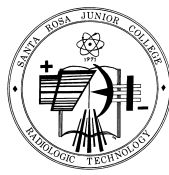




Radiologic Technology Program

Steps to Complete Training as a NEW Clinical Instructor:

1. View this presentation on our website.
<https://radtech.santarosa.edu/demand-resources-clinical-instructor>: **Clinical Instructor Training Presentation**
2. Review the latest **Student Handbook** and **Clinical Competency Handbook** on our website.
3. Print the **CI Training Verification** documents attached to this email.
4. Complete the documents and have them signed by the Lead CI at your site.
5. Email the completed and signed documents **AND your resume'** to Christine McLarty at cmclarty@santarosa.edu. Please include your California Fluoroscopy License number.
6. Once we receive your documentation, you should be approved in approximately 2 weeks.
7. Register for Trajecsys, if you haven't already done so. Your access will be upgraded to Additional Clinical Instructor once you are approved.



Santa Rosa Junior College

RADIOLOGIC TECHNOLOGY PROGRAM

Verification of Instruction on the Supervision and Evaluation of Students

Name: _____ Date: _____

Clinical Education Center: _____

Home Address: _____ Home Phone number: _____

Professional (work) Email Address: _____

ARRT #: _____ California Fluoroscopy Permit #: _____

Check one: Lead Clinical Instructor or Additional Clinical Instructor

I have read and understand the Santa Rosa Junior College Radiologic Technology Program policies and procedures as outlined in the following three documents:

1. *Student Handbook*
2. *Clinical Competency Handbook*
3. *Clinical Instructor Training* - PowerPoint presentation

Print Name: _____

Signature: _____ Date: _____

Lead Clinical Instructor: _____

Please submit this form to the Lead Clinical Coordinator or Program Director for inclusion in the RT program files.

Name _____ Date _____

SRJC Clinical Instructor Training

Post-Test

1. Once competency has been demonstrated and recorded on the appropriate form, students are allowed to perform imaging procedures with indirect supervision **except**:
 - When performing the procedure using fluoroscopy
 - When performing the procedure on a pediatric patient (under 18)
 - When performing the procedure portably
 - All of these answers
2. When the student has demonstrated competency on a specific exam, they are then allowed to perform that exam unaccompanied, as long as there is:
 - a technologist somewhere in the facility to be summoned by a phone call
 - a technologist watching continuously through a window in the door
 - a technologist adjacent to the room or location where the radiographic procedure is being performed
 - a radiologist in the building
3. Which of the following steps must have been successfully completed before students are allowed to perform exams with indirect supervision in the clinical setting?
 - classroom instruction including mock lab practice
 - successful on-campus lab skills competency check-off
 - successful clinical competency check-off
 - All of the above
4. For a supervising RT to be allowed to check off a student for competency, the RT must do all of the following **except**:
 - Obtain approval from the lead tech that shift
 - Be trained by the Lead Clinical Instructor in methods of supervision and evaluation of students
 - Submit a Curriculum Vitae to the RT Program Director
 - RT Program Director must obtain approval from the JRCERT for the RT as a clinical instructor
5. Who is allowed to evaluate students by filling out a Bi-weekly Progress Report?
 - Any supervising RT who is registered in *Trajecsys*.
 - Only the Lead Clinical Instructor
 - Only department managers
 - Only Clinical Coordinators, during their site visits
6. Bi-weekly progress reports are used to
 - inform students of their strengths and weaknesses
 - point out flaws in the students' hairstyle choice
 - Give compliments about the students' wedding photos
 - determine hiring status when a student applies for a job
7. Lead Clinical Instructor Responsibilities include: **check all that apply**
 - completing Final Clinical Evaluation Form in *Trajecsys*.
 - providing students with a clinical site orientation before or on the first day at the clinical site
 - requesting a 3-way conference between student, CI and Clinical Coordinator when issues arise
 - providing lunch to Additional Clinical Instructors quarterly

