

Notes:

Shorter Version: Orientation is 7/11/2023 in person on campus. Christine revised the PPT and it will be converted to a PDF to post on the Rad Tech web site. Students will be given a 30-minute “intro” and will be expected to complete the assignments (including PPT) BEFORE the first day of Fall semester on 8/14/23.

- Starting clinical training in week 2, on 8/22/23. They will receive the FULL orientation (2 HOURS) on 8/14/23, always the week before the start of clinical training. This is just to introduce them to forms use, clinical orientation, definitions of CIs, CCs, etc. AND what some of the pitfalls might be...do's and don'ts.
- THIS short-version PPT is given to students in July before training begins, during orientation day (7/11/23 this year). Full 2-hour version is done in Week 1 of training, the week before they start clinical.
- Give students the following handouts to be used during the presentation. 2 ARRT mandatory & elective pages that are in back of Clin. Comp. Handbook, Sample mandatory competency evaluation form, list of clinical education centers w/ contact info, pre-rotation form, Bi-weekly PR, CEF, Monthly Record of Clinical Hours, Sample procedure log, “Clinical Experience Procedures” document.
- The “clinical experience procedures” is a good checklist for them (it's part of the above—referenced handouts PDF. Also...good to send to new 2nd years also...a reminder. (On my calendar with repeat yearly for July 13 each year.)
- Leave AIDET AND HIPAA IN.



**SANTA ROSA
JUNIOR COLLEGE**

Radiologic Technology Program

Orientation Session for Class of 2025

A Pre-Clinical “Heads Up”!!

July 11, 2023

Christine McLarty, BA, RT(R)(CT)
Lead Clinical Coordinator



Purpose of “short version” orientation:

- Go through **some** of the:
 - Clinical processes
 - Clinical Competency Handbook
 - Clinical policies
 - Forms
 - Resources...



Clinical Coordinators: (SRJC Faculty)

We are always willing to help you!!

- Christine McLarty
- Paul Olszewski
- Laura Horton



- Bonnie Patterson
- Tracy Brady
- Joanne Robertson



SRJC Current Policy re: COVID-19 exposure for students as of 7/11/23

- All students must comply with the State of California mandate to be fully vaccinated against COVID-19. This includes one booster.
- PPE may be required in accordance with the clinical facility's policies.
- All students may be required to care for patients who are Covid-positive or –possible in accordance with each clinical site's policy.

This policy may be revised, as necessary.



- ASAP
- Vaccinations – get at Student Health Services FREE!
 - SHS closed 7/21/23 – 8/14/23.
- Student Health Services closes for 2 weeks before the fall semester begins, so get them now.
- 2-step TB test or QuantiFERON blood test.
- COVID-19 initial vaccine (one or two doses) plus one booster.
- CPR – BLS Provider – *Health First in Santa Rosa* or other AHA recognized trainer.

Student Clinical Assignments

- Assignments are distributed by email...
- Sent out ~4 weeks prior to the beginning of a rotation...possibly by the end of this week!
- Students do not get to choose or request a clinical site.
- Students will be assigned clinical sites that are far away from their hometown – up to 100 miles.

Student Clinical Assignments...

- Four rotations within 2 years
- SIX clinical courses
- The email you will receive also includes:
 - ❖ The name and contact information for your Clinical Instructor(s) and your Clinical Coordinator (look in CC line)
 - ❖ Clinical hours and days of week
 - ❖ Dates of attendance
 - ❖ Class days and hours
 - ❖ Due dates for evaluations, attendance records, etc.
 - ❖ Last page(s) show instructions to students...

!!! PRINT AND KEEP THIS EMAIL !!!

Dress Code

Full Dress Code can be found on SRJC Rad Tech website.

- **UNIFORMS Class of 2025:** Uniforms will be purchased at a local uniform shop and be embroidered with the SRJC logo.
- **LAB COAT:** If student is wearing hospital OR scrubs outside of the OR they must wear their SRJC Lab coat with embroidered logo.
- **NAILS:** Based on CDC and WHO guidelines, no acrylic, gel or artificial nails allowed.
- **EYELASHES:** To ensure effective infection control and patient safety, false eyelashes or similar products may not be worn in skills labs or clinical agencies.
- **TATOOS:** If visible, tattoos should be covered while in class or lab. Students will follow clinical facility policy regarding tattoos.

