

Del Mar College
RADIOLOGIC TECHNOLOGY
PROGRAM



Student Handbook

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General Introduction

This handbook has been compiled to acquaint students with the policies and procedures utilized by the radiologic technology program. **It is the responsibility of the student to read the entire handbook.**

Students enrolled in the Radiologic Technology Program are responsible for observing all policies and procedures stated in this handbook, in addition to any rules and regulations which are contained in the Del Mar College catalog. **Failure to read this handbook does not excuse students from the requirements and regulations.**

Students are expected to adhere to the highest standards of medical ethics in all periods of attendance in the clinical centers. All clinical centers, while separately located, are considered to be an integral part of the Del Mar College campus. Any infraction of medical ethics in the clinical education sites will be dealt with under appropriate disciplinary policy of Del Mar College. It is the students' responsibility to know what the appropriate policies and procedures are at each of the clinical education sites.

Philosophy

The philosophy of the Radiologic Technology Program is based on the concept that a curriculum should include course work that prepares our students to acquire knowledge, skills, and attitudes that will move them through full and productive lives as medical imaging specialists. The foundation set forth at Del Mar College should prepare students to cope with changing environments and technology and help them meet occupational and personal challenges. The preparation offered by the Radiologic Technology Program should encourage the desire and the ability to continue learning, growing, and reaping the rewards of a full, productive, and fruitful life.

Mission

To provide the Del Mar College Radiologic Technology Program students with a fully accredited program of education of the highest quality in order to prepare them with the knowledge and skills necessary to meet the needs of the community, to enter the field of diagnostic medical imaging as competent, entry-level radiographers, and to continue their education beyond the Radiologic Technology Program. This will be accomplished through didactic courses, laboratory participation, and clinical experiences.

Program Goals

Goal #1: Students will develop knowledge and skills necessary to meet the needs of the community and to enter the field of diagnostic medical imaging as competent, entry-level radiographers.

Goal 2: Students will develop effective communication skills.

Goal #3: Students will demonstrate professional practices and evaluate the importance of professional growth and life-long learning.

Goal #4: Students will demonstrate critical thinking and problem solving skills.

Program Terminal Goals

There are core didactic and clinical competencies that all students must demonstrate to establish eligibility for certification. These are the minimum competencies required. The program encourages all students to obtain knowledge and experience beyond these competencies.

Students must successfully complete course work and the competencies described in the syllabi in the following categories: Radiation Protection, Equipment Operation and Management, Image Production and Evaluation, Radiographic Procedures, and Patient Care.

Students must demonstrate competency in all 36 mandatory and 15 of the 30 elective Radiological Procedures required and specified by the American Registry of Radiologic Technologists for establishing eligibility for certification demonstrating appropriate Clinical competencies.

See Appendix I

Attendance

Del Mar College Attendance Regulations:

Regular and punctual class and laboratory attendance is expected of all students. A record of attendance is kept by each instructor, beginning the first day of class meeting. If student attendance is unsatisfactory, the instructor may request withdrawal of a student from class. The Registrar will notify students of the action taken by the instructor. If the student desires readmission, they should initiate the following procedure:

Within five (5) working days the student should report the Registrar's Office to obtain a Reinstatement conference Form, which is a request from the student to the instructor to allow readmission to class.

If circumstances warrant and satisfactory arrangements can be made between the student, and the instructor, readmission is permitted upon the instructor's completion of the Reinstatement Conference Form, which the student must return to the Registrar's Office.

If the student does not carry out the above procedure, the withdrawal of the student from the class is final. If a student who has been reinstated into a class is absent thereafter without excuse, the instructor may request the final dismissal of the student from class.

Only certain absences are ruled valid and tolerable, such as participation in recognized student activities of the College or illness.

Students who miss an **accumulated total** of more than two weeks within one semester (or more than one week within a six-week summer session) and whose academic performance is not satisfactory should drop the course.

Specific regulations apply to Health Sciences students. Students enrolled in these programs should review these regulations with the specific health discipline administrator. Students who miss more than four days during the fall or spring semester (sixteen- week courses) or three days during the summer semesters (six/twelve- week courses) will be dismissed from the program for attendance.

Radiologic Technology Program Attendance Policy

All didactic classroom attendance will be in accordance with the Del Mar College Policy.

All clinical education attendance will be in accordance with the following:

RADR 1260 First Fall Semester
RADR 1261 First Spring Semester
RADR 2361 Second Fall Semester
RADR 2362 Second Spring Semester

Letter Grade A = A student will not be absent more than twice during the session.

Letter Grade B = A student will not be absent more than three times during the session.

Letter Grade C = A student will not be absent more than four times during the session.

***Anyone missing four times will be placed on probation. After being placed on probation, a student, who receives any subsequent absence or tardy for either a didactic or clinical course, will be dismissed from the program.**

RADR 1261 First Summer Semester (six weeks)
RADR 2260 Second Summer Semester (six weeks)

Letter Grade A = A student will not be absent more than once during the session.

Letter Grade B = A student will not be absent more than twice during the session.

Letter Grade C = A student will not be absent more than three times during the session.

***Anyone missing three times will be placed on probation. After being placed on probation, a student, who receives any subsequent absence or tardy for either a didactic or clinical course, will be dismissed from the program.**

Radiologic Technology Program Attendance Policy (cont.)

***Students will NOT be assigned for more than forty hours per week for a combined total of class and clinical times.**

Students are scheduled in clinical education on TR 0800-1500, during the Fall and Spring semesters for the first year (1 hour lunch).

During the summer semesters, students are scheduled in clinical education from 0800-1530, Monday-Thursday (1 hour lunch).

For the Second year, students are scheduled in clinical education on MW 0800-1530 (30 minute lunch) and Friday 0800-1200.

***Clinical education times will NOT be modified for any reason!!!!**

***Students are REQUIRED to call in to BOTH the clinical education site and their assigned clinical instructor by no later than 0815 for each day missed, including absences on consecutive days.**

***Punctual attendance is expected of all students in clinical education. Reporting late to clinicals will NOT be tolerated. Three tardies in clinicals will be considered and equivalent to an absence, which will be reflected in the clinical education grade.**

***Students who miss more than four days during the fall or spring semester (sixteen week courses) or three days during the summer semesters (six-week courses) for clinical education courses will be dismissed from the Radiologic Technology Program for a violation of the Attendance Policy.**

***Students who miss more than two weeks of didactic courses will be dismissed from the Radiologic Technology Program for a violation of the Attendance Policy.**

Dismissal from the Program

Students will be allowed to withdraw or be dismissed from the Program under certain conditions and situations. Del Mar College Standards of Student Conduct are printed in the catalog in the Student Handbook section. The following conditions are examples (but are not limited to) of breaches of conduct that can lead to dismissal from the Program.

