

## **Medical Radiologic Technology Occupational Familiarization Policies and Regulations**

### **Goal**

Occupational Familiarization (OF) will provide you with an opportunity to observe the role and responsibilities of Medical Radiologic Technologists. This observation is intended to help you gain a better understanding of your suitability to this profession. You are not expected to attain any specified knowledge or skills during this time.

### **Objectives**

The objectives of the OF are to:

- assess your suitability to the radiologic profession
- provide you with the opportunity to observe a wide range of diagnostic and interventional procedures which may include barium enemas, CT scans (computerized tomography) and ERCs (Endoscopic Retrograde Cholangio-Pancreatography)
- recognize and stress the importance of patient care
- identify and introduce you to the role of a technologist

### **Your Responsibilities**

- You will observe only
- You must remain with your delegate at all times
- You will be made aware that the confidentiality of personal health information is an important component of patient care
- You may be required to read and sign the PHIA (Personal Health Information Act)/Pledge of Confidentiality sheet.

### **Your Conduct**

You are required to conduct yourself in a mature and responsible manner. Any observed behaviours listed below may result in you being deemed inadmissible to the Medical Radiologic Technology program. In accordance with **RRC Policy A9 Professional Suitability**, any documented behaviour will be reviewed by the RRC Program Coordinator or Department Chair your application may be cancelled.

1. The subjecting of any person(s) to indignity, injury or threat of degradation.
2. Any form of dishonesty, including fraud or deceit.
3. Obnoxious behaviour which may include the use of abusive or vulgar language, gestures and the like.
4. The theft of or willful damage to personal effects and property of students or staff.
5. The deliberate damage of facilities or unauthorized use/removal of property belonging to the clinical site.
6. The neglect of workplace safety and health procedures or practices or the intentional creation of safety hazards.
7. The bringing of alcoholic beverages, illicit drugs and other intoxicants onto the clinical site for personal use or for the use of others.
8. The use of cell phones in patient care areas.
9. Any breach of PHIA/Pledge of Confidentiality.

## Medical Radiologic Technology Occupational Familiarization Policies and Regulations

### Attendance

- Weekdays (please confirm time of arrival with clinical instructor or contact person of the OF site)
- In case of illness or late arrival you must inform the OF site before the shift commences
- A Medical Radiologic Technology Occupational Familiarization (OF) Confirmation of Attendance form must be signed and returned to Red River College.

### Cell Phones

- **Must be turned off and not be brought into the Diagnostic Imaging department.**

### Telephone calls

- Personal calls are discouraged within the department.

### General Attire

- **NO jeans, NO shorts.**
- Closed-in shoes, clean and in good repair.
- Dress shirts, no T-shirts.
- Full-length dress pants.
- Skirts, dresses at knee-length.
- No strong soaps or perfume/cologne.
- No exposed skin between the shirt and pants or skirt.
- You may be sent home if there is inappropriate dress or behavior. This decision will be at the discretion of the clinical instructor.

### Hair

Neat, clean. Long hair should be tied back.

### Nails

- No nail polish, and nails must be short and clean.
- Gel nails are not allowed in patient care areas.

### Makeup

- Conservative

### Jewelry

- Kept to a minimum.

### Piercing

- Piercing in the ear is the only acceptable type; other visible piercings are not acceptable.

### Smoking

- No smoking is allowed within the hospital, unless in a designated area.

### Food

- Food may be consumed in designated areas only.

### Accidents/Incidents

- Any accident/incident you are involved in, regardless of severity, must be reported to the Clinical Instructor or Technologist in charge of the department.

# Medical Radiologic Technology Occupational Familiarization Policies and Regulations

## Safety Regulations

### Radiation

Ionizing radiation is hazardous and the usage of ionizing radiation must be respected.

When technologists must stay in the rooms during a radiographic procedure they wear protective apparel: lead apron that fits correctly, a lead thyroid collar and, when applicable, lead gloves.

The technologist will also distance themselves from the patient when it is suitable since radiation will decrease in strength as distance between the source and the technologist increases.

Never enter a radiographic/diagnostic imaging room without knocking and entering cautiously - in order to avoid accidental radiation exposure to yourself as well as to maintain privacy to patients.

### Equipment

All equipment in a hospital has a specific function and is very expensive. Extreme caution must be given to all machines and never touched unless instructed to do so by a qualified person.

Only certified medical radiation technologists, student technologists and radiologists may operate radiographic equipment.

All other equipment accompanying a patient should not be tampered with. If assisting to move any equipment upon instruction to do so, it should be carefully watched as sometimes the wheels of transport chairs or poles may become unstable.

### Infection Control

Hospitals must be kept clean at all times to minimize the spread of infection to patients and staff. All patient spills such as vomit, feces, urine, and blood must be cleaned with care.

Alert a technologist immediately to such spills. **NEVER** touch spills without putting on gloves.

**ALWAYS** wash your hands before and after touching patients, before breaks or meals and before going home.

***Hand washing is the number one defense against the spread of infection***

Needles and other sharp objects should **never** be touched. There are special receptacles for the safe disposal of these items.