

# 2025 Student Handbook

Kaiser Permanente School of Allied Health Sciences

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## About this Handbook

This handbook contains content relevant to the Kaiser Permanente School of Allied Health Sciences (KPSAHS) campus and operations. It is updated as changes occur and published on the KPSAHS website at [kpsahs.edu](https://kpsahs.edu), with an annual reissue on January 1.

Please note that the information here is considered supplementary to the Academic Catalog, also available at [kpsahs.edu](https://kpsahs.edu).

## Campus Contact Information

Department or Topic	Phone Number	Preliminary Contact	Department email & designated responsibilities
Academic Affairs	510-231-5032	Dean of Academic Affairs	<a href="mailto:academic.affairs@kpsahs.edu">academic.affairs@kpsahs.edu</a>
Academic Online Help	Please use email	Instructional Innovation and Digital Learning Department	<a href="mailto:KPSAHS-academiconlinehelp@kp.org">KPSAHS-academiconlinehelp@kp.org</a> <ul style="list-style-type: none"> <li>• Login issues with KP Scholar</li> <li>• Login issues with Webmail</li> <li>• Questions about SEIU Ed Fund online classes (Medical Terminology, Anatomy and Physiology, Biology, Basic Math, or Algebra)</li> </ul>
Admissions	510-231-5123	Admissions Office	<a href="mailto:admissions@kpsahs.edu">admissions@kpsahs.edu</a> <ul style="list-style-type: none"> <li>• Specific question about a program</li> <li>• Request more information on a program</li> <li>• Have questions about applying or an existing application</li> </ul>
Assessment	510-231-5048	Director of Assessment and Institutional Research	<a href="mailto:KPSAHS-Assessment@kp.org">KPSAHS-Assessment@kp.org</a>
Career Services	510-231-5023	Director of Career Services	<a href="mailto:careerservices@kpsahs.edu">careerservices@kpsahs.edu</a>
Complaints	Please use email	Director of Accreditation and Compliance	<a href="mailto:KPSAHS-complaints@kp.org">KPSAHS-complaints@kp.org</a>
CPR Coordinator	Please use email.		<a href="mailto:aha@kpsahs.edu">aha@kpsahs.edu</a>
Facilities	510-231-5159	Manager of Administrative Services	<a href="mailto:Diana.K.Jackson@kp.org">Diana.K.Jackson@kp.org</a>
Facilities - Redwood City Satellite Located in San Mateo, CA	650-627-1960, x1960 or 11 from front desk  510-231-4373	Kaiser Security – Bovet Building  Operations Specialist	(No email available) <ul style="list-style-type: none"> <li>• Access to instructional facilities within the Bovet building</li> </ul> <a href="mailto:Rhodora.X.Carpenna@kp.org">Rhodora.X.Carpenna@kp.org</a> <ul style="list-style-type: none"> <li>• All issues excluding access</li> </ul>

Department or Topic	Phone Number	Preliminary Contact	Department email & designated responsibilities
Finance	510-231-4327	Student Finance Office	<a href="mailto:KPSAHS-Finance@kp.org">KPSAHS-Finance@kp.org</a> • <i>Payment Instructions</i> • <i>Financial Aid</i>
KP National Helpdesk	888-457-4872	KP National Helpdesk	<a href="https://kp.service-now.com/sp">https://kp.service-now.com/sp</a> • <i>Issues with your KP NUID or KP network password</i> • <i>PingID and device registration</i> • <i>Accessing KP Learn</i>
Library	510-231-4315	Manager of Library Services	<a href="mailto:kpsahs@kplibraries.libanswers.com">kpsahs@kplibraries.libanswers.com</a>
Reception	510-231-5000	Varies	n/a
Security	510-714-5038	Varies	n/a
Student Records	510-231-5031	Registrar & Student Records Coordinator	<a href="mailto:KPSAHS-Student-Records@kp.org">KPSAHS-Student-Records@kp.org</a> • <i>Forgot username for Student Portal</i> • <i>Request enrollment verification</i> • <i>Reset MyKPSAHS.com password</i>
Student Success Team	n/a	n/a	<a href="mailto:KPSAHS-sst@kp.org">KPSAHS-sst@kp.org</a>

## Student Record Holds

A hold may be placed on a student's record by the finance or assessment department. Holds may prevent a student's ability to register for courses, receive a diploma, attend classes, and/or be eligible for graduation.

