

San Diego Mesa College
Radiologic Technology
Student Handbook

Program Policies & Procedures
&
Directed Clinical Practice

Revised: February 2026

Table of Contents

Philosophy, Mission & Program Goals (program).....	4
Academic Admission Application Process (college).....	5
Academic Honesty (district).....	5
Accreditation Standards (program/JRCERT).....	6
Appearance & Dress Code Policy (AH/program).....	6
Attendance & Time Clock Policy (program).....	7
Background Check, Drug Screen & Immunization Policy (AH).....	9
Breaks & Holidays (college).....	9
Cell Phone Policy (program).....	9
Clinical Affiliate Assignment (AH).....	10
Clinical Affiliate Rights & Relationships (AH).....	10
Clinical Affiliate Rotation Schedules (program).....	10
Clinical Competency Requirements (program).....	11
Clinical Hours (program).....	11
Complaints Process (district).....	11
Confidential Information – HIPAA & Student Files (AH).....	12
Costs Associated with the Program (AH).....	13
Counseling Services (college).....	13
Courses by Semester (program).....	14
Critical Medical Errors (program).....	15
Directed Clinical Practice - DCP (AH).....	15
Disability Services (district/syllabus).....	15
Due Process Grievance (district).....	16
Due Process Grade Challenge (district).....	17
Evaluation & Assessment (program).....	18
Grading in Clinical, Class & Lab (program).....	19
Grading Scale (program).....	19
Graduation Requirements (college).....	19
Health & Safety (district/college/program).....	20

Illness or Injury on Campus (college/AH).....	21
Injury at Clinical Affiliate Site (district/AH).....	21
Insurance Policy (AH).....	22
Laboratory Operation Policy (program).....	22
Medical Release (AH).....	22
Nondiscrimination & Title IX Policy (district/syllabus.....	23
Nursing Mother Accommodations (district/syllabus).....	23
Pregnancy Policy (AH/program).....	23
Professional Conduct Policy (program).....	24
Radiation Safety Standards & Monitoring (program).....	25
Readmission to Program Policy (AH).....	25
Scholarships & Financial Aid (college).....	27
Social Media Policy (AH).....	28
Supervision & Repeat Image Policies (program/JRCERT).....	29
Technical Standards (program).....	30
Telephone Numbers (AH).....	30
Violation of Program Policies (program).....	31
Withdrawal Policy (college).....	31
Addendum Two-Year Program Schedule (program).....	32

Philosophy, Mission & Goals

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

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

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

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

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

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

Academic Admission Application Process

Allied Health programs have special admissions processes with limited enrollment capacities and high student demand. The Radiologic Technology Program accepts a class of approximately 60 – 64 students every two years. The class size is determined by clinical availability and other regulatory guidelines. Be sure to follow each of the following steps to apply for enrollment into the Radiologic Technology program.

<https://www.sdmesa.edu/academics/v2/programs/radiologic-technology/apply.shtml>

Academic Honesty

Academic Honesty Cheating/Plagiarism

Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of Administrative Procedure 3100.3 in Board Policy 5500 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.3 in Board Policy 5500, Student Disciplinary Procedures. While the usual sanction is grade modification (4-b and c), students in certain instructional departments/programs (including Allied Health) have policies which state that cheating can show unsuitability for continuation in the program and/or professions (4-d).

San Diego Mesa College Student Affairs Academic Honesty Statement:

San Diego Mesa College values honesty, academic integrity, and community. Our goal is to guide our students in maintaining academic excellence, in addition to fostering a sense of belonging to our campus. At San Diego Mesa College, students are expected to create their own work in connection with all lecture and laboratory assessments and assignments, and will refrain from copying, cheating, plagiarizing, utilizing outside resources, or any form of academic misconduct. Students will only use external sources when approved by faculty and will properly acknowledge these external sources. We understand our students wish to maintain these community standards; however, failure to follow these community standards will be considered a violation of the Student Code of Conduct under Board Policy 5500 and may result in student disciplinary action. We thank our students in advance for adhering to these community standards.

Administrative Procedure 5520 describes the Academic and Administrative Sanctions for students who are found cheating. Cheating includes, but is not limited to: plagiarizing, copying and pasting from a website, copying off someone else's examination/test, cueing of a classmate during examinations (including laboratory testing), obtaining copies of an examination without the Instructor's permission, copying assignments from a classmate, having electronic devices (including cell phones) out during testing or exam review (unless specifically allowed by Instructor), knowingly and intentionally assisting another student in any of the above.

Accreditation Standards

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

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300; (Fax) 312-704-5304

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

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

California Department of Public Health

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

Appearance & Dress Code Policy

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

- Clean, medically professional scrubs in navy blue. Tops and pants should be matching color. No professionally inappropriate clothing.
- Students will wear a Mesa College RADT program badge at all times in DCP. The badge is provided by the program and will be issued during the first summer semester and returned at the end of the program.
- Hospital ID Badges will be issued and should be worn at all times at the clinical affiliate. If the hospital ID badge is lost or stolen, please contact the Clinical Instructor to obtain a replacement. AMA Patient Bill of Rights specifically states that

patients have the right to know the identity and credentials of those providing their care, including students or trainees.

