



2017 Student Handbook

Kaiser Permanente School of Allied Health Sciences

Published January 1, 2017



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About this handbook

This handbook contains content relevant to the KPSAHS campus and operations. It is updated as changes occur and published on the KPSAHS website at www.kpsahs.edu.

Please note that the information here is considered supplementary to the Academic Catalog, also available at kpsahs.edu.

Campus Contact Information

Department	Phone #	Preliminary Contact	Department email (if available)
Admissions	510-231-5123	Varies	admissions@kpsahs.edu
Assessment	510-231-5048	Director of Assessment and Institutional Research	assessment@kpsahs.edu
Career Services	510-231-5023	Director of Career Services	careerservices@kpscholar.com
Facilities	510-231-5137	Senior Operations Specialist	Karen.D.Norwood@kp.org
Finance	510-231-4327	Student Finance Office	finance@kpscholar.com
Library	510-231-4315	Manager of Library Services	kpsahs@kplibraries.libanswers.com
Reception	510-231-5000	Varies	n/a
Student Records	510-231-5031	Registrar & Student Records Coordinator	records@kpsahs.edu
Student Services	510-231-5132	Director of Student Services	studentservices@kpsahs.edu

Campus Procedures

Student Record Holds

A hold may be placed on a student's record for the following reasons: admissions, assessment, financial, library, and career services (see the chart below for common holds). Holds may prevent a student's registration for courses; viewing, printing, or requesting copies of grades or transcripts; viewing or printing student schedules; receipt of a diploma; attendance in classes; and/or being eligible for graduation.

Hold Code and Type	Hold Reason (s)	Consequence(s) of Hold	Process for Release of Hold
ASMT: Assessment	Failure to satisfy assessment requirements, including but not limited to: <ul style="list-style-type: none"> • Failure to provide required documents, • Failure to properly format documents, and/or • Uploading incorrect documents. 	1. Inability to attend class; 2. Inability to access or request copies of grades, transcripts, or diplomas; and 3. Inability to be registered for classes in subsequent quarters.	1. Submit of assessment documents in required format. 2. Notify the Assessment department at assessment@kpsahs.edu or 510-231-5048 and request hold release.
CRSV: Career Services	<ul style="list-style-type: none"> • Failure to complete exit interview and/or • Failure to provide required documents. 	1. Inability to attend class; 2. Inability to access or request copies of grades, transcripts, or diplomas; 3. Inability to be registered for classes in subsequent quarters; and 4. Exclusion from graduation.	1. Schedule and complete exit interview; 2. Provide all requested documentation; and 3. Notify the Career Services department at careerservices@kpscholar.com or 510-231-5023 and request a hold release.

Hold Code and Type	Hold Reason (s)	Consequence(s) of Hold	Process for Release of Hold
FINC: Financial	Failure to pay outstanding balance in full by the due date, including returned checks and/or insufficient funds.	<ol style="list-style-type: none"> 1. Inability to attend class; 2. Inability to access or request copies of grades, transcripts, or diplomas; 3. Inability to be registered for classes in subsequent quarters; and 4. Exclusion from graduation. 	<ol style="list-style-type: none"> 1. Pay outstanding balance in full. 2. Notify Student Finance department at finance@kpscholar.com or 510-231-4327 and provide evidence of payment (e.g. email receipt), and request hold release.
LBRY: Library	Failure to return library book(s)	Inability to access or request copies of grades, transcripts, or diplomas	<ol style="list-style-type: none"> 1. Return library book(s). 2. Notify the Library at kpsahs@kplibraries.libanswers.com or 510-231-4315 and request hold release.
STSV: Student Services	<p>Failure to satisfy admission and registration requirements.</p> <p>Failure to complete orientation online modules, including but not limited to:</p> <ul style="list-style-type: none"> • Signing of new or updated enrollment agreement, • Failure to upload required documents, and/or • Failure to provide current immunization records 	<ol style="list-style-type: none"> 1. Inability to attend class; 2. Inability to access or request copies of grades, transcripts, or diplomas; 3. Inability to be registered for classes in subsequent quarters; and 4. Exclusion from graduation. 	<ol style="list-style-type: none"> 1. Complete all admission and registration requirements. 2. Provide supporting documents. 3. Notify Student Services department at studentservices@kpsahs.edu or 510-231-5132 and request hold release.

It is recommended that all students check the student portal over the inter-quarter break as some holds are placed on student accounts at the end of the term. Students should resolve any issues prior to the start of the new term. Failure to resolve a hold may preclude participation in classes until such time as the hold has been removed.