Hold Code and Type	Hold Reason (s)	Consequence(s) of Hold	Process for Release of Hold
<b>ASMT:</b> Assessment	Failure to satisfy assessment requirements, including but not limited to: <ul style="list-style-type: none"> <li>• Failure to provide required documents,</li> <li>• Failure to properly format documents,</li> <li>• Uploading incorrect documents, and</li> <li>• Failure to complete end-of-quarter student evaluations and/or student surveys.</li> </ul>	1. Inability to attend class, 2. Inability to request copies of diplomas, and 3. Inability to be registered for classes in subsequent quarters.	1. Submit assessment documents in required format, <b>AND</b> 2. Notify the Assessment department at <a href="mailto:KPSAHS-Assessment@kp.org">KPSAHS-Assessment@kp.org</a> or 510-231-5048 and request hold release.

Hold Code and Type	Hold Reason (s)	Consequence(s) of Hold	Process for Release of Hold
<b>FINC:</b> 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"> <li>1. Inability to attend class,</li> <li>2. Inability to request copies of diplomas,</li> <li>3. Inability to be registered for classes in subsequent quarters, and</li> <li>4. Exclusion from graduation ceremony.</li> </ol>	<ol style="list-style-type: none"> <li>1. Pay outstanding balance in full, and</li> <li>2. Notify Student Finance department at <a href="mailto:KPSAHS-Finance@kp.org">KPSAHS-Finance@kp.org</a> or 510-231-4327 and provide evidence of payment (e.g., email receipt), and request hold release.</li> </ol>

It is recommended that students check the student portal over inter-quarter breaks, 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.

## Student Success Team

KPSAHS' Student Success Team provides students with support for their well-being to achieve academic success. Whether you are struggling in one of your classes or overwhelmed with a personal concern such as family life or a work situation, the student success team can connect you with resources that can help.

Confidentiality of student information is a priority for student success team members. Information will remain confidential on a need-to-know basis unless there is a threat of danger to one's self or others.

This service is voluntary and separate from the academic program. It would not be documented in the student academic file.

If you find yourself struggling or would just like to talk with someone, please reach out to the team to set up a meeting and a team member will respond within one to two business days.

Email: [KPSAHS-sst@kp.org](mailto:KPSAHS-sst@kp.org)

## Campus Procedures

### Door Security

To ensure the security of the building and safety of faculty and students, 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
- lobby entrance to classrooms and lab areas
- lobby entrance to library
- student entrance near the nuclear medicine lab

## Photo ID Access Badge

Most students will be issued a photo identification/building access badge at the start of their education program at KPSAHS.

Students enrolled in KPSAHS educational programs are required to wear their photo ID badge/access badge at all times when they are on campus or attending clinical education. It must be worn above the waist with the name and photograph clearly visible. When attending clinical education, students should be aware that California state law gives all patients the right to know who is providing their medical care and/or service.

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

## Lost or Replacement Badges

In the event of a name change, a replacement photo ID badge will be issued at no charge; contact Facilities to initiate the process (see *Campus Contact Information* at the beginning of the *Handbook*). A fee will be collected for lost badges.

## Return of Badge

When students complete their educational programs, withdraw, or are dismissed from KPSAHS, students must return the ID/access badge to their program director. If a student's badge is not returned, KPSAHS reserves the right to withhold the certificate of completion or diploma; in addition, students may lose eligibility to enroll in future KPSAHS educational programs.

## Visitors on Campus

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

Children are not allowed in classrooms during didactic sessions or at a student's clinical education site.