- Radiation dosimetry badges will be issued to all students enrolled in the program. Dosimetry badges must be worn at all times at the clinical site and in labs on campus. If you arrive at clinic without the dosimeter, you will be sent home. If you retrieve it and return to clinic, you will be recorded as tardy, and the time can be made up at the end of the day. **Lost or washed dosimeter badges incur a replacement fee of \$50.00 to be paid at Student Accounting.**
- Clean, comfortable shoes, either athletic or uniform style.
- Clean hands and fingernails. Infection control prohibits artificial nails or nails that extend beyond the nail bed.
- Neat and clean hairstyles. Long hair should be tied back. Men's facial hair should be trimmed neatly.
- Non-odorous personal hygiene, including no perfume or cologne. Odors such as tobacco, alcohol, perfume or perfumed lotions, food odors or breath odors are not acceptable. Please wash uniforms after each use to reduce the effects of body odor residing in clothes.
- Hospital affiliates may require tattoos to be covered and multiple piercings be removed while in clinic.
- Cultural clothing that may affect safe operation of equipment or jeopardize infection control practices will be evaluated on a case-by-case basis by the clinical affiliate according to their policies.
- Students will be required to meet the appropriate appearance codes of the clinical affiliate they are attending.

Attendance & Time Clock Policy

The attendance policy is designed for student success and should be adhered to at all times. All students must be enrolled in the Directed Clinical Practice (DCP) course prior to the semester start date. **Refer to violation of policy.**

- DCP is scheduled Monday through Friday, 8-hour shifts, between 0600 and 2300. Students are not scheduled more than 10 hours per day per JRCERT Standard 4.4.
- A 30-minute uninterrupted lunch period must be taken by the 5-hour mark, per California State Law. Total clinic time of 6 hours or less does not require a documented lunch break.

- Students attend DCP 16 to 32 hours/week, depending upon the semester, for 8-hour rotations. With preapproval from the Clinical Coordinator & Clinical Instructor, 10-hour shifts may be allowed for make-up time. Make-up opportunities are limited to weekdays and Saturdays, depending on clinical site approval. No make-up time allowed on Sunday, holidays, or breaks.
- Absences must be reported to the DCP Clinical Coordinator **and** the Clinical Instructor at least 15 minutes before the shift begins. Please send a group text, so the date and time are documented and both instructors are alerted at the same time. Also send an email to the Clinical Coordinator. **If both instructors are not notified, the student will incur an absence.**
- All absences must be entered into the Trajecsys System at least 15 minutes before the shift begins.
- More than three edits or time clock exceptions per semester is considered excessive and will incur a grade drop.
- The time clock is a legal, auditable record of your clinical hours of attendance. **Students who enter fraudulent time in Trajecsys will be dismissed from the program for an ethics violation. This serious breach of ethics will be reported to the ARRT and the CDPH-RHB.**
- Students must complete all required hours within the semester, including make-up time, to pass the course.
- **If more than three (3) clinical days are missed during a semester, the student may be dismissed from the program.** The only exception is medical/surgical emergency (i.e., appendectomy, cholecystectomy, abscess tooth, pregnancy complications/childbirth). Any extended medical condition may result in a temporary withdrawal from the program.
 - Dental appointments, physicals, and doctors' appointments should not be scheduled during clinical rotations. Exceptions can be made, if necessary, through the DCP Clinical Coordinator and Clinical Instructor.
 - Bereavement leave for the death of a family member will be excused within reason. Each circumstance is unique, and the faculty will make the decision approving absence and making up clinical and class time.
 - See course syllabi for attendance grading in class and lab.

Background Check, Drug Screen & Immunization Policy

All Allied Health programs require clinical practice at one of the District's clinical affiliates, which require clearance of student background checks, drug screens, and

specific immunizations. The Radiologic Technology program begins clinical practice in the first fall semester and therefore requires this clearance by the summer deadline date. **Any student with noncompliant immunizations, background check non-clearance and/or drug screen non-clearance will no longer be eligible for program continuance.** Students who are denied at one clinical site shall not be placed at other clinical sites.

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

Students are responsible for providing proof of physical examination, tuberculosis clearance within the last year and required vaccinations by the appointed dates. Occasionally, clinical affiliates will mandate additional vaccinations, Covid-19 vaccines + boosters, and/or influenza shots, depending on community health needs. Any change in health status requires an updated physical examination. Students are required to maintain compliance throughout the program, including semester breaks. **Refer to violation of policy.**

Breaks & Holidays

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

Cell Phone Policy

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

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

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

Clinical Affiliate Assignment

Students will be assigned to a specific clinical affiliate at the beginning of the program. Students are randomly selected for clinical affiliate rotations based on their zip code on

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

Clinical Affiliate Rights & Relationships

The clinical site has the right to dismiss the student from their clinic site for any reason. In compliance with the written agreement between the San Diego Community College District and affiliated site or minor affiliates and other health facilities, it is advised that the clinical site "reserves the right to dismiss from their premises any San Diego Mesa College student found to be lacking in an ability to develop qualities essential for the Allied Health Programs in which the student is enrolled, or for failure or unwillingness to conform to hospital regulations and has the right to recommend withdrawal of any student for reasons of unsatisfactory performance, violation of policies, or unprofessional conduct." **Any student who is dismissed from the clinical site for reasons cited in the clinical affiliation agreement, or due to breaches in safety, ethics or for unlawful activity, will be dismissed from the Program.** All students may submit a petition for readmission to the program. If approved, the student may only be readmitted if clinical placement is available.