- ☞ Failure to maintain standards. A grade point average of at least 2.0 (75 on a 100pt scale) is required to continue with the program. A grade of at least 2.0 (75 on a 100pt scale) must be maintained in all radiologic technology courses to remain or advance in the program.
- ☞ Academic cheating and plagiarism of any kind.
- ☞ Unsatisfactory attendance.
- ☞ Malicious destruction, damage, unauthorized possession or misuse of College or private property on the campus.
- ☞ Physical or verbal abuse of another person in the College community.
- ☞ Use or possession of alcoholic beverages, drugs, or controlled substances while on College property or in program uniform or at any authorized activity sponsored by or for any College organization, whether on or off the campus.
- ☞ Actions which violate state or federal law or city or county ordinances.
- ☞ Incurable or persistently irresponsible behavior, such continuous cell phone usage, during class or the use foul language in program uniform.
- ☞ Possession of any weapons or facsimile of weapons on campus or College property.
- ☞ Personality problems which disrupt teaching with detrimental effect upon other students.
- ☞ Falsification of any records or knowledge of such.

Readmission to the Program

A student wishing to be readmitted to the program must make a formal application to the program and to the College, if not currently enrolled. In addition, the student must also meet with the Program Director to request readmission into the Radiologic Technology Program. Readmission is granted on an individual basis, based on the student's previous records and the availability of space.

Students will not be permitted readmission into the program, if dismissed for the following reasons:

- ☞ Failure to maintain standards. A grade point average of at least 2.0 (75 on a 100 point scale) is required to continue with the program. A grade of at least 75 on a 100 point scale must be maintained in all radiologic technology courses to remain or advance in the program.
- ☞ Academic cheating and plagiarism of any kind.
- ☞ Malicious destruction, damage, unauthorized possession or misuse of College or private property on the campus.
- ☞ Physical or verbal abuse of another person in the College community.
- ☞ Use or possession of alcoholic beverages, drugs, or controlled substances while on College property or in program uniform or at any authorized activity sponsored by or for any College organization, whether on or off the campus.
- ☞ Actions which violate state or federal law or city or county ordinances.
- ☞ Incurable or persistently irresponsible behavior, such continuous cell phone usage during class OR the use of foul language in program uniform.
- ☞ Possession of any weapons or facsimile of weapons on campus or College property.
- ☞ Personality problems which disrupt teaching with detrimental effect upon other students.

☞ Falsification of any records or knowledge of such.

Student Grievance and Appeals Policy

The Radiologic Technology Program will follow grievances and appeal's policy set forth in the Del Mar College Catalog and Policies and Procedures Manual.

"The policy is designed to help maintain good student relations, to handle grievances efficiently at the lowest- level closest to the problem, and to establish a problem-solving academic and non-academic environment with full student participation."

Definitions:

A student's disagreement with the application of a specific College or Department rule and/or policy is processed formally as a grievance.

A student's disagreement with a practice not established as College or Department policy is processed as an informal complaint.

All grievances and complaints are confidential. Students may enter a complaint or grievance without fear of interference, retaliation, or harassment from the faculty or administration.

Processing a Complaint:

A current organization chart can be obtained at the Office of the Dean of Students and other offices on the campus.

A complaint, which is not processed through the grievance procedure, must be informally presented to the source of the problem for discussion and consideration. In the case of a complaint about an instructor each point of complaint must be first aired with that instructor before the rest of the process may be followed.

If not satisfactorily resolved at that level, the complaint must be submitted by the student in writing to the next highest level of supervision as listed on the current Del Mar College Organizational Chart.

All Radiologic Technology faculty have a copy of the Student Grievance and Appeals Policy in their employees' handbook. All Radiologic Technology Students are encouraged to seek one out if the need arises.

Students need to be aware that there are timetables for this process and in some cases the complaint should be in writing.

Change of Name, Address, or Social Security

A student who changes his/her name, address, or Social Security number is required to submit the changes through the Radiologic Technology Program and to the Office of Admissions and Registrar. Any communication from the College using the name and address which is in its files is considered to be properly delivered.

Health

Students are responsible for their own health and expense of health care. All students enrolled in the health care majors who have direct or will have direct patient care must provide documented proof that they have been fully immunized prior to admission. Students must have a physician complete a physical exam form, which must be on file with the Radiologic Technology, before attending clinical education.

Students must have a current CPR Healthcare Provider card by the American Heart Association, which must remain current throughout the program. It is the responsibility of the student to ensure their CPR card remains current throughout the duration of the program for clinical education. Any student with an expired CPR card will be dismissed from a clinical course with an unexcused absence. The student will not be allowed to return to clinicals, until they have received a current CPR Healthcare Provider card by the American Heart Association.

Students are also required to have a Tuberculin Test (PPD) “performed within one year” for attendance at all clinical education courses. Students will usually have this test done, during the physical exam for entry into the program. The test is good for one year. It is the responsibility of the student to maintain a copy of their TB test records, so they are able to renew the TB test at the appropriate time. It is the responsibility to the student, to ensure they have a current TB test, during the course of the program.

Any Student who has an expired TB test will be dismissed from a clinical course with an unexcused absence. The student will not be allowed to return to clinicals, until they have received results for a TB test. These tests can be performed by your healthcare provider or by the Corpus Christi- Nueces County Public Health District.

As part of the affiliation agreement between Del Mar College and our clinical education sites, the program is required to provide health information for all students attending clinical education. The information health information provided is to ensure the safety of students, staff, and patients, during clinical education. Only student information that is deemed “need to know” will be provided to the clinical education site. Refer to Appendix II to evaluate Exhibit C for more information.

Background Checks

As part of the affiliation agreement between the Del Mar College Radiologic Technology Program and our supporting clinical education sites, the program is required to conduct a background check on all students prior to entry into the program. The background screen will be conducted by a company selected by Del Mar College. All students are REQUIRED to provide a “clear” background screen to the college for full acceptance into the program. Under certain situations, a student may be admitted with an extended, conditional acceptance status, provided the student has agreed to apply for an Ethic Reviews by the American Registry of Radiologic Technologists. Students with an extended, conditional acceptance must submit a positive report from an Ethics Review Committee by the ARRT, before the spring semester of the first year. Students who are admitted as extended, conditionally accepted, and do not provide the program with a positive report from the ARRT will be dropped from the program. As part of the affiliation agreement between the college and the clinical education site, the program will provide the results of the background check to the clinical education site. Students who are unable to provide a “clear” background check may NOT be allowed at some clinical education sites. Refer to Appendix II for more information. Only student information deemed as “need to know” will be provided to the clinical education site.

