



SRJC Orientation to Clinical Training

2026-2027

PRESENTATION BY:

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Outline:

- 1. What, where, who....
- 2. Define roles.
- 3. How to be ready for the first day.
- 4. What to expect on the first day.
- 5. *SRJC Policies and Procedures.*
- 6. *Trajecsyst – record keeping*



**SANTA ROSA
JUNIOR COLLEGE**

Radiologic Technology Program



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.

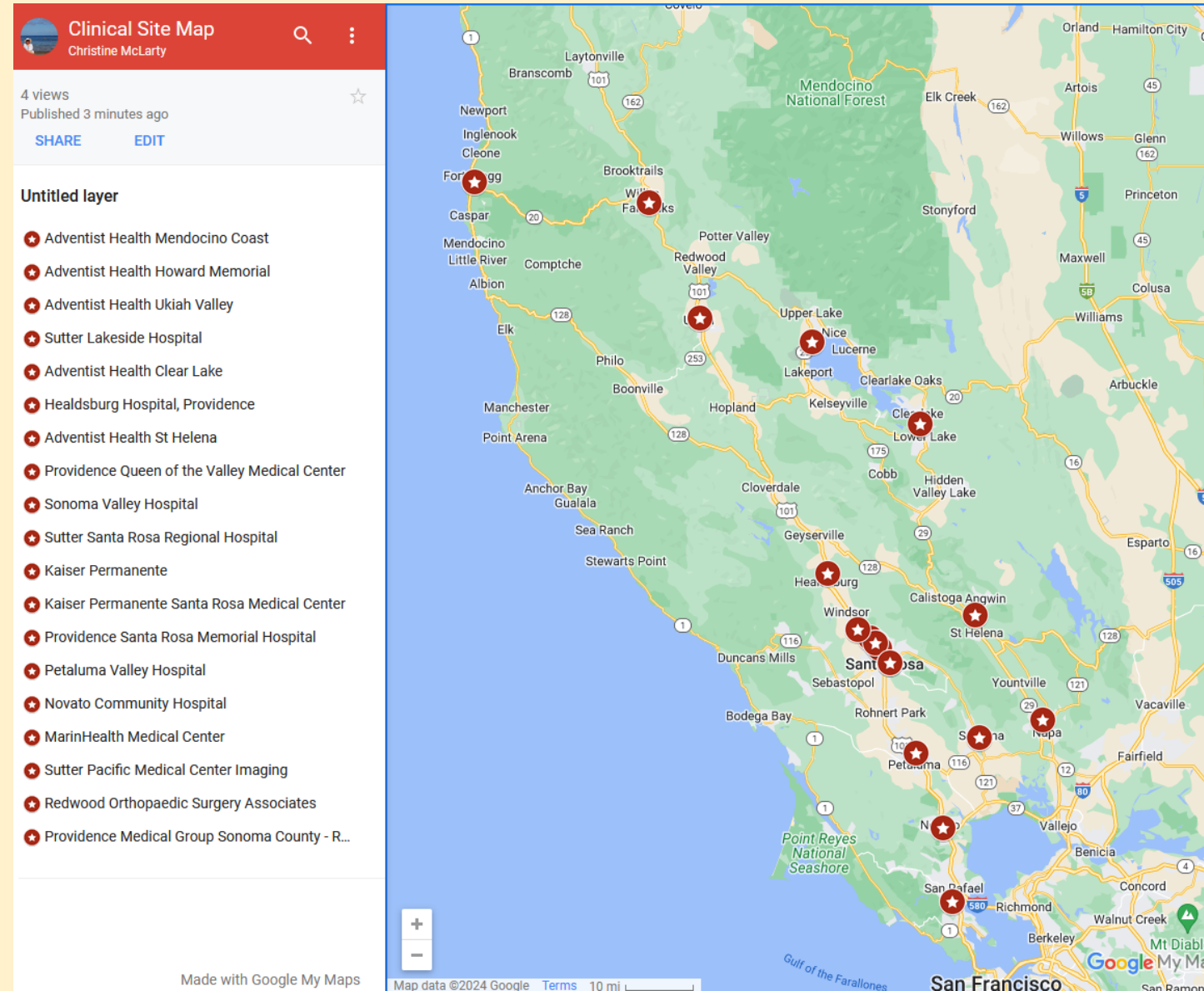
Where is “Clinical”?