## Student Lounge

Equipment (e.g., refrigerators, 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.

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

Refrigerators must be kept clean, and cleaning of the refrigerators in the lounge is the responsibility of the students who utilize them. 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 the front desk staff member.



## **Computer Laboratory**

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

## **Eating and Drinking on Campus**

Eating and drinking is allowed in the student lounge only. Unless specifically authorized, eating and drinking is not allowed in KPSAHS classrooms or laboratories. Exceptions to this policy may be approved by the regional school administrator for special events.

## **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, they will be billed a replacement fee. The student may also replace the lost item with a new book of the same edition.

## 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 may be suspended and face further disciplinary action up to and including dismissal from their 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.

## Integrity of Distance Education

KPSAHS assures integrity of distance education through established security procedures in the learning management system (LMS). The system requires that students log in via a secure username and password known only to them. Students must be logged in to the LMS to participate in distance education instructional activities (e.g., submit assignments, respond to discussion posts, complete exams).

In addition, faculty may require additional security measures applicable to the curriculum and instructional methodology, including the following:

- **Synchronous video conference meetings.** Faculty of hybrid courses typically meet students prior to the hybrid courses during interviews, orientation, and in-person class offerings. In addition, faculty meet their hybrid students during scheduled in-person class sessions. This allows faculty to recognize the students who login to synchronous video conference class meetings (such as through Zoom), and students are required to participate with their video cameras turned on and their faces visible.
- **Testing.** Faculty can use Zoom's video function to live proctor exams. Additionally, faculty can view the actual answers being submitted by students in real time using the quiz tracking function, thereby confirming that students are legitimately answering the questions of their own accord and not copying and pasting. Faculty can also view student IP addresses, which may be used to verify that each student is testing at a separate location.
- **Written Assignments.** Large essay and paper assignments can be filtered through a plagiarism database (Turnitin) that is linked to KPScholar.
- **Video Journals.** Faculty can require students to submit video via personal and recorded live video system guaranteeing original student work.



## Radiation Safety Requirements

Proper handling and wearing of monitoring devices are essential for accurate measurement of occupational exposure. Students working with radiation or at risk of radiation exposure must follow the procedures 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.
- Notify the preceptor/clinical instructor if the monitoring device becomes damaged or misplaced.
- Exchange the monitoring device monthly, per KPSAHS policy.
- Failure to comply with radiation safety requirements may result in disciplinary action.
- Students must not hold image receptors or patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

## Dosimetry

Radiation monitoring is performed for KPSAHS 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. A copy of the dosimetry report is provided to the students monthly and placed in their clinical logbook for review by the clinical site instructor as needed.

All dosimetry reports are also kept on file at KPSAHS in the Radiation Safety Officer's office. Any students exceeding the established investigational levels (mrems per wear period) whole body; head trunk active blood-forming organs; lens of eyes; or gonads Level I: 100 mrem, Level II: 200 mrem amounts per month will meet with the RSO 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. Ring badge dosimeter readings in excess of 5000 mrem per year will be investigated.

## Occupational Considerations

Students are expected to follow the three 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.

## **Use of Human Subjects for Educational Purposes (Sonography)**

Laboratory courses may require students to serve as volunteer patients for the practice of clinical skills. Serving as a patient for the practice of clinical skills is voluntary, and the student's grades and evaluations will not be affected by their participation or non-participation as a patient in laboratory coursework.

Though students maintain the right to decline serving as a volunteer patient, all students are still required to complete all required procedures in the laboratory classroom. Should a large number of students choose not to volunteer as patients, classroom hours may be extended.

Students and volunteers will be asked to complete and sign consent and incidental findings forms prior to being scanned in the KPSAHS diagnostic medical sonography laboratory for educational purposes.

## **Professional Expectations**

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

To promote excellence in the professional and ethical conduct of students and to provide the highest quality patient care and service, KPSAHS students must adhere to the Professional Code of Ethics; KPSAHS policies and procedures; and clinical site policies, procedures, and codes of conduct. Furthermore, expected professional conduct/behavior, professional appearance, and safety precautions are described below.