Personal Appearance

The personal appearance and demeanor of Del Mar College Radiologic Technology students reflect both the College and Program Standards and are indicative of the student’s interest and pride in themselves and their profession. The uniform dress code is one mutually agreed upon by Del Mar College and its Clinical Affiliations. **Uniforms will be clean and pressed.** Shoes will be clean and polished at all times. All uniforms will have the Del Mar College patch neatly sewn on the left shoulder. Galaxy Blue Landau uniforms are required. Surgery uniforms will be worn only during the performance of the surgery

assignment. **Students must change out surgery uniforms prior to leaving the hospital for their lunch break or end of class day.**

LANGUAGE: UNDER NO CIRCUMSTANCE SHALL A PROGRAM STUDENT ENGAGE IN THE USE OF PROFANITY (FOUL LANGUAGE), WHILE IN PROGRAM UNIFORM OR WHILE PARTICIPATING IN A PROGRAM/COLLEGE FUNCTION.

PIERCINGS: ALL Facial Piercings are prohibited. Eyebrow, nose, or tongue jewelry is NOT permitted.

JEWELRY: Only one pair of small stud-type earrings may be worn on the earlobes and a single ring on the ring finger.

TATTOOS: No visible tattoos are permitted. Long sleeved blue shirts may be worn under scrub tops, if necessary to cover up tattoos. ONLY BLUE SHIRTS MAY BE WORN UNDER THE SCRUB TOP!

HAIR: Hair must be neat in appearance, and should NOT be disruptive in nature. Hair may only be dyed to natural looking colors. BLUE, RED, GREEN, ETC. COLORED HAIR IS NOT PERMITTED. Long hair (at the level of the COLLAR or longer) must be pulled back and out of the face.

NAILS: No false or acrylic nails are permitted. Nails should be neat and free from nail polish.

***Any student reporting to the Clinical Site in improper uniform or attire, such as- a soiled or untidy uniform, dirty shoes, disheveled appearance, poor hygiene, may be sent home by the Clinical Supervisor or the College Instructor.**

***Any student engaging in the use of profanity, while in the program uniform may be dismissed from the program.**

Transportation

Del Mar College Radiologic Technology Students will be responsible for providing their own transportation to the didactic classroom and clinical education sites. Clinical education sites are assigned by the clinical coordinator. Rotations are equally assigned for all students. Students may not develop their own clinical rotation schedule.

Student Employment Policy

This policy in no way addresses employment of students at any time that they are not in class, laboratory, or clinical education as this is time when not under the educational aegis of the Radiologic Technology Program or Del Mar College.

Students are not the employees of the clinical education centers or Del Mar College nor are they to be paid or used to replace paid employees.

Student employment outside the Program should not interfere with student performance and any employment as a Radiographer without appropriate Texas License is illegal under Texas State Statues.

Professional Ethics Expected by the ARRT

“Every candidate for [initial] certification and every applicant for renewal of registration must, according to the governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the American Registry of Radiologic Technologists(ARRT) Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics."

One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported.

"Conviction" as used in this provision includes:

- a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or deferred,
- a proceeding in which the sentence is suspended or stayed,
- a criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest), or
- a proceeding resulting in a military court-martial.

ARRT investigates all potential violations in order to determine eligibility for participating in the national examination in Radiography for certification by the ARRT.

**If a candidate/ [student] is concerned whether his or her conviction record will affect eligibility [for the national certification examination by the ARRT], there is a way to find out before beginning his or her educational program. ARRT investigates all potential violations in order to determine eligibility and such investigations can cause delays in processing [certification] applications. Candidates can avoid delays by requesting a pre-application review of the violation before or during their education, rather than waiting until completing the educational program.*

The pre-application review form is downloadable from the “Ethics” section of the www.arrt.org website, or you may request a copy by phoning ARRT at (651) 687-0048, ext. 8580. Additional information may be found in the ARRT Rules and Regulations and Standards of Ethics.

**Students will be expected to supply all (if any) court documents to the ARRT for a pre-application review or general application.*

**Students will be expected to supply all (if any) court documents to the Texas Department of State Health Services for application of the Medical Radiologic Technologists licensure.*

**Both certification by ARRT and licensure by the TDSHS are required for employment in the state of Texas.*

Academic Advising

Each radiologic technology student will be assigned to a faculty member who will act as his or her primary academic advisor, although all program students should feel free to seek assistance from *any* program faculty member. Each advisor will have regularly scheduled office hours which are posted and other hours by appointment.

If a student plans to seek employment in addition to carrying a full-time academic load, this should be discussed with his or her adviser. A realistic workload is recommended. Under no circumstances should employment schedules interfere with academic or clinical responsibility.

Regularly scheduled classroom, laboratory, and clinical activities may not exceed 40 hours per week.

Academic Responsibilities and Standards

Textbooks

Each student is responsible for purchasing the required textbooks before the second meeting of the class. Because the same textbook may be used again in later courses, it is strongly recommended that before selling books, a student consult the radiologic technology faculty who will be teaching future courses.

Assignments

Each student is responsible for completing all reading, written, and oral assignments made

by the faculty. If a student is absent from class for any reason, he or she is still responsible for the material disseminated in class.

Classroom Etiquette

Each student is responsible for learning the content of any course in which he or she is enrolled and for respecting the rights of fellow students in the classroom.

The instructor has the right to request any disruptive student to leave the classroom. Continued misbehavior in the classroom is cause for disciplinary action.

The use of any tobacco product, pagers, **cell phones**, and the presence of children or pets are prohibited in the classroom and/or the laboratory.

***Absolutely no TEXTING in class or clinicals!! No cell phones are allowed in class or clinicals!!**

General Safety Information

Personal Safety Responsibilities

All members of the Del Mar College community have a responsibility for personal safety. The College actively seeks to maintain a safe environment. Each person must take precautions for his or her own safety. Students should do whatever possible to abide by the College's safety efforts.

Members of the Del Mar College community have a responsibility to bring to the attention of College authorities any criminal activity or safety hazards on campus. This action assists officials in making Del Mar College a safer place. College officials can determine whether to investigate the matter or to involve the Corpus Christi Police Department. College officials respond to safety needs in an appropriate fashion, such as providing better lighting in dark areas of the campus.

Drug Free/Weapon Free

The College has designated itself as a drug free/weapon free institution. Students are reminded that the Texas concealed handgun law prohibits possession of such weapons in any

educational institution. College policy prohibits the use, sale, distribution, or possession of alcoholic beverages, drugs, or controlled substances while on College property or at any authorized activity sponsored by or for any College-related organization, whether on or off the campus. The Standards of Student Conduct are found both in the Catalog and in the Student Handbook and Calendar.

Violators may be expelled from classes and violations reported to the Corpus Christi Police Department.

The College has designated all its buildings as smoke free. The College's smoking policy applies to all employees, students, and the general public. Del Mar College has policies prohibiting weapons on College property. Violators may be expelled from classes and violations reported to the Corpus Christi Police Department (per Board Policy B7.13.4.13 and B7.13.5.5).

