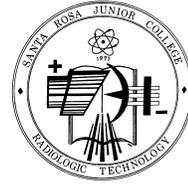


Santa Rosa Junior College

RADIOLOGIC TECHNOLOGY PROGRAM



Lead Clinical Instructor Responsibilities

The Radiologic Technology Program acknowledges the efforts of the Clinical Instructors (CIs) employed by the clinical education centers and appreciates the guidance and mentoring that they afford the students during the clinical experience portion of the program. The Lead Clinical Instructor is the immediate on-site supervisor for students, serves as a liaison between students and the staff, and is responsible for completing the final Clinical Evaluation Form, which results in the clinical course grade during each semester. (There may be more than one lead CI designated for each clinical facility.)

Additional Clinical Instructors in the clinical setting are those CRTs who are specially trained to monitor, evaluate, record, and verify with their signature each successful mandatory and elective competency check-off performed by the students. All Lead CIs and Additional CIs must have completed all of the steps found in the document entitled "Clinical Instructor Orientation Procedures List" and must submit their signature to the RT Program Director using the "Authorized Technologist & CI Signature Verification" form. In addition, all Lead CIs and Additional CIs must have obtained approval from the Joint Committee on Education in Radiologic Technology (JRCERT) to serve as a Clinical Instructor. This approval process is carried out by the RT Program Director once the applicant RT submits a curriculum vitae and professional contact information to initiate the process.

The program faculty (Clinical Coordinators) will provide the Lead CIs with an orientation on the supervision and evaluation of students, which describes very specific procedures using the program handbooks, clinical objectives, and evaluation tools designed to insure consistency. A program faculty member or the Program Director is always available for consultation when students are present to ensure that the students, supervising technologists and managers will all benefit from the instruction that occurs in the department.

General Responsibilities (for Lead Clinical Instructors)

1. Have written departmental policies and exam procedures available for students.
2. Conduct orientation sessions with incoming students to explain department policies as well as those of the hospital or clinic.
3. Assign lockers and parking permits.
4. Assign students to their area of activity making rotation assignments where practical.

5. Make current procedure manuals available to students as a guideline for all radiographic procedures, including projections for each procedure and appropriate protocols.
6. Have a system of technique guides for students. Orient students to type of post-processing, image receptors, tubes, Bucky grid ratios, system speeds, exposure indices used to limit radiation exposure to patients, calibrations of equipment and digital equipment, readers and PACS.
7. Demonstrate equipment unfamiliar to students.
8. Encourage an environment of acceptance so that students feel like part of the department. Introduce the students to the staff. Include them in department activities.
9. Insure that the technologists are aware of the student's level of training. A first-trimester student and a fourth-trimester student have very different skill sets. If it is a department where there is more than one RT Program which sends its students, be sure that the radiographers understand the differences between the students from each, in regard to level of training. (For example, a first rotation in one program means "week 5" of training—very inexperienced, and requires a higher level of supervision. A first rotation in another training program may mean "month 9"—representing a very different knowledge base and different level of supervision.)
10. Communicate to the RTs at what level students can perform, providing them with the list of courses and topics in which the student has had didactic and lab instruction.
11. Define and enforce the rules of direct and indirect supervision of students, in accordance with the policies of SRJC and the JRCERT.
12. Post the objectives for the rotation, concentrating on those competencies and skills on which the student needs to focus.
13. Apprise the supervising technologists of instructional techniques, evaluation methods, and forms used for grading students. (Can use the "A to Z" PPT/handouts on SRJC Website, under "On Demand Resources for CIs" on RT Program page for this.)
14. Function as a liaison between students and staff. Protect and guide the student.
15. Insure that the student gets an overall view of the department during the initial part of the rotation by assigning the student to a variety of areas of experience.
16. Attend regular clinical instructor's meetings.
17. Attend the annual Clinical Instructors' Seminar. The annual re-certification process is conducted at this annual meeting and you will be asked to submit a re-certification form showing that you have completed the update.
18. Aid in student recruitment.
19. During any given week, allot 10% of an FTE for every student present to be spent on instructional and/or evaluation activities. (This may be simultaneous with patient care and the performance of exams.)

Responsibilities Directly Related to Instruction and Evaluation (for Lead Clinical Instructors)

1. Evaluate the clinical performance of each student, in consultation with other supervising staff members.
2. Insure that all radiographic images taken by students are approved by a registered radiographer.
3. Monitor each student's progress weekly by **directly** supervising him/her in patient care situations. Document the event using a *Biweekly Progress Report* form. Discuss the results with the student immediately following the exam.
4. Communicate with other supervising technologists regarding the student's progress. Regularly review the *Biweekly Progress Report* forms filled out by the supervising technologists.
5. Identify weaknesses of students in terms of skills and personal interactions, counsel student accordingly, and tailor the assignments to help overcome skill deficiencies.
6. Hold an image analysis session with each student at least once a week. Evaluate all repeat images with the student to insure remediation.
7. Reinforce routines and policies throughout the rotation.
8. Motivate students' learning.
9. Share new ideas, procedures and articles with students.
10. Complete competency check-offs using the student's *Clinical Competency Book*.
11. Immediately notify the clinical coordinator or program director in the event that a student shows continuous poor performance in any of the 10 categories of the *Clinical Evaluation Form* and/or *Biweekly Progress Report* forms.
12. Fill out the final *Clinical Evaluation Form* on each student at the end of each semester, using the *Biweekly Progress Reports* to provide **objective** data for grading. Use the course objectives for each of the 10 categories to determine the appropriate grade.

Responsibilities Related to Record Keeping (for Lead Clinical Instructors)

1. Maintain a record of student assignments and rotations.
2. Maintain a record of student's evaluation of clinical performance.
3. Generate and maintain record of any unusual happenings, such as lateness, disagreeable behavior, or negligent performance.
4. Maintain a record of image analyses.

5. Monitor the student's *Clinical Experience Log* to ensure that the repeat rate is within acceptable limits.
6. Monitor the student's attendance and punctuality using the *Monthly Record of Clinical Hours* form. Sign to verify the student's attendance, making sure that the student has accurately reflected his/her attendance. Report to the clinical coordinator when there are any infractions.
7. Verify that the student's *Clinical Competency* records are accurate (to ensure that the RT signatures are valid and that the patient ID number reflects an actual case done).

Responsibilities Related to Student Counseling (for Lead Clinical Instructors)

1. Recommend students for a three-way conference when appropriate.
2. Evaluate, in consultation with the department manager, if a student dismissal is warranted and make a recommendation to the RT Program faculty.
3. Be aware and listen to student problems; act as liaison between students and medical staff.
4. Relate problematic issues to campus instructors in a timely manner.
5. Direct and assist students in case of accident or injury.
6. Insure that students are relieved for lunches, breaks, and on-campus classes/labs.

Responsibilities Related to Accreditation Procedures (for Lead Clinical Instructors)

1. Help the program faculty to complete the appropriate paperwork as required regularly by the JRCERT and the California Department of Public Health, Radiologic Health Branch (CDPH-RHB).
2. Act as a representative during accreditation visits and site inspections.
3. Become familiar with the JRCERT standards and insure their implementation in the institution.
4. Become familiar with the CDPH-RHB standards and insure their implementation in the institution.
5. Post the current clinical education center approval certificates issued by the JRCERT and the CDPH-RHB *Affiliated Clinical Setting* notice.