This dress code applies to on-campus classes/labs and clinical sites. It will be enforced by your Lead Clinical Instructors. If you do not comply it will be noted on your Bi-weekly Progress Reports and Final Clinical Evaluation.

Definitions:

- Lead Clinical Instructors (LCI):
 - Your supervisor(s) at the clinical site
 - Lead CI does the clinical grading
 - Lead CI is your main contact person on site
 - Lead CI is your advocate & teacher
- Additional Clinical Instructors (ACI):
 - They support your Lead CI when Lead CI is not available
 - Are able to “check-off” on your mandatory/elective competency exams
 - They do **not** do your grading.

Definitions:

- Clinical Coordinator (CC):
 - CC is a *visiting* college faculty at clinical site
 - CC is main contact person that is your campus faculty liaison...your go-to person off site
 - CC is your advocate and teacher

Your CC will contact you by email to set up regular appointments.

Communicate with the Lead CI

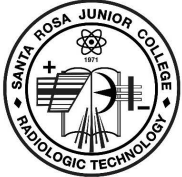
- Set up your clinical orientation appointment in advance and bring your Pre-Rotation form
- Call if you are going to be late or absent
- The LCI is your mentor and advocate
- **AND YOUR EVALUATOR!**



Student Orientation...an important “first step...”

- Schedule for the week prior or on first day.
- Have the Lead CI sign the verification form from the front pages of the *Clinical Competency Handbook*.

Link reads: *Orientation Verification Form*



Santa Rosa Junior College Radiologic Technology Program

Student Orientation to Clinical Facilities

All students **must** be oriented to the clinical education center where clinical experience is provided and to specialized areas such as Surgery, Emergency Department, Intensive Care and Pediatrics. It is the responsibility of the clinical instructor to provide this orientation either personally or by arrangement. In addition to orientation to the department policies and procedures, orientation will include fundamental operating instructions of the x-ray rooms, fluoroscopy rooms, C-arms and mobile equipment commonly used by students.

Students **must** call to schedule an orientation session **prior** to beginning a new clinical assignment. Please see the reverse side for orientation requirements.

Clinical Instructor: At completion of this orientation, please sign & keep a copy for your records.

Student: Keep a copy of this form and submit a copy to the program director.

Clinical Site

Clinical Instructor Signature

Date

Student Signature

Date

Room or equipment number	Orientation complete	Comments

Submit the signed original to college officials

Orientation will include the following, as applicable:

1. Parking Regulations: location, permits, day/evening.
2. Break/Lunch Procedures: time and duration of meal and breaks and provisions for students bringing lunch.
3. Restroom Facilities: locations.
4. Personal Storage Areas: locker facilities and/or proper location for books, coats, bags, dosimeters, and valuables.
5. Safety Procedures: site's radiation protection plan, fire regulations, codes, security, disaster plan, infection control guidelines, and standard precautions.
6. Notification Procedure: in case of absence or tardiness, reporting incidents.
7. Typical operation of department R&F rooms, mobile units & C-arms Documented on front page. Common names for rooms OK i.e. Room 1, Portable 3.
8. Ancillary Equipment and Supplies: location of grids, contrast media, immobilization devices, protective aprons/devices, emergency cart, linens.
9. Accessory Items: needles, syringes, tourniquets, I.V. tubing, emesis basins, bandaging material, gloves, oxygen and suction accessories.
10. Introduction to Key Personnel: radiologist(s), administrative personnel, staff technologists, and ancillary staff.
11. Student Assignments and Information: postings, posted student schedule, reject images for analysis, weekend /evening policy, assignments and expectations.
12. Orientation to Department: routines, patient transportation, procedure manual, equipment operation, exam requisitions.
13. Department Radiation Protection Plan: reports, violation, reporting hierarchy.
14. Communications During Clinical Assignment: emergency contact, outside phone calls, use of cell phone, visiting patients, contacting other students.
15. Hospital Information: history, bed capacity, HIPAA program.
16. Hospital Tour: OR, ICU, CCU, orthopedic clinic, women's center, and other ancillary departments, etc...
17. PACS / RIS: student access code and privileges.
18. Positioning protocol book or resource: All body parts and fluoroscopy exams.