Common Crimes on Campus

The most common crimes on campus involve the theft of books or personal items which are unattended or unsecured. Portable items, especially those that are easily sold, are popular targets. Please make every effort to protect your belongings. Be especially careful of securing your automobile.

Del Mar College is an open, public campus and does not seek to limit public access. As such, the College is not immune to crimes that occur throughout Corpus Christi. The College will provide regular safety seminars for students and employees. These will be announced ahead of time in campus publications.

Where to Report Crime

Crimes on the East Campus should be reported to the Campus Security Station (698-1199 for emergencies or 698-1946 for non-emergencies) or to the Office of the Vice President of Student Development (698-1277) located in Room 235 on the second floor of the Harvin Student Center. The College has a 24-hour Campus Security Station at Naples and Kosar streets in the Physical Facilities Office. Crimes in progress must be reported immediately. Students should dial 911 if a major crime is in progress and then contact Del Mar College authorities at extension 1199.

Emergency and Assistance call boxes, mounted on light poles or in free-standing blue pedestals, may be used to request help during an emergency, to request personal escorts, or for any assistance or information needed. The call boxes are located on both the East and West Campuses, as well as the Del Mar College Annex. For current locations in these areas, please call (361) 698-1946 day or night. When using a call box, be prepared to state your name, location and the nature of your emergency.

At off-campus sites, the local police should be contacted if major incidents arise.

Security Services

Del Mar College provides security service 24 hours per day, seven days a week. During working hours, students may approach office personnel to contact campus authorities, or to dial 911 to ask for emergency assistance.

Officers can assist you with escorts, locating your vehicle, calling a family member, and providing directions on handling theft reports, accident reports, medical situations, and disturbances. Students are encouraged to park in properly marked spaces. In an effort to control parking problems, officers are required to issue tickets for parking violations.

Statistics

The Crime Awareness and Campus Security Act of 1990 requires educational institutions to keep and to report statistics of certain crimes occurring on campus which are reported to campus authorities during the immediate past year.

Current campus security statistics may also be found for Del Mar College and other institutions at the Web site of the Office of Postsecondary Education, U.S. Department of Education.

Confidentiality is protected for persons reporting potential criminal acts to the Director of Environmental Health, Safety & Risk Management at (361) 698-1641.

Del Mar College employs Guardsmark for campus patrol and enforcement of Del Mar College policies on public safety and security. The College requests that any crimes be reported promptly to the Del Mar College Security Office at 698-1199 (emergency) or 698-1946 (non-emergency). The Security Office will then contact the Corpus Christi Police Department through

the appropriate channels. Other appropriate State or Federal law enforcement officials will be contacted when appropriate.

The College also employs off-duty Corpus Christi Police Officers to assist with issues of a criminal nature, to make arrests, and to maintain a direct link with the Corpus Christi Police Department.

Fliers are circulated during registration for each semester to inform students and employees about campus security procedures and practices to encourage responsibility for personal and community safety.

If student organizations which are officially recognized by the College are involved in activities at off-campus locations, information on criminal activity for those locations will be collected through Del Mar College Security and Corpus Christi Police Department or the jurisdictional police department of locations outside Corpus Christi, Texas.

Important Safety Tips

- Always lock your automobile. Never leave valuables visible in your car. Be sure windows are up, the trunk is closed, and your keys are with you
- Always walk to your car with friends. If walking alone, stay with the crowd, walk in well-lighted areas or contact security for an escort. Walk near the curb, avoid shrubbery or other place of concealment.
- Always be aware of your surroundings. Study the campus with respect to routes between your car and class/activities schedule. Know where emergency call boxes are located on the campus.
- Be careful when people in a car stop and ask you for directions. Always reply from a distance; never get too close to the car.
- Always have your keys ready when approaching your vehicle; carry a small flashlight. Check your vehicle before you enter, and lock the doors once safely inside.
- If your automobile will not start or you have locked your keys inside, contact security. Do not rely on a stranger.
- If you are confronted by a stranger, use your best judgment. Remember, no property, regardless of its value, is worth risking your personal safety.
- If you think you are being followed by another car, drive to the nearest police station, fire station, gas station, or well-lighted place and summon help.
- If you feel you are being harassed while on campus, join another student or a group of students. Ask someone to contact security. If possible, activate the nearest call box and inform security of the situation.

- Never lose sight of your backpack, books, or personal belongings. Use lockers when available.
- In the event of an evacuation, please follow the professor's instructions. Depending on the nature of the evacuation, you may be redirected to a safer location. Always take your personal belongings with you unless directed otherwise.

Pregnancy Policy

The intent of this pregnancy policy is not meant to be discriminatory in any manner.

A woman who has voluntarily informed her Program Director, in writing of her pregnancy and the estimated date of conception is considered a declared pregnant student.

A woman who does not wish to declare a pregnancy will continue the program without any modifications, continue to wear her primary radiation monitoring device at the level of the collar, and her occupational dose limit will apply.

Pregnancy Declaration

Once a student has declared a pregnancy, this policy will be implemented at the time a written declaration is received with estimated date of conception.

After counseling with the Program Director and Radiation Safety Officer, a student may elect to one or more of the following:

1. Withdraw from clinical education with an "Incomplete" but remain in all didactic activities for semesters in which pregnancy exists.
2. Remain in the program without any modifications (ex. change in clinical rotation schedule) under the following conditions:
 - a. The student will be issued a secondary, fetal film badge to be worn on the abdomen in addition to her own. She will wear both film badges at all times in the clinical or laboratory settings. The equivalent dose limit to the embryo/fetus will not exceed 0.5 rem (5.0 mSv) for the entire pregnancy or 0.05rem (0.5mSv) for the monthly dose. *If a woman chooses not to declare pregnancy, the occupational dose applies.
 - b. The student will supply the Program Director a statement of health from an attending physician attesting to the student's health and ability to continue with the program.
3. Provide a written withdrawal of declaration of pregnancy.

Laboratory Policies and Procedures

Due to the nature of energized equipment and the potential danger it presents, students must comply with the following rule and regulations. The laboratory is an educational environment.

1. A RT faculty member must be available before any equipment can be energized.
2. Film badges are to be worn at all times while in an energized environment.
3. Under no circumstances are students allowed to make an exposure in the laboratory without a faculty member present.
4. All equipment or processors problems will be reported to a faculty.
5. Students are responsible for the return of any equipment or materials used to its proper place. An area clean up must be accomplished before leaving the laboratory. Laboratory grades will be reflective of this.
6. Attendance and make up policies are included in the course syllabus and will be strictly enforced.
7. All students must bring right and left lead letter markers to each laboratory class.
8. There will be no eating, drinking, or smoking allowed during an energized laboratory session.
9. All students are encouraged to utilize the laboratory outside of scheduled class time. Appointments must be made with a radiology faculty. Students will have the opportunity to practice during an open lab session with prior permission from the instructor. Available day(s) and times will be provided.
10. Any reported disturbances will result in loss of laboratory privileges for the involved students.

