SRJC Orientation to Clinical Training

2025-2026

PRESENTATION BY:
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Outline:

SANTA ROSA JUNIOR COLLEGE

Radiologic Technology Program

01. What, where, who....
02. Define roles.
03. How to be ready for the first day.
04. What to expect on the first day.
05. *SRJC Policies and Procedures.*
06. *Trajecsys – record keeping*

What is "Clinical"? It is your Clinical Experience course. RADT 71A.

- 18 hours per week on Tuesdays and Thursdays.
- Not on holidays (see published calendar in Trajecsys). Yes, during finals week.
- The Radiologic Health Branch of the State of California requires that you must complete 1850 hours of clinical experience by the end of the program.
- The course is graded under the same grading scale as all other courses in the program.
- It is a two-year job interview.

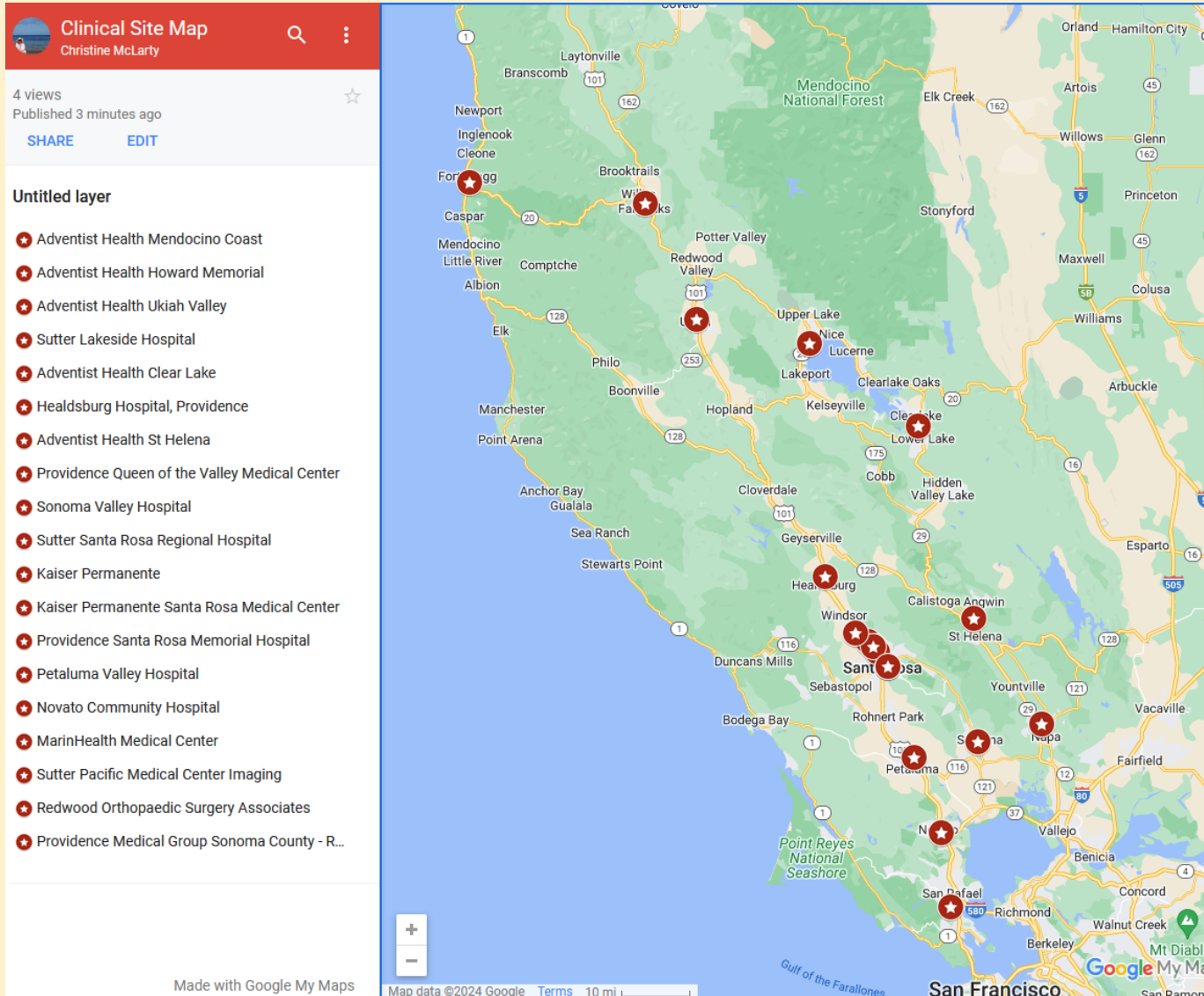
Where is "Clinical"?

- Your site is assigned. Students do not get to choose or request a clinical site.
  - We do our best to provide an appropriate variety of experiences and driving distances for 44 students at 22 clinical sites.
- Assignments are sent by e-mail – about 4 weeks prior to the beginning of the semester.
  - Site name
  - Lead CI contact information
  - Dates of attendance
  - Due dates for evaluations
  - PRINT AND SAVE THIS EMAIL!
- There are 4 rotations

1.	Fall	71A
2.	Spring/Summer	71B and 71C
3.	Fall	71D
4.	Spring/Summer	71E and 71F

Where is "Clinical"? Up to 100 miles away….

- First year is only two days/week. Everyone will be asked to drive a significant distance at least once during the first year.
- You will also have to drive distances in the second year – just not quite as far.



Who: SRJC Faculty

Christine McLarty
Program Director

Joanne Roberston
Clinical Coordinator

Bonnie Patterson
Clinical Coordinator

Keith Diehl
Instructor/Clinical Coordinator

Janet McCann
Instructor

Paul Olszewski
Clinical Coordinator

Laura Horton
Clinical Coordinator

Coordinators: Your instructor for the clinical course.

- Faculty who are assigned to visit you at your clinical site, about once per month.
- They act as a liaison between the clinical site and the SRJC Rad Tech program.
- Your assigned Coordinator will contact you by email in the first week or so of school to set up their first visit to your clinical site.
- Your Coordinator may be different each semester.