Submit the signed original to college officials

Clinical Coordinator Visits

- What is a Clinical Coordinator?
- What are the purposes of a clinical visit?
- What happens during a clinical visit?
- *THIS IS A CLASS...BE ON TIME.*



Procedures Around Establishing Appointment Times

- CC will contact you to set up on-site visit
- Most communication will be by email.
- Check your emails daily!



When can I feel
like a real
“tech”??

- **Not right away**
- **Start with a good dose of observation**
- **Many steps to get there**

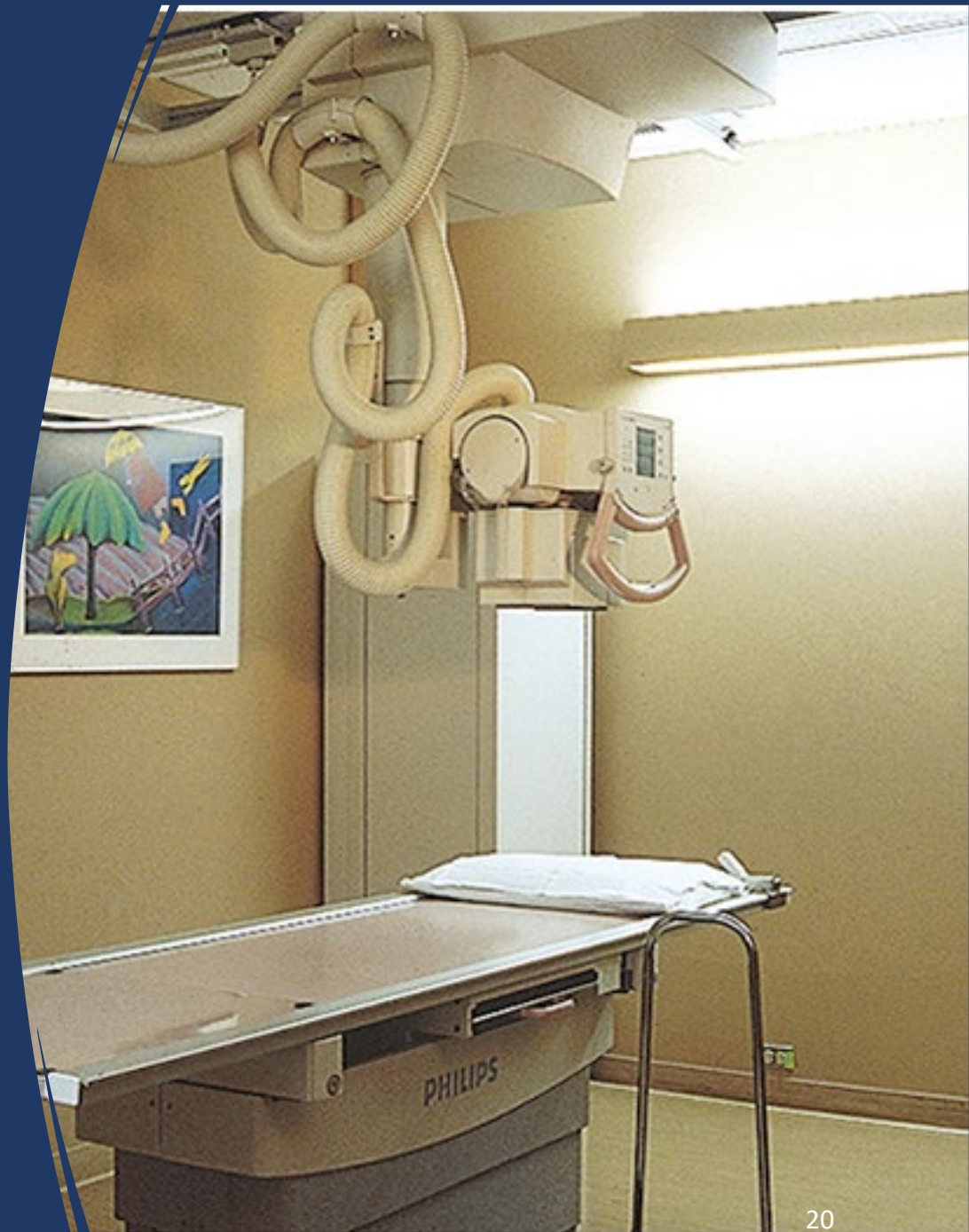
Can you do “hands-on” yet?...