Laboratory Radiation Safety Procedures

1. Film badges will be worn at all times. No student will be allowed to remain in an energized laboratory without his or her film badge.
2. No exposure will be made on humans or pets.
3. All students will leave the exposure room and close the door to the exposure room before any exposure is made.

Care and Maintenance of Equipment

1. Malfunctioning equipment will NOT be used or attempts to repair will NOT be allowed.
2. All malfunctioning radiographic equipment or processor will be reported to faculty.
3. All equipment and circuit breakers will be turned off before leaving the laboratory.
4. All tubes must be warmed up according to posted instruction and all locks must be released before moving equipment.
5. **All accessories (phantoms, cassettes, etc.) will be returned to storage.**
6. At the end of the laboratory course day, failure to maintain cleanliness of the assigned laboratory room will result in a reduction in the laboratory grade.
7. A faculty will be notified when a low film supply is noted.
8. **UNDER NO CIRCUMSTANCE SHALL A STUDENT OPEN A COMPUTED RADIOGRAPHY CASSETTE.**

Radiation Protection Program

Purpose:

This program follows 25 Texas Administrative Code, 289.202 (TRCR Part 21), Standards for Protection Against Radiation, Texas Regulations for Control of Radiation (effective June 1, 1996) and review annually.

This program is designed to safeguard the health and safety of Radiographic Technology Students associated with educational activities.

Scope:

The Radiologic Technology Program, Del Mar College will control the occupational dose to students and faculty to the following dose limits.

1. The annual limit will be the total effective dose equivalent being equal to five rems.
2. The assigned deep dose equivalent and shallow dose equivalent will be for the portion of the body receiving the highest exposure.
3. The Radiologic Technology Program, Del Mar College will record the exposure date for the current year on TRC Form 21-3, or other clear and legible record, of all the information required on that form.

Dose to an embryo/fetus:

If a woman declares her pregnancy, the Radiologic Technology Program, Del Mar College will ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem. If a woman chooses not to declare pregnancy, the occupational dose limits of 5 rems are applicable to the woman.

The Radiologic Technology Program, Del Mar College will make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman so as to satisfy the limit of 0.5 rem.

The dose to an embryo/fetus will be taken as the dose that is most representative of the dose to the embryo/fetus from external radiation, that is, in the mother's lower torso region.

If by the time the woman declares pregnancy to the Radiologic Technology Program, Del Mar College, and the dose to the embryo/fetus has exceeded 0.45 rem, the program will be deemed to be in compliance with the dose limit, if the additional dose to the embryo/fetus does not exceed 0.05 rem during the remainder of the pregnancy.

Records of a radiation protection program:

The Radiologic Technology Program, Del Mar College will retain the records required for three years after the record is made.

Records of individual monitoring results will include, when applicable to the deep dose equivalent to the whole body and the total effective dose equivalent.

The Radiologic Technology Program, Del Mar College will maintain the records specified on TRC Form 21-3, in accordance with the instructions, or in clear and legible records containing all the information required by this form.

Notifications and reports to individuals will be in writing, include the name of the college, the individual's name and identification number. Additionally, this notification or report will include the individual's exposure information, and contain the following statement: "This report is furnished to you under the provisions of the Texas Regulations for Control of Radiation, 25 Texas Administrative Code 289.202".

The Radiologic Technology Program's Safety Officer will advise *each* student annually of the student's dose as shown in records maintained by the program.

Request for written reports will be furnished within 30 days from the date of the request, or within 30 days after the dose of the individual has been determined by the program, whichever is later.

Radiation Monitoring Badge

A Radiation Monitoring badge is provided to the students each month for the purpose of monitoring radiation exposure. Students must wear the film badge while on clinical assignments and while in the energized x-ray laboratory. Students will not be allowed in either area without the film badge. The dosimetry badge is to be worn on the collar and is to be replaced each month. The Del Mar College dosimetry badge will not be worn when employed by another health care facility.

Dosimetry badges are to be exchanged each month at Del Mar College, in Health Science building 3, classroom #117. Dosimetry badges are due on the last class day of each month. The Radiation Safety Officer will provide the most current Dosimetry Report available for the student to read. Students who have read the report must indicate that they have read their radiation readings by initialing the report. If an individual student's monthly deep dose film badge reading exceeds **0.417 rem, or 4174mrem (5 rem, divide by 12 months)**, the Program Director will review the report with the student to identify the probable cause of the reading. Students may change their dosimetry badges during this time period. *Students must be wearing a current dosimetry badge on the first day of the month.* The exception will be upon return from the Christmas Holidays and the month of May, when there is a school break between semesters.

Should a student come to the clinical area or the x-ray laboratory without a current dosimetry badge, that student will be asked to leave the area and receive an absence for that day.

Proper care of the dosimetry badge is the responsibility of the individual student. Any discrepancy which might affect the dosimetry badge reading should be reported immediately to the Program Director. Dosimetry badges must be turned in prior to receiving semester grades or graduation.

Note: Failure to turn in the previous month's dosimetry badge on the required day will result in deduction of points from the Professional Responsibility portion of the student's clinical grade.

Radiation Safety and Repeat Policy:

- I. Each student has the opportunity to review and initial the Dosimetry report each month.

If an individual student's monthly *deep dose* reading in that report exceeds .417 rem, or 417mrem, the Program Director will review the report with the student to identify probable cause of the high reading.
- II. All Students perform procedures with direct supervision until they are deemed competent in a given procedure. After they are deemed competent, they may perform the procedure with indirect supervision.

ALL REPEATED EXAMINATION OR VIEWS WILL BE DONE UNDER DIRECT SUPERVISION OF A REGISTER TECHNOLOGIST.

All surgery and portable work must be done with direct supervision.

All radiographs will be reviewed by a Register Technologists prior to being turned into the Radiologist.

- III. Direct supervision means that a Registered Technologists is standing by and watching the procedure being performed.

Indirect supervision means that a Register Technologist is available to render any assistance and review the radiographs.

Clinical Education

Confidential Information

All hospital and patient information are confidential in nature. Request for information concerning a patient should be referred to the Clinical Supervisor or designated hospital's Information Officer/Radiology Supervisor. Students are expected to abide by Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain the confidentiality in a professional and legal manner. Students will be expected to sign a confidentiality statement at each clinical education site for the release of information. Request for images, are to be made for educational purposes ONLY. All requests should be approved by the Radiology Department Supervisor of the sponsoring institution. All patient information must be removed prior to removing images from the clinical education setting. Images are to be used for educational purposes ONLY, and are to be delivered to a Radiologic Technology Program faculty member for use in the laboratory. Students are NOT allowed to keep or transmit copies of ANY radiographic images produced in the clinical education setting.

