



## **Clinical Experience Procedures**

1. Your Clinical Competency Handbook has everything in it that you will need for your clinical experience documentation. It is VERY important that you keep this handbook in a safe place at all times, as it is the proof of all of your clinical experiences, hours, procedures, grades, and competency check-offs. It also has information about procedures and policies. **The student is expected to read and memorize the information in the Clinical Competency Handbook, as this will be your clinical guide and record for your two years of training.** In addition, this book will be submitted to the RT Program officials at the end of each of the six grading periods, at which time the information will be used to determine your clinical grade, record your completed competency evaluations for specific exams achieved for ARRT eligibility, your clinical hours achieved, and they will then be scanned and returned to you prior to the subsequent semester or summer session. The pages of the handbooks must be kept **in their original order**, must be labeled appropriately to identify the student, and are to be kept in a 1 to 1.5" 3-ring binder upon submission at the end of each of the six grading periods (no plastic protectors are to be used). At the end of the grading period, the student is to place the Clinical Evaluation Form, signed by the Clinical Instructor and by the student, in the **front** pocket of the binder prior to submission.
2. Another important resource for students and for the Clinical Faculty is that there is immediate access to all policies, procedures, handbooks (Student Handbook and Clinical Competency Handbook), time sheets and other forms posted on the RT Program's Webpage under "On-Demand Resources," and can be found at this link:  
  
<http://radtech.santarosa.edu/demand-resources-students>
3. The main Radiologic Technology Webpage can be found at this link:  
  
<http://radtech.santarosa.edu>
4. The clinical assignment roster (rotation list) shows where students are placed in the clinical sites, specific length-of-semester dates and days of the week for attendance, due dates for clinical records, name of Clinical Coordinator assigned to you for the rotation, etc. These are sent from your Program Director by email prior to the upcoming semester or summer session.
5. **Students are to keep copies of all submitted documents.** Many students take photos as a back-up record in case of loss of the originals. **Originals** are to be submitted to

the program officials. This will be the Program Director, and in the case of Progress Reports, the Lead Clinical Instructors (LCI) will keep **originals** at the clinical site until the student graduates.

6. The Bi-Weekly Progress Reports must be filled out by any of the radiographers you have worked with and are to be completed at least every two weeks. The originals are kept by the Lead Clinical Instructors. Failure to do this at two-week intervals will reflect on the semester grade. These Bi-Weekly Progress Reports originals should **not** be submitted to campus at any time during training. They should remain with the Lead Clinical Instructors at the clinical sites. The student's final clinical evaluation is based partly on the data from these forms. Your Clinical Coordinator (CC), who is a faculty member from SRJC, will meet with you at the clinical site at regular intervals. The CC will review your clinical records with you during each visit, discuss your questions or concerns, and will conduct an image analysis of cases recorded in your procedure log each day.
7. Time sheets (attendance records) are to be filled out every day that you are in clinical, at the beginning and end of each shift and must be verified with a radiographer's initials. They must be filled out in pen, **not pencil**, and signed by the Lead Clinical Instructor at the end of every month. They should be turned in to your Program Director on the last class day of each month, to insure that they are submitted by the deadline, which is the first of each month. It is the responsibility of the student to add up the hours on each sheet. **Do not turn in time sheets without adding up the hours first and writing in the total on the blank provided.** The college evaluator will check these totals and enter them into the RT Program's database.
8. Read the Clinical Competency Handbook carefully. All the information you need to know about clinical requirements is written in this handbook and is posted on the [radtech.santarosa.edu](http://radtech.santarosa.edu) Webpage. **Both Mandatory and Elective Competencies must be completed exactly as they are assigned in the handbook.** Your ultimate grade for the clinical course is determined by the score on the final Clinical Evaluation Form, on the successful completion of the specific number of mandatory and elective competencies written in your handbook for each clinical rotation, and the completion of the minimum number of clinical hours as defined on the clinical assignment roster for each grading period.
9. The final Clinical Evaluation Form is to be filled out and signed by your Lead Clinical Instructor at the end of each grading period, after s/he discusses the results with you. It is the student's responsibility to give a hard copy of this form to the Lead Clinical Instructor 2-3 weeks prior to the due date. Be sure to allow ample "lead time" for the Lead Clinical Instructor to calculate and record the grade, so that you can submit it to the appropriate person on campus. Be aware that your Lead Clinical Instructors might have vacation time scheduled, and you will need to plan for that possibility. It is the student's responsibility to submit this signed form in the front inside pocket of the

Clinical Competency Handbook when submitting the binder to the program officials at the end of each grading period.

10. Due dates for the final Clinical Evaluation Form, timesheets and the Clinical Competency Handbook can be found on the clinical roster. The due date is generally the last on-campus class day of the last week of the clinical rotation. **Everything** must be handed in by the published due date. **Failure to turn in the Competency Handbook, and/or Clinical Evaluation, and/or time sheet by the due date will result in a reduction of one letter grade. If the student does not turn in the required documents by the last day of final exams, the student will receive a grade of "F" for the clinical course. There are no exceptions to this.**