Who: Clinical Instructors

Lead Clinical Instructor:

- Your main contact at the clinical site.
- Completes your orientation and is responsible for your grade.
- Approve your time sheets and log sheets monthly.

Additional Clinical Instructors:

- Support the Lead CI.
- Can approve your competency checkoffs and provide feedback.

ALL are licensed Radiologic Technologists with many years of experience! Most graduated from the SRJC Rad Tech Program.

NONE are compensated for the time they spend with students.

How: Get ready for your first day

Complete everything on the checklist in CastleBranch before ***July 17, 2025***.

- Vaccinations – get at Student Health Services FREE!
  - SHS closed for two weeks before school starts.
  - 2-step TB test or QuantiFERON blood test. This will require 4 VISITS!
  - COVID-19 initial vaccine (one or two doses) plus one booster RECOMMENDED.
- CPR – BLS Health Care Provider – *Health First* in Santa Rosa or other AHA recognized trainer.
- Background check
- Drug screen - Yes. We test for marijuana. Do not order until 7/26/25.

Purchase your uniforms and markers before ***July 17, 2025***.

Schedule your Health Evaluation before ***July 17, 2025.***

How: Get ready for your first day

- Complete onboarding before ***July 17, 2025***.
  - Every clinical site has different requirements.
  - If you can't reach anyone – ask me for help.

myClinicalExchange by HealthStream

Adventist Health
Together inspired.

How: Get ready for your first day

- Register for *Trajecsys* – ***July 11, 2024 – July 17, 2025***
- Prepare your family and friends for your absence.
- Make sure your car is in good shape.
- Make sure you have back-up childcare.
- Make sure you are physically fit and healthy.
- Consider cutting back on work hours.

What to expect: Your first day

- Orientation:
  - This may be scheduled before your first day of clinical (Tuesday 8/26).
  - You arrange this with the Lead CI by e-mail. Do not phone your clinical site!
  - Be on time and take notes.
  - Wear your uniform.
  - Give the Lead CI the Orientation Verification Form template from your binder. It will help them remember what to go over.
  - Remind the Lead CI to complete this form in *Trajecsys*.
- Observation:
  - Clock in/out – including lunch
  - Take notes
  - Try to learn names
  - No cell phone use
  - Make yourself useful – cleaning, stocking supplies

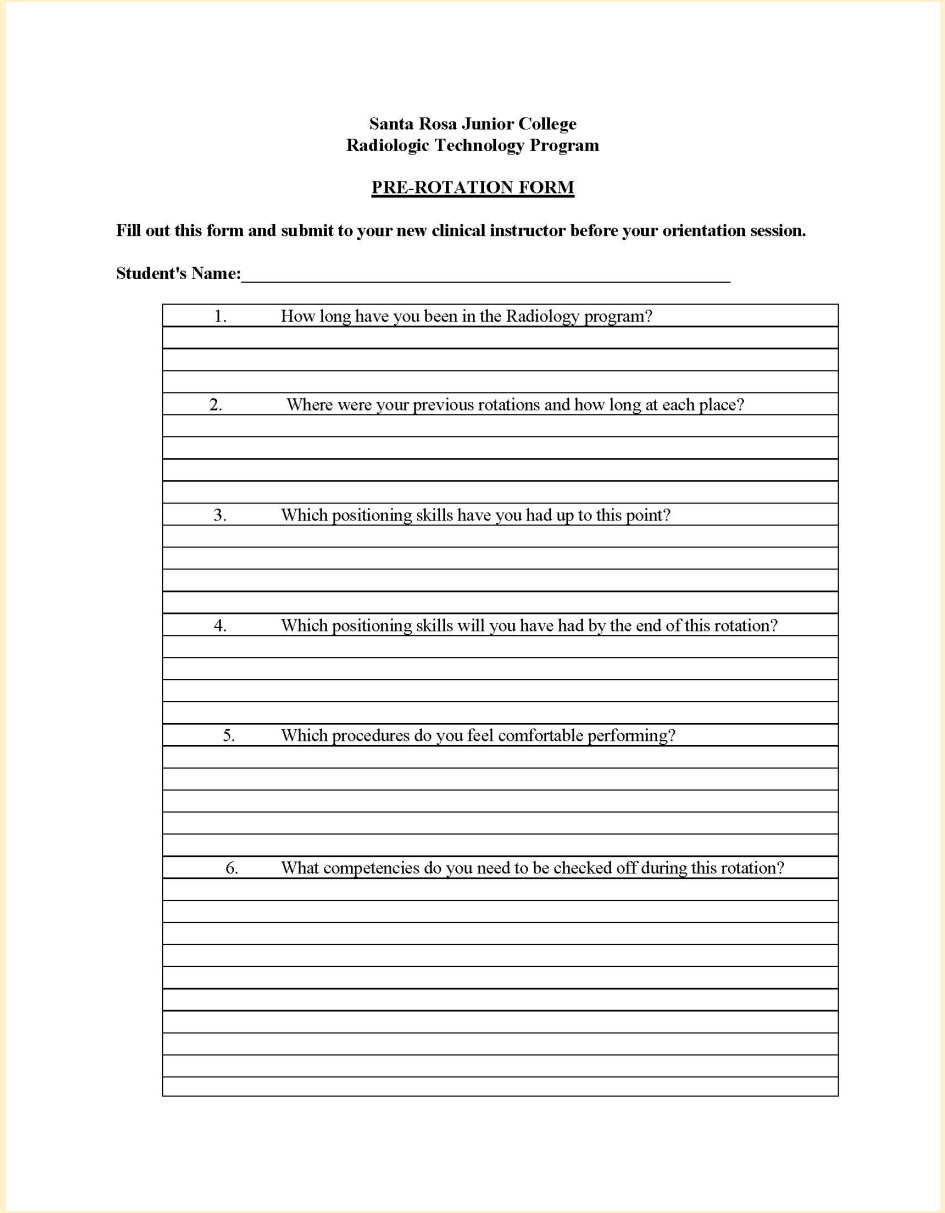
What to expect: Your first day

Pre-Rotation Form

Submit this form during your initial meeting with the LCI:

1. Assists the LCI and staff in knowing what level of training you have.

2. Helps to establish objectives for the semester.



Santa Rosa Junior College
Radiologic Technology Program

PRE-ROTATION FORM

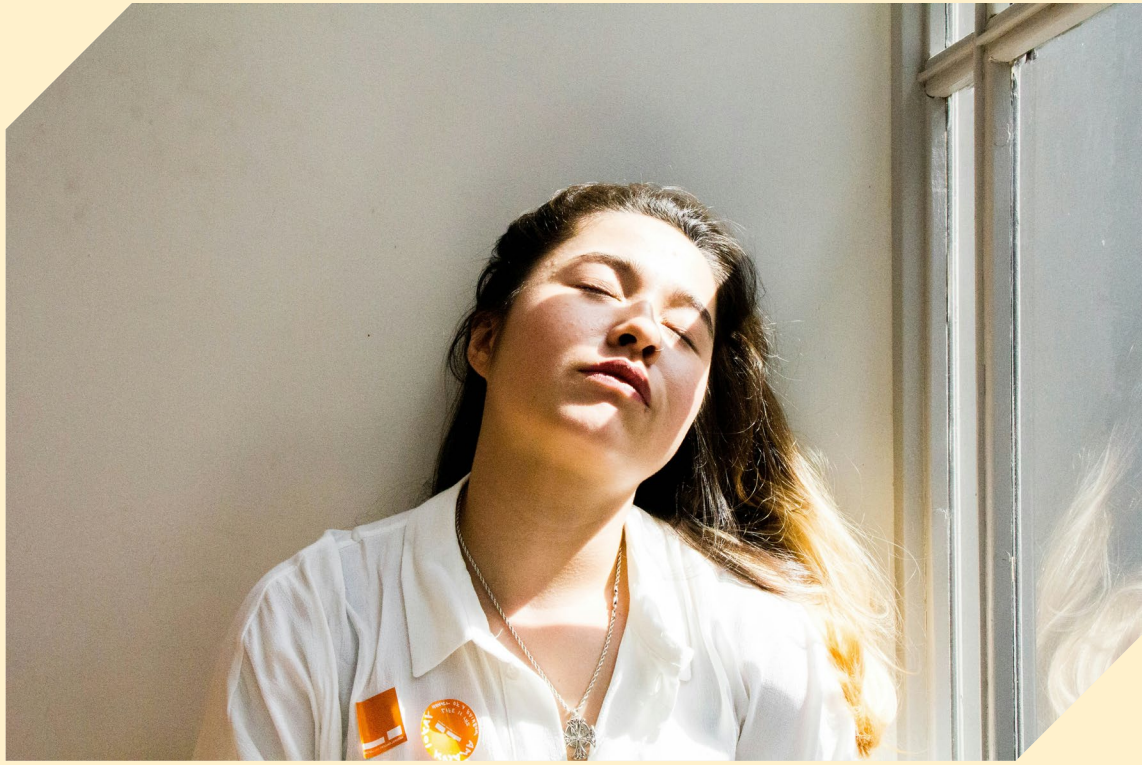
Fill out this form and submit to your new clinical instructor before your orientation session.

Student's Name:_____

1.	How long have you been in the Radiology program?
2.	Where were your previous rotations and how long at each place?
3.	Which positioning skills have you had up to this point?
4.	Which positioning skills will you have had by the end of this rotation?
5.	Which procedures do you feel comfortable performing?
6.	What competencies do you need to be checked off during this rotation?

What to expect: Your second day

- Exhaustion:
  - This is the second full week of school.
  - You are spending M,W,F in class and doing homework.
  - You are spending 9 hours/day at your clinical site.
- Anxiety:
  - You don't know anything or anyone.
  - Techs may not be excited to work with the new kid.
  - You are worried about your next test at school.
- Excitement!
  - You can't wait to take your first X-Ray – but you have to wait…….



When can I take my first X-Ray??

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

The Road to Competency:

"Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education."

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.

The Road to Competency:

4. Practice many times on patients and classmates.
5. You request that a Clinical Instructor watch you do the exam from start to finish.
6. They must approve (check-off) your Clinical Competency on that exam and document it in *Trajecsys*.

Direct Supervision

Student supervision by a *qualified radiographer* who:

- reviews the procedure in relation to the student's achievement
- evaluates the condition of the patient in relation to the student's knowledge
- is physically present during the conduct of the procedure
- reviews and approves the procedure and/or image.