Malpractice Insurance

Due to direct patient contact, it is required that students have professional liability insurance. Professional liability insurance provided by group coverage through Del Mar College and is charged to the student as a special fee each semester at registration.

Accidents

All accidents that occur while on Clinical assignments resulting in patient, hospital personnel, or personal injury and/or damage to equipment must be reported immediately to the Clinical Supervisor and Radiologic Technology Program Director. Students will be required to understand the safest methods of properly performing routine radiographic procedures before undertaking them.

Communicable Disease Policy

If a student be exposed to a communicable disease while in clinical education, the student shall report the incident to the faculty, fill out an incident report and be referred to the health nurse of that particular facility. Any treatment or expense incurred is the students' responsibility. Students have a right to refuse treatment.

Should a student contract a communicable disease the student will need a release by their physician before being allowed to participate in educational activities.

Conduct

The Clinical Affiliations reserve the right to refuse admission to any Radiologic Technology Student who is involved in any activity not considered professional or conducive to proper patient care.

Performance Evaluations

Student Performance Evaluations are based upon specified levels of technical and professional competency and provides an opportunity for guidance and assistance for continuous, quality improvement, during the course of the program in clinical education. Student performance evaluations affect clinical education grades.

Meals

Coffee breaks and lunch schedules will be assigned at the discretion of the Clinical Supervisor.

Side Indicators

(Letter Markers)

Students will use their own numbered right and left DMC letter markers obtained during the first week to properly identify radiographic procedures they perform. **DMC letter markers may ONLY be used during enrollment of the DMC Radiologic Technology Program, during scheduled laboratory and clinical times.** Students who have completed or who have been dismissed from the DMC Radiologic Technology Program may not falsely represent the program by using DMC letter markers.

Necessary Telephone Numbers

Radiologic Technology Program	698-2858
Program Director	698-2828
Corpus Christi Medical Center -Doctor's	761-1400
Christus Spohn Hospital-Shoreline	881-3005
Christus Spohn Hospital - Memorial	902-4097
Driscoll Children's Hospital	694-5248
Christus Spohn Hospital- South	985-5052
Corpus Christi Medical Center- Bay Area	761-1200
Radiology Associates	887-7000
Radiology and Imaging of South Texas	888-6684
North Bay Hospital	776-7461

Policy for Supervision of Clinical Students

Student radiographers must be supervised at all times.

All radiographs taken by students must be checked and evaluated by a certified radiographer, quality control technologist or clinical instructor prior to the patient leaving the department and submission of the radiographs to the radiologist for interpretation.

Student radiographers must be Directly supervised for the first part of the clinical experience. Only after competency is achieved on any given procedure will the student be Indirectly supervised on that procedure by the staff radiographer and/or clinical educational instructor. Students will be directly supervised in the Operating Suite and on ALL mobile radiography procedures.

Students must not take the place of staff radiographers.

Definitions of Supervision

1. **Direct supervision.** Until the student radiographer achieves the required proficiency in a given procedure, all clinical assignments must be carried out under the direct supervision or qualified certified radiographers. The following are the parameters of direct supervision.
 - a. A qualified certified radiographer or clinical instructor reviews the request for the radiographic procedure to determine the student's ability to perform the procedure and to determine if assistance is needed.
 - b. The qualified radiographer or clinical instructor evaluates the condition of the patient in relation to the student's proficiency.
 - c. The process of see one, help with one, do one shall be followed when possible. The Student Record of Clinical Experience form will be used for this purpose. When the student observes a procedure, an "O" for observation is noted, and no further action is required.

When student is assisted by an instructor, or the student assists the instructor, an "A" for assisted will be noted, this indicates that the student was directly supervised, the radiographer or clinical instructor initials or signature will appear on the form.

A "P" for performed by the student indicates that the procedure was done with no assistance, the radiographer or clinical instructor initials or signature will appear on the form. No "P" for a given procedures should be noted until several "O", followed by at least one "A" for that procedure is noted.

- d. The qualified radiographer or clinical instructor reviews and approves the completed radiographs.
- e. Unsatisfactory examinations must be repeated only under direct supervision and in the presence of a qualified supervising radiographer or clinical instructor.
- f. It is the student's responsibility to assure that direct supervision is provided. This will be done by assuring that the supervising radiographer's initials or name is listed on the procedures form.

- g. *Failure to record the technologist's initials or name will result in severe actions. The student will be given a counseling form on the first occasion that the student does not obtain direct supervision. The student will be placed on probation on the second occasion that the student does not obtain direct supervision. The student will be released from the program for failure to follow safety regulation on the third occasion that the student fails to obtain direct supervision for a repeated examination.***
 - h. A repeat rate analysis will be documented for each student monthly starting the second clinical semester.**
- 2. Indirect supervision. A qualified certified radiographer or clinical instructor must be immediately available to assist the student regardless of the level of achievement.**

Appendix I

Radiography Clinical Competency Requirements						
Radiologic Procedure	Mandatory	Elective	Date Completed	Patient	Simulated	Competence Verified by
Chest and Thorax						
Chest, routine	M					
Chest AP (WC or stretcher)	M					
Ribs	M					
Chest Lateral Decubitus		E				
Sternum		E				
Upper Airway (Soft Tissue Neck)		E				
Upper Extremities						
Thumb or Finger	M					
Hand	M					
Wrist	M					
Forearm	M					
Elbow	M					
Humerus	M					
Shoulder	M					
Trauma: Shoulder (Scapular Y, Transthoracic or Axillary)	M					
Clavicle	E					
Scapula	E					
AC Joints	E					
Trauma: Upper extremity						

Radiographic Procedures(cont.)

Lower Extremity	Mandatory	Elective	Date completed	Patient	Simulated	Competence Verified By
Foot	M					
Ankle	M					
Knee	M					
Tibia-Fibula	M					
Femur	M					
Trauma: Lower Extremity *	M					
Patella		E				
Calcaneus (Os Calcis)		E				
Toe(s)		E				
Cranium						
Skull	M					
Paranasal Sinuses	M					
Facial bones		E				
Orbits		E				
Zygomatic Arches		E				
Nasal bones		E				
Mandible (Panorex acceptable)		E				

Radiography Clinical Competency Requirements

(non shoulder)	M					
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Spine and Pelvis	Mandatory	Elective	Date Completed	Patient	Simulated	Verified By
Cervical Spine	M					
Trauma: Cervical Spine (Cross-Table Lateral)*	M					
Thoracic Spine	M					
Lumbosacral Spine	M					
Pelvis	M					
Hip	M					
Cross Table Lateral Hip	M					
Sacrum and/or Coccyx		E				
Scoliosis Series		E				
Sacroiliac Joints		E				
Abdomen						
Abdomen Supine (KUB)	M					
Abdomen Decubitus or Upright	M					
Intravenous Urography		E				

Radiological Procedures (cont.)						
Fluoroscopy Studies	Mandatory	Elective	Date completed	Patient	Simulated	Competence Verified By
Upper GI Series (Single or Double Contrast)	M					
Barium Enema (Single or Double Contrast)	M					
Small Bowel Series		E				
Esophagus		E				
Cystography/Cystourethrography		E				
ERCP		E				
Myelography		E				
Arthrography		E				
Surgical Studies						
C-Arm Procedures	M					
Surgical Cholangiography		E				
Retrograde Pyelography		E				
Mobile Studies						
Chest	M					
Abdomen	M					
Orthopedic	M					

Radiological Procedures (cont.)