Clinical Affiliate Rotation Schedules

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

- The daily shifts (start / end times) will be determined by the Clinical Instructor at the clinical site.
- Daily shift times may vary, depending on the clinical modality.
- Clinical hours may occur between 0600 and 2300 Monday – Friday.
- Students may not be scheduled on holidays, when the college is closed, Saturdays, Sundays or between 2300 – 0600 hours.
- Students are expected to always remain at their assigned clinical rotations.

Clinical Competency Requirements

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

- All students must have received didactic and lab instruction on all exams prior to attempting to comp. Students should attempt competencies for exams being covered in the concurrent semester positioning class.

- Students shall request an exam competency after they have observed and performed the procedure several times under direct supervision.
- Notify the technologist you are working with, prior to beginning the exam that you are ready to comp. If the technologists testing you feels you are not ready to comp, they may refuse to comp you on that exam.
- To complete a competency, you must do everything yourself. That means technique selection, patient positioning, marker placement, shielding, collimation and everything else required to perform the examination independently.
- The technologist has the final word on awarding the competency, but if you are not ready, they will let you know the reason and you will not be penalized.
- The Clinical Instructor will enter all completed competencies on the paper Competency Requirements Form.
- The minimum number of assigned competencies required for each semester is outlined in the DCP Syllabi.

Clinical Hours

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

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

Complaint Processes

The San Diego City, Mesa and Miramar Colleges and Continuing Education are committed to an educational environment that is free from interference and disruption, and that fosters equity and mutual respect.

Students may file a complaint when they believe that a college faculty or staff member has violated the following Board Policies and Administrative:

Student Rights, Responsibilities, Campus Safety and Administrative Due

Process: Policy 5500

Student Grievance: Procedure 5530

Student Discipline: Procedure 5520

Honest Academic Conduct: Procedure 3100.3

Prohibition of Harassment: Policy 3430

Nondiscrimination: Policy 3410
Fraud/Whistle Blower: Policy 6125
Grade Challenge: Procedure 4231

Board Policies and Administrative Procedures are available to Individuals online
<https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx>

Most complaints, grievances or disciplinary matters should be resolved at the campus level. Individuals are strongly encouraged to make every attempt to resolve matters through the appropriate administrative processes.

Confidential Information

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

Student Files – All student files are kept confidential and maintained in the offices of the Program Director and Clinical Coordinator. In the Program Director’s office, each student file may contain, but is not limited to, the following items: Copy of transcripts, Student information sheet, Program application and supportive documentation, Student conference forms, Disqualification notices, Student release of information form and Official grade reports.

In the Clinical Coordinator’s office, each student file may contain, but not limited to, the following items: Directed clinical practice forms and Official grade reports.

Pursuant to the “Family Educational Rights and Privacy Act of 1974” (FERPA) and California Education Code, access to a student’s records shall only be allowed with written consent of the student (with several exceptions as noted in the college catalogue).

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

Refer to violation of policy.

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

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

HIPAA Violation Procedures:

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

Costs Associated with the Program

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

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

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

Counseling Services

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

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

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

Academic Counseling faculty is available to meet with you in a variety of ways to assist in achieving your academic goals. We are committed to providing a positive college experience for you through several counseling methods. From a certificate of achievement, associate degree, transfer from Mesa to a university, or personal counseling/development we are here to support you!

Appointments are available throughout the semester but will be limited to all class registration periods.