- Your site is assigned. Students do not get to choose or request a clinical site.
 - The Program Director is responsible for assigning your clinical site.
 - We do our best to provide an appropriate variety of experiences for 44 students at 24 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
Interim Program Director



Keith Diehl
Instructor/Clinical Coordinator



Joanne Roberston
Clinical Coordinator



Bonnie Patterson
Instructor/Clinical Coordinator



Janet McCann
Instructor/Clinical Preceptor



Paul Olszewski
Clinical Coordinator



Laura Horton
Clinical Coordinator



Jaime Rivera
Instructor/Clinical Coordinator



Tammie Campbell
Clinical Preceptor

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.



When does it start?

First Week of School:

- Tuesday 8/18 and Thursday 8/20 – ON CAMPUS
- Full day 8:00am – 4pm
- Preparation for your actual clinical experience.

Second Week of School:

- Orientation, if not already complete.
- Must be 100% compliant with all paperwork for the program or you cannot go!
 - Forms from Student Handbook
 - Health Evaluation
 - Compliance with Castlebranch – vaccines, CPR....
 - Uniform

How: Get ready for your first day



Complete everything on the checklist in CastleBranch before **July 17, 2026**.

- 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 Provider – *Health First* in Santa Rosa or other AHA recognized trainer.
- Background check and drug screen – Yes! – our clinical sites test for marijuana.

Purchase your uniforms and markers before **July 2, 2026**.

Schedule your health evaluation before **July 17, 2026**.

How: Get ready for your first day

- Complete onboarding before **July 17, 2026**.
 - Every clinical site has different requirements.
 - If you can't reach anyone – ask me for help.



How: Get ready for your first day

- Register for *Trajecsys* – **July 5, 2026 – July 17, 2026**
- 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 8/25). Not first week of school.
- 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 *Trajecs*ys.

- 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 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.)

These circumstances require Direct Supervision regardless of the student's level of training:

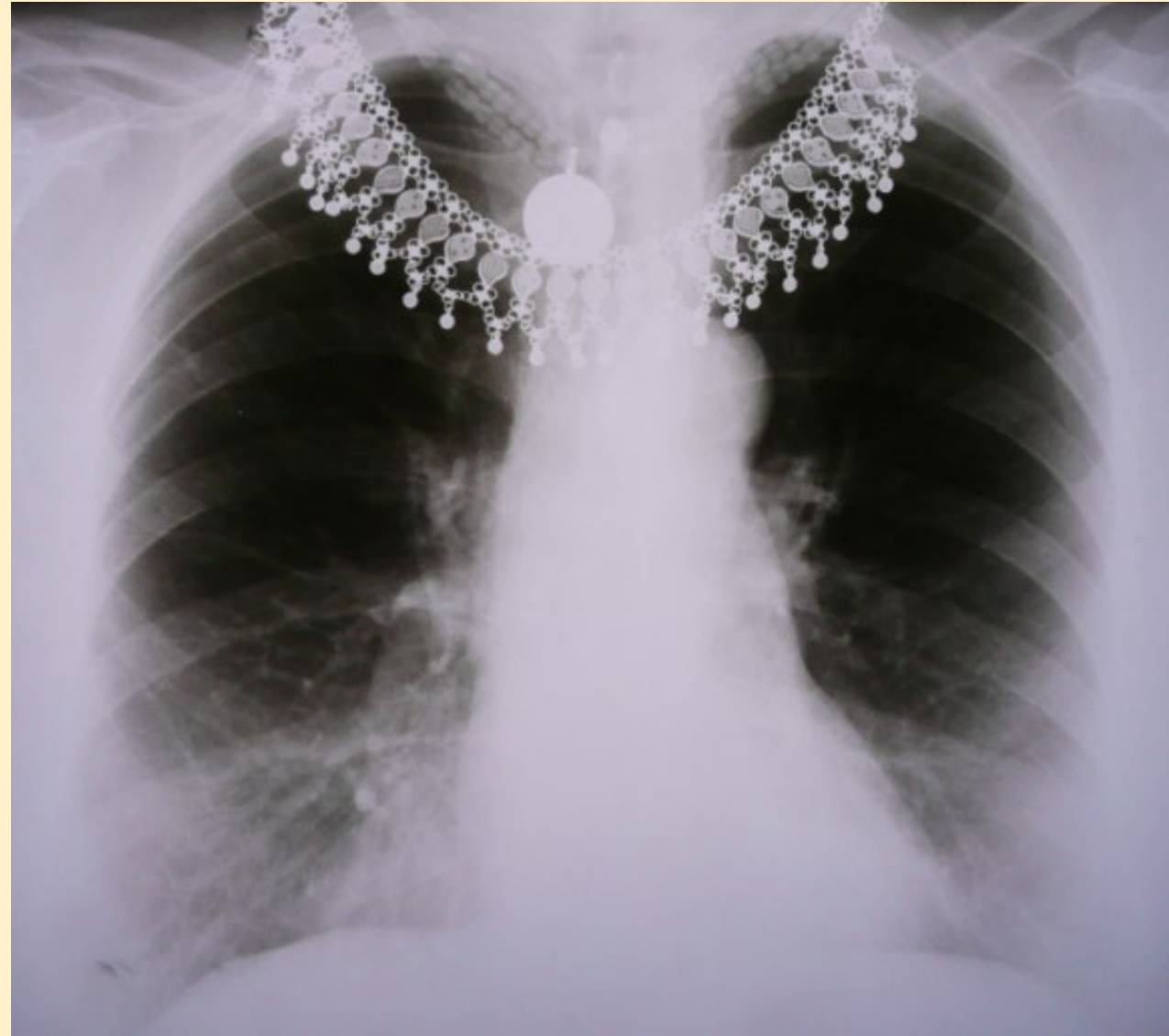
- All repeat images.
- All exams on pediatric pts. (under 18).
- All portable exams.
- All fluoroscopy exams.
- All surgical exams.



REPEATS

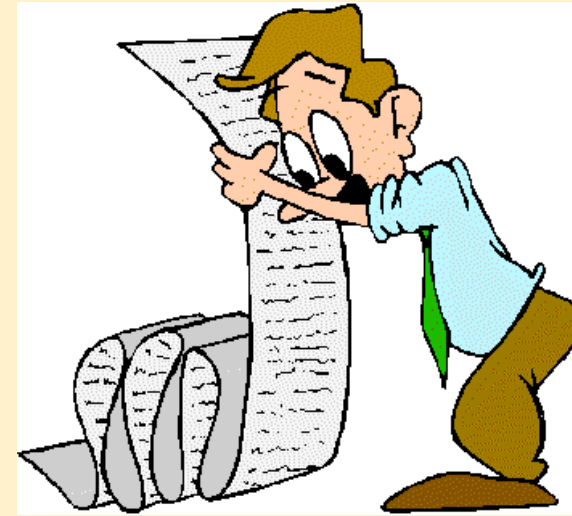
All repeat exposures **MUST** be done with direct supervision regardless of student's level of training!!!

It is the law!



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)...

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

End of Semester 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. At 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 *Trajecs*ys.