1. Observe several times at the Clinical Site.
2. Practice "hands-on" under Direct Supervision at the Clinical Site.
3. You may not make an exposure until you have been taught the exam and passed the competency at school.

Direct Supervision:

- The Radiologic Technologist (RT) is in the room with the student and is observing all activities
- When RT feels confident in your knowledge, then you can position with direct supervision.



Before Indirect Supervision...

- You have been taught the exam in Positioning Class.
- You have passed the Competency in Positioning Lab at school.
- You request that a Clinical Instructor watch you do the exam from start to finish.
- They must approve (check-off) your Clinical Competency on that exam and document it in your handbook.

REPEATS

All repeat exposures MUST be done with direct supervision regardless of student's level of training!!!.



The ARRT (See ARRT.org)

- No, really...go to the Website and become familiar NOW!



The ARRT (See ARRT.org)

- American Registry of Radiologic Technologists (national agency for RTs)
 - Radiographer certification exam can be in July 2025 for you!!!
- Apply for State certification once you pass “The Registry”
- **YOU MUST HAVE STATE CERTIFICATION TO WORK AS A RADIOGRAPHER IN CA!!.**

Forms! (Yuck!)



Where do you find them online?

<http://radtech.santarosa.edu/>

Check online soon to see what resources are there. Go to Radiologic Technology Program Webpage. IT IS PART OF YOUR ASSIGNMENT TO HELP PREPARE YOU BEFORE STARTING THE PROGRAM.

Legal documentation:

- All documents submitted to the ARRT are legal documents.
- Do not use White-out or any type of correction tape!
- Do not use pencil!

ARRT may reject these documents.

19

Instructions: The evaluator will mark each area according to the following scale:

3 = Acceptable
1 = Requires minor improvement
0 = Unacceptable

***Eligible for Simulation**
More than two 1's constitutes a failed check-off. A zero constitutes a failed check-off.
No image acquisition is performed without direct supervision of a registered technologist.

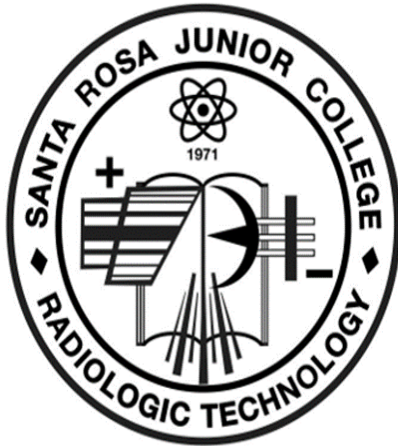
Injuries

- Incident Reports
- Worker's Compensation coverage
- Procedures

***Must be reported to campus Health Services and H.R. within 24 hours to be a covered claim!!!**

Complete an INCIDENT REPORT found on this page.

https://cm.maxient.com/reportingform.php?SantaRosaJC&layout_id=70



Radiologic Technology

Clinical Competency Handbook

Class of 2025

Homework

***READ the Clinical
Competency Handbook and
all forms in "Student
Resources" before the start
of the fall semester.***

<https://radtech.santarosa.edu>

More Forms...

- Bi-Weekly* Progress Reports...
- What is the purpose?

**“Bi-Weekly” Indicates
Every Two Weeks**

Bi-weekly Progress Report correlates with:

Course Objectives And Clinical Evaluation Form (Final grade)