### **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. Guidelines for 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 conversations 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, clinical, and lab 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 eat, chew gum, or use tobacco products when in contact with patients or visitors or in-patient areas.
- Wear your identification badge and dosimeter (if applicable).
- Treat all instructors, staff, patients, and others with whom you have contact with kindness, courtesy, and respect.
- Take initiative.
- Maintain confidentiality of medical records and Protected Health Information (PHI).
- 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 greet your patients in 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 students sense a problem in the clinical environment involving themselves, contact the preceptor/clinical instructor immediately.

Failure of a student to maintain a professional attitude may result in course failure, clinical grade reduction, or disciplinary action.

## **Professional Appearance**

KPSAHS is a community institution, and students are expected to dress appropriately. Apparel must be well maintained, clean, and consistent with health and safety guidelines for the department at the clinical facilities and KPSAHS.

## **Campus Dress Policy**

### **Unacceptable Clothing**

The following are not permitted on the KPSAHS campus:

- halter tops or backless 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

### **Footwear**

Students must follow the guidance below when on campus:

- 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.

## **Clinical Dress Policy**

Any students who receive clinical education at a clinical facility must adhere to the KPSAHS *Clinical Dress Policy*. If students dress inappropriately and do not appear professional or do not adhere to the KPSAHS, clinical facility, or department-specific standards or guidelines, the students may be sent home and required to return to the clinic properly attired. In the event a trip home is necessary, the student may be counted tardy for that day.

The following sections describe the KPSAHS Clinical Dress Policy, which may be supplemented by additional requirements at the clinical facility and/or department:

### **Scrub Suits and White Lab Coats**

- All students are required to wear KPSAHS issued scrub suits and/or lab coats (unless otherwise 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 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 if approved by department administration.

### Hosiery

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

### 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, 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.

## Professional Codes of Ethics

KPSAHS endorses the professional codes of ethics by the respective organizations.

### American Association of Marriage and Family Therapy

Access the Association's professional code of ethics from their web site ([aamft.org](http://aamft.org)) or this link: [aamft.org/Legal\\_Ethics/Code\\_of\\_Ethics.aspx](http://aamft.org/Legal_Ethics/Code_of_Ethics.aspx).

### American Registry of Radiologic Technologists (ARRT) Code of Ethics

#### Introduction

Radiologic technology program enrollees are expected to practice the Code of Ethics prescribed by the American Registry of Radiologic Technologists (ARRT).

#### Code of Ethics

1. The radiologic technologist acts in a professional manner, responds to patients' needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
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 race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identify, veteran status, age, or any other legally protected bias.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
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.
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 of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
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 minimizing radiation exposure to the patient, self, and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
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.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating aspects of professional practice.



11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

## **American Society for Clinical Laboratory Science** *(applicable to Phlebotomy program)*

### **I. Duty to the Patient**

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

### **II. Duty to Colleagues and the Profession**

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

### **III. Duty to Society**

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

### **California Association of Marriage and Family Therapists (CAMFT)**

Access the Association's professional code of ethics from their web site ([camft.org](http://camft.org)) or this link: [camft.org/Membership/About-Us/Association-Documents/Code-of-Ethics](http://camft.org/Membership/About-Us/Association-Documents/Code-of-Ethics).

### **Society of Diagnostic Medical Sonography Code of Ethics (SDMS)**

#### **Code of Ethics for the Profession of Diagnostic Medical Sonography**

##### **Preamble**

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

##### **Objectives**

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

##### **Principles**

*Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:*

- A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- E. Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

*Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:*

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization

which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA) or the International Organization for Standardization (ISO).

- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

*Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:*

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

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### **Society of Nuclear Medicine and Molecular Imaging (SNMMI) 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 (SNMMI 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.