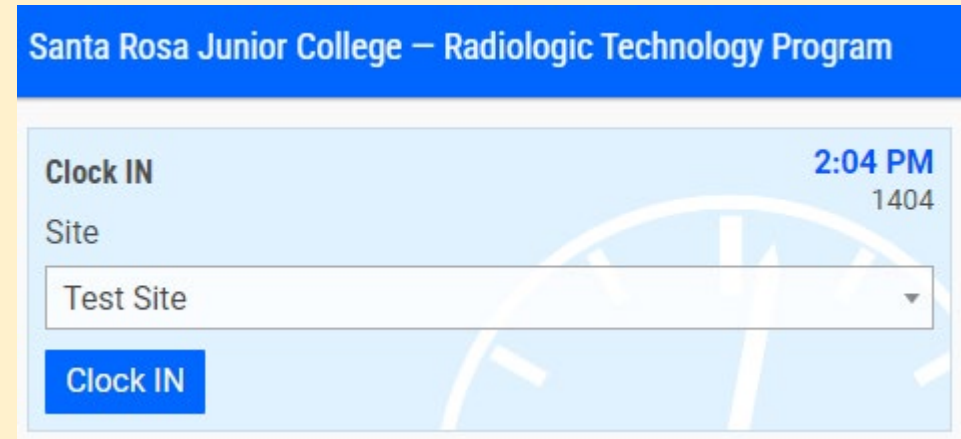
- Start and end dates and holidays.
- Tuesday and Thursday – first-year
- Monday, Wednesday, Friday – second-year
- 9 hours each day
- Does not include a mandatory ½ hour lunch
- Does include a 10 minute break in am and pm

Attendance Policy

Clock in and clock out on *Trajecsys*.

Use department computer

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



The screenshot shows the Trajecsys web interface. At the top is a blue header with the text "Santa Rosa Junior College — Radiologic Technology Program". Below this is a light blue box containing the "Clock IN" section. In the top right corner of this box, the time "2:04 PM" and the number "1404" are displayed. Below the time, the word "Site" is followed by a dropdown menu currently showing "Test Site". At the bottom left of the box is a blue button labeled "Clock IN". A faint clock face is visible in the background of the interface.

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

Absence:

Log your absence in *Trajecsys* with a Time Exception by 7:00 am.

Call: X-ray department at your site.

Email all of these people in one email:

- Lead CI
- Clinical Coordinator
- Program Director

Dress Code

Defined in the Student Handbook:

- UNIFORMS Class of 2028: 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 up at the clinical site and in lab.

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



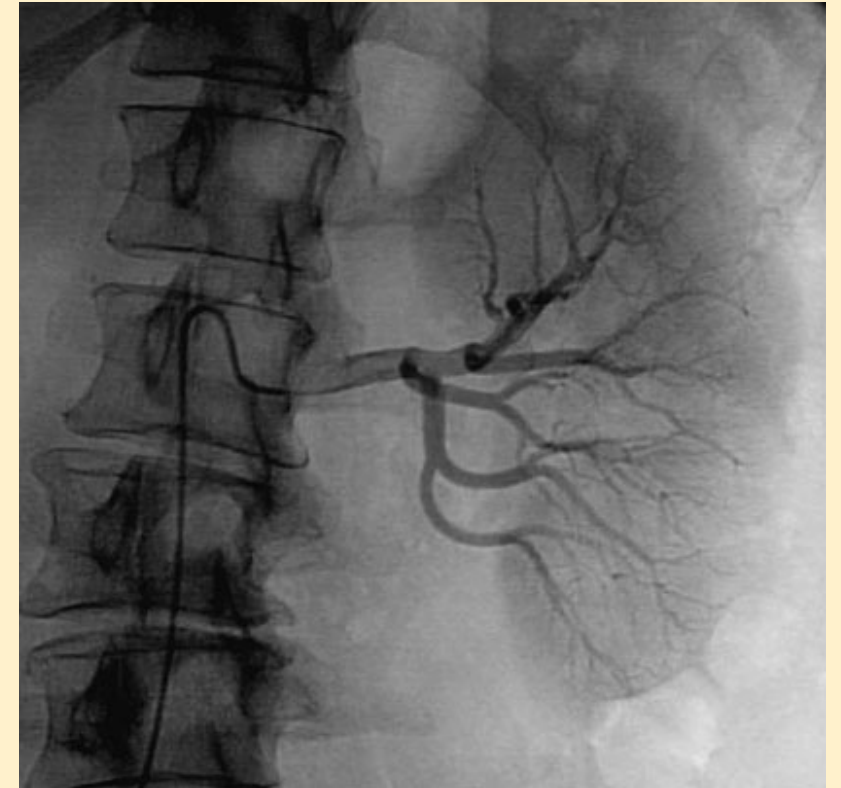
THIS IS A CLASS...BE ON TIME.