Courses by Semester

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

INITIAL SUMMER SEMESTER		UNITS	WEEKLY HOURS
RADT 70L	Orientation to X-Ray Equipment	0.5	3
RADT 101	Basic Radiologic Technology	2.0	2
SEMESTER I FALL		UNITS	WEEKLY HOURS
RADT 131	*Patient Care	3.0	3
RADT 190	*Radiographic Positioning I Lecture – WEB	1.0	1
RADT 190L	Radiographic Positioning I Lab	1.0	3
RADT 256A	Directed Clinical Practice I (DCP)	5.0	16
SEMESTER II SPRING		UNITS	WEEKLY HOURS
RADT 121	Radiographic Exposure Lecture	3.0	3
RADT 121C	Radiographic Exposure Lab	1.0	3
RADT 201	*Radiographic Positioning II Lecture – WEB	1.0	1
RADT 201L	Radiographic Positioning II Lab	1.0	3
RADT 256B	Directed Clinical Practice II (DCP)	7.5	24
SEMESTER III SUMMER		UNITS	WEEKLY HOURS
RADT 110	*Recording Media – WEB	2.0	2
RADT 192	*Image Analysis for Rad Tech – WEB	2.0	2
RADT 256C	Directed Clinical Practice III (DCP)	6.0	32
SEMESTER IV FALL		UNITS	WEEKLY HOURS
RADT 221	Advanced Radiographic Techniques	2.0	2
RADT 230	Radiologic Science	2.0	2
RADT 231	Pathology for Imaging Sciences	2.0	2
RADT 210	*Radiographic Positioning III Lecture –WEB	1.0	1
RADT 210L	Radiographic Positioning III Lab	1.0	3
RADT 060	Venipuncture for Radiology	0.5	3 (for 8 weeks)
RADT 257A	Directed Clinical Practice IV (DCP)	7.5	24
SEMESTER V SPRING		UNITS	WEEKLY HOURS
RADT 086	*Fluoroscopy & Radiation Safety Lecture	2.5	2.5
RADT 240	*Radiation Biology - HYB	1.0	1
RADT 241	Sectional Anatomy Lecture	1.0	1
RADT 257B	Directed Clinical Practice V (DCP)	7.5	24
		2.0	2
RADT 271	*Mammography Lecture (elective) WEB	0.5	4 (for 8 weeks)
RADT 271L	Mammography Lab (elective lab)	2.0	2
RADT 275	*Computed Tomography (elective) WEB		
SEMESTER VI SUMMER		UNITS	WEEKLY HOURS
RADT 242	*Organization of Radiology	1.0	2 (for 8 weeks)
RADT 257C	Directed Clinical Practice VI (DCP)	6.0	32

Critical Medical Errors

If a patient injury occurs due to student negligence, the student may be released from the clinical site and dismissed from the program for patient safety concerns. If the student is allowed to remain at the clinical site, they will incur a grade drop as a result of the incident.

If the student performs an incorrect procedure or a procedure that is not ordered on a patient and a radiographic image is obtained on a patient that does not match the request from the ordering physician, the student may be released from the clinical site and dismissed from the program for patient safety concerns. If the student is allowed to remain at the clinical site, they will incur a grade drop as a result of the incident.

Directed Clinical Practice (DCP)

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

Disabilities Services for Academic Accommodations (DSPS)

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

- a) The faculty member will work with the DSPS Office to ensure that proper accommodations are made for each student. By law, it is up to the DSPS Office, through the interactive process with the student, to determine which accommodations are appropriate, not the instructor.
- b) Students that need evacuation assistance during campus emergencies should also meet with the instructor as soon as possible to assure the health and safety of all students.
- c) Instructors may contact DSPS if they have any questions related to authorized accommodations in their classroom.
- d) ANY request for academic accommodations or auxiliary aids must be first evaluated and approved by the Disabled Students Programs and Services (DSPS) Department or the Campus 504 Officer.
- e) Students requesting accommodation must be able to present documentation of their identification of need to the DSPS office.

- f) Students must complete the DSPS intake appointment before accommodation can be given, which the student should complete well before classes begin.
- g) Once students have met with a DSPS Counselor, they may present their Authorized Academic Accommodations letter to the instructor of a course at any time during the course. However, it is recommended that the student communicate these needs early in the course to promote maximum success.
- h) All accommodations are subject to maintaining instructional integrity. Where there are concerns, a joint effort and dialogue by the student, DSPS counselor, instructor, Program Director, and Department Chair may be necessary to identify the accommodations that can be made, while maintaining instructional integrity.
- i) Students who may benefit from utilizing accommodation measures, but have not been previously identified, are encouraged to contact the campus DSPS Department prior to or early in the semester to participate in the DSPS processes.

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

For more information, you may contact the DSPS Office on your campus or the website at:

[Learn About Disability Support Services and Programs | DSPS | Student Services | San Diego Mesa College \(sdmesa.edu\)](#) or refer to Administrative Procedure, AP 3105.1 Academic Accommodations and Disability Discrimination for students with Disabilities.

Due Process

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

Grievance Process within the School of Allied Health

- If an issue arises in class, please speak to the course instructor first.
- If an issue arises in the clinical, contact the clinical instructor and clinical coordinator.
- If the issue is unresolved, then the program director will meet with the student and the faculty or clinical coordinator.

- If the student is still not satisfied and the issue is unresolved, the student may set up an appointment with an Allied Health Dept. Chair.
- If the issue is unresolved, the student may set up an appointment with the Dean of Health Sciences.
- If the issue remains unresolved, the student may file a grievance with the college using the procedure outlined below.