## **Addendum A: Emergency and Disaster Plan**

### **Emergency / Disaster Plan**

At KPSAHS we care about the safety, health, and well-being of our employees and students. Our business operates with the goal of providing a safe environment for all staff, students, and visitors who enter our school 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.

### **BERT (Building Emergency Response Team)**

KPSAHS has a Building Emergency Response Team (BERT) to provide support and coordination in the event of a crisis. The goals of this team include the following:

- 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 and students
- support community members who may be negatively impacted by a crisis
- continually monitor conditions and report changes
- once a crisis is over, evaluate procedures in order to achieve continuous improvement

Members of BERT and their responsibilities are assigned in advance. BERT is coordinated by the facilities operations manager, who is in direct contact with school administration.

Members will wear orange color vests and hard 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.

## KPSAHS Emergency Codes

The codes below reflect the overhead paging codes that will be used in the event of an emergency.

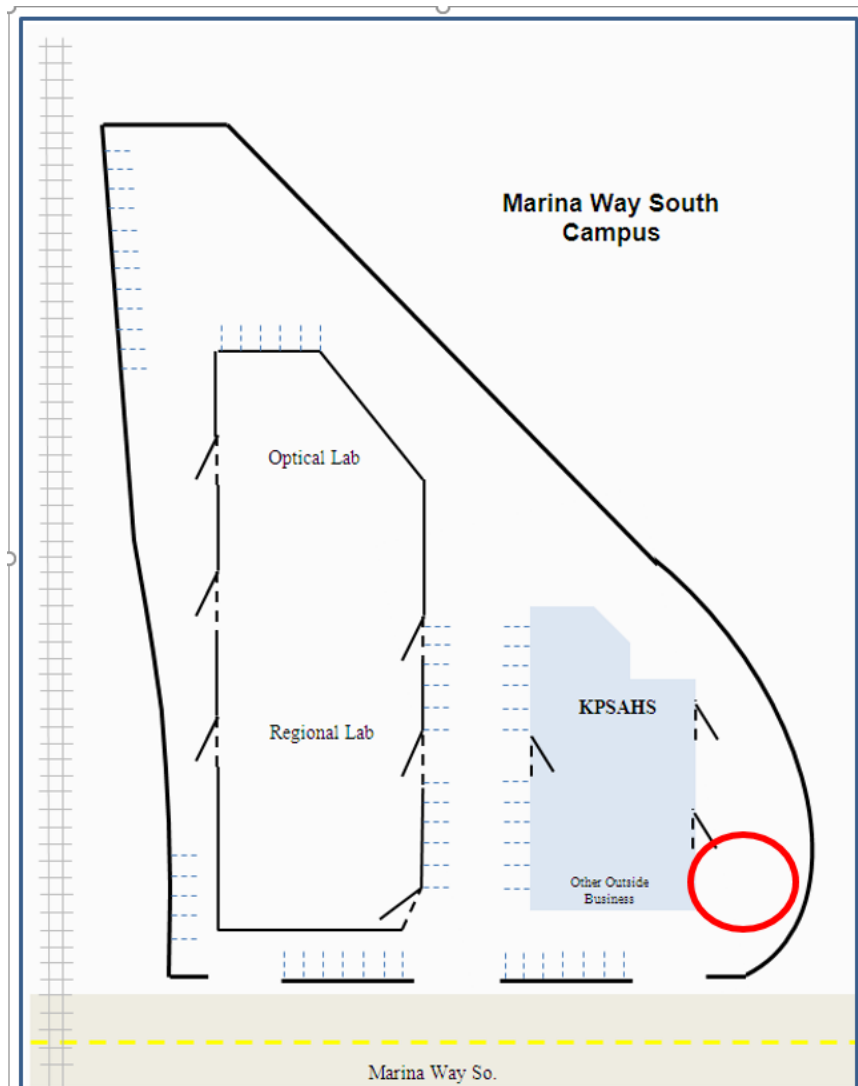
# Know Your CODES



 KAISER PERMANENTE®



## Congregation Area – Richmond Campus (938 Marina Way South)



For any major event that requires evacuation, KPSAHS employees, students, and visitors at the 938 Marina Way South campus will relocate to the front lawn located at the campus's southern entrance.