Direct Supervision

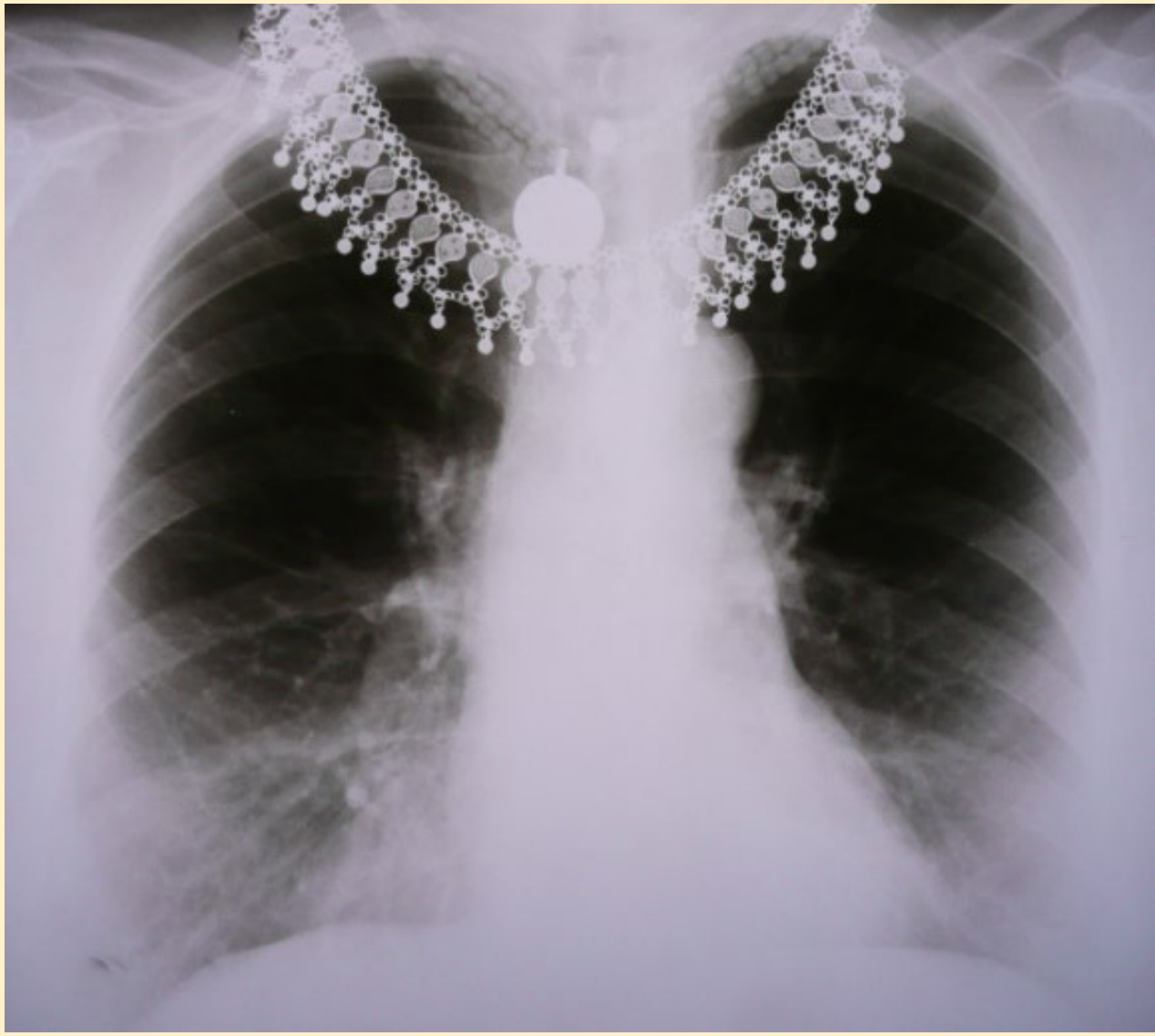
Students must be directly supervised until competency is achieved. (Checkoff at clinical site.)

- All repeat images.
- All exams on pediatric pts. (under 18).
- All portable exams.
- All fluoroscopy exams.
- All surgical exams.

REPEATS

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

It is the law!



More on Competencies

- Complete list is defined by the ARRT
- *Clinical Competency Handbook (CCH).*
- Minimum number is required for ARRT eligibility
- Complete by end training
  - Mandatory: ALL 36 exams needed
  - Electives: Need 15 of 34 exams listed
    - ❖ 1 from head section
    - ❖ 2 from fluoroscopic studies
  - Other: 10 patient-care activities completed in campus labs.

More on Competencies

- Students must request a Competency Evaluation.
- Only Lead CI or Additional CI can complete a Comp Eval.
- You will be evaluated from start to finish on these items:

Patient identity verification	**Technique Selection**
Examination order verification	**Patient positioning**
Patient assessment, history, education and care.	**Radiation Safety – principles, shielding, markers, protecting personnel & others**
Room Preparation	**Image processing and evaluation**
Equipment Operation	

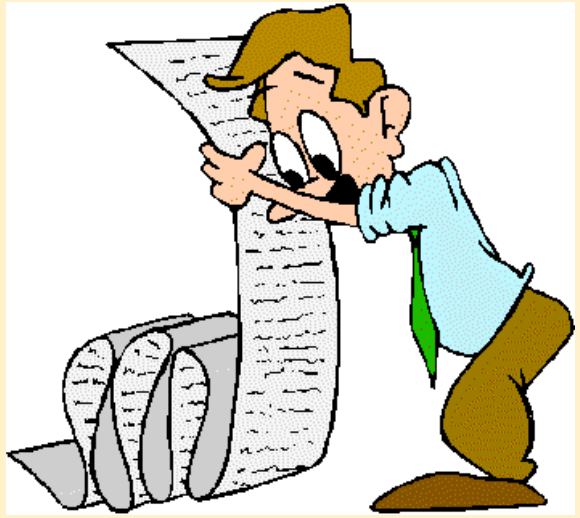
More on Competencies

- You must pass with 2 or fewer minor modifications.
- RT must document in *Trajecsys*.
- Now you may perform this procedure with Indirect Supervision, except…

All repeat images.
All exams on pediatric pts. (under 18).
All portable exams.
All fluoroscopy exams.
All surgical exams.

Indirect Supervision

R.T. evaluates requisition to see if patient and exam are appropriate for the student.



Student performs exam within "calling distance" of an R.T. (means in adjacent room)…

Competency Re-checks

In order to meet the minimum # of Mandatory and Elective Competencies, a student may re-check on a competency already completed:

- 1st semester - 3 Mandatory competencies are required.
- 2nd semester – 5 Mandatory and 3 Electives are required.
- If you get to the end of the second semester and only have 4 new Mandatory competencies done – you can re-check on one you did last semester to meet the minimum.
- You may re-check a competency up to 4 times.

Simulated Competencies

ARRT definition:

- Completion of all possible hands-on tasks of the procedure on a live human being using the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient, without activating the x-ray beam.
  - Must be performed under the direct observation of the Program Director or designee (ACI or LCI).
  - 10 simulated check-offs are allowed.

Evaluations

Bi-Weekly Progress Reports:

- Student requests for one to be completed every 2 weeks.
- Students may request one from *any* qualified radiographer.
- In Fall and Spring, 1 must be completed by LCIs.
- Mid-term Evaluation (BPR#5) must be completed by LCIs.
- Bi-Weekly Progress Reports are completed in *Trajecsys*.
- You will receive a notification from Trajecsys when there is a new one for you to sign and comment on electronically.

