PURPOSE OF STUDENT HANDBOOK

This handbook is designed to serve as an information guide to assist in the orientation of students and to clarify policies and procedures for all Associate in Science Radiologic Technology students as necessary. It is expected that each radiography student will be familiar with information contained within this handbook.

College Website: http://www.bakersfieldcollege.edu
Program Website: http://www.bakersfieldcollege.edu/allied-health/radtech
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I. INTRODUCTION

Radiologic Technology Program Mission
The mission of Bakersfield College Radiologic Technology Program is to promote student success by providing quality instruction for graduates to competently practice radiography at the entry level.

Program Learning Goals and Outcomes:
(Goals 1-5; Learning Outcomes a,b,c, etc.)

1. Students will be clinically competent.
   a. Students will apply positioning skills.
   b. Students will select exposure factors.
   c. Students will utilize radiation protection.
   d. Students will demonstrate and employ knowledge of equipment operation.

2. Students will develop critical thinking skills.
   a. Students will demonstrate the ability to formulate technical factors.
   b. Students will adapt standard procedures for non-routine patients.
   c. Students will demonstrate independent judgment.
   d. Students will critique images to determine diagnostic quality.

3. Students will communicate effectively.
   a. Students will demonstrate effective communication.
   b. Students will use correct pronunciation.

4. Students will model professionalism.
   a. Students will demonstrate knowledge of professional image organizations.
   b. Students will summarize the value of life-long learning.
   c. Students will demonstrate work ethic.

5. The Program will graduate entry-level radiographers.
   a. Program graduates will pass the ARRT exam on the 1st attempt.
   b. Graduates seeking employment will obtain employment within 12 months of graduation.
   c. Students will successfully complete each course.
   d. Students will successfully complete the program.
   e. Graduates will be satisfied with their education.
   f. Employers will be satisfied with graduate performance.

Accreditation

Bakersfield College
Bakersfield College, approved by the Chancellor of the California Community Colleges, is officially accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and College, 10 Commercial Blvd., Suite 204, Novato, CA, an institutional accrediting body recognized by the Commission on Recognition of Post Secondary Accreditation and the U.S. Department of Education. It meets all standards of the California State Department of Education is listed in the Education Directory, Higher Education, Part 3,
published by the United States Office of Education. The University of California, The California State University System and other colleges and universities give full credit for appropriate courses completed at Bakersfield College

**Radiologic Technology Program**

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2225, Chicago, IL 60603-3182, 312-704-5300 or [www.jrcert.org](http://www.jrcert.org).

The Program is also approved by the State of California, Department of Public Health, Radiologic Health Branch, PO Box 997414, MS-7610, Sacramento, CA 95899-7414, 916-327-5106 or [www.cdph.ca.gov/rhb](http://www.cdph.ca.gov/rhb).

Successful completion of the requirements for the Radiologic Technology Program permits the student to write the national examination administered by the American Registry of Radiologic Technologists (ARRT). Program completion also enables the student to write the certification examination as a Certified Radiologic Technologist (CRT) and the Fluoroscopy Permit exam for the State of California, Department of Public Health, Radiologic Health Branch.
II. ATTENDANCE, GRADE COMPUTATION, PROGRAM PROGRESSION, FINAL EXAM POLICY and TRANSFER POLICY

ATTENDANCE

Students are expected to be knowledgeable about and fully comply with the procedures of the College and Program.

Lecture and/or Lecture/Lab Class
A student will be dropped from class when absences exceed the following equivalencies: Two weeks in a sixteen week course, one and one-quarter weeks in a ten week course and two days in a six week course. Example: If a class meets three times per week in a sixteen week course, then six absences would be the maximum number allowed. Further absences would result in a progress review with the course instructor and the program director.

Clinical Education
Clinical Education assignments currently occur at hospitals and imaging centers in Bakersfield, CA and Delano, Ca. Hours are specified by the college according to each clinical education center’s schedule in the imaging department. Typically, the following hours are required for 8 hour regular days allowing for a 30 minute lunch break:

Delano Regional Medical Center
Kern Medical
Kern Radiology Medical Group
Bakersfield Memorial Hospital (Dignity Health)
Mercy Hospitals of Bakersfield-Southwest and Downtown (Dignity Health)
Quest Imaging (San Joaquin Community Hospital)
San Joaquin Community Hospital
Southern California Orthopedic Institute
Truxtun Radiology Medical Group-Riverwalk and Downtown

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These hours may vary for clinical assignments for the catheterization lab, surgery, and special rotations. Clinical hours are NOT adjusted for student convenience or request.

A student will be dropped from clinic when absences exceed the following equivalencies: two weeks in a sixteen week clinical rotation; one and one-quarter weeks in a ten week rotation; and two days in a six week rotation. Example: If a class meets sixteen hours per week in a sixteen week course, then 32 hours missed would be the maximum number allowed. Further absences would result in a progress review with the clinical coordinator and the program director. The student must notify the Clinic Instructor (or in their absence, a clinic supervisor) of absence prior to the scheduled clinical experience.
Clinical hours missed should be made up in the same semester in which the hours are missed. Hour assignments are made according to the “Verification of Addition Clinic Hours” form. Students are expected to adhere to and complete the hours as scheduled. If a student cannot complete these make-up hours, they must call the clinical education center and notify them prior to the absence. All clinical hours missed must be scheduled for “make-up” time within one week of the absence. If all clinic hours have not been made up by the end of the term, an incomplete grade may be assigned. The clinic hours must be made up in the subsequent semester/term as approved by the Clinical Coordinator. These hours are in addition to, not in lieu of current semester/term requirements. In addition to clinical hours, the Clinical Instructor/Coordinator may require that specific course objectives also be met.

In clinical education, the maximum number of consecutive Incomplete (Inc) grades issued for insufficient clinic hour requirements is two. Students will be subject to dismissal if a third consecutive semester is deficient in clinic hours.

**Mandatory Clinic Hours**
The required number of clinical education hours for students are specified by the State of California, Department of Public Health, Radiologic Health Branch, in the “Minimum Standards for Diagnostic Radiologic Technology Programs”.

**Absences in Clinical Education 1-5**
Students are permitted the equivalent of one absence day, 8 hours, each semester for Clinical Education 1-5. This absence does not have to be made-up by the student.

**Personal Leave During all Clinical Education Courses: Introduction and Course 1-5**
Students may take one personal leave day (8 hours) for clinical education. This personal leave absence must be made-up. Students may bank hours in advance of the personal leave day or make it up after the leave. Hours must be made up during the same semester/term of the absence. The personal leave day/hours must be approved in advance of the leave by the Clinical Instructor and BC faculty member. A Verification of Additional Clinical Hours form is used for this approval process. Submission of this form does not preclude notification of the absence to the Clinical Instructor.

Personal leave in excess of eight hours requires a “Request for Leave from the Program.” Make-up or banked clinical hours do not excuse any recorded absence(s). Any personal leave time banked in advance of an absence and not used for that course is not carried over to future courses.

Personal leave and absences may be made up on the following days:
- Monday through Saturday during the regular fall, spring and summer semesters.
- A college instructor responsible for clinical education must be available when absences are made up by students.

Personal leave and absences may not be made up on the following days:
- Sundays
- College Closure Days

Revised: 04/28/2016
Absences/Make-up Assignments in the Program

All absences in lecture, laboratory or clinical classes are recorded as such regardless of the circumstances. Absence in no way relieves the student’s responsibility for work missed. The student must notify the instructor of any absence prior to the scheduled class time. It is the student’s responsibility to contact the instructor for missed assignments. Make-up assignments are at the instructor’s discretion.

Tardiness

Tardiness in lecture, laboratory, or clinical classes is recorded as such regardless of the circumstances. A pattern of tardiness is disruptive to the instructional process. Students will be counseled according to the conference/probation procedures.

Tardiness is included in the clinical education evaluation process. If a student is tardy the equivalent of one week of clinical education days, the clinical objective on tardiness will be graded as an “A- Assisted”. [Example: Two (2) clinical days for first year Fall/Spring; and three (3) clinical days for second year Summer/Fall/Spring.] If a student is tardy the equivalent of two weeks of clinical education days, the clinical objective of tardiness will be graded as a “U-Unsatisfactory”. [Example: Four (4) clinical days for first year Fall/Spring; five (5) clinical days for second year Summer; and six (6) clinical days for second year Fall/Spring.]

Request for Leave from the Program

Students requesting a leave must submit a request in writing to the Director at least two (2) weeks in advance and make an appointment with the Director to discuss leave. After consulting with the student and instructor(s), the Director will notify the student by memorandum with a final decision. If a leave is granted, the student must arrange “make-up” needs with instructor(s).

Holidays/Vacation

Students are entitled to academic holidays specified by the college. (Refer to the College Academic Calendar.) Students are advised that summer sessions for the radiologic technology program do not always follow the college’s regular summer session.

Change in Health Status/Extended Illness

If a student has a condition that changes their ability to meet the “Essential Technical Standards for Radiologic Technology Students”, a physician’s letter indicating their current abilities and/or limitations must be provided to the instructor. The physician’s letter will be reviewed to determine what accommodations, if any, may be made, to assist the individual in completing the technical standards required to complete the job-related radiography tasks while in the program. (Refer to Appendices for the “Essential Technical Standards.”) All course objectives and standards must be met by the student. Any restriction of activity will be considered in terms of meeting program objectives.

Any disability/illness of three (3) consecutive days or more requires a doctor’s release to return to the clinical area. This is submitted to your BC Clinical Coordinator/faculty member. A physician’s written approval is required for a pregnant student to remain in the program and again before the student can return to school following delivery.

Any change in health status or medication use must be reported to the Director of the Radiologic Technology Program and/or Clinical Coordinator.
GRADE COMPUTATION

A minimum of a “C” grade must be maintained in each radiologic technology and required courses. The percentage value of the alphabetical grading in all radiologic technology courses will be assigned as follows:

- 100-90% = A
- 89-82% = B
- 81-75% = C*
- 74-65% = D
- 64-0% = F

*Minimum level for pass/no pass courses (Clinical Education)

A grade of “D” or lower assigned at the close of any radiologic technology or required course will prevent normal progress within the Radiologic Technology Program.