Door Security

To ensure the security of the building and safety of faculty and student all campus access doors operate on electronic locks. All faculty and staff have been provided with access badges that open these doors. Under no circumstance are doors to be propped open. Student access badges will open the following access doors:

- Main campus entrance.
- Main lobby entrance to classrooms and lab areas.
- Rear entrance near the Nuclear Medicine Lab.

Photo ID Access Badge

Some students will be issued a photo identification badge and a building access badge at the start of their education program with the Kaiser Permanente School of Allied Health Sciences. In the event of a name change, a replacement photo ID badge will be issued at no charge. A fee will be collected for lost or otherwise misplaced badges. Both the photo ID badge and the access badge must be worn at all times while on school or hospital property. They must be worn on the upper half of the body with the name and photograph clearly visible.

- *Didactic Classes:* Students enrolled in KPSAHS educational programs are required to wear both their photo ID badge/access badge at all times when they are on campus.
- *Clinical Sites:* It is a California state law that all patients have the right to know who is providing their care and service; therefore, students are required to wear photo ID badges at all times during their clinical education.

Students who do not have their photo ID/access badge may be required to leave and return with the badge. The student will be held responsible for all disseminated educational materials and any missed clinical time must be made up.

When a student completes his/her educational program, withdraws, or is dismissed from KPSAHS, the student must return both the photo ID badge/access badge to their program director during their exit counseling session. KPSAHS reserves the right to withhold the Certificate of Completion, Diploma, or transcripts. Additionally, students may lose eligibility to enroll in future KPSAHS educational programs.

Identification: Non-Bachelor of Science Students

Students enrolled in an educational program which does not lead to a bachelor of science degree (e.g. Phlebotomy, Fluoroscopy, CPR, Venipuncture) must wear a temporary identification badge. These temporary badges must be returned at the end of the program.

Some programs may require students to sign in and out at the front desk each day they attend the program.

Visitors on Campus

All visitors are required to sign in at the front desk. Visitors will be provided temporary identification badges and the person they are here to see will be contacted. Except in emergencies, if the staff member or student is in class, the visitor will be asked to wait until a break or the end of class.

To ensure the safety of all parties, children are not allowed in classrooms during didactic sessions or at a student's clinical education site.

Student Lounge

Equipment (e.g., refrigerator, microwaves, ice machine) located in the student lounge has been placed there as a courtesy to KPSAHS students. Maintenance and upkeep of this equipment is the responsibility of KPSAHS. Students are allowed to utilize this equipment for storage and preparation of food. Students are responsible for keeping this area clean. Supplies (i.e., cups, plates, forks, dish soap, etc) are the responsibility of the students. KPSAHS will not provide these supplies to students.

If any of this equipment is not working properly, students are to report this to a faculty member. Any item found to malfunction due to abuse or misuse will be removed from the lounge and not replaced.

Cleaning of the refrigerators in the lounge is the responsibility of the students who utilize them. Refrigerators are to be kept clean. At the completion of each quarter, students are to clean out the refrigerators of any unwanted food items. If the refrigerators are not cleaned by the end of the quarter, KPSAHS will dispose of all contents without notification.

Vending machines are provided by an outside vendor. KPSAHS assumes no responsibility for any losses or malfunctions of these machines. Students should report any malfunctions to a faculty member.

Computer Laboratory

Students may only use computers located in the computer lab during a scheduled computer course or when they are under the direct supervision of a KPSAHS faculty member. Direct supervision is defined as the faculty member being physically present in the room while the computer is being utilized.

Any student not adhering to this policy will be immediately suspended and face further disciplinary action up to and including dismissal from their program.

Eating and Drinking on Campus

To avoid damage to the grounds or equipment and to meet the requirements of interactive video conferencing, eating and drinking is not allowed in KPSAHS classrooms or laboratories. Eating and drinking is allowed in the student lounge only. Exceptions to this policy may be approved by the Regional Administrator for special events.

Any student not adhering to this policy will face disciplinary action up to and including dismissal from their program.

Smoking

The Kaiser Permanente School of Allied Health Sciences is a smoke-free campus. Smoking is not allowed anywhere on the Marina Way South Campus.

Drug/Alcoholic Beverage Policy

The Kaiser Permanente School of Allied Health Sciences is a drug and alcohol free campus. Drugs and alcohol are not allowed anywhere on the Marina Way South Campus.

Library Materials Circulation Policy

Borrowing Privileges

All students currently enrolled at KPSAHS are eligible to borrow materials from the school library and any other kpLibrary branch.

Borrower Responsibilities

Students are responsible for any materials checked out. Items must be returned in good condition, without evidence of defacement, mutilation, or other damage.

Loan Periods

The loan period as per the kpLibraries policy is two weeks for core textbooks with no renewals. The loan period is three weeks for other books, and one week for audiovisual material with up to two renewals unless a hold has been placed on the item.