Evaluations

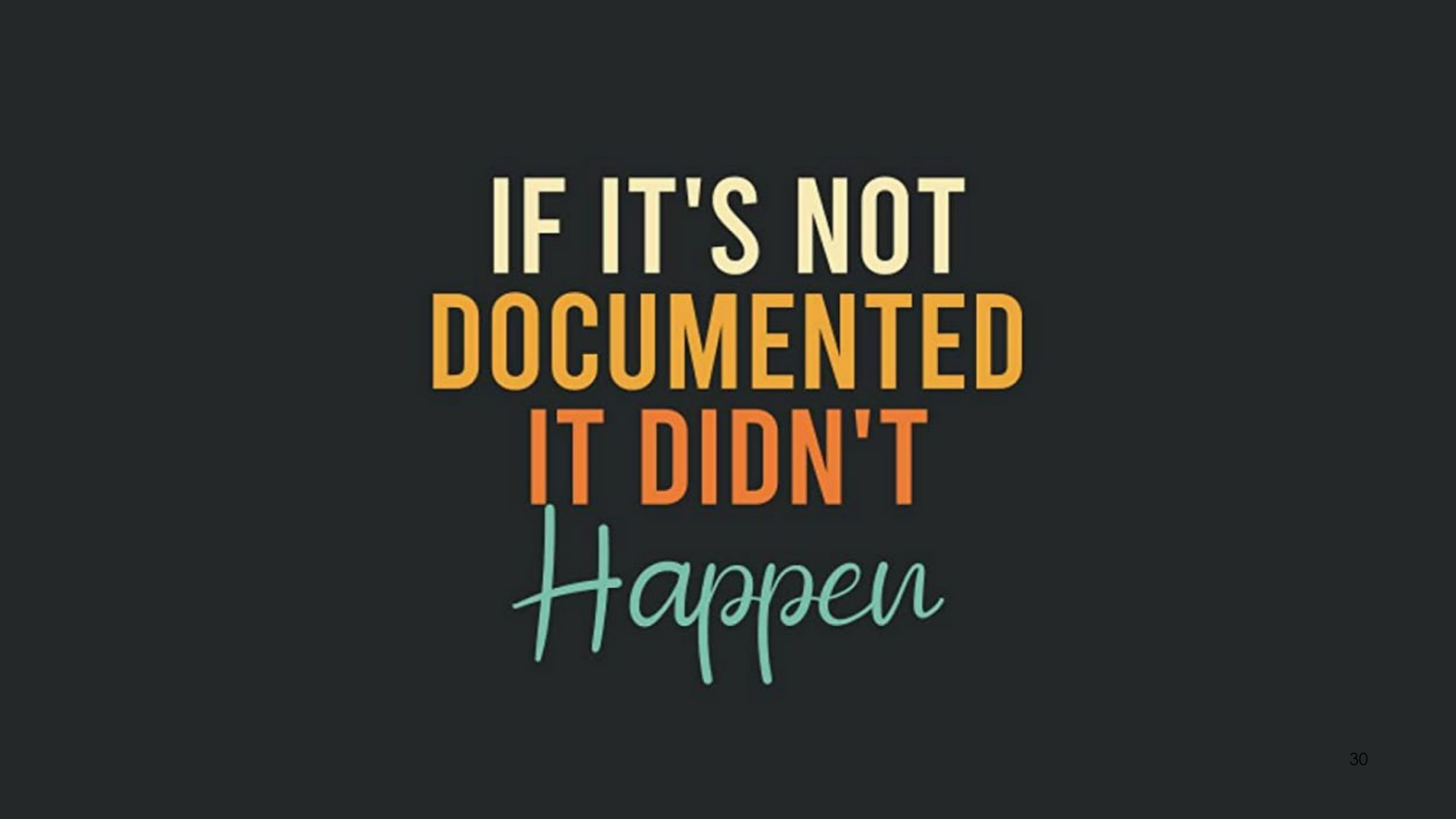
Bi-Weekly Progress Reports:

- Bi-Weekly Progress Reports can be viewed students, by the tech who wrote it, the LCIs, and faculty.
- Students are evaluated on the following categories:

Patient Care	**Critical Thinking and Adaptability**
Communication Skills	**Accountability**
Professionalism and Ethics	**Radiation Protection**
Equipment Handling	**Organization**
Positioning Skills	**Sensitivity and Understanding**

Student Role in Educating the Instructors

- How can you help the staff members to recognize your level of training?
  - Pre-Rotation Form
- How can you communicate which exams you need to complete?
  - ARRT Competency List from CCH.
- How can you get the staff to accurately fill out Bi-Weekly Progress Reports?
  - Ask them, email them, remind them that their feedback is important to you.


IF IT'S NOT
DOCUMENTED
IT DIDN'T
Happen

Documentation

- Comment on each Bi-Weekly Progress Report, Mid-term Evaluation and Final Clinical Evaluation to document your response to their feedback.
- Speak directly to your Lead Clinical Instructor.
- Speak directly to your Clinical Coordinator.
- Complete a Student Clinical Site Evaluation in Trajecsys.
  - This will be viewed by faculty only.
  - It is required at the end of the rotation, but you can complete one at any time.
- Email your Lead Clinical Instructor or Clinical Coordinator. Your email will also provide documentation.

Final Clinical Evaluations

Completed by the Lead Clinical Instructor Only:

- Is exactly the same as the Bi-Weekly Progress Reports except that each category gets a score of 7.5 – 10.0.
- Students who receive an overall final grade that is lower than 75% on the final clinical evaluation form, or a failure in **any one or more of the 10 areas** on the final clinical evaluation will fail the course and subsequently be dropped from the program.

Grading Policy

The following grading scale applies to all clinical experience courses.

95 - 100% = A
85 - <94% = B
75 - <84% = C
70 - <74% = D
Below 70% = F

Students must maintain a "C" or higher grade in each radiologic technology course at end of semester in order to continue in the program.