Lecture Course

A student will be placed on probation if they receive a grade of “D” or lower at midterm in any radiologic technology program course. The probation status will continue until the end of the semester. A probation report will be completed with the original provided to the student following a conference with the instructor and/or program director. A copy of the report will remain in the student’s file. The probationary status will be removed if the grade has been raised to a “C” or higher and all terms of the probation have been met at the close of the semester/term.

Clinical Education Course

The clinical performance of the student is based upon a percentage (%) of the total points possible for the entire course and is graded on a pass/no pass basis. The evaluation process consists of the following: clinical competency examinations, written clinical performance evaluation(s), and/or radiographic case studies (film critique). The exact evaluation process is described in each individual course description.

Documentation as to performance will be placed in the student’s file. If a student receives documentation of unsatisfactory/unsafe performance or an unsatisfactory performance evaluation in the clinical area, the student will be placed on probation for the remainder of the semester. Failure to show satisfactory improvement and/or comply with the probationary terms will result in dismissal from the course. Determination of unsatisfactory performance in the clinical area will be based on clinical objectives, clinical competency testing, film critique analysis, a student’s professionalism, and the ability to follow college and clinical affiliate policy based on safe and competent practice. If a student receives a rating that is unsatisfactory, (U-Unprofessional) in at least one category on the “Performance Evaluation” that student will receive an automatic 75% grade for the written performance evaluation. This unsatisfactory performance results in a student being placed on probation. Students dropped due to documented unsafe clinical practice(s) will not be re-admitted.

Incomplete Grades

A grade of Incomplete (Inc.) may be granted under extenuating circumstances, and only when the student has maintained a satisfactory performance prior to the assignment of an Incomplete. The instructor of record will make the decision for assignment of an Incomplete grade. The Incomplete must be satisfactorily completed prior to the conclusion of the next semester/session. An Incomplete may not be assigned as a Withdrawal grade.
PROGRAM PROGRESSION

To progress within the Radiologic Technology Program the student must maintain a grade of “C” or higher in radiography and required degree courses. This includes prerequisite courses and the required computer studies course. A grade of “pass” is required for all clinical education courses.

Conferences

A conference will be held for unsatisfactory progress such as, but not limited to:

- Attendance and tardiness
- Professional ethics and attitude
- Completion of homework and laboratory reports and/or clinical paperwork
- Academic failure including poor performance on examinations
- Competency examination performance
- Failure to adhere to rules of personal cleanliness
- Failure to demonstrate knowledge, skill, and judgment at expected program level
- Failure to demonstrate compliance with college/clinical policies and procedures

Conference reporting is based upon a three step process in which a verbal warning is given first, a written warning second and probationary action last. However, if unsafe clinical practice occurs, the student will be immediately placed on probation. The issuing instructor will confer with the student and discuss the reasons for the conference and remediation. If satisfactory progress is not made following the issuance of a written conference report, the student will be placed on probation. Conference reports from prior semesters will be considered when assessing unsatisfactory progress and when placing students on probation.

Probation

The instructor will discuss probationary actions with the student. A probation report will specify the cause of probation, steps for remediation, terms of the probation, and length of time for improvement and re-evaluation. The original report will be given to the student and a copy will be placed in his/her personal file in the Radiologic Technology office. Failure to comply with the terms of probation will result in dismissal from the program. Notification of student dismissal will be made by the Program Director, after consultation with the student, and instructor.

Withdrawal and Exit Interview

The Admissions and Records Office, instructor or Bakersfield College Schedule of Courses or the college website should be consulted regarding withdrawal date deadline for each course. A “W” received by a student, for a program course, will result in the student being dropped from the program.

An exit interview with the program director is advised for a student leaving the program for any reason.
**Re-entry Into Program**

Any student who withdraws or who is dropped from the Radiologic Technology Program must reapply during the regular enrollment filing dates and/or in accordance with program direction instructions. **RE-ENROLLMENT IS ON SPACE AVAILABLE BASIS.** Re-entry will be based on current criteria used for entry into the forthcoming program. Students dropped due to documented, unsafe clinical practices will not be re-enrolled.

Students who are re-enrolled will be required to comply with all current Program entrance requirements and regulatory requirements of program accreditation agencies, such as, but not limited to, the physical examination, immunizations/lab tests, drug and alcohol and background screening, current healthcare provider BLS/CPR certification and safety tests. Competency testing will also be completed for clinical procedures previously performed.

Students must complete program requirements within 150% of the published program length, following program enrollment. As the program is 24 months in length students must re-enter and complete the program within 36 months of initial enrollment in the program. If re-entry and program completion cannot occur within timeframe students reapply as a new student.

**FINAL EXAM POLICY**

The following regulations pertain to all radiography courses:

- To assure confidentiality, grades will be given to students only by the instructor of record for each course.
- Grades will be available to students through the instructor no later than the time those grades are due in the Admissions & Records Office. Bakersfield College offers grade reporting via the college website.
- Instructors will be available for grade consultation with students before the end of finals week. Students will be informed when the instructor will be available for student consultation during the final examination period.
- Radiography students must pass all courses to advance to the following semester, and because final exams are scheduled to the final workday before the College closes for the holidays, radiologic technology finals scheduled on the final two days may be rescheduled to an earlier day during the final examination schedule. This should be arranged prior to the semester by the instructor, approved by the College with written notice given to students.
- Confidentiality of student grades will be strictly maintained.

**Student Access to Testing Materials Following Test Administration**

- Testing materials are not permanently returned to students; however students will be afforded the opportunity to review exams, tests, or quizzes following test administration during the semester/term in which they were taken.
- Students may schedule a review of these materials with the instructor of record during regular posted office hours or by special arrangement.
- Testing materials may only be reviewed under instructor supervision.
- Testing materials will be destroyed on the first week of the subsequent semester/term in which the exam, test, or quiz was taken.
- This policy does not affect the college’s permanent grade record policy and procedure.
TRANSFER CREDIT

Policy

- Academic credit earned in accredited institutions of higher education and accredited schools, including accredited military education, of Radiologic Technology for comparable pre-licensure courses will be accepted for transfer.
- A student who has successfully completed radiologic technology courses in an accredited radiography program may be eligible to receive credit for equivalent courses within the Radiologic Technology Program curriculum. Equivalency will be determined on the basis of catalog description, course outline, content comparison and hour’s distribution. Equivalency will be determined on a course-by-course basis and is determined by the Admissions & Records Office with assistance from the Program Director. A challenge examination may be required when equivalency cannot be identified. A minimum of one semester in residency will be required to meet program completion.
- A student transferring into the Radiologic Technology Program must be aware that there is a possibility of extension of time in the program beyond the normal program sequence due to differences between radiography programs.
- A student transferring into the Radiologic Technology Program from another accredited radiologic technology program will be placed on probation for their first semester in attendance. This time period is required to determine the student’s level of knowledge and competence in the clinical area. Competency testing will be completed on exams previously performed. The student will be promoted to regular standing following completion of the semester with grades of “C” or higher.
- Transfer students must meet all program prerequisites.
- Transfer is on a space available basis.

Procedure

- Transfer credit for radiography courses is granted by the Office of Admissions and Records, in cooperation with the Program Director, based on equivalency evaluation of official transcripts from an accredited college.
- Equivalency evaluation will be based upon, but not limited to:
  - College Transcripts
  - Catalog descriptions of equivalent courses
  - Other informational material: (i.e., course outlines/syllabi, copies of student records from previous program attended, letter of good standing from Director of previous program, etc.)
III. GUIDELINES FOR PROFESSIONAL CLINICAL APPEARANCE

Student dress and grooming will reflect the policies of the clinical facility, the technical and safety requirements of the task and the professional image of students in the Associate Degree Radiologic Technology Program. The purpose of this policy is to ensure that a distinct and separate wardrobe for the clinical education environment be maintained. Street clothing should be kept separate from uniform clothing for infection control.

Procedures

- Students are responsible and accountable to observe the dress and grooming regulations as delineated in this handbook.
- Students are to adjust their dress prior to a clinical education assignment requiring special clothing: i.e., surgery, isolation, catheterization lab, etc. The dress code of the healthcare facility must be followed.
- Uniforms must be clean, unwrinkled and correctly sized and be made of washable and color-safe bleachable materials. Shoes must be clean.
- Inappropriate dress and/or grooming will be discussed with the student by the clinical instructor and/or clinical coordinator. Established conference procedures will be followed. Students will be excluded from the clinical area for inappropriate dress and/or grooming on the second offense.

Dress Code

Uniforms

- Tops and Pants or Skirts
  - Students must wear the adopted red uniform/scrub top with black uniform/scrub pants or skirt of knee length or longer. Students may wear white or black short or long sleeve T-shirts under this uniform.
  - White Lab Coat – May be worn over the uniform.
  - Inappropriate Uniforms – Uniform tops must be of sufficient length to not show midriff area. Leggings/stretch pants, cropped pants, sweaters, sweatshirts and denim/jeans are not permitted.
  - Hosiery – Neutral colored hose must be worn with skirts. White or black socks must be worn with the black uniform pants.
  - Undergarments – Must be worn and not be visible through clothes or be outside of clothes.
  - Shoes – White or black, flat-soled polishable uniform or tennis shoes are required. Clogs, sandals, canvas tennis shoes and open-toed shoes may not be worn with the uniform. No openings are permitted on the shoes.
  - Radiation monitoring badges must be worn at all times while in the clinical education area. They are to be worn on the collar area and outside of the lead apron when an apron is worn. These are issued by the college.
Grooming

- Student and uniforms must be clean and free of odor. No fragrances, cologne, or sprays.
- Hair must be clean and well groomed. Long hair must be kept controlled in such a manner that it does not come in contact with the patient or visitors. Extremes in hair style, color, and hair adornments must be avoided. Acceptable hair colors include natural colors of black, brown, red, gray and/or blonde.
- Mustaches, beards, and sideburns must be neatly groomed and must comply with the regulations of the clinical education center. Beards are not permitted at some clinical education centers. Facial hair must not interfere with or compromise the proper fit of respirator devices.
- Fingernails must be clean and short (1/8 inch beyond fingertips) so as to not interfere with clinical assignments. Clear, unadorned, non-fluorescent nail polish may be worn. Artificial nail enhancements are not to be worn. Anything applied to natural nails other than clear polish is considered to be an enhancement. This includes, but is not limited to: artificial nails, tips, wraps, appliqués, acrylics, gels and any additional items applied to the nail surface. Chipped nail polish may not be worn and must be removed.
- Makeup must be conservative.