Please note that some material will not circulate such as some reference books and print journals.

Circulation Notices and Holds

All students are responsible for honoring overdue requests. If a library item is checked out to another borrower, a student may place a hold on the item for use. This hold request may be placed directly from the kpLibraries catalog or in person. In the event an item is placed on hold, an email notification is sent with the due date to the current borrower.

Students may also request items in person through the KPSAHS library.

Unreturned and Lost Books

Should a student fail to return a book after withdrawing from a program or graduating, or if a student loses a book, he/she will be billed a replacement fee. The student may also replace the lost item with a new book of the same edition. If there is a failure to return or replace a book, a hold will be placed on the student's record and will be cleared upon returned or replacement of the item.

Library Technology Use

Student Use of Library Computers

Students may use the computers located in the KPSAHS library to complete program assignments or to perform research for program-related projects. Students are not to utilize these computers for personal use or to view inappropriate material.

Any student not adhering to this policy will be immediately suspended and face further disciplinary action up to and including dismissal from his/her program.

Student Use of Library Copier

The library copier is provided for research purposes only (e.g. journal articles, references for assignments, etc.). Students should not be printing class materials such as PowerPoint slides and other lecture materials. Class materials such as these are the student's responsibility to produce.

Radiation Safety Requirements

Proper handling and wearing of monitoring devices is essential for accurate measurement of occupational exposure. Students must follow the procedure below:

- Wear the monitoring badge attached to your clothing, at the collar level, while working in the vicinity of a source of exposure. If wearing a lead apron, the badge must be worn outside of the garment at the collar level.
- Nuclear Medicine ring monitoring devices must be worn at all times during clinical education.
- Protect the monitoring device from exposure to excessive heat.
- Do not subject the monitoring device to direct x-ray exposure.
- Do not lend the assigned monitoring device to another person.
- Do not wear the monitoring device while undergoing an x-ray procedure for personal medical purposes. The sole purpose of the monitoring device is to monitor occupational exposure.
- Store the monitoring device at the clinical site to minimize the possibility of loss or damage.
- Notify the clinical preceptor if the monitoring device becomes damaged or misplaced.
- Exchange the monitoring device monthly, per KPSAHS policy.
- Failure to comply with the Radiation Safety Requirements may result in disciplinary action up to and including dismissal from the program.

Dosimetry

Radiation monitoring is performed for our students following the same procedures as Kaiser Permanente medical imaging employees. All students involved with the application of prescribed radiation are required to wear a dosimetry badge and the badge must be read on a monthly basis. To ensure our students receive timely dosimetry reports, the badges are ordered and maintained by the Radiation Safety Officer at KPSAHS. Utilizing this system, all student records are maintained on one report and this reduces the chances of missing any problems or issues that are identified. A copy of the dosimetry report is provided to the students monthly and placed in their clinical logbook for review by the clinical site preceptor as needed. All dosimetry reports are also kept on file at KPSAHS in the Radiation Safety Officer's office.

Any student exceeding 125 mrem per month will meet with the Radiation Safety Officer and discuss the readings and ways to limit exposure.

It is the responsibility of the Radiation Safety Officer to investigate over-exposures and take corrective actions.

Occupational Considerations

Students are expected to follow the three cardinal rules of radiation protection:

- Limit the time spent near a radiation source.
- Keep as much distance from the source as possible.
- Use protective shielding.

The student radiographer is expected to conduct examinations that keep patient exposures As Low As Reasonably Achievable (ALARA). Patients should be provided with protective shielding whenever applicable. Beam restriction is required for all examinations performed.

Professional Expectations

It is the responsibility of KPSAHS to foster the development of student professionalism. The programs emphasize the importance of professional conduct/behavior while delivering services across all levels of the curriculum. A KPSAHS student is a representative of Kaiser Permanente, the programs, the assigned clinical institution and the entire allied health care profession. Therefore, each student must demonstrate the highest standard of professionalism.

In an effort to promote excellence in the professional and ethical conduct of students, and to provide the highest quality patient care and service, the KPSAHS students must adhere to Professional Code of Ethics and Medical Center, department specific, and KPSAHS policies and procedures. Furthermore, there are several expected professional conduct/behavioral, professional appearance and safety precautions that students are advised to follow.

Professional Conduct/Behavior

Professional conduct/behavior is not limited to contact with any single group of people. It is reflected in attitude and in communication with instructors, classmates, physicians, and supervisors as well as patients. As a student, you are expected to perform and conduct yourself on a professional level both clinically and didactically. Examples of expected professional behavior/conduct guidelines are provided in the following section.

