



**Santa Rosa Junior College
Radiologic Technology Program**

Student Orientation to Clinical Facilities

All students **must** be oriented to the clinical education center where clinical experience is provided and to specialized areas such as Surgery, Emergency Department, Intensive Care and Pediatrics. It is the responsibility of the clinical instructor to provide this orientation either personally or by arrangement. In addition to orientation to the department policies and procedures, orientation will include fundamental operating instructions of the x-ray rooms, fluoroscopy rooms, C-arms and mobile equipment commonly used by students.

Students **must** call to schedule an orientation session **prior** to beginning a new clinical assignment. Please see the reverse side for orientation requirements.

Clinical Instructor: At completion of this orientation, please sign & keep a copy for your records.

Student: Keep a copy of this form and submit a copy to the program director.

Clinical Site

Clinical Instructor Signature Date

Student Signature Date

Room or equipment number	Orientation complete	Comments

Submit the signed original to college officials

Orientation will include the following, as applicable:

1. Parking Regulations: location, permits, day/evening.
2. Break/Lunch Procedures: time and duration of meal and breaks and provisions for students bringing lunch.
3. Restroom Facilities: locations.
4. Personal Storage Areas: locker facilities and/or proper location for books, coats, bags, dosimeters, and valuables.
5. Safety Procedures: <u>site's radiation protection plan</u> , fire regulations, codes, security, disaster plan, infection control guidelines, and standard precautions.
6. Notification Procedure: in case of absence or tardiness, reporting incidents.
7. Typical operation of department R&F rooms, mobile units & C-arms Documented on front page. Common names for rooms OK i.e. Room 1, Portable 3.
8. Ancillary Equipment and Supplies: location of grids, contrast media, immobilization devices, protective aprons/devices, emergency cart, linens.
9. Accessory Items: needles, syringes, tourniquets, I.V. tubing, emesis basins, bandaging material, gloves, oxygen and suction accessories.
10. Introduction to Key Personnel: radiologist(s), administrative personnel, staff technologists, and ancillary staff.
11. Student Assignments and Information: postings, posted student schedule, reject images for analysis, weekend /evening policy, assignments and expectations.
12. Orientation to Department: routines, patient transportation, procedure manual, equipment operation, exam requisitions.
13. Department Radiation Protection Plan: reports, violation, reporting hierarchy.
14. Communications During Clinical Assignment: emergency contact, outside phone calls, use of cell phone, visiting patients, contacting other students.
15. Hospital Information: history, bed capacity, HIPAA program.
16. Hospital Tour: OR, ICU, CCU, orthopedic clinic, women's center, and other ancillary departments, etc...
17. PACS / RIS: student access code and privileges.
18. Positioning protocol book or resource: All body parts and fluoroscopy exams.

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