Jewelry and Adornment

- Jewelry may be worn, but must not impede radiographic procedures. Students may be required to remove jewelry when assigned to surgery or other special procedures.
- Acceptable jewelry includes: one small, post-type, stud earring per ear (no dangle); one ring on each hand; and one short neck chain. Visible facial/body piercings are not permitted. These include, but are not limited to, the tongue, nose, eyebrows, lips, chin, and neck.
- Visible tattoos or body-paintings are not permitted (they must be covered with clothes, Band-Aids, make-up, etc.)

Photo ID

- Photo identification badges are considered part of the uniform and identify the wearer as a Bakersfield College Radiologic Technology Student.
- The photo identification badge must be attached to clothing above the waist and visible at all times.
- Replacement photo ID badges are requested in the Allied Health office and a fee may be assessed.

Miscellaneous

- Bakersfield College and the clinical education centers are not responsible for loss of valuables. It is recommended that items of value not be taken to class or to the clinical areas.
- Smoking is discouraged and permitted only in areas designated at each clinical education center. Some clinical agencies have a tobacco free policy for their entire facility and students must observe this at all times.
- Neither profanity nor chewing gum is permitted while attending patients.

Revised 4/2016
IV. INSURANCE, ACCIDENTS/EXPOSURES, and INCIDENTS

INSURANCE

Malpractice Insurance
Students are covered by malpractice insurance. A policy covering all Allied Health students is purchased by Kern Community College District.

Accident Insurance
Bakersfield College students are covered by accident insurance. Students are covered by this policy for accidents that happen on campus or at college related activities including clinical experience for students in Allied Health Programs. Students who are injured in clinic or in any school related activity may be treated in the hospital Emergency Room or by their personal physician. Treatment of a student in the hospital Emergency Room is not free regardless of whether or not hospital personnel suggest they go there. The clinical education center accidents reports must be completed according to the procedures of the individual clinical facility.

ACCIDENTS/EXPOSURES/INCIDENTS

Accidents/Exposures
Facility accident reports must be completed according to the procedures of the individual facility as well as the District Safety Coordinator as follows:

- Students are required to immediately report a work (class) related incident, injury or illness to their Instructor. Your Clinical Coordinator or BC Instructor will contact the District Safety Coordinator, Sheila Shearer, at (661) 336-5135 or cell number (661) 747-1007.
- The District Safety Coordinator will obtain the details of the accident, exposure and/or incident from the student and/or Instructor and make the initial referral to the medical facility, physician or BC Student Health Center. The Student Health and Wellness Center is located in the Campus Center, Room 3, and may be contacted by (661) 395-4336.
- Students are required to provide to their Instructors a Physician’s Work Status report after attending the medical appointment. The Physician’s Work Status report indicates your ability to return to full work (class) activities, diagnosis, and date of your re-examination or follow-up appointment.
- In addition, all accidents must be reported to the Radiologic Technology/Allied Health Department office.

While students are covered by school insurance for injuries sustained in laboratory, there is no guarantee that the entire claim will be covered. If there is a deductible or a balance after insurance pays, the balance is the responsibility of the student. Since the Bakersfield College insurance policy is an accident only policy, students are encouraged to carry their own medical insurance. Students who have private insurance should file a claim with their carrier in addition to the student insurance claim. Most insurance companies will coordinate benefits for better coverage.
Incident Reports

Reports of incidents will be completed and placed in the student's file when a safety violation or injury occurs involving a student in any capacity in the clinical area. This must be done even if the Clinical Education Center does not require that an official report be submitted. The student,
V. OCCUPATIONAL EXPOSURE AND PREGNANCY

Policy
The Radiologic Technology Program supports the concept of ALARA. The acronym ALARA stands for “as low as reasonable achievable” which means that exposures to radiation will be as far below the dose limits as is practically consistent with the purpose of the radiologic technology educational program.

To this extent, the program will ensure that the amount of exposure for a declared pregnant woman shall not, in any case, exceed the maximum permissible dose equivalent to the embryo/fetus of: 0.5 rem (500 mrem or 5 mSv) during the entire gestation period or 50 mrem or .05 mSv per month. This 0.5 rem gestational amount is one-tenth of the annual dose permitted to adult radiation workers. This limit applies to the radiation student (worker) who has voluntarily declared her pregnancy.

A declared pregnant woman (DPW) means a woman who has voluntarily informed the program, in writing, of her pregnancy and the estimated date of conception. The declaration remains in effect until the declared woman withdraws the declaration in writing or is no longer pregnant. The declaration can be withdrawn at anytime. [NRC: 10 CFR 20]

For the undeclared pregnant woman, the normal occupational limits for the adult radiation student (worker) apply (as well as ALARA). [NRC: 10 CFR 20]

Advisory to Students
Due to the overall in-utero sensitivity, it is important that students make informed choices. To assist in this process, students are advised to:

- Read the Bakersfield College Radiation Safety and Protection Guidelines for Faculty and Students (located in the Clinical Education Handbook, posted in the radiologic technology laboratory and/or located in individual radiation laboratory course syllabi).
- Read the Occupationally Exposed Women of Procreative Age appendix as excerpted from the Syllabus on Radiography Radiation Protection, published by the State of California, Department of Public Health, 9/95 (refer to Student Policy Handbook).
- Read appropriate sections of NCRP reports 53,54,105,107, & 116 relating to dose limits, in-utero dose, occupational embryo/fetal dose, etc., (reports are located in radiologic technology office or in the college library).
- Use protective clothing (full, half or wrap aprons) or other devices while exposing patients.
- Stand behind protective barriers while the x-ray beam is activated.
- Consider temporary reassignment in the clinical education area to exclude potentially higher radiation doses. High radiation doses that would be excluded are fluoroscopy, portable, surgical, and special procedure and interventional examinations. If temporary reassignment is requested, the request must be in writing and students are advised that completion of course/program objectives may be delayed beyond the anticipated program completion date.

Procedure
- A female student has the option to declare voluntarily her pregnancy or not to declare her pregnancy.
  - For the undeclared pregnant woman, the normal occupational dose limits apply.
  - For the DPW, the embryo/fetus dose limits apply as stated in the above policy section.
For all declared and undeclared pregnant students, as with all students, program objectives, course requirements and Technical Standards of the Program remain the same as published.

- If a female student declares her pregnancy, the following procedures will be followed:
  - The DPW must submit, in writing, to the Program Director a declaration of pregnancy stating the estimated date of conception and delivery.
  - The DPW student will be provided one additional radiation monitoring device and it will be worn at all times in the classroom radiation laboratory and at the clinical education centers, together with the regular monitoring device. The regular monitoring device must be worn at or near the collar, over the lead apron (when the apron is used). The mid-abdominal badge must be worn until the end of pregnancy or until the woman undeclares the pregnancy.
  - The DPW must never hold patients or image receptors during exposure.

- The progression status of a DPW will be reviewed for compliance with radiation regulatory requirements.
- A DPW would be withdrawn from the laboratory and clinical phase of the educational program immediately if the maximum permissible gestational or monthly gestational dose is reached. The DPW could continue in the didactic, non-laboratory phase of the program through the end of the semester/term in order not to jeopardize their academic standing.
- College and program policies regarding withdrawal, incomplete grades and re-entry would be followed. If a student decides to voluntarily withdraw from the program, the student must provide this notice in writing to the Program Director.

**Occupationally Exposed Women of Procreative Age**

The State of California, Department of Public Health has information in their “Syllabus on Radiography Radiation Protection”, on occupational exposure for women. Appendix 5: *Occupationally Exposed Women of Procreative Age*, describes this information. This may be accessed at: [www.cdph.ca.gov/rhb](http://www.cdph.ca.gov/rhb). Look under: Radiologic Technology Certification and Schools--Application forms, FAQs, & Study Syllabi.
VI. HEALTH INFORMATION AND REQUIREMENTS

It is recommended that each student consult with their physician regarding communicable diseases including but not necessarily limited to Rubella, Tuberculosis, Varicella, Seasonal Influenza, Tdap, Acquired Immune Deficiency Syndrome (AIDS) and Hepatitis B (HBV).

Delivery of Health Care to Patients with Communicable Diseases

The Radiologic Technology Program supports the right of all consumers to receive dignified and competent health care as set forth in the California Administrative Code, Section 1443.5.

The Program also supports the right of the radiographer to know the patient’s diagnosis/suspected diagnosis in a timely fashion in order to provide appropriate care and to take necessary precautions to minimize the risk of contracting or spreading disease.

Although, the radiographer is not expected to take life-threatening risks in caring for clients, it is not acceptable to abandon any client [based on race, color, national origin, ancestry, age, religion, gender, marital status, medical condition or disability]. Decisions regarding the degree of risk involved in client care should be based on current scientific knowledge.

The latest information on issues related to communicable disease is available from the U.S. Centers for Disease Control (http://www.cdc.gov/) and from agencies in the State Department of Public Health (http://www.cdph.ca.gov/) and county agencies (http://www.co.kern.ca.us/health/).

Reporting Communicable Disease

Students must report the nature of all student communicable diseases to the Program Director/Clinical Faculty. To ensure the safety and welfare of both students and patients are maintained, the student must provide a statement from their physician indicating that the student may continue their course of study. Any restrictions on patient care activities must be provided.

Physical Examination

Students entering the Bakersfield College Radiologic Technology Program are required to have a physical examination performed verifying the physical and mental ability to perform the Essential Technical Standards defined by the Program. Students are advised to work with the Student Health Center at Bakersfield College regarding their student health and wellness programs located in Campus Center 3.

Hepatitis B Vaccine Information

Students entering the Radiologic Technology Program are at high risk for exposure to Hepatitis B. Due to this risk, the program strongly encourages students to obtain the Hepatitis B Vaccine Series. The Hepatitis B Vaccine Series consists of three injections given over a six (6) month period. The Hepatitis B Surface Antibody test will need to be drawn 1 month after the last injection to determine effectiveness of the vaccine. If no antibody is detected, further vaccination is required. If the student declines or has reason to believe that the vaccine is contraindicated for him or her, the student must sign a declination form acknowledging the risk of Hepatitis B infection in a health care setting. If a student has previously received the complete Hepatitis B Vaccination Series and antibody testing has demonstrated that the student is immune, written confirmation of the vaccine/testing must be provided to the program.
Freedom from Active Tuberculosis Examination

As a condition of admission and continuing enrollment in any Allied Health Program with a laboratory component, all students are required to submit an annual (every 12 months) tuberculosis screening examination that indicates freedom from active tuberculosis.

