metallic object or foreign body (i.e., BB, bullet, shrapnel, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you had an injury to the eye involving a metallic object or fragment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you had brain surgery for an aneurysm? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have cochlear implants? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you wear a spine stimulator, pump or monitor? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you wear drug delivery patches that have a metallic backing? |

Print Name

Signature

Date

Patient and Image Receptor Holding Policy

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

“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 BSRS Program that no student under any circumstance be required or allowed to hold a patient or **Image Receptor** during radiographic exposures.

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 BS radiologic sciences student is therefore, not considered a member of the general public and **may not be allowed to hold patients or image receptors**. All students are required to have controlled monitoring of radiation exposure.

Patient Requisition and Documentation Policy

All BSRS 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 BSRS 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.

Photography Policy

In order to be in compliance with HIPAA students must adhere by the following:

- 1: There will be no photographing on a cell phone, camera, iPad, computer or any photography device **of any program clinical paperwork**, patient data, images or patient information. Therefore, you may not use an app on your phone to pdf your daily log for downloading. Comps and daily logs have patient accession numbers.
2. You may not email requests to a coordinator from a CSUN email account or a private account for the images you need for a case study. Your email is going through a non-secure internet and has a patient accession number.

*Exceptions: you may still scan your own data to upload to Castlebranch. Since it is your data, it is presumed you accept the risk of a non-secure environment.

3. Cell phones will no longer be allowed to be carried by you to any patient care area at any time.

During clinical education random checks of phone location will be conducted by the CSUN Clinical Coordinators. Any violation will result in a verbal warning or misconduct.

Please be aware that we understand that RTs are not abiding by these best practices. However, in order to re-contract with our affiliates we must ensure that you are setting a standard that the affiliate medical center is comfortable with. If you have questions please feel free to ask.

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 BSRS 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:

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 BSRS student may revoke the Declaration of Pregnancy, in writing, 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

Radiation Monitoring/Radiation Safety Policy

Students must wear the dosimeter 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 radiation monitoring device. As a result, students at some point will rotating through a major affiliate must wear both the clinical site and CSUN's monitoring device. At the minor sites, the students will be wearing only the CSUN radiation monitoring badge.

The dosimeter/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.

Dosimeter/TLD readings are available to the student within 30 days following results. Hard copies of the reports are available to students in the Clinical Coordinators' office to review or to make copies for their personal records. Students are notified by email when the reports are available. 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 Radiation Monitoring/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/

Dosimeters/TLDs are exchanged on a monthly/quarterly basis. The BSRS 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).

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 Image 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 BSRS students even if the student has obtained a competency on the exam.

The BSRS student must document on the student daily log whether or not a repeat was performed. If a repeat was performed, the BSRS 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 BSRS Program. Therefore, a student's clinical program may be extended until all these clinical competencies have been reached:

Abdomen Supine (KUB)*	Skull (Caldwell/AP/PA)
Abdominal Series (upright & supine abdomen)	Skull (Lateral)
Abdomen or Chest decubitus*	Skull (Waters)
Ankle Series	Tibia/Fibula Series
Cervical Spine Series	Thoracic spine Series
Chest (PA & Lat)	Toe Series
Chest Pediatric (PA & Lat) <6 years old	Trauma lower extremity (2+ views)*
Chest – Wheelchair or Stretcher	Trauma upper extremity (2+ views)*
Clavicle Series	Trauma shoulder <u>with</u> “Y”
Elbow Series	X-table lateral Spine (C, T or L)*
Femur Series	X-table lateral hip*
Finger Series	Wrist Series
Foot Series	
Forearm Series	Ba Swallow/Esophagram
Geriatric Chest (PA & Lat)	UGI (single or double contrast)
Geriatric Portable Chest*	UGI and small bowel
Geriatric Lower Extremity	
Geriatric Upper Extremity	CT abdomen
Hand Series	CT brain
Hip Series	CT chest
Humerus Series	CT extremity (including hip)
Knee Series	CT pelvis
Knee Series WT Bearing	CT sinus complete
Knee Patella - Sunrise view*	CT trauma C-spine
L-Spine Series	CT/A additional choice
Pelvis – AP*	MRI brain
Portable Abdomen*	MRI lumbar spine
Portable Chest*	MRI additional choice
Portable Orthopedics (2+ views)*	
Ribs (unilateral or bilateral) Series	Surgery C-arm sterile field (orthopedic)
Shoulder Series	Surgery C-arm sterile field (non-orthopedic)
Shoulder Axial or “Y” View *	Surgery C-arm (2+ projections)

ARRT definitions:

Trauma: is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.