Professional Guidelines

Such guidelines include, but are not limited to, the following:

- Appear and conduct oneself in a professional manner with a focus on excellent patient care and service skills.
- Be cognizant of and adhere to the chain of command.
- Show respect for and be mutually supportive of fellow students, faculty and staff regardless of race, religion, gender, nationality, sexual orientation or socioeconomic status.
- Address professionally didactic and clinical affiliate personnel by accepted title and name.
- Refrain from personal conversation in the presence of any patient.
- Adhere to KPSAHS and facility policy and procedures.
- Avoid unnecessary conversation and loud talking in classrooms, exam rooms and corridors.
- Never discuss clinical experiences in public places.
- Be responsible for the cleanliness of your didactic area and equipment and accessories of the clinical room to which you are assigned.
- Restock your work area(s) daily and clean as necessary.
- Wipe the top of each patient table with a suitable disinfectant each morning and as often as necessary during the day.
- Change pillowcases as appropriate.
- Keep accessory cabinets clean and neat in appearance at all times. Store only hospital supplies on the shelves.
- Place wastepaper, used needles and syringes in proper receptacles provided for that purpose.
- See that all patients are properly draped at all times to afford privacy and comfort.
- Do not loiter in any patient care area.
- Be aware of any changes in rules and regulations that are posted.
- Always extend respect to patients, visitors, facility staff and administrators, student peers, faculty, and administrators.

- Do not consume food or chew gum or tobacco products when in contact with patients or visitors or in patient areas.
- Appropriately wear your identification badge and or dosimeter.
- Treat all instructors, staff, patients and others with whom you have contact, with kindness, courtesy, and respect.
- Take initiative.
- Maintain confidentiality of medical records.
- Respect patient privacy.
- Attempt to establish rapport with fellow students, technologists, patients, and other personnel
- Maintain a cooperative and uncomplaining attitude.
- Introduce yourself and establish rapport when you get your patients from the ward or waiting area.
- Keep the door closed once the patient is in the exposure room and assure the patient is properly gowned and covered.
- Avoid making and receiving personal phone calls unless it is an emergency
- Address patients as “Mr.” and “Ms.”

Students are responsible for their own actions and must not engage in any activities or behavior that is considered unprofessional or non-conductive to proper patient care. If a student senses a problem in the clinical environment involving him- or herself, contact the clinical instructor immediately. Failure of a student to maintain a professional attitude may result in course failure, clinical grade reduction and may subject the student to corrective disciplinary actions and possible dismissal from the program.

Professional Appearance

Kaiser Permanente School of Allied Health Sciences is a community institution. Those who come to KPSAHS evaluate the quality of services by the image presented. A neat, well-groomed appearance is important and promotes confidence in the quality of care. Therefore students represent KPSAHS and must dress appropriate to clinical education. Apparel must be well maintained, clean, and consistent with health and safety guidelines for the department at the clinical facilities and KPSAHS. Good hygiene is to be maintained at all times.

Any students who receive didactic education at a clinical facility must adhere to the KPSAHS Dress Policy. If a student dresses inappropriately and does not appear professional or does not adhere to the KPSAHS, clinical facility, or department specific standards or guidelines, the student may be sent home and required to return to the clinic properly attired. Any clinical time missed must be made up. In the event a trip home is necessary, the student will also be counted tardy for that day.

KPSAHS Campus Dress Policy

Unacceptable Clothing

- Halter tops or back-less dresses
- See-through garments of any kind
- Low-cut or plunging necklines
- Any garment with offensive symbols or advertisements
- Sagging clothes
- Audio headphones/radios (during class)
- Visible undergarments

Shoes

- All shoes must be kept clean and in good repair.
- Sandals, clogs, open-toed shoes and athletic shoes may be worn while on the academic campus.
- Students participating in lab activities are required to wear closed toe shoes at all times.

KPSAHS Clinical Dress Policy

Scrub suits and White Lab Coats

- All students are required to wear KPSAHS issued scrub suits and/or lab coats during clinical education (unless other specified by the clinical facilities).
- Uniforms and white coats must be clean and pressed.
- Denim jeans are not acceptable in the clinical environment.
- Students are responsible for purchasing and maintaining scrubs. The school will provide vendor information for KPSAHS approved scrubs.

Shoes

- Closed-toes shoes must be worn at all times.
- Shoes at clinical sites must be safe, quiet and acceptable for business wear.
- All shoes must be kept clean and in good repair.
- Conservative athletic shoes may be worn at the clinical education site if approved by department administration.

Hosiery

- Hosiery or socks are to be worn at all times during clinical education.

Hair

- Hair should be neat and clean at all times.
- Hair should be secured, pulled back off the face, to avoid safety or health hazard to the student or patient.
- A mustache or beard is permitted so long as it is kept clean and neatly trimmed
- Hair colors should not be extreme, e.g., green, blue, or purple.