Immunizations and Additional Health Requirements

- Proof of Two MMR vaccinations OR Two rubella vaccinations OR One MMR vaccination within the past two years OR One rubella vaccination within the past two years OR Positive immunity titer
- Proof of Varicella immunization or a titer demonstrating positive immunity
- Proof of Seasonal flu vaccination or declination acknowledging the risk of influenza infection in a healthcare setting.
- Proof of annual TB which may include: Negative T-Spot (AKA QuantiFERON Gold) OR (Two-Step) Two negative tuberculosis skin tests administered three weeks apart within three months prior to entering the program OR Clear chest X-ray and a TB Questionnaire
- Current Tdap (tetanus, diphtheria, and pertussis) including One Tdap vaccination within the past ten years OR Positive immunity titer OR Signed declination form
- Annual Mask (N95) Fit Test (must be kept with you during clinical education)
- One of the following is required: Three Hepatitis B vaccinations OR Positive surface antibody titer OR Signed declination form
- These requirements are subject to change in order to meet current affiliated clinical requirements.

Basic Life Support/CPR

Prior to the beginning of the Radiologic Technology Program, and then throughout the program, students are required to show proof of a valid American Heart Association Basic Life Support – Healthcare Provider. This BLS card must be valid throughout the 2 year program. It is your responsibility to provide a copy of the current BLS card to the Radiologic Technology department and to carry a copy of this card while attending clinical in the healthcare facilities.

Healthcare Facility Safety Requirements

The Bakersfield College Radiologic Technology Program maintains contractual agreements with clinical agencies used in the education of imaging students. These agencies require that students annually complete workplace safety training (which must meet OSHA guidelines). Prior to attending clinical the student must:

- Complete the Safety Education Certification online through the HealthStream electronic learning system. Students must complete the following modules: Rapid Regulatory Compliance: Clinical I and Rapid Regulatory Compliance: Clinical II. Both will provide a Certificate of Completion and these must be uploaded on-line to the current electronic portfolio on-line tracking system used by the program.
- Complete the Radiation Monitoring Badge form and submit to your BC Clinical Coordinator as specified in RADT B4a-Introduction to Clinical Education.
Electronic Portfolio

All clinical requirements regarding health and safety must be maintained in your electronic portfolio. It is the student’s responsibility to maintain the portfolio at all times and respond to all electronic requests made by Castlebranch (Previously Certified Background).
VII. STUDENT PARTICIPATION, ACTIVITIES & GENERAL POLICIES

Bakersfield College Radiologic Technology students are encouraged to participate in the formation and revision of policies that affect them.

CONDUCT

Students should conduct themselves in a professional and ethical manner at all times and any proof of insubordination or dishonesty will be discussed and reviewed for compliance with college policy. In addition, the American Registry of Radiologic Technologists (ARRT) will review sanctions including a misdemeanor, felony or military court martial, professional licensure denial, revocation, suspension, probation, surrender or disciplinary action and an academic honor code violation from another radiography educational program in which suspension, dismissal or expulsion has occurred.

LABORATORY/CLASSROOM RULES

For the safety of students practicing in the skill labs, including nursing and x-ray, students must wear closed toe shoes during all lab activities.

There is no eating or drinking permitted in the lab or classroom at any time. Food and drink must be contained in a lunch bag (or other like container) and may not be on a desktop, tabletop or opened in the on-campus laboratories and classrooms.

OPERATING ROOM POLICY

In the course of providing clinical education, any person connected with the Bakersfield College Allied Health/Nursing programs agrees to keep all patient information in strict confidence and to ensure the protection of patient privacy. In addition to observing the confidentiality of patient information, it is also the expectation that students will not participate in the care of a friend of acquaintance without the consent of the patient. This practice is specific to the student’s care/presence in the operating room.

To ensure adherence to the care practice as stated above, the following process will be utilized as required by the agency.

Prior to assuming care of the patient in the Operating Room, the student will:

- Check the patient name.
- If the patient is known to the student, the student will inform the charge nurse or department manager AND the instructor.
- The student will be required to accept an alternate assignment.

USE OF TECHNOLOGY

Allied Health/Nursing students are preparing for a profession which provides services to the public and expects high standards of behavior and professional communication. Students should remember that their online presence reflects them as a professional. Many recruiters routinely search the social networks when considering candidates for hire.

Courses in the Allied Health/Nursing programs use online resources as a learning and communication tool between instructors and students. Professional behavior and proper technology etiquette is expected of all students both inside and outside the classroom and during clinical activities. Students are expected to adhere to the expectations below as well as to all hospital or other clinical site policies and procedures.
• All students are required to use their Bakersfield College student email address only.
• All students are required to check student email regularly.
• Personal use of electronic devices (Laptop Computers/PDA’s/Cell Phones/IPod Touch/Kindle/Nook/etc.) is not permitted. They must be turned off at all times.
• Students may use devices only when authorized by faculty or hospital personnel.
• Electronic devices, including cell phones may not be used for personal reasons (i.e. camera, Facebook, texting, etc.) while in the clinical setting.
• Electronic devices such as cell phones, PDA’s or pagers must be turned off while attending class, lab, and clinical instruction.
• Electronic devices can only be used in designated areas of the clinical sites.
• No photos may be taken by students in the clinical agency or lab environments unless authorized by faculty.
• Confidential information related to individuals or agencies must be kept in confidence.
• All students are expected to follow HIPAA guidelines at all times.

SOCIAL MEDIA POLICY

Social Media is a way for people to use technology for social interaction through the use of words, images, audio and video. Examples of social media sites include but are not limited to, Facebook, Twitter, LinkedIn, YouTube, MySpace or “blogs”; and can also include media sites that are offered by television networks, newspapers, and magazines. Please remember that social networking sites are in fact public forums. This means that the information that is posted or shared can be viewed by others.

Information published on social media networks that has to do with any aspect of the College must comply with Kern Community College District’s Code of Ethics, HIPPA compliance, and the Department Code of Conduct. Any statement made electronically which can cause actual or potential harm or injury to another or to the school will be grounds for dismissal.

Bakersfield College Allied Health/Nursing students are free to express themselves as private citizens on social media sites to the degree that their speech or posting;
• Does not violate confidentiality implicit in their roles as Allied Health/Radiologic Technology students
• Does not directly or indirectly reflect patients, diagnoses or any content related to patient care or clinical experiences.
• Does not impair working relationships among students and staff of the Allied Health/Radiologic Technology Department
• Does not ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individuals
• Does not reflect behavior that would reasonably be considered reckless or irresponsible as members of the Bakersfield College Allied Health Department/Nursing
• Does not contain false information that harms the reputation of another person, group or organization (defamation)
• Does not cause harm or injury to another or to the Bakersfield College Allied Health/Nursing program
• Does not negatively affect the public perception of the Bakersfield College Allied Health/Nursing Department

Bakersfield College Allied Health/Nursing students may be required to access their social media
Revised: 04/28/2016
sites at the request of the Allied Health/Nursing department to verify compliance with the above stated policies. Failure to comply may result in immediate dismissal from the Allied Health/Nursing program.

The Bakersfield College Allied Health/Nursing Department will not tolerate violations of the social networking policy. All reports of such behavior will be investigated. If activity on a social networking site is considered an infraction of this policy, may result in disciplinary action ranging from written reprimand to dismissal from the program.

CURRENT ADDRESS
Each student must keep his/her current address and telephone number on file with the Radiologic Technology Department Office. Be sure to include all applicable phone number (cell phone, emergency number, etc). This information will be kept confidential unless the student requests otherwise.

PHONE CALLS/STUDENT VISITORS
No personal phone calls should be received in clinical areas. Emergency calls should be directed through the imaging department to which you are assigned. Cell phones may not be used for personal reasons in the clinical setting. Students may not have visitors in the clinical setting.

BC EMAIL ADDRESS
All students are required to use the BC assigned email address for communication with faculty and staff.

STUDENT GOVERNANCE
Purpose: To provide a formal mechanism for class administration, communication and representation; each class will elect officers.
Membership: A class is defined by the year in the program, 1st year and 2nd year students. Each class should elect the following class officers:
- Class President, Vice-President, Treasurer, Secretary

Student Elections
To promote a consistent fair practice of student elections the following procedure will be used by all students in the Program.
- Elections will be held for student officers during the first fall and/or spring semester of the program.
- Elections shall be by secret ballot. The student with the most votes shall be declared the winner. In case of a tie vote, a run-off election will be held, again by secret ballot, among the tied persons only.
- If a student resigns from an office during his/her term of office, a replacement shall be chosen using the original election procedure.
- The Class President and/or faculty advisor to the class shall provide the names of the elected students to the Program Office.
Class Meetings
The purpose of class meetings is to ensure consistency of communication among a class and between the class and the Program. Class meetings will be held at least once per semester and more often if necessary. Participation by students is strictly voluntary. A Faculty Advisor will be present for all official meetings.
To ensure consistency of communication, minutes/summation of the meeting will be recorded for each class meeting (by the class Secretary). A copy of these minutes will be provided to the faculty advisor.

CLASS ACTIVITIES/FUNDRAISING
The raising of funds for program completion or other social activities is strictly optional. No student can be required to give money or time to any activity designed to raise funds for any purpose. Traditionally, fundraising for student activities has been a class effort to raise money for extracurricular activities. These expenditures could include program completion activity costs such as:
- Completion Ceremony
- Class Pictures
- Program Completion Pins
- Licensure Applications
- Licensure Review Exams

Student fundraising supplies (candy, cookies, sweatshirts, etc.) may not be shipped directly to Bakersfield College without the Program Director’s permission and the College is not responsible for debts incurred by student fundraising activities.

USE OF THE BC LOGO
To communicate a unified visual image, we ask radiologic technology students to adhere to the standards outlined in the Identity Standards & Media Policy guide. The guide covers the use of our graphic identity in all communications and functions on behalf of and supported by the College. If you have questions about the Bakersfield College Identity Standards and Media Policy, please ask your faculty advisor.

