



# OSPITAL NG PARAÑAQUE



Document Code: <b>OSPAR- ANCI- RAD-2022-09</b>
Issue Date: Affectivity Date: 2022 Revision 2008,2014,2022
Section / Department <b>RADIOLOGY DEPARTMENT</b>
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<b>ANCILLARY DIVISION APPROVAL MATRIX</b>	
Policy Title: <b>POLICY ON CLINICAL EDUCATION TRAINING PROGRAM</b>	
Prepared By:  <b>Rosinante C. Garcia, RRT,MPA</b> <b>Radiologic Technologist IV</b>  Justin Joseph M. Aranda, RRT <b>Radiologic Technologist II</b>	Reviewed By:  Dondée P. Mojica MD.FPCR <b>Chief Radiologist</b>  Redentor P. Alquiros, M.D. <b>Chief of Clinics</b>

## VI. CLINICAL EDUCATION TRAINING PROGRAM

### BS RADIOLOGIC TECHNOLOGY LEVEL 4

#### A. OBJECTIVES

Upon completion of the clinical training / internship program, BS Radiologic Technology students MUST:

1. Correlate and apply theoretical knowledge on anatomy & physiology, radiographic positioning & procedures, and radiographic techniques to actual clinical practice in diagnostic imaging
2. Emphasize the importance of and practice the principles and laws on radiation biology and protection
3. Formulate a systematic strategy in selecting technical exposure factors to produce optimal diagnostic images
4. Practice professional judgment with critical thinking in performing radiologic examinations
5. Exhibit ethics and jurisprudence ideal of a licensed professional
6. Acknowledge the value of continuing professional development and radiological sciences innovation

#### B. REQUIREMENTS FOR PROGRAM ADMISSION:

1. Proof of registration (e.g.: Assessment form issued by the school registrar)
2. Proof of full vaccination against Covid-19
3. Accomplished waiver regarding non-liability (fully understood and signed by parent/guardian, college dean / program chair, and the student enrolled)
4. Endorsement letter from the clinical instructor and college dean/program chair
5. Duly accomplished personal data sheet (CS Form 212, Revised 2017)
6. Passport size (x1); and 1x1" picture



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7. ¼ size index card
8. Student evaluation portfolio

## C. MERITS AND OFFENSES

1. Merits are given to students who:
  - a. Exhibit exemplary character and deportment
  - b. Attain outstanding achievement(s), whether clinical or academic
  - c. Has exceptional regard or distinction
  - d. Renders invaluable time & effort to relevant and indispensable events

Note: Merits will not diminish the extended hours resulting from absence, tardiness, or other pertinent violations or sanctions.

The following acts and offenses committed within the personal premises (on duty or off duty) warrant disciplinary actions:

- e. Smoking – termination from the program
- f. Gambling – termination from the program
- g. Alcohol intoxication – termination from the program
- h. Carrying deadly weapons – termination from the program
- i. Mauling and/or inflicting injury – termination from the program
- j. Possession or use of prohibited drugs – termination from the program
- k. Sexual involvement and/or harassment – termination from the program



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- I. Vandalism/wilful destruction of hospital property – termination from the program plus responsible for the repair and/or purchase of the property
- m. Stealing – termination from the program
- n. Immorality – termination from the program
- o. Issuing certificates or give out statements to the press or outside agencies concerning patients in the hospital – termination from the program
- p. Insubordination and discourtesy to superiors, hospital personnel, doctors, patients and their companion – thirty-six (36) hours make-up duty
- q. Using cellular phone within the workplace and during duty hours – twenty-four (24) hours make-up duty
- r. Sleeping – twenty-four (24) hours make-up duty
- s. Bringing pornographic materials - twenty-four (24) hours make-up duty
- t. Any form of dishonesty and mischief - twenty-four (24) hours make-up duty
- u. Bringing out charts, x-ray film/s for any reason - twenty-four (24) hours make-up duty
- v. Other forms of misconduct not herein enumerated that deserve disciplinary action as determined by the Dean, Department Head and the Chief Radiologic Technologist – minimum of eight (8) hours make-up duty to maximum of termination from the program depending on the case
- w. Use of company telephone for impertinent personal calls – eight (8) hours makeup duty
- x. Entertaining personal visitor – eight (8) hours make-up duty