Grievance Process at the College District – POLICY AP 5530

- If the student fails to resolve the grievance informally, no further action will be taken unless the student files a formal grievance by completing a **Statement of Student Grievance form** within 30 calendar days of the incident.
- Upon receipt of the Student Grievance Hearing Request form, the Grievance Officer shall meet with the student within 5 instructional days.
- Determine that the informal resolution process has been followed in accordance with this procedure.
- Within 10 instructional days following receipt of the hearing request form, the Grievance Officer shall convene the Grievance Committee.
- The Grievance Committee shall submit its findings in writing to the President within 5 instructional days following the conclusion of the hearing.
- Within 5 instructional days following receipt of the Grievance Committee's recommendation, the President shall render a decision. The decision of the President shall be final.

Grade Challenge – POLICY AP 4231

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

- If the grade challenge cannot be resolved at the instructor level, or the instructor is no longer employed with the district, the student may file a Grade Challenge Petition online.
- The petition must include, in detail, the student's basis for initiating the review, as well as any documentation, witness identification, or other supportive evidence. The basis of the review must support allegations of mistake, bad faith, fraud, or incompetence.
- The petition shall be routed to the appropriate Dean's Office based on the course in which the grade is being challenged; the Dean will review the petition with the Department Chair, who will attempt to resolve the issue within 10 working days after receipt of the petition.
- Within 10 working days after receipt of the petition, the Department Chair will consult with the faculty member and student to gather the facts.
- During periods in which the instructor and department chair are not on duty, the Vice President of Instruction, consistent with the parameters established herein, will

adjust the timeline for resolution. The student will be advised in writing of the adjusted schedule.

- The final outcome of the attempted resolution shall be provided in writing by the Department Chair to the student.
- If resolution does not occur, the student may file a written appeal with the Vice President of Instruction who will convene the Appeal Review Panel. The appeal must be filed within 10 working days of notification of the decision of the Department Chair to the student.
- The Panel shall meet with the student and instructor who assigned the grade, within 30 instructional days of filing the appeal. In the event that the instructor is no longer employed by the District, the Department Chair shall represent the instructor. The Panel meeting will be closed to observers and advocates.
- The Panel will review all information and evidence and make a recommendation. The recommendation will be sent to the college President within five (5) working days of the Panel Review meeting with copies sent to the student, instructor, and the Department Chair.
- The President shall review the recommendation of the Panel and make a final decision within 10 working days from the receipt of the recommendation.
- If the final decision is to uphold the grade, the student may appeal the decision in writing to the Chancellor. Within 10 calendar days of the final decision of the President, the student may submit a written appeal to the Chancellor. The appeal should include all documentation to support the allegations of mistake, fraud, bad faith, or incompetence.
- Within 30 days of the receipt of such an appeal the Chancellor, or designee, shall meet individually with the student and the instructor to gather additional information.
- The Chancellor or designee shall notify the student of the final decision within 10 working days following either the meeting with the student, or the instructor, whichever concluded second.
- The decision of the Chancellor or designee shall be in writing and shall be final.

Evaluation & Assessment of Students

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

Clinical Evaluation & Assessment Tools

Clinical Instructor Evaluation
DCP Clinical Coordinator Evaluation
Clinical Competency
Bi-Weekly Tech Evaluation
Attendance

Classroom & Lab Assessments

In-class quizzes & tests
Homework assignments
Presentations
Practical exams

Grading in Clinical & Class/Lab

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

- The students' rate of progress will depend on their ability to perform various procedures at a minimum rate of acceptability.
- With each semester, the student will face new objectives and acquire new skills that include a minimum number of competencies. **See DCP Syllabi for minimum number of competencies.**
- Before graduation, students must complete all mandatory competencies and at least 15 elective competencies outlined in the ARRT Competency Requirements. In addition, there are 10 patient care procedures that must be completed.
- Students must maintain at least a 75% in all program courses to enroll in the next semester.

Grading Scale

93 – 100% = A Excellent performance in ALL areas; no deficiency noted

84 – 92% = B Good performance with some areas of deficiency

75 – 83% = C Satisfactory performance with deficiencies to improve

67 – 74% = D Deficient in one or more areas despite additional instruction

0 – 66% = F Unsafe, unethical, or illegal activity; breach of program policies

Graduation Requirements

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

Health & Safety

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

COVID-19 Vaccine + Booster – Due to the efficacy of boosters against COVID-19 and the Omicron variant, all clinical affiliates encourage students to receive the booster vaccine. For more information, please visit the link below:

COVID-19 Information for Students | <https://www.sdmesa.edu/covid19/>

Crime Awareness & Campus Security – The San Diego Community College District is committed to ensuring the safety of students, faculty and staff. For important information about campus safety reference “Safe and Sound, A Guide to Safety and Security in the San Diego Community College District” by accessing the following website:

<https://www.sdccd.edu/about/departments-and-offices/police-department/clery-act.aspx>

Discrimination & Harassment – The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and identifies the procedure for the investigation and resolution of complaints of harassment by or against any staff, faculty member or student within the District. Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

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

Prohibition of Sexual Harassment Under TITLE IX

The San Diego Community College District (“District”) is committed to providing an academic and work environment that respects the dignity of individuals and groups. All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment, and the District will not tolerate sexual harassment. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence. Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administrative Procedure, AP 3434, Responding to Harassment Based on

Sex under Title IX. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

<https://www.sdccd.edu/students/college-policies/index.aspx> Additionally, students are required to complete Sexual Harassment Prevention Training prior to enrollment in their first Directed Clinical Placement (DCP) course.