STUDENT SAVINGS ACCOUNTS
Each Program Class must use the established BC Foundation Radiologic Technology Account for depositing donations, earnings from fundraisers, and money given to them by the Program. These funds are to be evenly distributed among all students based on class vote and a class vote should determine use. The savings account must have two class members as co-signers, in conjunction with the Faculty Advisory and/or Program Director to monitor account activity. Records of student fundraising must be kept on file in the Radiologic Technology Program Office.

Steps to deposit Funds:
Completely fill out a Bakersfield College Foundation Deposit slip including the purpose of the deposit/donation. Return Deposit Slip and Funds to the Foundation Office.

Always keep all documentation with your class meeting minutes filed in the Allied Health Office, Radiologic Technology Program, MS-178.
Steps for Reimbursement or to Pay an Invoice:
1. Completely fill out a requisition.
2. Attach all supporting documents (Invoice, receipts, etc.)
3. Get appropriate signatures from student signees and cohort advisor.
4. Return completed packet to the Foundation Office
5. Always keep all documentation with your class meeting minutes and give these to your program advisor.

VENDOR AGREEMENT (done through the BC Foundation Department)
All outside vendors providing a service for students will need to complete the following in order to follow adopted KCCD/BC policies and procedures and receive payment for services:
1. Have vendor sign ICA (Independent Contract Agreement) crossing out the insurance section of the contract.
2. Have vendor complete W9 form.
3. Have vendor sign waiver of liability form.
Processing time for this service may take a few weeks. Preplan your needs to avoid delays.

PROGRAM COMPLETION

College Graduation
Students who successfully meet both program completion and college degree requirements are eligible to participate in the official commencement activities of the college and are encouraged to do so.

By the end of the fall semester prior to spring program completion, each student must complete a graduation check to determine progress towards program completion and graduation from the Associate in Science Degree Radiologic Technology Program. This is to help ensure that students complete the program on time. Students must apply for graduation prior to the spring filing deadline and complete a graduation check during the spring semester as part of applying for graduation. A copy of this graduation check must be provided to the Program Director. Students must earn the Associate in Science Degree to be eligible for state licensure and national registration.

Job Skills Certificate
Students who successfully complete both program and college degree requirements will receive a Job Skills Certificate from Bakersfield College for completion of the Principles of Venipuncture and Principles of Fluoroscopy.

Program Pin
Students who successfully complete both program and college degree requirements are eligible to purchase a Radiologic Technology Program Pin. The pin is ordered through the Program Office. The pin remains the property of the Bakersfield College Radiologic Technology Program until the student successfully completes the Program.

Guidelines for Completion Ceremony
Individual classes may choose to have a ceremony to mark successful completion of the Program. All such activities are considered extracurricular and are not under the auspices of the College. A Faculty Advisor must be present during any voting or major decisions. As private activities, students have control over format, sponsorship, and location of the activities. Students may also include guests. However, if students wish to receive their radiography program pins and Program Completion Certificates as part of a planned activity, they must adhere to the following policies:

Revised: 04/28/2016
Title – The name of activity will be “Program Completion Ceremony”

Use of the BC Name – “Bakersfield College Associate Degree Radiologic Technology Program” may be used on programs or invitations.

Date – Activity must be scheduled after final examinations.

Locations – Ample parking should be given consideration when choosing a site.

Student Participation – Only students eligible for BC graduation and to take the radiography licensure examinations may receive a pin during the ceremony or participate in the ceremony.

Staff Participation – A faculty advisor will assist in planning of the activity and approve final plans. The faculty advisor will oversee student meetings and preparation of materials for the pinning ceremony. Instructors may participate in “on stage” proceedings if requested by the students. Any BC clerical services must be arranged through the faculty advisor.

Awards – Awards may be presented at the pinning ceremony.

Planning Committee Structure – Students will meet with the faculty advisor during the last two semesters of the program to discuss structure and authority of the planning committee. Class officers are responsible for coordinating all student activities and serving as a liaison between the class and the Program.

Invitations – Invitations should be sent to all healthcare facilities used for clinical experience, all clinical instructors and designated BC administrators and faculty. The Radiologic Technology Program Office will provide a list of all required invitees for this purpose. The number of invitations ordered per student is based on the number of graduates and the size of the facility utilized for the pinning ceremony.

Event Insurance – When liability insurance is required please contact the Radiologic Technology Department Office to obtain name and phone number of appropriate contact at the District Office.

Speakers – Opening and closing remarks and speeches must not exceed 2 to 5 minutes each. Speeches can include topics such as the value of education and the significant growth and enrichment achieved as a result of the college experience. It may not be religious in nature, other than in the very broadest sense. Since our students and/or college represent all religions, it must be acceptable to everyone. Speakers may use poems and famous quotations, citing the authors. Student speeches must be submitted to the Faculty Advisor.

Video Presentation – Students may choose to show a video montage of their journey through the radiography program. Discretion is advised regarding content of the video presentation and should reflect positively on the school's image. Please note that any photos of faculty or clinical agency staff must have their prior written approval before inclusion. NO patients may be depicted. The video presentation may be no longer than 5-8 minutes (approximately 100 pictures), and must be previewed by the faculty advisor prior to the ceremony.

Music – Students can give input regarding the type of music they would prefer however, due to costs and time constraints, not all musical preferences can be accommodated.

Printed Programs – Printed programs should be provided to all attendees as they enter the building and include the order of the ceremony, student names, faculty names, awards, etc. The class may add other content only after receiving the faculty advisor’s approval.

Verbal and/or Written Acknowledgments – Students may elect to write "thank you’s" to family and friends. These can be verbally stated during the awarding of the pins and
certificates. These statements can be written and included in the program, and must reflect good taste and must be 40 words or less.

- Decorations – If students wish to have extra decorations or carry flowers, they will be responsible for those arrangements and the costs incurred. Creativity and simplicity with decorations is encouraged, as students are responsible for putting up and taking down all decorations on the day of the pinning ceremony. The faculty advisor must approve all decorations.
- Professional Attire – Since the ceremony reflects the completion of Radiologic Technology Program and entry into the profession of radiography all participants will be required to wear the official Bakersfield College program uniform and shoes. A lab coat may be worn with the uniform.
- Refreshments – Students may choose to serve light refreshments after the completion of the ceremony; however this should be limited to finger foods. Cost and ability to serve the food, as well as clean up should be considered.

**EMPLOYMENT**

Due to the concentrated and intensified nature of the program, full time employment is not recommended. If a student accepts employment, they will **NOT**:

- Wear the Bakersfield College Radiologic Technology name tag, radiation monitoring badge or clinical education center student ID badge.
- Perform duties of a radiographer. The radiography program has no legal responsibility for students who work. Students are instructed that it is illegal to use ionizing radiation on humans without proper licensure by the State of California.
- Use of the abbreviation “S.R.T.” (Student Radiologic Technologist) after name for legal purposes.
- Accept employment hours which conflict with class/clinical times.

**TRANSPORTATION**

Students are responsible for transportation to and from school and the clinical facilities located in Bakersfield, CA and Delano, CA or any other future clinical site location. Students may park only in designated areas, both at the College and Clinical Education Center. Refer to the Campus Parking Regulations, outlined in the College Student Handbook or on-line at www.bakersfieldcollege.edu. Parking policies are specific to each Clinical Education Center (refer to the Clinical Education Handbook and/or clinical instructor for more information).

**COLLEGE PUBLICATIONS & SERVICES**

- Students are expected to read the Bakersfield College Catalog and comply with the policies described in the areas of, but not limited to:
  - Admission and Registration
  - Matriculation Steps
  - Academic Regulations
  - Student Services
  - Graduation Requirements
  - Student Rights and Responsibilities

- Student Services
  Recognizing that students have different learning styles and may need assistance for disabilities, students are encouraged to use the college services and resources available to them. These include, but are not limited to:
o Assessment of Disabilities and Accommodations:
  - Students with disabilities who believe they may need accommodations at Bakersfield College are encouraged to contact Disabled Students Programs and Services (DSP&S) Supportive Services (661) 395-4334 as soon as possible to better ensure such accommodations are implemented in a timely manner.

o Testing Accommodations
  - Students who have verified disabilities and an accommodations request on file with the DSP&S office may take out of classroom exams in the Assessment Center. The student must provide the Radiologic Technology Program and each instructor with the appropriate DSP&S documentation authorizing the accommodations. The student must provide the instructor with a Test Accommodation Form prior to a scheduled day of the examination (one week is preferred). It is the student’s responsibility to return the completed form to the Assessment Center according to the timeline set forth by the center. Additional time to take the National ARRT registration and the State CRT and fluoroscopy permit certification examinations as well as program examinations based on a certified disability.

o Tutoring
  - Test and note taking strategies
  - Financial Aid
  - Writing Center
  - Veteran’s Center

CLASS REGISTRATION
All of your radiologic technology classes are controlled registration. The radiologic technology department controls the registration and reserves places in the class for all radiologic technology students, throughout the entire program. It is the responsibility of the student to acquire the schedules from the class schedule or Banner Web. The student can register at anytime before the semester begins. Only students who have officially completed registration may attend class including didactic, laboratory, and clinical education courses.

ACADEMIC HONESTY
If the instructor has reason to believe a student has committed an act of lying, cheating, or plagiarism that is documented by anecdotal records, the student will be counseled and informed of the situation by the instructor. If the incident involves cheating on an exam or class assignment, no credit will be given, nor may the assignment be repeated. Refer to the College Student Handbook for more information on disciplinary action which may occur due to dishonesty.

CALCULATOR USE IN PROGRAM
Calculators are permitted for use in the classroom and laboratory environments. They may be utilized for in-class assignments, homework, quizzes and exams. Sharing of calculators is not permitted. Cell phones and/or other electronic devices such as PDA’s may not be used as a calculator in the classroom or laboratory environment. Only basic, non-programmable calculators are allowed. Programmable calculators are defined as those that allow the user to enter ad store additional information. The program has adopted this policy to comply with ARRT’s policy that does not permit the use of programmable calculators on exams.
BACKGROUND SCREENING
The Bakersfield College Radiologic Technology Program maintains contractual agreements with clinical agencies used in the education of radiography students. These agencies require criminal background checks for all employees, students, and volunteers. Current radiography students must at all times meet applicable agency security standards for placement in mandatory clinical rotations at affiliated hospitals and imaging centers.