Geriatric: physically or cognitively impaired as a result of aging.

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 VAGLAHCS has some exceptions. Please advise with the 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 (list posted on every department).** The fluoroscopy exam must be an upper GI or a contrast enema. The spine exam must be a complete 5V 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 BSRS 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 BSRS program.

The BSRS 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

Summer School Classes

Students who would like to attend summer school for classes other than clinical 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 cannot 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.

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 cannot 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 BSRS 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 on **E*Value** and must do so at the designated location as to where they are scheduled. **NO EXCEPTIONS!!**
- BSRS students are not allowed to log in or otherwise fill in attendance records of another student.
- **If a student forgets to clock in or out**, the name of the area supervisor or technologist has to be included in the comment section of E*Value for verification. The student will be allowed 5 per semester. On the 6th, a verbal misconduct will be given and 4 hours will be owed to that rotation's clinical hours.
- **Clocking in and out with personal mobile devices is not allowed.** IP address checks are done at random.
- **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 BSRS 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 GLAHCS:

- 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)

CSUN BSRS Program

Student Handbook

Evenings: 12:00-20:30 (1/2 hour lunch)

Valley Presbyterian:

Days: 8:00 - 16:30 (1/2 hour lunch)

Cath Lab: 6:30 - 15:00 (1/2 hour lunch)

OR: 6:30 - 15:00 (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 designated 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 computer access or if **E*VALUE is down** at the clinical site the student must **CALL THE CLINICAL COORDINATOR and leave a voice message** as a means for time recording. The area supervisor or technologist present must be included on the call for verification (see clinical coordinator for site specific exceptions). The student should then try to clock in when time allows and add comments in E*Value.

If EVALUE is down for the entire shift the student must repeat the procedure at the end of the day. If directions are not followed the student will be considered absent for that day.

- **Forgetting to clock in or out:** The student **will not** be awarded any time until he/she remembers to clock in and includes a comment in E*Value (include verifying technologist name). Allowed 5 per semester without repercussions. The 6th turns into a verbal misconduct and 4 hours will be owed to clinical
- **Leaving early:** A student will be deducted for leaving early if he/she clocks out prior to the half hour. A comment needs to be included in E*Value.
- **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 E*Value. 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 scheduled BSRS 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 make-up 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 BSRS 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 BSRS 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. When working an eight hour day the students are allowed two 10 minute work breaks and one 30 minute meal break. When working less than 5 hours but more than 4 hours per day, the student is entitled to one ten minute break. Any time a student works 6 hours or more it is mandatory to take a 30 minute meal break. Schedules will be assigned at the discretion of the area supervisor when students are on clinical assignments. **However, no BSRS student is to take a break without approval from the clinical instructor/supervisor.** 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.

*Please refer to Credited Clinical Hours Policy.

Vacation Schedule Policy

During the professional portion of the BSRS 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 BSRS 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. The ten venipuncture sticks must be performed on patients only, not on mannequins or students/family members. When performing a stick, **a student must be directly supervised by a registered nurse, Radiologic Technologist with venipuncture certification or physician** that is staffed by the approved venipuncture sites (NHMC 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 are to review the venipuncture course material before attempting venipuncture. If a student is unable to attain all 10 sticks at one site, he or she may seek the other site to obtain the remaining of the ten sticks. 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.

Note: Registered technologist involved in the 2+2 BSRS courses and registered for summer clinical have the right to attend the venipuncture course. They do not have to complete the required 10 sticks in our program. If the required 10 sticks are obtained and documented at the RT's place of employment within two years of the venipuncture course, a venipuncture certificate will be provided.