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2. Make-up duties accumulating to twenty (20) days will result to the withdrawal from the internship program upon approval of the concerned college administrator.
3. Offenses committed within hospital premises (on-duty or off-duty) warrant disciplinary action or sanction as determined by the dean and/or department chairman and Chief Radiologic Technologist.
4. Possible disciplinary sanctions:
  - a. Make-up duty (MUD)
  - b. Demerit
  - c. Suspension
  - d. Termination
5. Disciplinary actions (depending on the degree of offense/s)
  - a. First offense: Warning with written report to the concerned college administrator
  - b. Second offense: Disciplinary sanction

## D. DUTIES AND RESPONSIBILITIES

1. Radiologic Technology students shall abide with the rules and regulations of Radiology Department and shall wear the complete prescribed uniform at all times when on duty. Students are expected to maintain proper decorum and exhibit professional excellence in the performance of their duties. Any infraction of the rules and regulations of Radiology Department shall carry a specific disciplinary action and shall be reported to the school authorities within 48 hours.
  - 1.1. Students are expected to behave as professionals at all times, attending to their duties promptly and faithfully, and respecting hospital property with regard to its proper maintenance and usage. Patients



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must be treated with compassion, kindness and consideration. Patient's information must be handled with utmost confidentiality.

- 1.2. Students are not allowed to go outside hospital premises without the consent of the Radiologic technologist on duty. Students who are permitted to go outside must provide DTR signed by the radiologic technologist on duty.
- 1.3. Students must avoid undue familiarity and intimacy with patients and staff in the training facilities. Students shall maintain harmonious working relationships with fellow students and personnel of the hospital.
- 1.4. Students are not allowed to accept fees, gifts or presents in any form from the patients. Students are bound by the Code of Ethics in the practice of Radiologic Technology profession.
2. Students must consistently observe protocol for radiation protection, maintain cleanliness of the work areas, and adhere to the provisions of the universal precaution for health workers. Students should provide for themselves the paraphernalia necessary precaution.
3. Absences shall be strictly dealt with accordingly. Students are expected to strictly adhere to the policies of the school and Radiology Department on attendance and punctuality.
  - 3.1. Excused absences shall include only:
    - 3.1.1. Death in the immediate family (siblings, parents, grandparents)
    - 3.1.2. Sickness – infectious and/or contagious
    - 3.1.3. Force majeure
    - 3.1.4. Authorized School Activities
  - 3.2. All excused absences must be supported by medical or death certificates and submitted in writing to the chief Radiologic



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Technologist thru the intern coordinator upon reporting for duty. All authorized school activities shall have a pull-out letter signed by the dean and shall be submitted **one week prior** to the date of activity. All excused absences must be supported by valid letters and must be submitted within 24 hours. Any late submission shall not be recognized.

- 3.3. Absences for other reason not stated above are considered unexcused
- 3.4. Interns who reported sick and is considered unfit to continue his/her duty will be excused and allowed to go home provided he/she goes to the emergency service or university clinic for diagnosis and/or treatment by the attending physicians
- 3.5. A student who incurred/accumulated **unexcused absences** of more than ten (10) duty days will immediately terminated / dropped from the program.
- 3.6. Absence / Tardiness will have the following equivalence in make-ups or completion of training hours:
  - 3.6.1. For excused absence: one (1) day make-up duty
  - 3.6.2. For unexcused absence: three (3) days make-up duty
  - 3.6.3. Unauthorized out of-post: one (1) day make-up duty
  - 3.6.4. There is no grace period allowed for intern who report late for the schedule time of duty
  - 3.6.5. Thirty (30) minutes late from the schedule time of duty will be considered as one day absent
  - 3.6.6. Accumulated three days tardiness is equivalent to three (3) days make-up duty
  - 3.6.7. Unexcused absences in all holiday duties are equivalent to ten (10) days make-up duty