Jewelry

- Jewelry should be appropriate to business wear and not impair or present a safety hazard in working with patients or machinery.
- No facial jewelry including tongue rings.

Tattoos

- Must be covered if larger than 3"x 3".

Nails

- Nail length should be maintained at a short or medium length unless it interferes with performance or creates a safety hazard.

- Artificial nails and nail tips, and all nail polish is prohibited in the clinical education sites, for all KPSAHS students who provide direct “hands-on” patient care.
- Nails and hands must be clean

Perfume

- Colognes, perfumes and after-shaves are not allowed in clinical facilities. Ill patients are especially sensitive to strong fragrances.

KPSAHS faculty and its clinical instructors and managers will enforce the policy and will ask a student who is improperly dressed to change clothes or the student will be sent home for the day. Repeated offenses of the uniform policy will result in disciplinary action.

Professional Code of Ethics

KPSAHS endorses the professional codes (below) of ethics mandated by the respective program accrediting bodies.

American Society of Radiologic Technologists Code of Ethics

Radiology program enrollees are expected to practice the Code of Ethics prescribed by the American Society of Radiologic Technologists (ASRT). The Code has been integrated into the first portion of the American Registry of Radiologic Technologists (ARRT) Standards of Ethics. Violations of the Code of Ethics are grounds for dismissal from the Program.

Incorporated in the American Registry of Radiologic Technologists’ Standards of Ethics (R) (N) (Radiology & Nuclear Medicine)

Principle 1

The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient’s needs and supports colleagues and associates in providing quality patient care.

Principle 2

The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

Principle 3

The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.

Principle 4

The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they have been designed, and employs procedures and techniques appropriately.

Principle 5

The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.

Principle 6

The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment and management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

Principle 7

The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self, and other members of the health care team.

Principle 8

The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

Principle 9

The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

Principle 10

The Radiologic Technologist continually strives to improve knowledge and skill by participation in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.

American Society of Radiologic Technologists Radiation Therapy Code of Ethics

Principle 1

The radiation therapist advances the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

Principle 2

The radiation therapist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.

Principle 3

The radiation therapist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions and acts in the best interest of the patient.

Principle 4

The radiation therapist adheres to the tenets and domains of the scope of practice for radiation therapist.

Principle 5

The radiation therapist actively engages in lifelong learning to maintain, improve and enhance professional competence and knowledge.

Society of Diagnostic Medical Sonography Code of Ethics

SDMS Position Statement: Code of Ethics for the Profession of Diagnostic Medical Ultrasound

Preamble

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability and thereby help to ensure the integrity of professionals involved in all aspects of diagnostic medical ultrasound.

Objectives

To create an environment where professional and ethical issues are discussed

- To help the individual practitioner identify ethical issues
- To provide guidelines for individual practitioners regarding ethical behavior

Principles

Principle 1

In order to promote patient well being, professionals shall:

- Provide information about the procedure and the reason that it is being done
- Respond to patient's concerns and questions
- Respect the patient's self-determination and the right to refuse the procedure
- Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner
- Promote the privacy, dignity and comfort of the patient and his/her family
- Protect the confidentiality of acquired patient information
- Strive to ensure patient safety

Principle 2

To promote the highest level of competent practice, professionals shall:

- Obtain the appropriate education and skills to ensure competence
- Practice according to published and recognized standards
- Work to achieve and maintain appropriate credentials
- Acknowledge personal limits and not practice beyond their capability and skills
- Perform only those procedures that are medically indicated, restricting practice to validated and appropriate tests. For research studies, follow established research protocol, obtaining (and documenting) informed patient consent as needed
- Ensure the completeness of examinations and the timely communication of important information
- Strive for excellence and continued competence through continuing education
- Perform ongoing quality assurance
- NOT compromise patient care by the use of substances that may alter judgment or skill

Principle 3

To promote professional integrity and public trust, the professional shall:

- Be truthful and promote honesty in interactions with patients, colleagues and the public
- Accurately represent their level of competence, education and certification
- Avoid situations which may constitute a conflict of interest
- Maintain appropriate personal boundaries with patients including avoidance of inappropriate conduct, be it verbal or nonverbal
- Promote cooperative relationships within the profession and with other members of the health care community
- Avoid situations, which exploit others for financial gain or misrepresent information to obtain reimbursement
- Promote equitable access to care

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Society of Nuclear Medicine Code of Ethics

Nuclear Medicine Technologists, as Certificants of the health care profession, must strive as individuals and as a group to maintain the highest of ethical standards.