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

Illness or Injury on Campus

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

Injury at the Clinical Affiliate Site

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

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

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

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

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

For a clinic-related **URGENT or MINOR CARE** situation, in which the student is safe to travel, the student should go to the nearest designated health services facility. For any other non-work related situations, the student should seek their own medical care and may utilize Mesa College Student Health Services on campus in the I-400 Student Services building (619-627-2774).

Insurance Policy

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

Laboratory Operation Policy

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

Medical Release

Any student recovering from an illness, injury, or surgical procedure must report this at the onset of the situation to the Program Director. The student must be medically cleared to resume participation in all Program activities without restriction and must present the appropriate paperwork to the Program Director and Instructor. In cases where medical absences are significant, there may not be enough time to make up required DCP hours and/or excessive instructional information may have been missed. In such cases, the student may be eligible for a "late drop" from the courses he/she is enrolled in. The student should obtain a General Petition form from any academic counselor and present it to the instructor for each course. The student should also meet with the Program Director. If the petition is approved, the student would receive a "W" instead of a failing grade in a course where excessive medical absences occurred. Any student expecting to experience a prolonged recovery process should consider withdrawal from the program after discussion with the Program Director.

Nondiscrimination Policy

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

- Sexual assault, sexual harassment, and intimate partner violence are some examples of conduct that fall under Title IX.

- When the Title IX Coordinator receives a report, they will promptly contact the individual with information about their options and rights, in order for the district to take corrective action and provide remedies.
- If you would like to speak to someone confidentially, college mental health counselors or victim advocates are available to support you. Note, mental health professionals are not obligated to report to the Title IX Coordinator and may preserve confidentiality. Find contact information for these resources at sdccd.edu/students/titleix/
- The Title IX Coordinator is Amber Eckert, who can be reached at TitleIX@sdccd.edu or 619-388-6660 (message only).
- For more information about the Title IX office please see the following website: <https://www.sdccd.edu/students/titleix/>

Nursing Mother Accommodations

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

Pregnancy Policy

Pregnancy should not deter completion of the program. Pregnant students are encouraged to notify the program director of their condition, in writing, as soon as possible as the first three months of pregnancy are the most important time to protect you and your fetus. Participation in the Radiologic Technology program involves lifting which may result in injury to an expectant mother, as well as exposure to radiation and chemicals that may lead to injury of the fetus.

Written notification of pregnancy is voluntary. If you choose to inform the program director of your pregnancy:

1. The Radiation safety officer at Mesa College will discuss the effects of irradiation in utero, including radiation protection procedures and answer questions concerning radiation safety and monitoring while pregnant. A fetal badge will be ordered and the radiation safety guidelines for pregnancy will be reviewed. The fetal badge will be worn at abdomen level (under apron, if applicable) while in the radiation environment.
2. All declared pregnant students have the right to:
 - Complete the program without any modification.
 - Withdraw their declaration of pregnancy at any time.

- Request a leave of absence and return the following year to resume the program.
 - Request a clinical reassignment without displacement to other program students, in which case all clinical time and objectives will be made up when the student is no longer pregnant.
3. The NRC regulations state that the dose limit to the embryo/fetus, due to the occupational exposure of a declared pregnant woman:
- Cannot exceed 5 mSv during the entire pregnancy.
 - The monthly dose limit should not exceed 0.5 mSv.

Professional Conduct Policy

Professional conduct is a fundamental element in all areas of the Radiology program, including but not limited to the classroom, labs, and clinical rotations. This policy and guidelines are designed to clearly define the program expectations for professional conduct and the importance of student adherence to the policy. Understand that entering the medical profession, students will interact with individuals who reflect a diverse set of customs, values and points of view. As a professional, caution should be used to avoid obviously offensive comments (ethnic slurs, defamatory comments, personal insults, obscenity, etc.) but also to demonstrate proper consideration of kindness and respect.

The items listed below are not all-encompassing but include some fundamental elements that demonstrate professional conduct **and** traits that are considered unprofessional. The goal is to promote professional and ethical conduct and to reinforce these standards in preparation for entry-level employment.

Examples of good professional conduct

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

Examples of unprofessional conduct

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

- Ignoring faculty, clinical coordinator on site visits

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

Radiation Safety Standards & Monitoring

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

Readmission to Program Policy

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

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

- Students who have been dismissed from the program, must meet with the Program Director to discuss readmission process following the specific program’s Policy and Procedure Manual.
- Readmission is never guaranteed.

- Readmission, even if approved, is subject to clinical space availability, and thus might not be possible.
- The student may apply only once for readmission to a healthcare-related program.
- Per the Clinical Affiliation agreements with the San Diego Community College District, Clinical affiliates are not required to readmit students.
- Students who are eligible for readmission consideration MUST initiate the process within the appropriate deadlines. See PROCEDURE.