10 Categories

Bi-Weekly Progress report for:		Clinical Site:	
Date:		Please rate student based on level of training.	
E = EXCEEDS EXPECTATION	ME = MEETS EXPECTATION	NI = NEEDS IMPROVEMENT	F = FAILING
PATIENT CARE - Correctly identifies patient modesty, confidentiality. Safely transfers patients, properly handles patient devices.			
COMMUNICATION: Practices proper "hand-off" procedures, understanding of instruction, direction, requisitions, and all interactions essential to clinical performance. Consistently utilizes AIDET practices with patients and their families			
PROFESSIONALISM AND ETHICS: Upholds the ARRT Code of Ethics, shows professionalism under stress environment, cooperates with technologists and demonstrates a team approach, takes initiative and demonstrates judicious use of post-processing tools.			
EQUIPMENT HANDLING - Practice safe and respectful manipulation of all equipment, accurate use of digital equipment, consistently aligns XRAY tube and IR.			
POSITIONING SKILLS - Identifies anatomy, marks images correctly according to department standards, produces images of consistent high quality, and shows competency and proficiency with positioning at appropriate level of training.			
CRITICAL THINKING AND ADAPTABILITY - Identifies /corrects positioning and technique errors at appropriate level of training. Recognizes causes of artifacts, adapts to new and changing situations or patient needs. Adapts and improvises to non-routine situations: ER, OR, Trauma.			
ACCOUNTABILITY - Adheres to the college and department dress code, consistent compliance to punctuality and attendance. Compliance to programs and departments policies; to instructors' suggestions or recommendations. Remains alert and interested in the procedures – asks pertinent questions.			
RADIATION PROTECTION – Collimates to area of interest and in accordance with department protocols, uses shielding when possible; and selects technical factors according to ALARA. Maintains compliance of department protocol with women of childbearing age. Monitors exposure index (EI) on the initial image to insure appropriate radiation delivery to the patient. Alters technical factors on subsequent images as necessary to minimize radiation exposure whenever possible.			
ORGANIZATION - Plans, anticipates needs, room and equipment readiness. Demonstrates an organized and efficient work pattern during exams. Work at a pace appropriate for level of training. Demonstrates increase confidence and independence in executing tasks.			
SENSITIVITY/UNDERSTANDING – Shows empathy, tolerance and adaptation to the needs of patients and their families, and to co-workers and fellow students. Values differences. Is considerate and respectful.			
STUDENT CHALLENGE – (Student or technologist to define the goal.)			
Technologist Comments:			
Technologist Signature:		Technologist Print Name:	
Student Comments:			
Student Signature:		Date:	

Students: Keep a copy for your records. The original is kept by your clinical instructor until you graduate. REV 4/4/2019

Objectives for...Progress Reports AND Final Evaluation Form

A) PATIENT CARE

- Maintains patient modesty, comfort & confidentiality.
- Behaves in a nonjudgmental, mature and compassionate manner to patients & their families.
- Properly handles patients and patient devices.
- Correctly identifies patient per department protocol.
- Uses a safe approach in transferring patients (must be fully supervised during first semester of training).

B) COMMUNICATION SKILLS

- Practices proper "hand-off" procedures.
- Shows understanding of instruction & direction.
- Reads and understands requisitions.
- Demonstrates clear and complete understanding of all interactions essential to clinical performance.
- Consistently utilizes AIDET practices when communicating with patients, their families, and caregivers.

C) PROFESSIONALISM & ETHICS:

- Upholds principles of the ARRT Code of Ethics.
- Projects professionalism under stress environment.
- Cooperates with technologists and demonstrates a team approach.
- Takes initiative and interest in their clinical education.
- Demonstrates judicious use of post-processing tools.

D) EQUIPMENT HANDLING:

- Practice safe and respectful manipulation of all equipment.
- Demonstrates accurate use of digital equipment.
- Consistently aligns the X-ray tube and the IR.

E) POSITIONING SKILLS

- Identifies anatomy seen on the images at appropriate level of training.
- Marks images correctly according to department standards.
- Produces images of consistent high quality.
- Shows competency and proficiency with positioning at appropriate level of training.

F) CRITICAL THINKING & ADAPTABILITY:

- Identifies and corrects positioning & technique errors at appropriate level of training.
- Recognizes causes of artifacts and their prevention at appropriate level of training.
- Adapts to new and changing situations or patient needs and makes reasonable decisions.
- Adapts and improvises to non-routine situations; ER, OR, Trauma.

G) ACCOUNTABILITY

- Adheres to the college and the department dress code.
- Demonstrates consistent reliability and punctuality with attendance.
- Shows consistent compliance to program's and the department's policies.
- Shows consistent compliance to the instructors' suggestions or recommendations.
- Remains alert and interested in the procedures - asks pertinent questions.

H) RADIATION PROTECTION

- Collimates to the area of interest, and in accordance with the department protocols.
- Uses shielding on patients when possible.
- Selects technical factors according to ALARA.
- Maintains compliance of department protocol with women of childbearing age.
- Strives to keep repeated images to a minimum.
- Monitors exposure index (EI) on the initial image to insure appropriate radiation delivery to the patient, and alters technical factors on subsequent images as necessary to minimize radiation exposure whenever possible.