Grading Policy

You will need to achieve ALL of the following to pass the course:

1. A minimum score of 75% as a total grade on the Final Clinical Evaluation Form
2. No less than 7.5 points in each of the categories on the Final Clinical Evaluation Form
3. Complete at least the minimum number of specified Mandatory and Elective Competency semester check-offs.
4. Complete at least the minimum number of required clinical hours during each semester.

Attendance Policy

Clinical Calendar posted on *Trajecsys*.

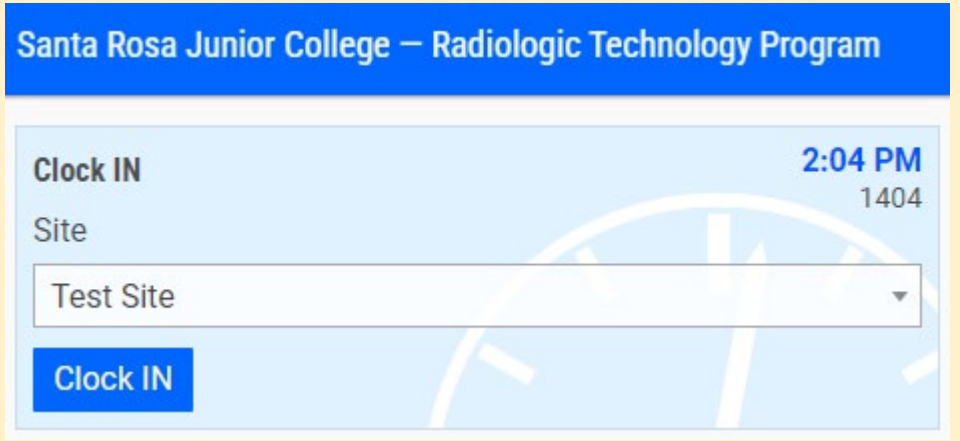
- Start and end dates and holidays.
- Tuesday and Thursday – first-year
- Monday, Wednesday, Friday – second-year
- 9 hours each day
- Does not include a mandatory ½ hour lunch
- Does include a 10 minute break in am and pm

Attendance Policy

Clock in and clock out on *Trajecsys*.

Use department computer

- Upon arrival
- Leaving for lunch
- Returning from lunch
- Leaving for the day



Attendance Policy

Required hours for each semester and for the program are in the *CCH*.

- 1st semester is 315 hours.
- Program total must be 1850 hours. This is regulated by the state of California, Radiologic Health Branch (RHB).
- Time sheets are approved by the LCI and Faculty monthly.

Attendance Policy

Banked hours:

- Earn up to 1 banked hour per shift – max 10 hour shift
- Must be used for illness or other approved emergency
- If you don't have hours banked, you will have to make missed hours up on Saturdays.
- Extras (up to 50) may be used in final summer semester to study for ARRT exam.

Attendance Policy

Absence:

- Do not log your absence in *Trajecsys*.
- Call: X-ray department at your site.
- Email all of these people:
  - Lead CI
  - Clinical Coordinator
  - Professor McLarty

Attendance Policy

Absence:

Any illness or injury requiring an excused absence from clinic and/or class will require written and signed documentation from the attending physician citing the nature of the necessity for medical care, and a physician's release to return to clinical and/or class education and must be submitted no later than 24 hours of the student returning to class or clinical site. Otherwise, the absence will be unexcused.

Any student more than 10% behind in hours or attendance can be dropped from the course.

Dress Code

Defined in the Student Handbook:

- UNIFORMS Class of 2027: Uniforms will be purchased at a local uniform shop and be embroidered with the SRJC logo.
- WARM-UP JACKET: If student is wearing hospital OR scrubs outside of the OR they must wear their SRJC warm-up jacket 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.
- SHOES, SOCKS, UNDERSHIRTS: Grey, black, white.
- No sweatshirts or sweaters.

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.

Note: Long hair must be worn up at the clinical site and in lab.

Injuries

If you are injured at school or at the clinical site:

- You must report it to your instructor or LCI immediately.
- LCI will guide your through the site reporting policy.
- You must inform the Program Director immediately.
- You must meet with the Program Director within 24 hours to complete an incident report form.
- You are covered by SRJC Worker's Comp which requires notification within 24 hours of the occurrence.

Reporting Inappropriate Behavior

- Sexual misconduct
- Mishandling of patients (radiation, physical treatment, ethical issues, breach of medical or surgical asepsis standards)
- Equipment hazards
- Bullying
- Suspicion of abuse of a patient (child abuse, elder abuse, etc.).

Notify your LCI and SRJC FACULTY right away!

Clinical Coordinator Visits

What are the purposes of a clinical visit?

CC will email you with the appointment time and date. **You must confirm this appointment.** You are expected to check your emails daily.

You need to remind your LCI about the appointment and arrange for a meeting spot. You will need access to a department computer for Image Analysis. You may also be asked to have your laptop for access to *Trajecsys*.

- Check on conditions at the clinical site
- Check on your progress at the clinical site
- Check on your overall progress in the program
- Check on your physical and mental well-being
- Provide advisement/counseling
- Provide additional/remedial education

Clinical Coordinator Visits

What happens during a clinical visit?

- Review Log Sheets
- Review Time Sheets
- Review Bi-Weekly Progress Reports
- Review Competency Evaluations
- Image Analysis – anatomy review
- Q & A

THIS IS A CLASS…BE ON TIME.