Procedure (Responsibility of Student)

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

- APPROVAL PROCESS (Responsibility of Department) Reinstatement is contingent upon petition approval, program/clinical space availability, and an approved clinical site agreement.
- The Allied Health Review Committee (AHRC), comprised of Allied Health program directors and department chair(s), will meet to consider and discuss all properly completed petitions and related documents.
- The student has the right to address the committee. Student will be allowed 5-10 minutes to present their action plan and their vision of how they can be successful in the program. After your presentation, you will be asked to leave the committee meeting.
- Program Directors do not vote on student petitions associated with their program.
- After consideration and discussion, the committee will decide whether the student may be readmitted.
- The AHRC determines the individualized readmission contract; if student does not complete requirements, the student will not be allowed to re-enter and/or continue the program and becomes ineligible for further petition for readmission.
- If approved, the student will have to repeat any courses deemed necessary to assure program progression, retention of skills, and patient safety. This is determined by the Allied Health Review Committee in consultation with the clinical affiliate and other faculty.
- If approved, each course in which an unsatisfactory grade (“D,” “F”, “W”, or “NC”) was earned may only be repeated once.
- If approved, the student will have to purchase any current course materials if there have been updates.
- Based on the committee decisions, the Department Chair will approve or disapprove petitions in the online Jira system, which forwards them to the Dean for the next step in the process.
- The student will receive an email from the Department Chair regarding approval or denial of the petition, including instructions on the next steps.

Scholarships & Financial Aid

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

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

Social Media Policy

Online communication through social media and networking is a recognized form of daily communication. The Allied Health Department has expectations for responsible, professional and ethical behavior with this form of interaction/expression. This policy/these guidelines are intended to more clearly define Department expectations for appropriate student behavior related to social media and to protect the privacy and confidentiality of patients, fellow students, faculty/staff, clinical educators and affiliated facilities.

For the purposes of this policy, social media includes but are not limited to:

- Social networking sites such as Facebook and LinkedIn, etc.
- Video and photo sharing websites such as Tik Tok, YouTube, Snapfish, Flickr, Snapchat, Instagram, etc.
- Microblogging sites such as X
- Weblogs and online forums or discussion boards
- Any other websites or online software applications that allow individual users to post or publish content on the internet

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

- Students should be aware that there is really no such thing as a private social networking site. Comments can be forwarded or copied and search engines can retrieve posts years after the original publication date, even if the post has been deleted.
- Employers are increasingly conducting web searches on job candidates before extending offers. Content posted that is unprofessional or irresponsible may cost students job opportunities.
- Understand that as part of entering a profession, students will interact with individuals who reflect a diverse set of customs, values and points of view. As a professional, caution should be used to not only avoid obviously offensive comments (ethnic slurs, defamatory comments, personal insults, obscenity, etc.) but also to demonstrate proper consideration of privacy and of topics that may be considered objectionable or inflammatory, such as politics and religion.
- Students are prohibited from initiating “friend-requests” (or the like) with clinical instructors or other staff of facilities to which they have been assigned. Students are also prohibited from initiating or accepting friend requests from patients/clients of those clinical facilities.
- A violation of the privacy of a patient, instructor, clinical affiliate, college faculty/staff member or classmate is extremely serious. This includes violations to HIPAA and the “Family Rights and Privacy Act of 1974” (FERPA) policies and additionally may include disclosure of confidential information related to business practices of clinical affiliates. Such behavior may result in failure of a clinical practice course, a recommendation to the Office of Student Services for dismissal from the program and may also put the student at risk of legal liability.

Students utilizing social media should make absolutely no reference to patients, clinical sites or clinical instructors, even if names are not given or if the student attempts to remove identifying information from the comment.

- Posting/publication/distribution of pictures, audio or video of patients, clinical affiliate facilities/instructors/staff, college facilities/faculty/staff or classmates is prohibited unless the student receives written permission from the subject(s), clinical affiliate, and the Program/college.
- Students should use discretion when selecting the appropriate time and place for utilizing social media so as not to interfere with classroom instruction/learning or clinical experience performance. For example, posting “status updates” during class or during the clinical day from a smart phone is prohibited.

Violations of the social media policy are considered professional behavior violations and will result in Programmatic Counseling and if appropriate a disciplinary referral to the Office of Student Services.

Refer to violation of policy.

Supervision & Image Repeat Policies

Appropriate supervision assures patient safety and proper educational practices.

I. Direct Supervision

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

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

Students must be directly supervised until competency is achieved.