The Principles (SNMTS Code of Ethics) listed below are not laws, but standards of conduct to be used as ethical guidelines by nuclear medical technologists. These Principles were adopted by the Technologist Section and the Society of Nuclear Medicine at the 2004 Annual Meeting. They are standards of conduct to be used as a quick guide by nuclear medicine technologists.

Principle 1

The Nuclear Medicine Technologist will provide services with compassion and respect for the dignity of the individual and with the intent to provide the highest quality of patient care.

Principle 2

The Nuclear Medicine Technologist will provide care without discrimination regarding the nature of the illness or disease, gender, race, religion, sexual preference or socioeconomic status of the patient.

Principle 3

The Nuclear Medicine Technologist will maintain strict patient confidentiality in accordance with state and federal regulations.

Principle 4

The Nuclear Medicine Technologist will comply with the laws, regulations, and policies governing the practice of nuclear medicine.

Principle 5

The Nuclear Medicine Technologist will continually strive to improve their knowledge and technical skills.

Principle 6

The Nuclear Medicine Technologist will not engage in fraud, deception, or criminal activities.

Principle 7

The Nuclear Medicine Technologist will be an advocate for their profession.

Nuclear Medicine Technologists are also required to adhere to the American Registry of Radiologic Technologists' Standards of Ethics.

American Society of Phlebotomy Technicians Code of Ethics

A Phlebotomist should demonstrate:

- Integrity
- Compassion
- Motivation
- Dependability
- Diplomacy
- Ethical Behavior
- Proper Etiquette
- Confidentiality
- Compliance with Organizations' Policies and Procedures

Addendum A: Emergency and Disaster Plan

KPSAHS Emergency / Disaster Plan

At Kaiser Permanente School of Allied Health Sciences (KPSAHS), we care about the safety, health, and well-being of our employees and students. Our school operates with the goal of providing a safe environment for all staff, students, and visitors who enter our campus.

At KPSAHS, everyone equally shares in the responsibility to follow safety procedures and practices. When an emergency strikes, our immediate safety and prompt recovery will depend on the existing levels of preparedness among faculty, staff, and students.

Purpose

The Emergency/Disaster plan provides guidelines in the event that Kaiser Permanente School of Allied Health Sciences faces a disaster or emergency situation that would affect operations and the safety of its occupants. Plans will include responses to region-wide emergencies, city-wide incidents, or localized at the Marina Way South complex.

This Emergency Plan contains comprehensive, yet simple and flexible, procedures that can apply to a variety of emergency incidents that may occur, including

- Earthquakes
- Fires or Explosions
- Utilities Outages (Water, Phone, IT)
- Bomb threat
- Hazardous Materials Releases / Spills
- Shelter-In-Place

Policy Statement (NATL.NFS.002-KP Policy Library):

Kaiser Permanente (KP) takes reasonable preventive measures to provide a safe environment for everyone on KP premises. KP has zero tolerance toward violence, threats, and/or intimidation that that involve, or affect KP or occur on KP premises. As such, the possession of weapons on KP premises is strictly prohibited. Anyone engaging in conduct that violates this policy is subject to remedial action.

This plan will be reviewed annually to assure that the appropriate individuals and unit representatives are included; additional individuals and units will be added and/or deleted based upon this review.

A rehearsal of the plan will be conducted a minimum of once every two years, and the plan will be updated if needed. KPSAHS Management will assist with this exercise.

The details of this plan should be communicated through faculty/staff meetings, professional development workshops, as well as through messages from the director/dean/chair.

KPSAHS Emergency Codes

Code	Description
Red	Fire Emergency
Blue	Cardiac Arrest or Respiratory Distress (Adult)
Orange	Security Emergency, External Incident, or Civil Disturbance
Yellow	Hazardous Materials Incident

Code	Description
Black	Bomb Threat
Dry	Water / Utilities Disruption
Silent	Telephone Outage
White	IT Outage

Congregation Area

For any major event that requires evacuation, KPSAHS employees, students, and visitors will relocate to the front lawn located at the main campus entrance

Building Emergency Response Team (BERT) members will be wearing orange color vests / hats. They will assist with evacuation by directing and monitoring the situation until cleared by Associate Administrator.

Students are not to leave the campus until cleared to do so. This is important so that everyone is accounted for.

Power Outage

A variety of events may result in a power outage. If there is a loss of electricity:

Each classroom has a flashlight to enhance emergency lights.

Staff are to keep students / visitors in place.

Staff will check with Administration about status (notification of maintenance and/or PG & E).

Administration will determine continuation of activities vs. evacuation of facility.

Earthquake

Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave. Many fatalities from an earthquake occur when people run outside of buildings only to be killed by falling debris from collapsing walls.