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4. Students shall be solely and individually responsible for payment, replacement or repair of damaged hospital equipment and wasted supplies found to be incurred by him/her after due process. The student is likewise held responsible for the injury inflicted on the patient, accidental or otherwise.
5. Interns' uniform policy. All students shall wear the designated program uniform for clinical assignment. The complete uniform will consist of:
  - 5.1. Male
    - 5.1.1. School uniform
    - 5.1.2. White undergarment
    - 5.1.3. White duty shoes (white rubber shoes not allowed)
    - 5.1.4. White socks (ankle socks are not allowed)
    - 5.1.5. Name plate/ID
  - 5.2. Female
    - 5.2.1. School uniform
    - 5.2.2. White undergarments
    - 5.2.3. White duty shoes (white rubber shoes not allowed)
    - 5.2.4. White socks (ankle socks are not allowed)
    - 5.2.5. Name plate/ID
  - 5.3. Personal hygiene and appearance
    - 5.3.1. Shall be clean and styled in fashion
    - 5.3.2. All long hair (below collar) will be styled so that it is back from the face. A hairnet could be used.
    - 5.3.3. Bows, scarves or brightly colored accessories will not be worn.
    - 5.3.4. Hair must be similar to a natural hair color





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5.3.5. Visible tattoos are NOT permitted. Tattoos shall be covered by uniform clothing or skin-colored bandages.

## E. SERVING OF EXTENSION DUTY

1. Make-up for extension of duties due to absences and/or demerits is allowed only after the end of contract hours.
2. Schedule for serving extensions shall be made by the clinical coordinator and approved by the dean and chief radiologic technologist and shall commence immediately after the end of regular training period or as scheduled.
3. Serving of extensions should be completed within one (1) year. If the intern does not finish serving his/her extensions within a year, he/she shall be required to enroll Clinical Education II if he/she wants to graduate from the course.
4. Extension duties of more than twelve (12) hours per shift not allowed.
5. Penalties for offenses imposed during regular internship shall apply during serving of extensions.

## F. TRAINING METHODOLOGY

The training methodology shall include, but shall not be limited to the following:

1. Oral and practical examinations and evaluation upon entry and before exit from the training program
2. Actual performance of radiological procedures and examination.





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3. Rotation of student designations in the specialized modalities available in the institution (i.e.: Ultrasonography, Computed Tomography, Mammography, etc.) aside from General Radiography for the duration of the assigned contract hours of clinical duties.
4. Lectures, reporting, and/or technical study presentations.

### G. STUDENT PERFORMANCE EVALUATION

Performance evaluation of the students shall include:

#### 1. Theoretical Examination (30%)

- 1.1. Quizzes, examination, reporting, and/or technical paper presentations.  
(Base 50 grading system)
- 1.2. Quizzes (50%)
- 1.3. Reporting (40%)
  - Mastery
  - Delivery
  - Presentation
  - Content
- 1.4. Oral Recitation (10%)

#### 2. Clinical Performance (70%)

- 2.1. Skills/Technical Competency (30%)
- 2.2. Conduct and Behavior (25%)
- 2.3. Initiative/Interest (20%)
- 2.4. Attendance/Punctuality (15%)
- 2.5. Uniform/Neatness/Appearance (10%)



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## H. SETTLEMENT OF ACCOUNTS

1. Payment for the training program shall be divided to the following:
  - 1.1. **Hospital affiliation (30%)** – intended for the usage of departmental equipment's and facilities; shall be named under the official account of Ospital ng Parañaque – District I
  - 1.2. **Honorarium (70%)** – Shall be named under the intern coordinator; shall be divided as compensation among the department personnel:
    - 1.2.1. Intern Coordinator (70%)
    - 1.2.2. Other radiologic technologists (30%)
2. All accounts should be settled before the issuance of certificate of completion.
3. Payments should be settled within one (1) academic year.