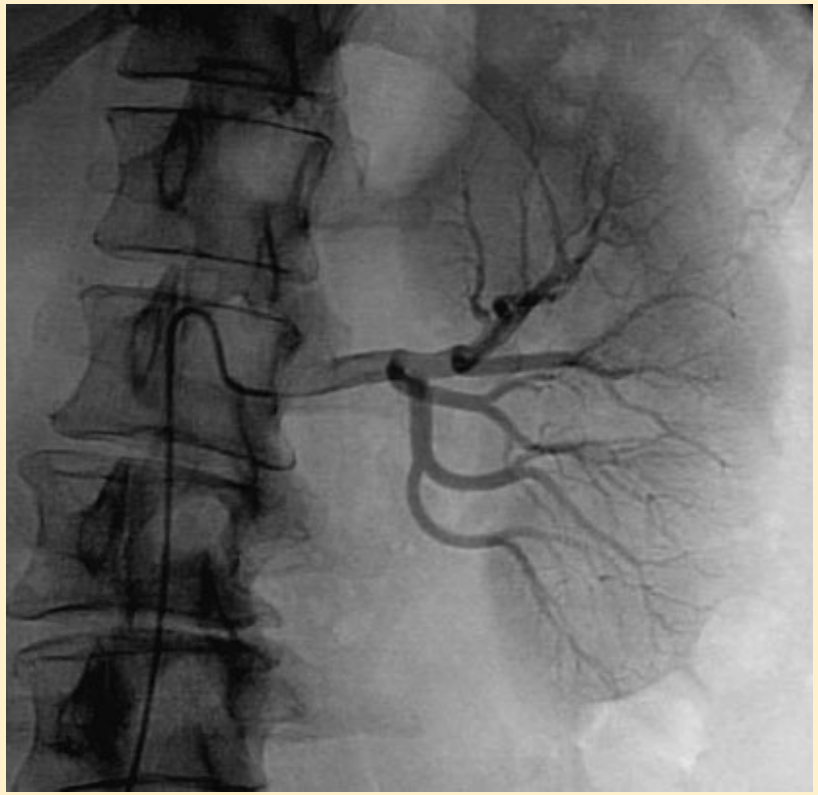
Computed Tomography

CT Rotations

- Students will have a 2 week rotation in CT during the first semester of their second year.
- Rotation may take place at their assigned clinical site or elsewhere if CT is not available at their site.
- Also, during that semester students will be provided with CT learning modules to supplement the rotation.
- Upon completion – students will have the CT Orientation Checklist completed by a CI in *Trajecsys*.

Angiography / Cath Lab Rotations

- Part of your training at available sites.
- Any time after the first semester.
- One to three days.
- Observation only.



Surgery / Operating Room

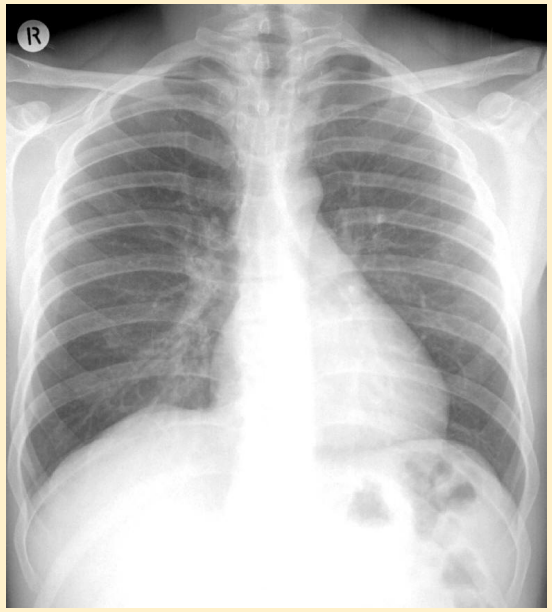
- Ask any technologist to complete the C-Arm Orientation checklist in *Trajecsys*.

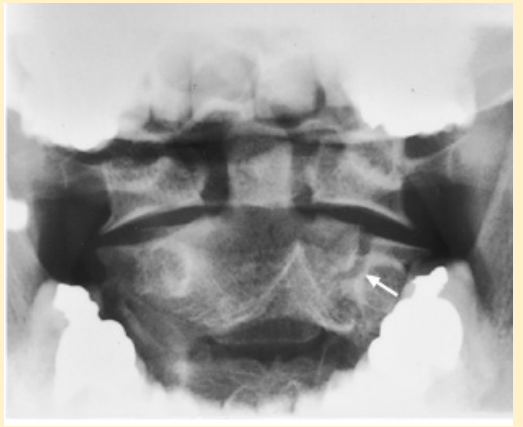
Use of portables and fluoroscopy-

- Part of your training at available sites.
- State of California requires 40 hours of fluoro experience.
- All portables and fluoroscopy exams are under direct supervision only!

Image Analysis

- RTs provide per exam
- LCI provides weekly
- And CC provides during visits
- Assesses that the student is progressing appropriately
- CI may want to initiate the Competency Recheck where a problem has been identified.





Note: The RTs should review ALL images with the student before EACH exam is completed.

IMPORTANT!

Regardless of level of training, ALL images must be reviewed by an RT before sending to PACS!!!

If repeat, then what should occur?

What if an RT is not right there?.

Saving requisitions:

When your Clinical Coordinator visits, you will complete image analysis on the images you have saved a requisition for.

…exams of which you are proud!

…or those for which you have questions!

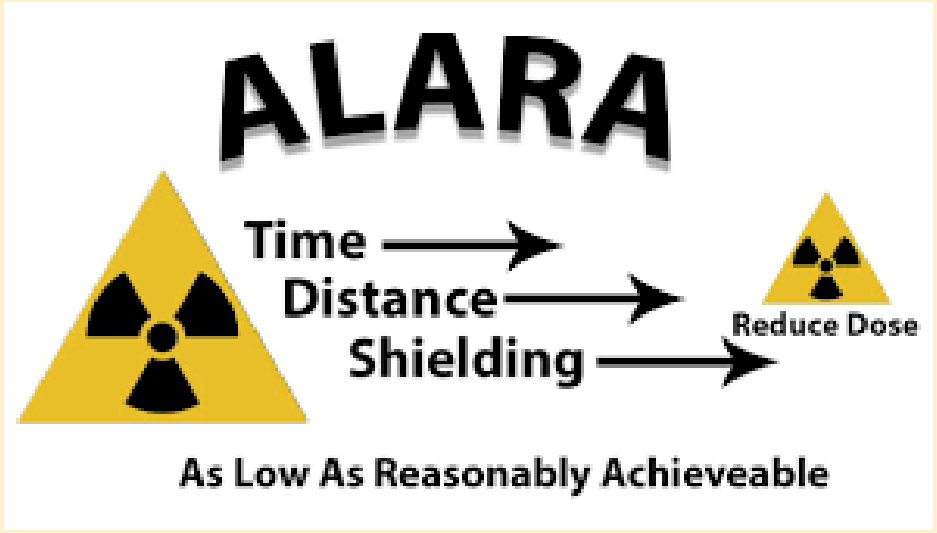
…all competency check-offs.