- Every student offered a space in the program will be required to submit a background screening (at the student’s expense) as part of his/her clinical requirements for admission.
- A history of misdemeanor or felony conviction(s) or any exclusion or other ineligibility for federal program participation could render a student ineligible for clinical placement, as determined by the clinical agencies.
- In the event a student has a positive criminal background screening and is denied placement at a healthcare facility, the program will attempt to place the student at an alternative facility. However, if a student cannot obtain a background clearance from the clinical agencies, it will not be possible to place the student in the clinical areas, which is a required component of the program.
- In the event that a student cannot obtain a background clearance sufficient to meet mandatory clinical objectives, the space will be forfeited.
- Students who are found to be ineligible for clinical placement by a clinical agency after admission to the radiography program shall be subject to dismissal from the program, as they will be unable to complete the clinical rotations.
- The student is given the opportunity to receive a copy of the screening report and has the right to dispute the accuracy of the report.
- Access to the criminal background screening information is limited to the Director or designee. Background information will remain confidential.

POLICY FOR REPORTING CHANGE IN CRIMINAL BACKGROUND
- Any change in background status (i.e. arrest or conviction) must be reported to the Director of the Radiologic Technology Program immediately.
- Any student with a pending misdemeanor or felony charge must report his or her status to the Director, Radiologic Technology. This action will allow the director to refer the student to licensure requirements for the ARRT and State of California.
- Failure to report any changes in criminal background, immediately, may result in dismissal from the Bakersfield College Associate Degree Radiologic Technology Program.

DRUG/ALCOHOL SCREENING
The Bakersfield College Radiologic Technology Program maintains contractual agreements with clinical agencies used in the education of radiology students. These agencies require drug and alcohol testing of employees and students. For incoming radiology students, drug and alcohol screening is required as part of the pre-admission process. For currently enrolled students, drug and alcohol screening is mandatory when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol while in the classroom and/or clinical settings.

All students accepted into the Radiologic Technology program will be tested for drug and alcohol use as part of the pre-admission process. If the applicant fails to appear for the pre-
admission screening test, his/her application to the radiologic program will be immediately rescinded.

All students must further sign a statement agreeing to immediate monitored drug and alcohol screening upon request of the Radiologic Technology Director and/or an instructor when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol.

Incoming and currently enrolled students with verified positive test results for alcohol, any illegal drug, or abuse of prescribed or over-the-counter medications or mind-altering substances will be given reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists, incoming students will not be admitted to the program and currently enrolled students will be not be allowed to participate in clinical activities; thus, they may not meet the objectives required for successful completion of the radiologic program. Re-application or readmission will be contingent upon the student’s satisfactory completion of an approved rehabilitation program.

If a student who has been readmitted into the radiologic program after successfully completing a rehabilitation program fails a subsequent drug and alcohol screen, the student will be dropped from the program and will be disqualified for readmission.

If in the instructor’s judgment a student is impaired which interferes with the student’s ability to function safely in his/her clinical assignment, the instructor shall immediately withdraw the student from the assignment. If in the instructor’s judgment a student is impaired and is disruptive in the classroom, the instructor will ask the student to leave the classroom. The instructor shall document, in writing, the observations which led to the withdrawal or exclusion of the student and submit the report to the Program Director. The Director shall proceed according to Kern Community College District and College policy.

**Use of Drugs**

Bakersfield College’s Associate Degree Radiologic Technology Program recognizes that impairment by illegal drugs, prescription drugs, and/or alcohol among health professionals is a serious national problem, which compromises safe care of clients, as well as the mental and physical health of the professionals involved. Bakersfield College Associate Degree Radiologic Technology Program is committed to being drug free. *Kern Community College District Policy (Section 3)*

- No drugs, which impair mental or physical performance, shall be taken while attending the clinical laboratory healthcare assignment.
- Drugs may not be removed from laboratory areas.
- The student shall not take a friends’ or relative’s prescription drugs.
- Any change in medication use will be reported to the instructor and/or Program Director.
VIII. RECORDS

Student Records

- A program file will be started when the student applies for enrollment and will contain the enrollment form, transcripts and other data required for initial evaluation.
- When the student is enrolled, the student folder will become part of the Radiologic Technology Program file. At completion of the program all official information as required by programmatic accreditation requirements, (record of clinical performance, radiation exposure record and record of program completion, etc.) will remain on file in the Program office. Permanent transcripts will be maintained by the Office of Admissions and Records. Other information will be destroyed.
- Student files will contain data such as student evaluations, conference or probation reports and other information to document student progress.
- If a student withdraws prior to graduation, a summary statement of the student’s progress and reason for withdrawal will be placed in the folder and it will be placed in the inactive class file.
- Students may inspect their file under the direct supervision of a faculty member.
- All student records are confidential and information from them will only be given to authorized persons within the College. Data such as grades, Registry, and State Board Examination scores, clinical evaluations and health records may not be revealed without a student’s written consent. Information will be used only for the purpose of student evaluation and to document progress within the Program.
- Access to and Confidentiality of Student Records: Privacy Act (from Bakersfield College catalog): Student records are protected by the Family Education Rights and Privacy Act (FERPA), state law and Kern Community College District Board Policy from access by casual or unauthorized persons. Access to records is provided to the student, appropriate college staff members, persons having written consent of the student, or by court order or subpoena. The Privacy Act affords Bakersfield college the right to release such “Directory Information” as the student’s name, address, e-mail address, photographs, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If a student does not want this information released, the student must check the privacy requested box on the college admission/update forms. Present and former BC students are given the right to inspect, review and challenge the contents of all the educational records related to them. No information contained in their educational records may be released without their consent, except to those agencies or individuals authorized by the Act. Students wishing to inspect, review to challenge any of their educational records must make a request in writing to the Director of Enrollment Services. Copies of the Bakersfield College FERPA Policy are available in the Office of Admissions and Records.

Program student names are provided to the Affiliated Clinical Education partners of the program for the purposes of student assignments at the clinical agency. Student names are confidential and may only be used for educational purposes.
Patient Records and Confidentiality

Patient records may be used **only** for the purpose of providing patient care. Information acquired from patient records is strictly confidential. Radiologic Technology students have a need to know during the performance of imaging procedures only while participating in clinical education. Any other access to patients or patients’ information including written, oral or visual forms is strictly prohibited. Students may only access patient areas for the purposes of conducting imaging procedures while under the supervision of a licensed radiographer. Students may not access restricted areas such as lock down units (inmate areas, psychiatry units, etc.) Students must be aware that intentional or unintentional actions or behaviors that violate confidentiality can result in a healthcare facility, their employees and/or students being fined for these actions. Disciplinary action can result in employee and/or student dismissals. A breach of confidentiality does not meet the standard of care for the American Registry of Radiologic Technologists and is a reportable issue to the ARRT upon application for registration. For educational purposes, discarded or copied radiographic images may be utilized but must have all patient identification removed. All students are required to sign a confidentiality statement that is in compliance with the Health Insurance Portability and Accountability Act (HIPAA) upon program enrollment (Appendix L).

Radiation Exposure Records

Each student’s radiation exposure will be monitored on a quarterly basis during the length of the program and will be maintained by the Program as part of a student’s permanent file. The exposure report will be posted quarterly in the Radiologic Technology classroom/laboratory/office and then be placed on permanent file in the Program office. A student must verify their exposure by initialing each report. The posted report will not include a student’s date of birth or ID number. If occupationally exposed prior to program start, students are advised to furnish cumulative dosimetry records to the Program.

Radiation exposure received while a student is recorded as occupational exposure by the radiation monitoring device. The radiation monitoring badge must not be worn for any other medical and/or dental exposure, (i.e. dental x-rays, diagnostic x-rays, radionuclide imaging or therapeutic radiation treatments) received by the student which is considered to be non-occupational exposure. If a student is undergoing any procedure (i.e. medical radiation treatment, etc) that would adversely affect the wearing of the monitoring device, the student is required to discuss this immediately with the Program Director.

Students must immediately notify program faculty of any accidental radiation exposure and/or damage incurred to their radiation-monitoring badge to ensure proper record maintenance. Notification is made through the completion of the “Radiation Monitoring Device Incident Report” form. If a student has current employment where they are being monitored for radiation exposure, they must inform the Program Director to ensure the safety of the student.

Individual student cumulative radiation exposure records will be provided to all students exiting or completing the program in compliance with the California Code of Regulations, Title 17.
## IX. FINANCIAL INFORMATION

### Bakersfield College Radiologic Technology Program Estimated Costs

The table below identifies an estimate of costs for the Associate of Science Degree Radiologic Technology Program and are subject to change as the college fee structure changes and other fees change by outside organizations or agencies.

<table>
<thead>
<tr>
<th>Program Activity</th>
<th>Estimate of Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Enrollment Fees for 2-Year Program ($46.00 per unit)</td>
<td>$2,862.00</td>
</tr>
<tr>
<td>*Non-resident students are required by state law to pay non-resident tuition. Consult the Bakersfield College Catalog for current fees.</td>
<td></td>
</tr>
<tr>
<td>Parking Fee (Fall/Spring $40ea., Summer/Financial Aid $30ea.)</td>
<td>$210.00</td>
</tr>
<tr>
<td>Student Center Fee (Fall/Spring/Summer $5ea.)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Student Health Fee (Fall/Spring $13ea., Summer $10ea.)</td>
<td>$72.00</td>
</tr>
<tr>
<td>Student Representation Fee ($1 each semester)</td>
<td>$6.00</td>
</tr>
<tr>
<td>BCSGA Student Discount Card (optional)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Books (entire program)</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Uniforms (entire program)</td>
<td>$350.00</td>
</tr>
<tr>
<td>Lead Markers ($21/set - two sets)</td>
<td>$42.00</td>
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<tr>
<td>Program Pin</td>
<td>$8.00</td>
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<tr>
<td>Drug Screening</td>
<td>$35.00</td>
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<tr>
<td>Background Screening</td>
<td>$42.00</td>
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<tr>
<td>Immunization Tracker</td>
<td>$20.00</td>
</tr>
<tr>
<td>Physical and Immunizations (outside source w/o insurance)</td>
<td>$379.00</td>
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<tr>
<td>Mask Fit Testing ($20 annual fee)</td>
<td>$40.00</td>
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<tr>
<td>CPR Certification</td>
<td>$50.00</td>
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<tr>
<td>Materials Fee (radiation monitoring - Fall/Spring/Summer-$20ea and Healthstream annually $27))</td>
<td>$174.00</td>
</tr>
<tr>
<td>American Registry of Radiologic Technologists (ARRT) Registration Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>State of California, Certified Radiologic Technologist (CRT) License Fee</td>
<td>$88.00</td>
</tr>
<tr>
<td>State of California, Fluoroscopy Permit Application Fee</td>
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</tr>
<tr>
<td>State of California, Fluoroscopy Permit Exam Fee</td>
<td>$175.00</td>
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<tr>
<td>Graduation Cap &amp; Gown</td>
<td>$45.00</td>
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<tr>
<td>Total estimated program costs</td>
<td>$6,431.00</td>
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Financial Assistance

Students seeking financial assistance to meet the costs of education are encouraged to contact the Office of Financial Aid and Scholarships, located in the Student Services Building. A variety of grants, scholarships, loans and part-time employment opportunities are available for students who qualify on the basis of financial need, enrollment in six or more units leading to a degree or certificate and satisfactory academic progress.