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, refer to the guidance below:

- Individuals in classrooms have access to a flashlight to enhance emergency lights.
- Staff are to keep students and/or 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

An earthquake is one of the few disasters where assistance from public safety agencies or the Red Cross may not be immediately available.

Students and staff should be aware of fire extinguisher locations, fire alarm pull stations, emergency/disaster supplies, and the location of emergency exits. Leadership must be prepared to provide emergency guidance prior to, during, and after an earthquake.

### If Indoors 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. Follow the steps below:

- Remain calm.
- Drop, cover, and hold on. If you feel an earthquake occurring, drop to the floor, take cover under a sturdy desk or table (or against a load-bearing wall) and hold onto it firmly.



Move to an interior wall away from windows.

- Seek safety under a sturdy desk or table. Do not stand in doorways. Office doorways do not provide adequate protection against falling objects or collapse and may swing during the earth movement.
- Watch out for falling objects. Stay away from windows and drug storage areas where objects could fall.
- Resist the impulse to run. The floor may be moving and pose a hazard and falling debris may cause injury.
- Stay away from shelves and file cabinets. Avoid objects and anything else that may fall or tip over.
- Do not use elevators.
- If in a hallway, crouch down with your back against the inside wall. Protect your head and neck.
- Beware of electrical hazards. Be aware that the electricity may go out and sprinkler systems may turn on.

### If Outdoors During the Shaking

Students and faculty should follow the guidance below if outdoors during shaking:

- Near high-rise buildings, duck into entryway for protection from falling debris.
- If in the open, move quickly away from buildings, utility poles and other structures (falling bricks and glass pose a great danger).

- If in a vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Evaluate your surroundings and take evasive action if needed.

### After an Earthquake

After the shaking has subsided, follow the guidance below:

- After the initial shock, evaluate the situation and call 911 if emergency help is needed.
- Provide first aid to those who are injured. Check for injuries and assist if you have training. Assist with rescues if you can do so safely.
- Turn off all electrical equipment in the immediate area to reduce the possibility of fire and to protect the equipment from power surge.
- Follow instructions from emergency personnel. Alert them to situations requiring immediate attention.
- Use a radio for information and instructions.
- Restrict telephone use. Do not use landline telephones or cell phones except to report fires or medical emergencies.
- Be prepared to stay in the building overnight and maybe longer.
- Prepare for aftershocks following an earthquake. Protect yourself just as you would during the initial quake.
- Evacuate the building when instructed to do so.

### Fire

Fires can occur at any time without warning. The primary consideration in the event of a fire is everyone's safety, and secondary consideration is for protection of property. Everyone is responsible for awareness of fire safety and providing a safe, healthful environment.

Fire response procedures must be implemented upon suspicion of a fire. Notification of co-workers, students, and visitors for a timely, effective, and efficient response is critical. Although response procedures are presented in ordered steps, usually more than one person is involved in performing these actions simultaneously.

At the first sign of fire or smoke:

- Alert the faculty, staff, and 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 the following apply:
  - You are trained and familiar with how to use the extinguisher.

- You are sure the fire is small and can be easily contained.
- You have a means of quick and safe exit at all times.

**Note: No student is obligated to extinguish any fire.**

### Evacuate

If the fire cannot be contained, follow the steps below:

- Leave the area immediately and immediately close all doors behind you after entering or exiting.
- Do not open hot doors. Feel the door with the back of your hand. If it is hot to the touch, do not open. If it is not hot, open the door slowly. Be prepared to close it if necessary.
- Evacuate quickly and orderly.
  - If evacuating through smoke and heat, drop to your hands and knees, take short breaths through your nose, and crawl to an escape exit by staying in contact with the outside wall.
- Follow directions and proceed to your designated staging area.
- Once out of the building, wait for further instructions.