Pediatrics (age 6 or younger	Mandatory	Elective	Date completed	Patient	Simulated	Verified By
Chest Routine	M					
Upper Extremity		E				
Lower Extremity		E				
Abdomen		E				
Mobile Studies		E				
General Patient Care						
CPR	M					
Vital Signs (blood Pressure, pulse, respiration, temperature)	M					
Sterile and aseptic technique	M					
Venipuncture	M					
Transfer of patient	M					
Care of patient medical equipment (e.g., oxygen tank, IV tubing)	M					

Appendix II

Clinical Assignment Sheet For _ Hospital

Student Name	Student #1	Student #2	Student #3	Student #4
Drivers license				
Date Verification				
Health Information				
Physician Statement to Attend Program Date				
Date of last PPD (within the past year)				
Hepatitis B Vaccine Confirmation Date				
Declined Date of Hep B				
MMR Immunizations Confirmation Date				
Varicella titer or positive history				
Education				
City Wide Orientation Completion Date AND/OR				
Hospital Orientation Date				
CPR Card Expiration Date				
Background Investigation				
Motor Vehicle				
Social Security Number Verification				
Criminal Search up to 7 years or up to 5 searches				
Employment Verification (last 2)				
HHS/OIG/GSA list of excluded individuals				
Texas HHS list of excluded individuals				
Violation sexual offender and predator registry				
Education Verification (highest degree)				

School Representative Filling Out Form and Title: _____

Dates on Clinicals (example: M, W, F starting 1/1/11 finishing 4/1/11):

 Floor or Department Utilizing (4th, 8th, Radiology, PT etc): _____

Appendix III

DEL MAR COLLEGE

DEPARTMENT OF DENTAL AND IMAGING TECHNOLOGY POLICY FOR CRIMINAL BACKGROUND SCREENING

Del Mar College adheres to the policies of all clinical facilities with which the programs are affiliated for student clinical learning experiences. Many clinical facilities and school districts require criminal background screening of all students.

Purpose

Some clinical agencies used by Del Mar College stipulate in the clinical affiliation agreements with Del Mar College that students' criminal background be prescreened before they are permitted into the clinical facility. This prescreening requirement is the same as that required of employees of public and private clinical agencies. The rationale for this requirement for clinical students is based on the concept of due diligence and competency assessments of all individuals whose assignments bring them in contact with patients and employees. Competency assessment extends beyond technical skills to include an individual's past behavior as indicated by their criminal history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management. Moreover, the public is demanding greater diligence in light of the national reports of deaths resulting from medical errors. Successful completion of a background check does not guarantee licensure or employment after graduation. Full acceptance into the program is contingent upon satisfactory results.

Timing

All background checks will be conducted as a condition of full acceptance into the Del Mar College programs and all clinical courses. Verification must be received from the designated company **prior** to being fully admitted to the program. The results will be accepted for the duration of the student's enrollment in the program if the participating student has not had a break in the program and if the student has had no convictions while enrolled. A break in enrollment is defined as nonattendance of one full semester or more. Attendance must be verifiable through the College.

The Department of Dental and Imaging Technology will designate the company selected to do the criminal background screening. The Program will not accept criminal

background screening results from any company other than the designated by the Department of Dental and Imaging Technology. The student will pay for the cost of the criminal background screening at the time of the screening. The cost is non-refundable.

Process

Criminal background checks will be performed by an external vendor and will review the student's criminal history. The check should include the cities and counties of all known residences. Criminal background checks must include a person's criminal history for seven years prior to the date of application. The following histories will disqualify an individual from consideration for admission in the program.

- Misdemeanor convictions/deferred adjudication or felony convictions/deferred adjudication involving crimes against persons;
- Misdemeanor convictions/deferred adjudication related to moral turpitude;
- Misdemeanor/felony convictions/deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances;
- Registered sex offenders.

Individuals with any of the above histories will not be eligible to enroll in the program and if the history is discovered or a conviction occurs after enrollment, the student will be required to withdraw from the program. A student who is convicted of a criminal offence while enrolled in the program must report the conviction to the Program Director within three days of the conviction. The term conviction for these purposes includes probated sentences and deferred adjudications.

Notes:

1. The student should be aware that the disqualifications listed above are used for employment eligibility by most hospitals in Texas.
2. Completion of a specific program will be determined by student's ability to successfully complete the required clinical rotations.
3. Clinical rotations are completed at sites specified by and contracted with Del Mar College. Del Mar College will not locate or provide alternative sites for clinical rotations for student ineligible to attend clinical rotations at specific sites.

Compliance and Record Keeping

- The vendor will notify Del Mar College Program Director of all individuals who fail a criminal background check.
- Verification sent by the vendor to Del Mar College will include only the student's name and social security number.
- The Del Mar College Program Director will send verification on adherence to the policy to the clinical affiliate prior to the clinical rotation start date.

Verification is accomplished by sending a letter from the Program Director stating that these standards has been met by the student, listing the student's full name and clinical rotation start date. If more than one student is attending a clinical rotation, a comprehensive list with all of the student's names may be submitted.

Notes:

Verification information will be filed in a secured area to ensure confidentiality. In the event that the student feels that an error has been made in the results of the criminal background check, it is the responsibility of the student to contact the external vendor for a verification check and the student is responsible for any cost associated with this check. Other than error relative to identify, there will be no appeal of this policy.