8. Which of the following forms must be signed in *Trajcesys* by the student to be considered a valid legal record?

- Bi-weekly progress report
- 3-way Conference form
- Final Clinical Evaluation form
- All of these answers

9. A student may not be forced to leave the program if ____ has not been documented

- the death of a patient
- tardiness
- a poor grade
- due process

10. Which of these documents must be read/viewed and understood by all clinical instruction team members?

- Clinical Competency Handbook
- Student Handbook
- Clinical Instructor Training Presentation
- All of these answers

11. What is true about completing Bi-weekly progress reports in *Trajcesys*? **(check all that apply)**

- comments from the RT are very important and encouraged
- it must be signed by the student and RT
- it should be discussed with the student before they are asked to sign it
- the completed evaluation should be posted for all staff to view

12. To ensure adequate student supervision, it is beneficial to designate a back-up Lead Clinical Instructor for those times when the primary Lead Clinical Instructor is away or occupied.

- True
- False

13. The course objective of "Professionalism and Ethics" includes which of these criteria?

- Identifies/corrects positioning and technique errors at appropriate level of training
- Demonstrates an organized and efficient work pattern during exams
- Safely transfers patients
- Upholds the ARRT Code of Ethics, shows professionalism under stressful environments

14. The course objective of "Radiation Protection" includes which of these criteria?

- Collimates to area of interest
- Uses shielding on patients when possible
- Selects technical factors according to ALARA
- All of these answers

Trajecsys – Clinical Record Keeping Registration Cheat Sheet

IMPORTANT!! – At the end of this process you will receive an email from *Trajecsys*. You must click on a link in that email to confirm the process is complete. If you suspect that your email host will block the email before reaching even your spam box (and it may), you might try putting the following address in your online contacts list, or you can just send an email (which we won't answer) to the address that automated emails originate from: noreply@trajecsys.com

1. On your computer or phone browser – go to www.trajecsys.com.
2. Choose REGISTRATION in the upper right corner. You should see the registration sheet shown on the next page of this guide.
3. Start typing *Santa Rosa Junior College*. Select our program.
4. Enter your name.
5. Current/New Student? – Choose *No*.
6. Enter the name of your workplace.
7. Username – First initial/Last name. Taylor Swifty = tswifty. If your username is already taken, add a number or two behind it. For example: tswifty2
8. Password – Your password must be at least 8 characters in length. It must contain at least 1 letter, 1 number, and 1 special character.
9. Enter your zip code and phone number.
10. Enter an email address that you will check daily *at work*.
11. On the next page, click on CONFIRM. Re-enter the password you created for Trajecsys.
12. You will receive an email from trajecsys.com – check junk mail or your facility's email filtering program. Copy the code in that email and paste it into Trajecsys.
13. Following successful registration, you must wait until the SRJC Coordinator reviews and approves your registration before full access to the system is allowed.
14. If you do not receive an email from Trajecsys within 24 hours, check with your Lead CI or contact SRJC.



Trajecsys Registration

Note: *Required Fields

[I forgot my username and/or password](#)

| | |
|---------------------------------------|--|
| Educational Institution * | <input type="text" value="Santa Rosa Junior College - Radiologic Technology Program"/> |
| First Name * | <input type="text" value="Taylor"/> |
| Middle Name | <input type="text"/> |
| Last Name * | <input type="text" value="Swiftly"/> |
| Suffix/Credentials | <input type="text"/> |
| Current/New Student? * | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Workplace (Institution or facility) * | <input type="text" value="Kaiser Santa Rosa"/> |
| Select Area * | <input type="text" value="California"/> |
| Username * | <input type="text" value="tswiftly"/> |
| Password * | <input type="password" value="....."/> |
| Password Strength | <div style="width: 100%; height: 10px; background-color: green;"></div> |
| Confirm Password * | <input type="password" value="....."/> |
| Zip * | <input type="text" value="95405"/> |
| Primary Phone * | <input type="text" value="7071111111"/> |
| Email * | <input type="text" value="tswiftly@comcast.net"/> |
| Retype Email * | <input type="text" value="tswiftly@comcast.net"/> |