During the Shaking

Minimize movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors

- DROP to the ground
- COVER by getting under a sturdy table or other piece of furniture. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- HOLD ON until the shaking stops.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.

- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
- Electricity may go out. Fire alarms or the sprinkler systems may turn on.

If Outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.

After shaking subsides

Administration will direct a rapid inspection of the area for signs of obvious damage or personal injury and take a census of people in the area.

Students are to remain in place until further instructions from faculty / staff.

If necessary, BERT members will administer First Aid/CPR.

Fire

At the first sign of fire or smoke:

Alert the Faculty / Staff / Front Desk– to ensure notification of 911

Activate the closest Fire Alarm Box

Remember the acronym R.A.C.E.

R – Rescue – move students / visitors away from any danger

A – Alert others

C – Confine – close ALL doors and windows. Pack sheets or blankets under doors to contain smoke

E - Evacuate / Extinguish

Use fire extinguishers only if:

1. You are trained and familiar with how to use the extinguisher.
2. You are sure the fire is small and can be easily contained.
3. You have a means of quick and safe exit at all times.

Safety first! Do not endanger yourself by unnecessary heroics or attempts to save belongings.

If there is smoke present, crawl with your face near floor level where you can breathe and see.

Pay special attention to the needs of physically challenged/impaired persons around you.

Wait for further instructions from fire fighters, or BERT members.

Upon receiving a report of fire in the area, BERT members will:

- Close doors as you exit to help contain the fire
- Monitor/direct hallway traffic
- Perform a thorough area search for personnel
- Give people clear, simple commands and keep them informed
- Attend to the needs of physically challenged/impaired persons

Utilities Outage

Water, Internet services, phones as well as electricity are major factors in the event of a major utilities outage. If there is a utility outage, the following will occur:

- An overhead announcement will alert staff to the issue, or staff will walk to each classroom / office with further instructions
- Students to remain in place until further instructions.
- Administration will determine if an evacuation is necessary

Bomb Threat

Any time a bomb threat is received; always assume that it is a real danger to occupants and property. If a bomb threat is received via phone call:

- Keep the person on the line while asking someone else to notify administration / security
- Remain calm and courteous
- Take note of the caller's voice and background noises
- Try to gain as much information as possible from the caller
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - What is your name/address?

Should an evacuation be ordered, follow the instructions of the faculty/staff, and report anything that seems out of place immediately.

Remember the acronym R.A.I.N.

- R - Recognize that a hazard exists
- A - Avoid the package, avoid becoming injured, and avoid contamination
- I - Isolate the area. Inform others in the area that a hazard exists
- N - Notify, your local security department if an imminent life safety hazard exist

Hazardous Materials Spill / Release

Accidental release of toxic chemicals (either external or internal) may threaten the air quality and ultimately the health of the school's population. The community warning system is designed to provide Contra Costa County specific information directly to the media.

For a HAZMAT situation staff should take the following actions:

- Close all windows and doors
- Engineering will turn off ventilation systems such as heating, air, and fans.
- Move to the shelter in place location
- Administration will work with External Contact(s) for updates of the situation
- Listen for further instructions
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate

- Staff will assist, or seek assistance for, a physically disabled individual

Shelter- In- Place (SIP)

There are a variety of external events, such as active shooter, building intruder, civil disturbance, or a release of hazardous substance at a local refinery, that can threaten the safety of the school's population. The basic concept of a Shelter-In Place (SIP) is to create obstructions / barriers between any danger and staff/students, while maintaining safety and communications.

Each situation is different. The key objective is safety for all staff, students, and visitors at our facility. Staff are to assist in the safety of students and / or visitors in the building by asking them to stay and follow instructions. Action guidelines include:

- Overhead Paging Code to alert staff (see page 5)
- Remain in a classroom or office
- Move from areas with windows (library and student lounge)
- Close and lock, then blockade all doors
- Turn off lights
- Remain quiet and out of sight (if possible)
- Locate yourself near solid interior walls, under furniture, or large objects.
- Use cell phone/text messages for emergencies only
- Leave your shelter only when informed through the overhead paging system

(i.e. Code Orange Clear)

BERT (Building Emergency Response Team)

The purpose of the Building Emergency Response Team (BERT) is to provide support and coordination in the event of a crisis situation. The goals of this team include, but are not limited to:

- Assistance in protection of lives and property
- Ensure the KPSAHS community is efficiently and effectively served in a time of crisis
- Assist in effective communication among KPSAHS staff
- Support those community members who may be negatively impacted by a crisis situation
- Continually monitor conditions and report changes
- Once a crisis is over, evaluate procedures in order to achieve continuous improvement

Members of the BERT are assigned in advance, along with responsibilities. BERT is coordinated by the Facilities Manager, who is in direct contact with Administration.