I) ORGANIZATION:

- Plans and organizes work efficiently – anticipation of needs, room and equipment readiness.
- Demonstrates an organized and efficient work pattern during exams.
- Work at a pace appropriate for level of training.
- Demonstrates increased confidence and independence in executing tasks.

J) SENSITIVITY/UNDERSTANDING:

- Shows empathy, tolerance and adaptation to the needs of patients, their families, their coworkers and to fellow students.
- Values differences.
- Is considerate and respectful.

Clinical Evaluation Form

Correlates with

- Course Objectives
- Bi-weekly progress reports

A) PATIENT CARE - Correctly identifies patient. Maintains patient modesty, confidentiality. Safely transfers patients, properly handles patient devices. 10 9.5 9.0 8.5 8.0 7.5 <7.5=FAIL
B) COMMUNICATION - Practices proper "hand-off" procedures, understanding of CI instruction, direction, requisitions, & all interactions essential to clinical performance. Consistently utilizes AIDET practices with patients & their families. 10 9.5 9.0 8.5 8.0 7.5 <7.5=FAIL
C) PROFESSIONALISM & ETHICS- Upholds the ARRT Code of Ethics, shows professionalism under stress environment, cooperates with technologists, demonstrates a team approach, takes initiative & interest in clinical education, & demonstrates judicious use of post-processing tools. 10 9.5 9.0 8.5 8.0 7.5 <7.5=FAIL
D) EQUIPMENT HANDLING - Practice safe and respectful manipulation of all equipment, accurate use of digital equipment, consistently aligns the X-ray tube & IR. 10 9.5 9.0 8.5 8.0 7.5 <7.5=FAIL
E) POSITIONING SKILLS - Identifies anatomy, marks images correctly according to department standards, produces images of consistent high quality, and shows competency and proficiency with positioning at appropriate level of training. 10 9.5 9.0 8.5 8.0 7.5 <7.5=FAIL
F) CRITICAL THINKING & ADAPTABILITY- Identifies/corrects positioning, technique errors at appropriate level of training. Recognizes causes of artifacts, adapts to new and changing situations or patient needs, adapts and improvises to non-routine situations; ER, OR, trauma. 10 9.5 9.0 8.5 8.0 7.5 <7.5=FAIL
G) ACCOUNTABILITY - Adheres to the college & dept. dress code, consistent compliance to punctuality, attendance, compliance to program & department's policies, & to instructors' suggestions or recommendations. Remains alert & interested in the procedures - asks pertinent questions. 10 9.5 9.0 8.5 8.0 7.5 <7.5=FAIL
H) RADIATION PROTECTION - Collimates to area of interest & in accordance with department protocols, uses shielding when possible, & selects technical factors according to ALARA. Maintains compliance of department protocol with women of childbearing age. Monitors exposure index (EI) on the initial image to insure appropriate radiation delivery, alters technical factors on subsequent images as necessary. 10 9.5 9.0 8.5 8.0 7.5 <7.5=FAIL
I) ORGANIZATION - Plans, anticipates needs, room and equipment readiness. Demonstrates an organized and efficient work pattern during exams. Work at a pace appropriate for level of training. Demonstrates increased confidence and independence in executing tasks. 10 9.5 9.0 8.5 8.0 7.5 <7.5=FAIL
J) SENSITIVITY/UNDERSTANDING - Shows empathy, tolerance and adaptation to the needs of patients and their families, and to co-workers and fellow students. Values differences. Is considerate and respectful.
TOTAL POINTS _____ ÷ 10 = _____

Clinical Instructor Comments:

Clinical Instructor Name & Signature

Date

Student Comments:

Student Signature

Date

Clinical Coordinator Comments:

Clinical Coordinator Signature

Date

Program Director Comments:

Program Director Signature

Date

Student: Please give comments, sign and submit the signed original form to the

Minimum Score for Passing...

- 95% - 100% = A
 - 85% - 94% = B
 - 75% - 84% = C
-
- Students failing any one or more of the ten areas evaluated on the semester final clinical evaluation will automatically fail the clinical course and be dropped from the program.