Computed Tomography



Angiography / Cath Lab Rotations

- Part of your training at available sites.
- Any time after 1st semester.
- 4 hours to 3 full 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.
- All portables and fluoroscopy exams are under direct supervision only!
- A lead apron must be worn during fluoroscopy.



Use of portables and fluoroscopy-

When observing or performing bedside portables:

- It is recommended that a lead apron be worn during portable radiography. Follow the guidance and policy of the clinical site.
- A monitoring device must be worn outside of the lead apron.
- Stand as far from the patient and tube as practical while observing the patient.
- Stand so that the central ray is pointing away from your body.
- In addition, when observing, you must step outside the room if you cannot stand at least six (6) feet from the patient or stand behind the staff technologist during the exposure.

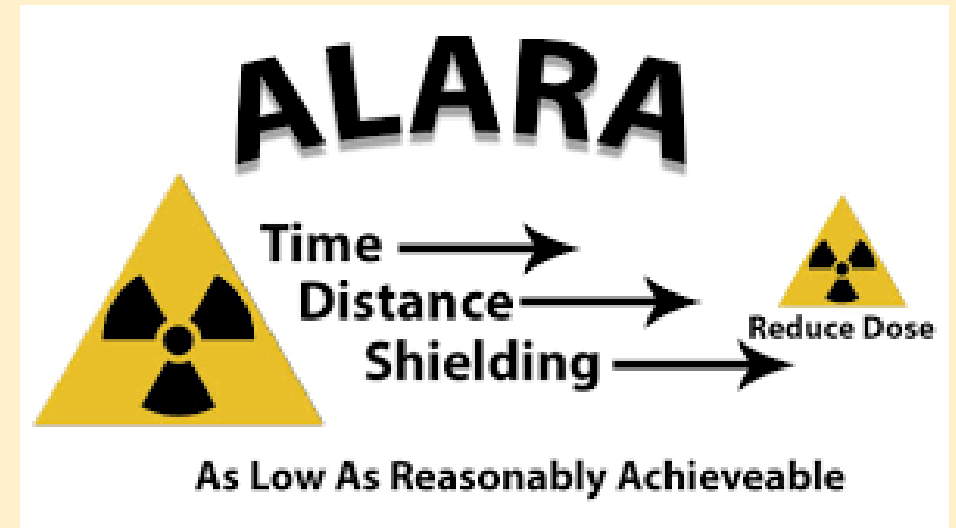


ALARA

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.....

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

Three Rules to Meet HIPAA Requirements

Privacy Rule

- » Ensure Patient confidentiality
- » Keep track of disclosures
- » Disclose the minimum amount of information
- » Notify individuals of the use of their PHI

Security Rule

Implement and maintain best practices to protect patient PHI and ePHI with:

- » Administrative safeguards
- » Physical Safeguards
- » Technical Safeguards

Breach Notification Rule

Report on data breaches within 60 days of discovery (for large breaches) or 60 days of the end of the calendar year (for small breaches) to:

- » Regulating body OCR
- » All impacted individuals
- » In large breaches, the media