Members will wear orange color vests / hats for easy identification, and will be supplied with walkie-talkies for internal communications. They will assist with evacuation by directing and monitoring the situation.

Addendum B: Definitions

American Registry of Diagnostic Medical Sonographers (ARDMS)	Independent, nonprofit organization that administers examinations and awards credentials in the areas of diagnostic medical Sonography, diagnostic cardiac Sonography, vascular technology, and ophthalmic biometry.
	ARDMS offers the following four credentials:
	<ul style="list-style-type: none"> • <u>RDMS® Registered Diagnostic Medical Sonographer®</u> • <u>RDCS® Registered Diagnostic Cardiac Sonographer®</u> • <u>RVT® Registered Vascular Technologist®</u> • <u>ROUB® Registered Ophthalmic Ultrasound Biometrist®</u>
American Registry of Radiologic Technologists (ARRT)	Purposes include encouraging the study and elevating the standards of radiologic science, as well as the examining and certifying of eligible candidates and periodic publication of a listing of registrants.
Attending Physician:	Physician responsible for a particular patient; also generally responsible for ordering the radiographic examinations to be carried out by radiologists and radiographers.
Clinical Coordinator/Educator	KPSAHS faculty member that develops and delivers instructional services, coordinates the program's clinical education, conducts clinical site visits, serves as a liaison between the Program and the clinical education sites.
Clinical Preceptor	The Certified/Registered Professional designated at each clinical facility that is responsible for the supervision of the clinical education of students assigned to that facility.
Computed Tomography (CT)	Computer-generated image of precise areas of the body acquired in a cross-sectional or axial plane.
Coronary Care Unit (CCU)	Specially equipped hospital area designed for the treatment of patients with sudden, life-threatening cardiac conditions.
California Department of Health Services	See below, "Radiologic Health Branch" (California Department of Health Services).
California Society of Radiologic Technologists	The professional organization for radiologic technologists for the state of California; affiliated with ASRT.
Diagnostic Medical Sonographer	A highly skilled professional whose competence has been tested and approved by the American Registry of Diagnostic Medical Sonographer. This includes echo cardiographers, Sonographers and vascular technologists.
Intensive Care Unit (ICU)	Hospital unit in which patients requiring close monitoring and intensive care are located.
KPSAHS	Kaiser Permanente School of Allied Health Sciences

Magnetic Resonance Imaging (MRI)	Medical imaging that uses nuclear magnetic resonance as its source of energy.
Nuclear Medicine	The use of radioactive substances to image certain parts of the body.
Nuclear Medicine Technologist	Individual who, under the supervision of a physician radiologist, operates radiologic equipment and assists radiologists and other health professionals, and whose competence has been tested and approved by the American Registry of Radiologic Technologists.
Radiation Therapy (Oncology)	The treatment of neoplastic diseases by using x-rays or gamma rays to deter the proliferation of malignant cells by decreasing the rate of mitosis or impairing DNA synthesis.
Radiographer	Individual who uses high-tech equipment and radioactive tracers to study the function of the various organ systems. This includes imaging the progress of disease, as well as treatment of disease. The Nuclear Medicine Technologist is also responsible for quality control of equipment and radiation safety practices in the hospital or clinic.
Radiologic Health Branch (California Department of Health Services)	In addition to many other health-related functions, this agency is responsible for enforcing the state certification act. All working radiologic technologists within the state of California must be certified as a certified radiologic technologist (CRT) with this agency. This agency also controls and registers sources of radiation.
Radiologist	Physician who has had a 3 to 4 year residency in the specialty of radiology.
Radiology	Branch of medicine concerned with radioactive substances and, using various techniques of visualization, with the diagnosis and treatment of disease using any of the various sources of radiant energy.
Radiology or Imaging Services Director	Individual responsible to the hospital administration and who supervises radiographers, clerical staff, and other support personnel within the radiology or imaging department
Society of Diagnostic Medical Sonography (SDMS)	Promotes, advances, and educates its members and the medical community in the science of Diagnostic Medical Sonography. The Society achieves its purpose by: <ul style="list-style-type: none"> ●seeking the cooperation of similar organizations ●initiating and overseeing educational programs ●stimulating and encouraging research; encouraging presentation and publication of scientific papers ●collecting and disseminating information pertinent to the membership; ●publishing a scientific journal and a newsletter, and

- reviewing and establishing policies regarding the professional status, legislative activity, and welfare of its members

Ultrasound (Sonography)

(Commonly called “Sonography”) A diagnostic medical procedure that uses high frequency sound waves (ultrasound) to produce dynamic visual images of organs, tissues, or blood flow inside the body.