…all repeats.

The Lead CI will provide a space in the department for each student to keep a file with requisitions they want to share with their CC at their next meeting.

There should be at least 4 new requisitions saved in your folder when the CC visits. Shred all requisitions in the department when you have finished reviewing them.

ALARA



What does this mean?

Some examples:

- Proper collimation
- Use of gonadal and other shields
- Proper use of grids
- Phase of respiration
- Technical factors
- CHECKING EXPOSURE INDICES…
- Protecting self and others

Classroom Practices vs. Clinical Practices

What do you do when there is a discrepancy between what you are taught and what you will see "in the field"?

Are ***YOU*** a professional?

Let's talk about shielding……

Personal and Professional Liability:

Professional Liability Insurance

- Required
- Course fees cover limited liability insurance.
- Must be actively registered in the course for it to be active.
- No clinical experience authorized outside of the course start/end dates.

Some Patient-Centered Considerations…

HIPAA – Health Insurance Portability and Accountability Act.

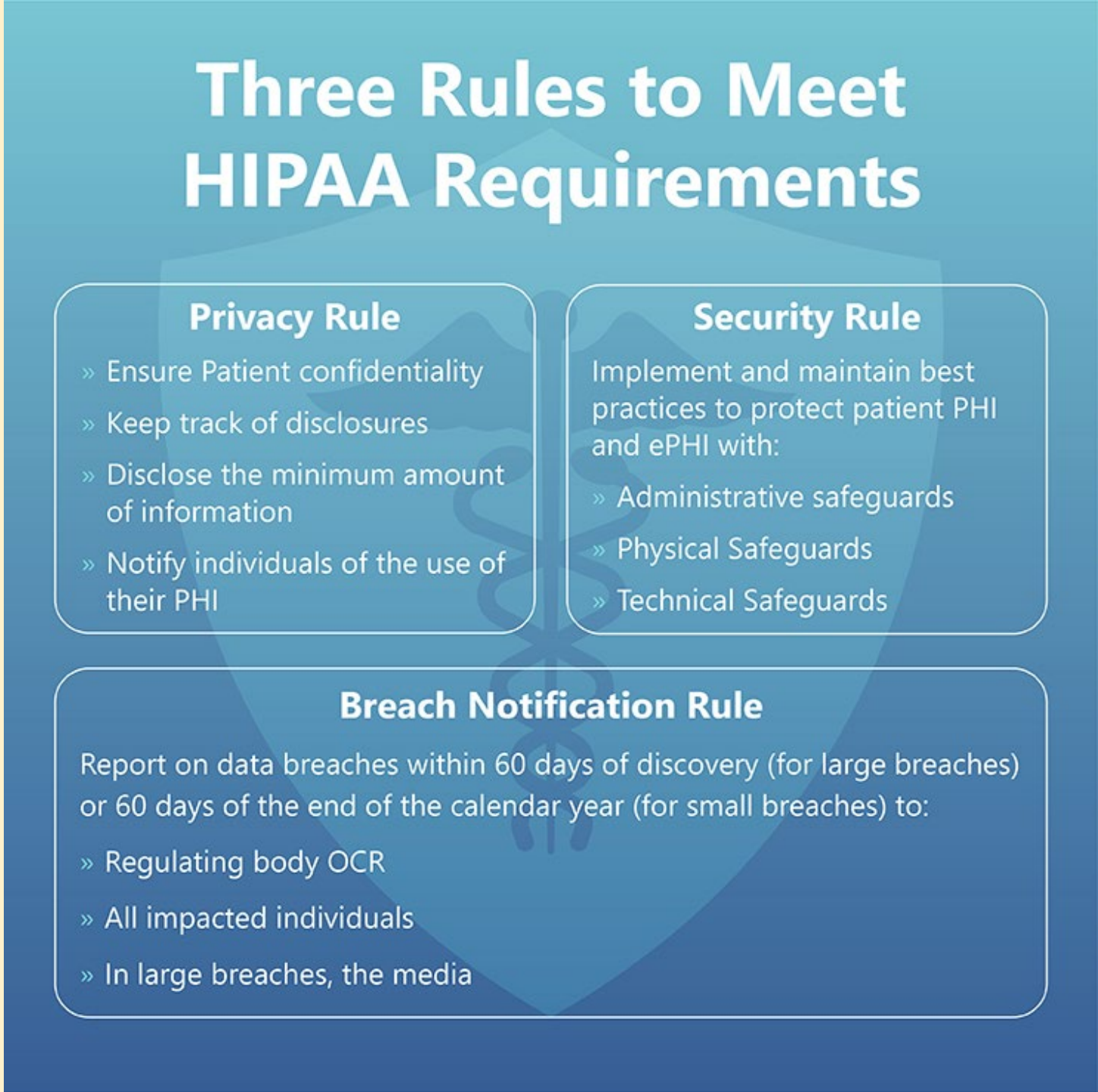
AIDET – Patient Care Acronym

HIPAA

Health Insurance Portability and Accountability Act

- Relates to patient confidentiality rights.
- Federal act in 1996

- Applies to you:
  - Photos
  - Documents
  - Conversations
  - Diagnosis



HealthPOINT

ACKNOWLEDGE

INTRODUCE

DURATION

EXPLANATION

THANK YOU

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 over-confident! 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!

Thank you!

Office hours:
Wednesday and Thursday 11:00 – 1:00
3rd floor Race Building: 4074

Please send all questions to:
cmclarty@santarosa.edu