HealthPOINT

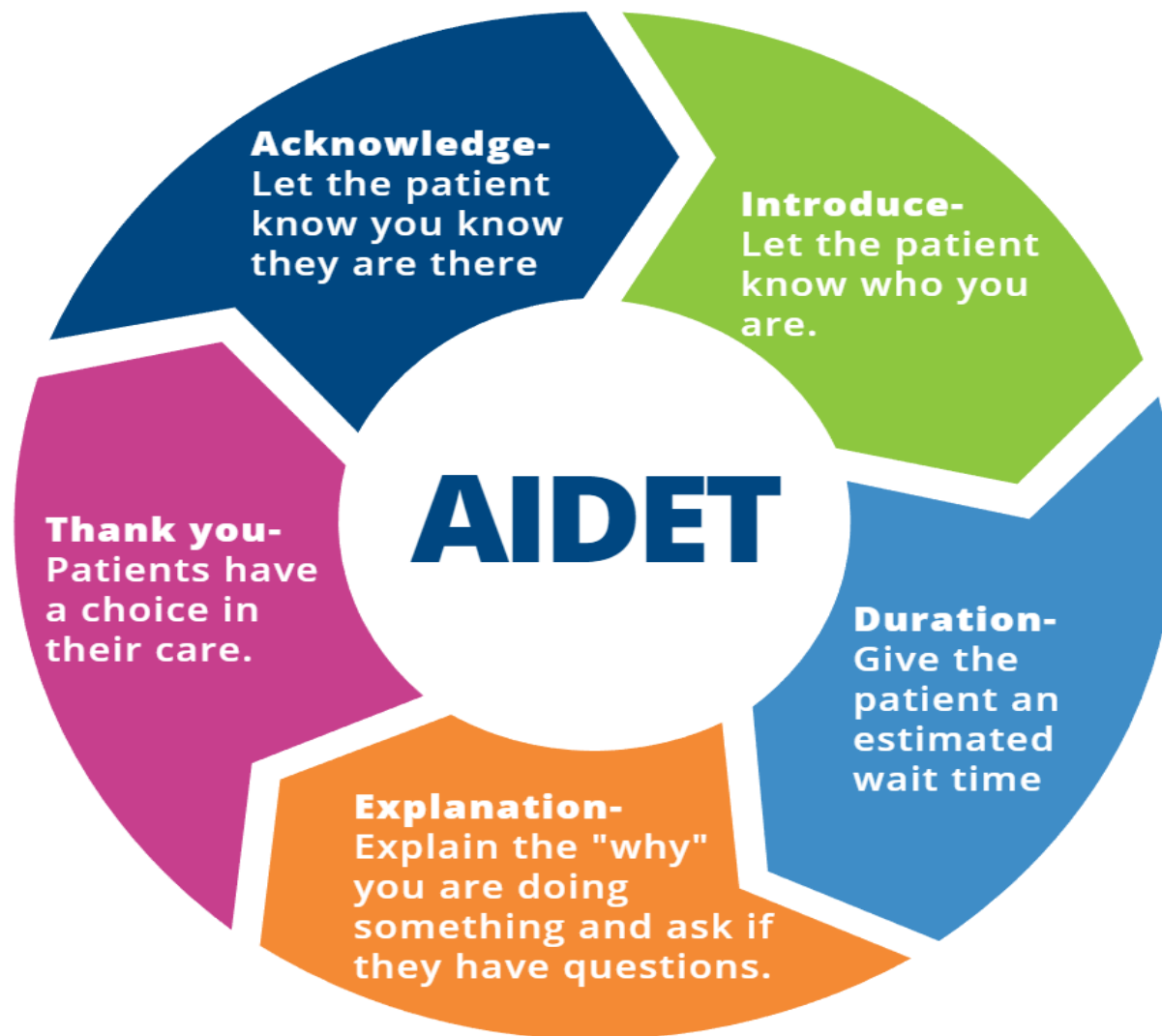
ACKNOWLEDGE

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





Thank you

Office hours:

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Please send all questions to:
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