### Fire Alarms

Pull the fire alarm immediately whenever any one of the following indications of a real or suspected fire are observed:

- smoke or flames
- odors indicating smoke or other burning material
- unusual heat on a wall, door or other surface

A fire alarm may be initiated automatically by electronic fire detection equipment in the building. Such equipment includes heat and smoke sensors in the building areas and in ventilation equipment and water pressure sensors in fire sprinkler lines.

### Utilities Outage

A major utilities outage occurs when KPSAHS loses access to water, internet, phones, and/or electricity. If there is a utility outage, the following will occur:

1. An overhead announcement will alert students, employees, and visitors to the issue or staff will walk to each classroom/office with further instructions.
2. Students are to remain in place until further instructions.
3. 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, follow the following instructions:

- 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 a BERT member and/or 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 exists.

### 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 any physically disabled individual.

### Active Shooter

An *active shooter* is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

## Respond

**RUN** – Immediately evacuate the area and move far away until you are in a safe location:

- Evacuate regardless of whether others agree.
- Leave personal belongings behind.
- Help others escape if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Run in a zigzag fashion if shooter is active.
- Call 911 when safe to do so.

**HIDE** – Seek a secure place where you can hide and/or deny the shooter access:

- If running is not a safe option and you decide not to evacuate, hide in as safe a place as possible. Look for a location with thicker walls and fewer windows. In addition, other actions you can take include:
  - Turn off the lights.
  - Close and lock windows/doors and close/cover blinds.
  - Barricade the doors with furniture, if possible.
  - Remain quiet, turn off any source of noise (e.g., cell phones, radios, TV).
  - Look for other avenues for escape, try not to trap yourself or restrict your options for movement.
- If evacuation and hiding are not possible, remain calm and dial 911 to alert police. If you cannot speak, leave the line open and allow the dispatcher to listen.

**FIGHT** - As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

- Act as aggressively as possible against the shooter (e.g., yelling).
- Throw items and improvise weapons.
- Commit to your actions.

## When Law Enforcement Arrives

- Remain calm and follow the officer's instructions.
- Put down any items in your hands and immediately raise hands and spread fingers.
- Hold arms up and keep hands visible at all times.
- Avoid making quick movements toward the officers and avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
- Provide any applicable information to law enforcement or the 911 operator such as location, description, number/type of weapons or active shooter(s) and potential victims at the location.



## 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 or barriers between any danger and staff and 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 the following:

- Use the overhead paging code to alert staff (see the *KPSAHS Emergency Codes* section of this *Handbook*).
- Remain in a classroom or office.
- Move from areas with windows (library and student lounge).
- Close, lock, and block 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).

## Addendum B: Definitions

American Registry of Diagnostic Medical Sonographers (ARDMS)	<p>Independent, nonprofit organization that administers examinations and awards credentials in the areas of diagnostic medical Sonography, diagnostic cardiac Sonography, vascular technology, and ophthalmic biometry.</p> <p>ARDMS offers the following four credentials:</p> <ul style="list-style-type: none"> <li>• RDMS® Registered Diagnostic Medical Sonographer®</li> <li>• RDCS® Registered Diagnostic Cardiac Sonographer®</li> <li>• RVT® Registered Vascular Technologist®</li> <li>• ROUB® Registered Ophthalmic Ultrasound Biometrist®</li> </ul>
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 Instructor/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. <i>See also</i> Preceptor
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.
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. <i>See also</i> Clinical Instructor
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)	<p>Promotes, advances, and educates its members and the medical community in the science of Diagnostic Medical Sonography. The Society achieves its purpose by:</p> <ul style="list-style-type: none"> <li>• seeking the cooperation of similar organizations.</li> <li>• initiating and overseeing educational programs.</li> <li>• stimulating and encouraging research; encouraging presentation and publication of scientific papers.</li> <li>• collecting and disseminating information pertinent to the membership.</li> <li>• publishing a scientific journal and a newsletter.</li> </ul>

- 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.