III. Repeat Procedure

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

III. Indirect Supervision

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

Technical Standards

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

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

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

Essential skills-Candidates for Allied Health Programs must have:

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

Telephone Numbers

Ashley Murray, Program Director	619-388-2666 amurray@sdccd.edu
Grace Lomax, Clinical Coordinator	619-388-2243 glomax@sdccd.edu
Amanda Johnston, Dept. Chair	619-388-2283 ajohnsto@sdccd.edu
Connie Renda, Dept. Chair	619-388-2606 crenda@sdccd.edu
Cassandra Storey, Dean	619-388-2789 cstorey@sdccd.edu
Nick DeMeo, Counselor	619-388-2668 ndemeo@sdccd.edu

Violation of Policies

Progressive disciplinary actions shall apply for violation of policies listed below. Students will incur a grade drop in the DCP course for violations to any **or** all the policies listed below. The following policies have a progressive disciplinary process for violation that includes a coaching advisement, a verbal warning, and a written warning. After the written warning, students may be dismissed from the program.

- Appearance & Dress Code Policy
- Attendance Policy & Timeclock Policy
- Background, Drug Screen & Immunization Policy (Complio noncompliance)
- Cell Phone Policy
- Clinical Competency Requirement (Minimum Exams/Semester)
- Critical Medical Errors Policy
- HIPAA Policy
- Hospital or Program Policies (noncompliance)
- Professional Conduct Policy
- Social Media Policy
- Supervision & Repeat Image Policy

Withdrawal Policy

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

INITIAL SUMMER				
Monday	Tuesday	Wednesday	Thursday	Friday
	RADT 101 Basic Radiologic Technology 9:30 am – 11:30 Am RADT 70 Orientation to X-Ray Equip 12:00 – 3:05 pm <u>Select only one lab time.</u>		RADT 101 Basic Radiologic Technology 9:30 am – 11:30 Am RADT 70 Orientation to X-Ray Equip 12:00 – 3:05 pm <u>Select only one lab time.</u>	

FALL SEMESTER 1 ST YEAR				
WEB Courses: RADT 190 Positioning I Lecture				
Monday	Tuesday	Wednesday	Thursday	Friday
RADT 131 S104 Patient Care 10:00 am – 1:05 pm	Daytime Hours RADT 256A Clinical Site	RADT 190L – Lab Positioning I 9:00 am – 12:10 pm <u>Select only one lab time.</u> RADT 190L Lab Positioning I 1:00 – 4:10 pm	Daytime Hours RADT 256A Clinical Site	No Class or Clinical

SPRING SEMESTER 1 ST YEAR				
WEB Courses: RADT 201 Positioning II Lecture				
Monday	Tuesday	Wednesday	Thursday	Friday
RADT 121C Lecture Rad Exposure 12:30 – 3:40 pm RADT 121C Rad Exp. Lab 9:00 am – 12:15 pm <u>Select only one lab time.</u> RADT 121C Rad Exp. Lab 4:00 – 7:15 pm	Daytime Hours RADT 256B Clinical Site	RADT 201 Lab Positioning II 9:00 am – 12:05 pm <u>Select only one lab time.</u> RADT 201 Lab Positioning II 1:00 – 4:10 pm	Daytime Hours RADT 256B Clinical Site	Daytime Hours RADT 256B Clinical Site

SUMMER SEMESTER 1 ST YEAR				
WEB Course: RADT 110 Recording Media				
WEB Course: RADT 192 Image Analysis				
Monday	Tuesday	Wednesday	Thursday	Friday

Daytime Hours RADT 256C Clinical Site	Daytime Hours RADT 256C Clinical Site	Daytime Hours RADT 256C Clinical Site	Daytime Hours RADT 256C Clinical Site	
--	---	---	---	--

FALL SEMESTER 2ND YEAR

Web Course: RADT 210 Positioning III

Monday	Tuesday	Wednesday	Thursday	Friday
Daytime Hours RADT 257A Clinical Site	RADT 231 Radiographic Pathology 11:00 am-1:00 pm RADT 221 Adv Imaging Tech 1:30 – 3:30 pm RADT 230 Radiologic Science 4:00 – 5:50 pm	Daytime Hours RADT 257A Clinical Site	RADT 210L Lab Positioning III 9:00 am – 12:10 pm RADT 60 Venipuncture 12:30 – 3:40 pm 8W2 RADT 210L Lab Positioning III 4:05 – 7:10 pm	Daytime Hours RADT 257A Clinical Site

SPRING SEMESTER 2ND YEAR

Elective WEB Course: RADT 271 Digital Mammography
Elective WEB Course: RADT 275 Computed Tomography Imaging

Monday	Tuesday	Wednesday	Thursday	Friday
Daytime Hours RADT 257B Clinical Site	RADT 271L Digital Mammography Lab 8W1 Elective 9:30 am-12:35 pm	Daytime Hours RADT 257B Clinical Site	RADT 086 Fluoroscopy & Radiation Safety Lecture 11:00 am-1:30 pm RADT 241 Sectional Anatomy 2:00-3:00 pm RADT 240 Radiation Biology Hybrid 5:30-6:30 pm	Daytime Hours RADT 257B Clinical Site

SUMMER SEMESTER 2ND YEAR

Monday	Tuesday	Wednesday	Thursday	Friday
RADT 242 HYB/S104 Rad Organization 11:30 am – 13:45 pm	Daytime Hours RADT 257C Clinical Site			