Scholarships specific for radiologic technology students are also available. The number and amount of the award(s) vary. Students are advised to check the program’s website at www.bakersfieldcollege.edu/allied-health/radtech for scholarships specific to radiologic technology.

Applications and information concerning the assistance programs can be obtained by contacting the Office of Financial Aid and Scholarships located on the main campus in the Student Services Building, Level 2, or by phoning 395-4427.
## Radiologic Technology Program Curriculum

<table>
<thead>
<tr>
<th>Semester and Course Number</th>
<th>Course Name</th>
<th>Lecture (Hrs/Wk)</th>
<th>Lab (Hrs/Wk)</th>
<th>Total Clinical Hours</th>
<th>Credit Units</th>
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<tbody>
<tr>
<td><strong>Summer 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT B1a</td>
<td>Intro. to Radiologic Technology</td>
<td>2</td>
<td></td>
<td>2</td>
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<tr>
<td>RADT B1b</td>
<td>Patient Care</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
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<tr>
<td>RADT B4a</td>
<td>Intro. to Clinical Education</td>
<td></td>
<td></td>
<td>81 clinic</td>
<td>1.5</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>5.5</td>
<td></td>
</tr>
<tr>
<td><strong>Fall 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT B2a</td>
<td>Rad. Anatomy &amp; Positioning 1</td>
<td>2</td>
<td>3</td>
<td>3</td>
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<tr>
<td>RADT B3a</td>
<td>Radiographic Principles 1</td>
<td>2</td>
<td>3</td>
<td>3</td>
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<tr>
<td>RADT B4b</td>
<td>Clinical Education 1</td>
<td></td>
<td></td>
<td>240 clinic</td>
<td>4</td>
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<tr>
<td>RADT B12</td>
<td>Radiobiology &amp; Radiation Protection</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>General Education Optional</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>12-15</td>
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</tr>
<tr>
<td><strong>Spring 1</strong></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>RADT B2b</td>
<td>Rad. Anatomy &amp; Positioning 2</td>
<td>2</td>
<td>3</td>
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<tr>
<td>RADT B3b</td>
<td>Radiographic Principles 2</td>
<td>2</td>
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<tr>
<td>RADT B6</td>
<td>Clinical Education 2</td>
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<td>18 Lec 222 clinic</td>
<td>5</td>
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<td>General Education Optional</td>
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<td></td>
<td></td>
<td>3</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>11-14</td>
<td></td>
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<tr>
<td><strong>Summer 2</strong></td>
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<td>RADT B7</td>
<td>Clinical Education 3</td>
<td></td>
<td></td>
<td>18 Lec 302 clinic</td>
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### Fall 2

<table>
<thead>
<tr>
<th>Semester and Course Number</th>
<th>Course Name</th>
<th>Lecture (Hrs/Wk)</th>
<th>Lab (Hrs/Wk)</th>
<th>Total Clinical Hours</th>
<th>Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT B2c</td>
<td>Rad. Anatomy &amp; Positioning 3</td>
<td>2</td>
<td>3</td>
<td>3</td>
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<tr>
<td>RADT B5</td>
<td>Radiation Physics</td>
<td>2</td>
<td>3</td>
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<td>RADT B10</td>
<td>Clinical Education 4</td>
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<td></td>
<td>18 Lec 342 clinic</td>
<td>7</td>
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<tr>
<td>General Education Optional</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
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<td>13-16</td>
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### Spring 2

<table>
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<tr>
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<th>Course Name</th>
<th>Lecture (Hrs/Wk)</th>
<th>Lab (Hrs/Wk)</th>
<th>Total Clinical Hours</th>
<th>Credit Units</th>
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<tbody>
<tr>
<td>RADT B9a</td>
<td>Sectional Anatomy</td>
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<td></td>
<td>3</td>
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</tr>
<tr>
<td>RADT B11</td>
<td>Radiographic Pathology</td>
<td>2</td>
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<tr>
<td>RADT B13</td>
<td>Clinical Education 5</td>
<td></td>
<td></td>
<td>360 clinic</td>
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<tr>
<td>RADT B30</td>
<td>Principles of Venipuncture</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>12.5</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX B

### Program Addresses and Contact Information

<table>
<thead>
<tr>
<th>College Address</th>
<th>Program Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bakersfield College</td>
<td>(661) 395-4284</td>
</tr>
<tr>
<td>Radiologic Technology Program</td>
<td>(661) 395-4282</td>
</tr>
<tr>
<td>1801 Panorama Drive</td>
<td>Contact each phone number to leave messages on voicemail</td>
</tr>
</tbody>
</table>

**Voice Mail**
Bakersfield, CA 93305-1299

**Program Director**
Nancy J. Perkins, M.A. Ed., RT(R)(M)
Professor
(661) 395-4284
nperkins@bakersfieldcollege.edu
MS-181

**Program Office Location**
Math-Science – Room 178

**Program X-Ray Laboratory**
Math-Science – Room 21 & 22

### Full-Time Program Faculty

Vacant
(661) 395-4249
MS-160

Marsha Eggman, B.S., RT(R)
Professor
(661) 395-4467
meggman@bakersfieldcollege.edu
MS-162

### Adjunct Program Faculty

Kellie Smith, RT(R)(MR)
Instructor
kellie.smith1@bakersfieldcollege.edu

Lee Upton, MBA, RT(R)(CT)
Instructor
lee.upton@bakersfieldcollege.edu

### Program Assistant

Department Assistant
(661) 395-4284
MS-178
APPENDIX B
Clinical Education Center Addresses and Phone Numbers

Bakersfield Memorial Hospital
420 34th Street
Bakersfield, CA  93301  (661) 327-4647

Delano Regional Medical Center
1401 Garces Hwy
Delano, CA  93215  (661) 322-4757

Kern Radiology Medical Group
2301 Bahamas Drive
Bakersfield, CA  93309  (661) 326-9600

Kern Medical
1700 Mt Vernon Avenue
Bakersfield, CA  93305  (661) 326-2522

Mercy Hospitals of Bakersfield-Downtown
2215 Truxtun Avenue
Bakersfield, CA 93301  (661) 632-5281

Mercy Hospitals of Bakersfield-Southwest
400 Old River Road
Bakersfield, CA  93311  (661) 663-6281

San Joaquin Community Hospital
2615 Chester Avenue
Bakersfield, CA  93301  (661) 869-6260

Quest Imaging (San Joaquin Community Hospital)
9602 Stockdale Highway
Bakersfield, CA  93311  (661) 633-5000

Southern California Orthopedic Institute
2400 Bahamas Drive Suite 200
Bakersfield, CA 93309  (661) 328-5565

Truxtun Radiology Medical Group (Riverwalk)
9900 Stockdale Hwy, Suite 100
Bakersfield, CA  93311  (661) 616-5123

Truxtun Radiology Medical Group (Downtown)
1817 Truxtun Avenue
Bakersfield, CA  93301  (661) 325-6800
APPENDIX C
Radiologic Technology Textbook List

Check college website for current text editions each semester:
BC Homepage--- Student Services---Bookstore

Adler, Arlene and Rick Carlton; Introduction to Radiography and Patient Care W.B. Saunders (RADT B1a, RADT B1b – required)

Bontrager, Kenneth; Textbook of Radiographic Positioning and Related Anatomy C.V. Mosby (RADT B2a, 2b, 2c, 4a, 4b, 6, 7, 9b, 10, 13 – required)

Bontrager, Kenneth; Pocket Handbook; Radiographic Positioning and Techniques Bontrager Publishing (RADT B4a, 4b, 6, 7, 10, 13 – optional, recommended)

Bontrager, Kenneth and John Lampignano; Radiographic Positioning & Related Anatomy: Workbook and Lab Manual C.V. Mosby (RADT B2a, 2b, 2c – required)

Bushong, Stewart; Radiologic Science for Technologists; Physics, Biology and Protection C.V. Mosby (Text and Workbook/Lab Manual – RADT B3a, 3b, 5 – required)

Calloway, William; Mosby’s Comprehensive Review of Radiography Mosby/Elsevier Publishing (optional)


Eisenberg, Ronald and Johnson, Nancy; Comprehensive Radiographic Pathology Mosby (RADT B11 – required)

Kelley, Lorrie L. and Petersen, Connie; Sectional Anatomy for Imaging Professionals Mosby (Text and Workbook and Pocket Guide – RADT B9a – required)

Miller, Benjamin and Keane, D; Encyclopedia and Dictionary of Medicine and Nursing W.B. Saunders (Recommended – optional)

Radiologic Technology Student Handbook, BC Graphics, 2016 (On-line)

Statkiewicz-Scheer, Mary Alice, Visconti, P. and Ritenour, E; Radiation Protection in Medical Radiography Mosby (RADT B12 – required)

NOTE: Individual class syllabi are required for the following radiologic technology courses.
(RADT B2a, B3a, B3b, B4a, B4b, B6, B7, B9a, B10, B12, B13, B30)

Syllabi are duplicated by the college and are placed in the bookstore for purchase.
Appendix D
American Registry of Radiologic Technologists (ARRT)

The American Registry of Radiologic Technologists (ARRT) is an organization that seeks to ensure high quality patient care in medical imaging, interventional procedures, and radiation therapy. The ARRT tests and certifies technologists and administers continuing education and ethics requirements for annual registration of certified individuals.