Sample CLEAR Background Screen

CRIMINAL	
SEX OFFENDER, US CLEAR	
NUECES, TX CLEAR	
TRAVIS, TX CLEAR	
DPS STATEWIDE, TX CLEAR	
EMPLOYMENT	
ABC Hospital	VERIFIED
MEDICARE INTEGRITY CHECK	
MEDICARE INTEGRITY CHECK	COMPLETE
IDENTITY VERIFICATION	
SOCIAL VERIFICATION	VERIFIED

Sample NOT CLEAR Background Screen

CRIMINAL	
SEX OFFENDER, US CLEAR	
NUECES, TX RECORD FOUND (MISDEMEANOR)	
DPS STATEWIDE, TX RECORD FOUND	
EMPLOYMENT	
ABC Hospital	VERIFIED
MEDICARE INTEGRITY CHECK	
MEDICARE INTEGRITY CHECK	COMPLETE
IDENTITY VERIFICATION	
SOCIAL VERIFICATION	VERIFIED

Appendix IV

Cost Estimates for Radiologic Technology Program (*Tuition Fees are Subject to Change*)

Course	Schedule for Summer Two	Cohort	1st Year
RADR 1309 (3)	Introduction to Radiology, Patient Care	Freshmen	\$459 In-district
RADR 1311 (3)	Basic Radiographic Procedures	Freshmen	\$1059 Out-district

Course	Schedule for Fall Semester	Cohort	1st Year
RADR 1260(2)	Clinical	Freshmen	9 Semester hours
RADR 2301 (3)	Intermediate Radiologic Procedures	Freshmen	In-district= \$660.00
RADR 2309 (3)	Radiographic Imaging Equipment	Freshmen	Out-district= \$1560

Course	Schedule for Spring	Cohort	1st Year
RADR 1261 (2)	Clinical	Freshmen	9 Semester hours
RADR 1313 (3)	Principles of Radiographic Imaging	Freshmen	In-district
RADR 2431 (4)	Advance Radiographic Procedures	Freshmen	Out-district

Course	Schedule for Summer One	Cohort	1st Year
RADR 1262 (2)	Clinical	Freshmen	\$258 In-district
RADR 2217 (2)	Radiographic Pathology	Freshmen	\$558 Out-district
Course	Schedule for Summer Two	Cohort	2nd Year
RADR 2260 (2)	Clinical	Sophomore	\$258 In-district
RADR 2217 (2)	Radiographic Pathology	Sophomore	\$558 Out-district

Course	Schedule for Fall Semester	Cohort	2nd Year
RADR 2361 (2)	Clinical	Sophomore	9 semester hours
RADR 2305 (3)	Radiographic Imaging II	Sophomore	In-district= \$660
RADR 2333 (3)	Advance Medical Imaging	Sophomore	Out-district= \$1560

Course	Schedule for Spring	Cohort	2nd Year
RADR 2362(2)	Clinical	Sophomore	9 semester hours
RADR 2313 (3)	Radiation Protection/Biology	Sophomore	In-district
RADR 2335	Radiologic Technology- Seminar	Sophomore	Out-district

	General Education		
HPRS 1204 (2)	Basic Health Profession Skills		3 semester hours
HPRS 1106 (1)			In district= \$660
BIOL 2401 (4)	Human Anatomy and Physiology I		Out-district= \$1560
ENGL 1301 (3)	Composition I		
Humanities or Visual Arts (3)	Elective		
MATH 1314 (3)	College Algebra or higher		
Social Behavioral (3)	Elective		
SPCH 1315 or SPCH 1318 (3)	Public Speaking or Intrapersonal Communication		
POFI 1301 or ITSC 1309 (3)	Computer Applications or Integrated Software Applications		

Supplies	Estimated Cost	Quantity	Approx. Total
Landau Galaxy Blue Top	\$25	3	\$75
Landau Galaxy Blue Pant	\$25	3	\$75
Student Lab Coat	\$30	1	\$30
DMC Rad. Tech. Program Patch	\$4	4	\$16
Calculator	\$12	1	\$12
White Leather Shoes	Varies		Varies
Small Spiral	\$5	1	\$5
Lead Letter Markers	\$25	1 set	\$25
Online Comp. Management Sys.	\$75	1	\$75

***All Radiologic Technology didactic courses are in conducted in the classroom with hybrid on-line or computer applications. Although internet services are not mandatory, they are extremely beneficial. Students are strongly encouraged to utilize the campus computer laboratories and library for downloading notes or completing on-line assignments.**

***The Typhon On-line Management system must be purchased prior to the first day of the first Fall semester.**

Appendix V
DEL MAR COLLEGE
RADIOLOGIC TECHNOLOGY
BOOK LIST 2011 – 2013

1. Adler, Arlene M. And Carlton, Richard R. Introduction to Radiography and Patient Care. latest edition, Saunders.
2. Bushong, Stewart C., Radiologic Science for Technologists Physics, Biology, and Protection, 8th edition, 2008, ISBN 0323048374.
3. Bontrager, Kenneth. Textbook of Radiographic Positioning and Related Anatomy. Mosby, Inc. 7th edition, 2009; ISBN: 0323054102
4. Bontrager, Kenneth L., Lampignano, John P. Radiographic Positioning and Related Anatomy: Workbook and Laboratory Manual. Mosby, Inc., 7th edition, 2009.
ISBN#:9780323054119
5. Statkiewicz-Shere, Visconti, Paul J., Ritenour. Radiation Protection in Medical Radiography, Mosby, Inc., latest edition.
6. Mace, J. D. & Kowalczyk, N. Radiographic Pathology for Technologists, Mosby, 2008, ISBN 0323048870
7. Fosbinder, R. & Orth, D. Essentials of Radiologic Science, Lippincott, Williams & Wilkins, 2011 ISBN 978-0-7817-7554-0
8. Fosbinder, R. & Orth, D. Essentials of Radiologic Science: Workbook, Lippincott, Williams, & Wilkins, 2011

Recommended Textbook: (RADR 1313)*

Fuch's Radiographic Exposure, Processing and Quality Control. latest edition.

Carlton, Richard R. And Adler, Arlene M. **Principles of Radiologic Imaging, An Art and Science,** Albany, NY: Del Mar Publishers, latest edition

Semester Book Use		
Freshmen Summer II, 2009	RADR 1309 & RADR 1311	1, 2, 3, &4
Freshmen Fall, 2009	RADR 2301 & RADR 2309	2, 3, 4
Freshmen Spring, 2010	RADR 2331& RADR 1313*	2, 3, 4
Freshmen, Summer I, 2010	RADR 2217	6
Sophomore Summer II, 2010	RADR 2217	6
Sophomore Fall, 2010	RADR 2305 & RADR 2313	2 & 5
Sophomore Spring, 2011	RADR 2333 & RADR 2335	All Textbooks

**Release of Del Mar College Radiologic Technology Program Student
Information for Clinical Education Sites**

**I, _____, authorize the Del Mar College Radiologic
Technology Program to verify and release my Immunization, Background
Screen, and Hospital Orientation records, as listed in Exhibit C, Appendix II
of the Del Mar College Radiologic Student Handbook of 2011-2013, and as
required in the affiliation agreement between Del Mar College and the
supporting clinical education sites for clinical education training and
safety.**

Student Signature _____

Student's Printed Name _____

Date _____

Witness _____

Program Faculty _____

**Statement of Understanding and Acceptance of Del Mar College
Radiologic Technology Program Policies**

I, _____, have read, understand, and will comply with the information that has been provided to me in the Del Mar College Radiologic Technology Program 2011-2013 Student Handbook. I understand that revision may be made to the handbook, during the course of enrollment of the program, and I am obligated to comply with such revisions.

Student Signature _____

Student Printed Name _____

Date _____