Grading Consequences for Students

Students must maintain a "C" or higher grade in each radiologic technology course at end of semester in order to continue in the program. For a student to remain in good academic standing in the radiologic technology program, a student must receive a minimum score of 75% on *each test, exam, midterm, graded assignment, or final exam of every program core course*. The consequence of not meeting this minimum standard is being placed on remediation status. Students who do not achieve a score of 75% or higher on a final exam may result in a final grade GPA of <75% in the course which will result in termination.

Minimum Requirements for Passing the Clinical Course...

- You will need to achieve **ALL** of the following to pass the course:
 1. At minimum score of 75% as a total grade on the Clinical Evaluation Form
 2. No less than 7.5 points in each of the categories on the Clinical Evaluation Form
 3. Complete at least the minimum number of specified Mandatory and Elective Competency course Check-offs
 4. Complete at least the minimum number of required clinical hours during each clinical course.

Daily Timesheets

- Attendance Records
- DAILY ENTRIES (w/ RT initials)
- MONTHLY submission
- Total Hours
- LCI Signature

Santa Rosa Junior College
Radiologic Technology Program
Monthly Record of Clinical Hours



Student _____

Clinical Affiliate _____ Month of _____, 20____

DATE	TIME IN	Initial	TIME OUT	Initial	TOTAL	DATE	TIME IN	Initial	TIME OUT	Initial	TOTAL
1						17					
2						18					
3						19					
4						20					
5						21					
6						22					
7						23					
8						24					
9						25					
10						26					
11						27					
12						28					
13						29					
14						30					
15						31					
16						Total hours this month:					

Please sign in and out daily. Use decimal format, up to two significant figures for calculating hours; e.g. 8.0 hrs, 6.25 hours. Thirty-minute (.5 hrs.) lunch is required for students in clinical site 6.0 hours or more per day. This timesheet will be conscientiously updated daily and should be an accurate representation of the time you were at the clinical site. Signed timesheets for the previous month are due at the first class meeting beginning of the next month, and at the end of the semester.

Student Signature: _____

Clinical Instructor Signature: _____

Today's Date: _____

Attendance Policy

- In the *Clinical Competency Handbook*
- Enforce those standards expected of an employee
 - Prompt after breaks
 - Reports to assigned room ON TIME
 - Calls in advance when absent or late.
 - Clinical Site – Lead tech (phone call)
 - Lead Clinical Instructor (e-mail)
 - Clinical Coordinator (e-mail)
 - Lead Clinical Coordinator (e-mail)



32

Student Name _____

Clinical Education Center_____

Semester (check one): 1____ 2____ 3____ 4____ 5____ 6____

[illegible]

*O=Observe / A=Assist / P=Perform

Some Patient-Centered Considerations...



- HIPAA
- AIDET

HIPAA

- Health Insurance Portability and Accountability Act
- Federal act
- 1996
- Relates to patient confidentiality rights.

NO PHOTOS!

AIDET, acronym for:

Advantages of AIDET®:

Decrease anxiety with increased compliance.



- Acknowledge
- Introduce
- Duration
- Explanation
- Thank you

- Will cover more of this important information in upcoming classes!

Becoming a Part of the Team



DO – show up on time and look professional

DO – take advantage of every opportunity

DO – offer to help clean, stock, set-up...

DO – be considerate of patient privacy, show empathy

Do not...

Attitude	Have a bad attitude towards the assignment you've been given. There are learning experiences in EVERY situation.
Cell Phones	Take care of personal business during clinical time. Put your phone away.
Behavior	Be cocky! No one likes someone who shows off, thinks they know everything, etc.
Privacy	Take paperwork home with patient information on it.
Social Media	Post any specifics about your clinical rotation on social media or share on the internet at all!

This is your....

Employment interview for your future job!

Make your **BEST** impression every day!!

And...go online to the Rad Tech Website - Student Resources to read:

- Online: radtech.santarosa.edu
<https://radtech.santarosa.edu/program-requirements>
- In “Resources for Students” link, read and KNOW:
 - Student Handbook
 - Clinical Competency Handbook
 - All policies AND forms
 - Document entitled “Clinical Experience Procedures” **
 - **And review this PPT again before starting program.**



We will cover the Clinical Competency Handbook and all policies and forms in greater detail in the Fall semester...



IMPORTANT DATES to calendar NOW:

8/22/23: First day of clinical experience (RADT71A).



Christine McLarty
cmclarty@santarosa.edu