Eligibility for Certification

For complete policies and rules for certification and registration, consult www.arrt.org.

Review the “Educator and Student” tab on the website and review the following suggested information:

- ARRT Rules and Regulations
- Certification and Registration Eligibility
- Standards of Ethics
- Pre-Application for Registration due to Ethics Concerns
- Three-Attempt, Three Year Limit for Exam Eligibility
- Continuing Education Requirements
APPENDIX E

JRCERT

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2225, Chicago, IL 60603-3182, 312-704-5300, email at mail@jrcert.org, or www.jrcert.org.

Reporting Allegations of Non-Compliance with the JRCERT Standards
(from JRCERT website 4/2015)

The JRCERT is required to be responsive to allegations of non-compliance with any of its Standards. Please be advised the JRCERT cannot advocate on behalf of any one student. An investigation into allegations of non-compliance addresses only the program’s compliance with accreditation standards and will not affect the status of any individual student. The JRCERT takes seriously and follows up appropriately any allegation that an accredited program is not maintaining compliance with its accreditation standards. Before the JRCERT will take action to investigate the program, however, it must be assured that the complainant has addressed the matter internally. Did you follow the program’s/institution’s due process through to its final appeal? If you have addressed the matter internally and wish to make a formal complaint, please complete an allegations reporting form. The allegations must reference the specific accreditation standards/objectives with which you believe the program to be in non-compliance. The Standards for an Accredited Program in Radiologic Sciences can be found under the Program and Faculty menu at the website address listed above.
Certification Eligibility

Candidates who graduate from an approved California School of Radiologic Technology, such as Bakersfield College, are eligible for certification in diagnostic radiologic technology (CRT) and for the fluoroscopy permit. Application information and fees for either exam may be obtained on the website for the Radiologic Health Branch listed above (look at application/forms).

Examination Contents

- **CRT Exam**
  The diagnostic Certified Radiologic Technologist (CRT) license may be obtained by two methods: 1) passing the American Registry of Radiologic Technologists (ARRT) exam in radiography and paying the RHB application fee; and 2) taking the CRT exam and paying both the application and exam fee. Both the ARRT exam and State CRT exam consist of 200 graded questions. The ARRT exam must be passed with a scaled score of 75 or higher.

- **Fluoroscopy Permit Exam**
  The fluoroscopy permit exam consists of 90 questions. This exam must be passed with a scaled score of 75 or higher.

- **Verification of receiving a certificate or permit for the Use of Radiation Machines in the Healing Arts (CRT or fluoroscopy) will be mailed to each applicant. Verification of the certificate or permit (not exam scores) may be viewed and printed from the RHB website (look at permits/certificates names search too.). The State of California requires continuing education credits for renewal of certification. For CRT renewal, a technologist must complete 24 credits every two years.

Note: The above information is only a brief synopsis of information regarding the CRT exam. For more complete information, contact the RHB at the website address listed.
APPENDIX G
Essential Technical Standards for Radiologic Technology Students

Radiologic Technology students must meet the following essential technical standards to ensure the safety and welfare of the patients, the health care team and themselves.

Is the individual capable of:

- Standing and/or walking up to seven hours throughout an eight hour shift.
- Bending, crouching or stooping several times per hours.
- Lifting and carrying a minimum of 30 pounds several times an hour.
- Lifting and moving up to a 300 lb patient in a 2-3 person transfer.
- Reaching overhead above the shoulder 90 degrees.
- Pushing and/or pulling objects and equipment weighing up to 300 lbs.
- Utilizing eyesight to observe patients, manipulate equipment and accessories and evaluate radiographs for technical quality under various illumination levels (i.e. illumination varies from low levels of illumination to amber/red lighting to bright light levels).
- Hearing to communicate with the patient and healthcare team.
- Utilizing sufficient verbal and written skills to effectively and promptly communicate in English with the patient and healthcare team.
- Manipulating radiologic and medical equipment and accessories, including but not limited to switches, knobs, buttons, and keyboards, utilizing fine and gross motor skills.
- Performing the assigned job responsibilities with the intellectual and emotional functions necessary to ensure patient safety and exercise independent judgment and discretion.
- Utilizing the above standards/functions to respond promptly to the patient’s needs and/or emergency situations.
APPENDIX H

Directory of Professional Radiography Organizations

American Registry of Radiologic Technologists
1255 Northland Drive
Mendota Heights, Minnesota 55120-1155
(651) 687-0048  www.arrt.org
Purpose: Registration of radiographers nationwide. Administers examinations in radiography and fluoroscopy in addition to other imaging modalities.

California Department of Public Health, Radiologic Health Branch
Certification Section
Physical Address: Department of Public Health
Radiologic Health Branch
1500 Capitol Avenue
5th Floor, MS 7610
Sacramento, CA 95814-5006
(916) 327-5106  www.cdph.ca.gov/rhb
Mailing Address: PO Box 997414, MS-7610
Sacramento, Ca 95899-7414

American Society of Radiologic Technologists
15000 Central Avenue, S.E.
Albuquerque, New Mexico 87123-3917
(505) 298-4500  www.asrt.org

California Society of Radiologic Technologists
575 Market Street
San Francisco, CA  94105
(415) 278-0441  www.csrt.org

Joint Review Committee On Education In Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300  www.jrcert.org
Purpose: Accreditation agency nationwide for radiography schools. Sets standards for educational programs. Identifies program outcomes including credentialing exam pass rate, job placement rate and program completion rate for BC and other schools.
APPENDIX I

Student Complaint Policy
Students who contend they have been treated unfairly have the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong. The student complaint policy is identified in the Kern Community College District's (KCCD) Board Policy. The board policy may be accessed on-line at: https://www.kccd.edu. Review the Board of Trustees section of the website and then access the board policy, Section 4: Students/Instructional Services.

Student Complaint Procedure
Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in College-related activities. Student complaints are taken seriously; therefore, the complaint must be of a compelling, substantive, and verifiable nature (KCCD Policy 4F10).

Informal Student Complaint Procedure
Since filing of complaints against any party is a serious undertaking, prior to filing a written complaint, and within ten (10) instructional days of the incident leading to the complaint, the student(s) should attempt to contact the staff member involved in an attempt to resolve the issue.

The progression of an Informal Student Complaint for a student in the Associate Degree Radiologic Technology Program is as follows:
- Discuss the issue with Instructor and if not satisfied;
- Discuss the issue with the Program Director

Formal Student Complaint Procedure
In the event that a resolution cannot be achieved following the informal complaint procedure and a student maintains they have been treated unfairly; the student has the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong. This procedure applies to student complaints such as:
- Course content
- Access to classes
- Verbal or physical abuse by faculty, staff, or students
- Faculty member refusal to confer with student(s)
- Harassment

This procedure does not apply to student complaints, which involve:
- Unlawful Discrimination (See KCCD Policy 11D4)
- Sexual Harassment (See KCCD Policy 11D2)
- Assignment of grades (See KCCD Policy 4C4C for final grade changes)

Student conduct is addressed in the Bakersfield College catalog which can be accessed on-line at www.bakersfieldcollege.edu. Review the Student Services section of the catalog.
Confidentiality Statement

In the normal course of business, any person connected with an organization has the potential to come into contact with confidential information. In some cases, exposure to such information is coincidental or incidental; in others it is an integral part of the job function. This information may be personal, clinical, financial, or other. It may be computerized (that is, in electronic form), or in hard copy, or even oral in nature.

Examples of such confidential information include, but are not limited to: medical records, employee records, financial records and reports, information distributed to committee members to inform deliberation and decision making, and information found accidentally. It also includes information gained through discussion in committees, from employees, from patients and their families or friends, from external agencies, the media, or the medical staff, and so on.

It is the policy of the Bakersfield College Nursing/Allied Health Programs to maintain confidential information in strict confidence, both while at clinic and when off duty. Therefore, all students/staff who have access to confidential information are prohibited from disclosing such information in any unauthorized manner. They must use this information only in ways that are consistent with this commitment to confidentiality. Consistent with the principle of “need to know”, it is also incumbent on all who are exposed to confidential information to see that they use only as much of such information as is needed to their job or perform their function.

It is policy of the Bakersfield College Nursing/Allied Health Programs to maintain all aspects of confidentiality. Students/Faculty are accountable for being aware of the legal implications in respecting the rights of others, especially the faculty right to privacy. The following guidelines are strictly adhered to as per HIPPA.

- Confidentiality of client information must never be violated.
- Client personal, family or health related information may not be removed from the healthcare setting.
- Any written assignments must not have any client identifying information on them and are to be treated with confidentiality, i.e. do not share any of the information or paperwork with others.

It is also the responsibility of any who have contact with confidential information to preserve such records against loss, destruction, tampering and inappropriate access and use, including inappropriate disposal.

Any breach of confidentiality represents a failure to meet the legal, professional and ethical standards expected, and constitutes a violation of this policy. A breach need not take the form of a deliberate attempt to violate confidentiality, but includes any unnecessary or unauthorized use or disclosure of confidential information due to carelessness, curiosity or concern, or for personal gain or malice, including but not restricted to informal discussion. Such breaches may result in discipline and/or civil or criminal penalties.

Confidentiality Agreement

I understand the above statement of confidentiality and agree to fulfill its expectations in my treatment of confidential information. Further, I understand that a violation or breach of this commitment to confidentiality will be investigated and responded to in a manner to prevent a reoccurrence. I understand that I could also be subjected to disciplinary action that may include legal action.

_____________________________________
Print Name

_____________________________________
Signature

_____________________________________
Date

Revised: 04/28/2016
APPENDIX K

Bakersfield College
Associate in Science Degree
Radiologic Technology Program

Student Policy Handbook Agreement

I have read all the Bakersfield College Associate Degree Radiologic Technology Program student policies. I certify that I understand them and agree to abide by them while a student in the program.

_______________________________  
Print Name

_______________________________  __________________________
Student Signature                      Date

Notice to Student:
This agreement will become part of your student file in the Radiologic Technology Program.