# Steps for Training as an "Additional Clinical Instructor" Using Online Instruction

*Note: Achieving the title of "Additional Clinical Instructor" qualifies a supervising RT with a minimum of two years of experience to evaluate and sign off on the students' competency check-offs, as required by the ARRT. Additional Clinical Instructors will assist the Lead Clinical Instructors by evaluating students for competency. Other duties include completing Bi-Weekly Progress Reports and initialing the students' time sheet data each day. The course final evaluation, remediation activities, and counseling of students remains the duty of the Lead Clinical Instructors only. It is estimated that the below activities will take approximately 3 to 4 hours to complete, including the creation and submission of documentation for JRCERT approval as a Clinical Instructor.*

1. Go to "On-Demand Resources for CIs" for the links referenced below:  https://radtech.santarosa.edu/demand-resources-clinical-instructor
2. Watch the PowerPoint presentation: "Clinical Grading Processes A to Z Presentation" and look at notes at bottom of each slide. (Use the link found on the "On-Demand Resources for Clinical Instructor" page as in #1 above.)
3. Read "Clinical Grading A to Z" document. https://radtech.santarosa.edu/sites/radtech.santarosa.edu/files/documents/Clinical%20Grading%20A%20to%20Z%20Handout_SRJC_6-3-18_0.pdf
4. Take "Post-Test A to Z" by filling in Pages 1 and 2 and circle the answer that you feel is the most appropriate." It is an open-book test for you to learn from and the answers are on page 3.
5. Scan Pages 1 and 2 of "Post-Test A to Z" (first making sure that your name, date, and your place of employment is written in at the top of Page 1). If you can, convert the document to a PDF. Email Pages 1 and 2 as a PDF to the Program Director at talander@santarosa.edu and keep a copy for your own records.
6. Fill out, sign, and date Page 4 of the "Post-Test A to Z" document. This is the "Verification of Instruction on the Supervision and Evaluation of Students" form. Scan it and email it to Tammy Alander, Program Director, at talander@santarosa.edu and keep a copy for your own records.
7. Go to "On-Demand Resources for Students" for the links to access the "RT Student Handbook" and the "Clinical Competency Handbook." Review the Tables of Contents and familiarize yourself with any of the policies that are pertinent in performing competency check-offs. (We just want you to know where your reference materials are.) All forms, policies, and emergency procedures are posted as links in "On-Demand Resources for Clinical Instructors" and/or in "On-Demand Resources for Students" on the RT Webpages: https://radtech.santarosa.edu/
8. **Create a one-page Curriculum Vitae (professional resume). Include all of your professional experiences, titles (what credentials have you earned?), dates of employment, employer institution name and location, and mention any years of experience you have had in supervising and/or evaluating students. (Sample CV is found on Page 2 of this document.)**
9. Scan and submit your CV to Tammy Alander by email: talander@santarosa.edu. Tammy will submit your information and credentials to the Joint Review Committee on Education (JRCERT) for approval of your status as a Clinical Instructor. Within approximately 4 weeks, Tammy will notify you when you have received approval and your name will show as a Clinical Instructor for SRJC on the JRCERT Website. You can then add this title to your resume.
10. Complete the "Authorized Technologist & CI Signature Verification Form" and email it to talander@santarosa.edu. Fill in the name of the clinical site and the date at the top. Then, print your name, and write your initials and signature on the appropriate line. Your Lead Clinical Instructor can sign and date at the bottom. You can download and print the form using the following link: https://radtech.santarosa.edu/sites/radtech.santarosa.edu/files/documents/Authorized%20Signatures.pdf
11. You will need to take another "A to Z Post-Test" annually to remain in compliance. You will receive your first email reminder to do so at approximately 12 months after you have received your initial JRCERT approval. If

you have answered any of the questions incorrectly, you should go back and review the appropriate information in the "On-Demand Resources for Clinical Instructors" or other links found on the RT Program's Website. All Clinical Coordinators are also able to answer your questions at any time.

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## (Sample) CURRICULUM VITAE

**Name Here, Professional Credentials Here: (e.g.: B.S, R.T. (R) (CT), CRT)**
**Job Title Here**
**Professional Email Address Here**
**Employer Address**
**Your Employment Phone #: 1-415-555-5555**

**EDUCATION**

       A.S. in Radiologic Technology—YEARS
       Any Colleges, Universities or Technical Schools—YEARS

**CREDENTIALS**

       American Registry of Radiologic Technologists #  XXXXX
       State of California Certified Radiologic Technologist #  CAXXXXX
       Fluoroscopy Permit # XXXXXX

**PROFESSIONAL  EXPERIENCE**

1. **Specify your locations of employment in this professional discipline, along with the name and address of the institution.  Specify month and year for start and end date at each location. Specify your title at each location.**
2. **Be sure to include your previous roles and experience in working with students to establish that you have experience in the supervision and evaluation of students.**

    -   Supervise technologists, students, and ancillary staff for over 15 years.

    -   Responsible for equipment quality assurance.

    -   Clinical Instructor for (program name here) students in all imaging specialties from 1/99 to present.