

PROGRAM PERSONNEL

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LAKE SUPERIOR COLLEGE RADIOLOGIC TECHNOLOGY WEB PAGE

https://degrees.lsc.edu/radiologic-technologist/?sf_s=radiologic+technology

ACCREDITATION STATEMENT

This program is accredited by the Joint Review Committee on Education in Radiologic Technology; 20 North Wacker Drive, Suite 2850; Chicago, IL 60606-2901; (312)704-5300.

www.jrcert.org

Graduates of the Lake Superior College, Radiologic Technology program have met educational eligibility requirements to challenge the national certification examination given by the American Registry of Radiologic Technologists.

Lake Superior College Radiologic Technology program follows the standards of education set forth by the JRCERT. A copy of these STANDARDS are available in the classroom and can be found online at <https://www.jrcert.org/wp-content/uploads/Documents/Resources/Standards-PDFs/2021-Radiography-Standards.pdf> Students are encouraged to review the STANDARDS and direct any questions to the program director. Complaints of non-compliance with the STANDARDS should follow the same process as for petitions/appeals found in this document.

Lake Superior College Radiologic Technology Program is preparing students to be eligible for application to the American Society of Radiologic Technologists to challenge the national certification exam; individual state licensing may require additional research on the part of the student.

RADIOLOGIC TECHNOLOGY PROGRAM MISSION

The Lake Superior College Radiologic Technology Program prepares students to satisfy the regional healthcare needs of their patients through both a didactic and clinical education as outlined by the American Registry of Radiologic Technology.

GOAL #1 Students will improve critical thinking skills.

GOAL #2 Students will develop professional communication skills.

GOAL #3 Students will prove clinical competence.

PROGRAM ELIGIBILITY REQUIREMENTS

Lake Superior College and the Radiologic Technology Program understand that there are conditions for which accommodations may be appropriate under the Americans with Disabilities Act and that the Health Occupation Programs will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, you must contact the Office for Students with Disabilities.

After review of a students' Health Examination and Immunity Requirement a clinical site may refuse to place a student at their facility. The Radiologic Technology Program does not guarantee an alternative facility placement. Through the clinical site agreement of Lake Superior College and our affiliated clinical sites, if no alternative facility placement is available, the student may be terminated from the Radiologic Technology Program due to the students' inability to complete the program requirements.

COMMON TERMS WITHIN

ARRT	American Registry of Radiologic Technologist	PE	Performance Evaluation
CP	Clinical Preceptor. The student's immediate supervisor.	PLD	Personal Leave Day
		RadT	Abbreviation used for Radiologic Technology
NC	No Credit – a major infraction that will reduce the clinical grade.		

Lake Superior College, Minnesota State System, and the Radiologic Technology program reserve the right to alter, change, delete, or add to any of material presented in this handbook at any time.

GENERAL INFORMATION

ORIENTATION/CERTIFICATION SCHEDULE:

General Hospital Orientation requirements will be discussed at the first Clinical Meeting within the first eight weeks of your first Fall semester.

Clinical Site Orientation: Mandatory for all students.

- All non-Duluth area students must contact their CP in July to arrange this prior to the start of Fall semester classes.
- All Duluth students will receive information on the orientation times/dates.

Clinical Prep Meetings: Mandatory. Two meetings within the 1st 8 weeks of the program.

Attendance is required for all orientation and meetings. Material covered is necessary for the student to be allowed to participate in clinical experience at the health facilities. Site-specific hospital orientation will be arranged by the site clinical instructors. Individual hospital policies, regulations, infection control, hospital emergency codes and phone systems will be discussed.

COLLEGE COMMUNICATIONS

E-mail is the official form of communication on the LSC campus. Important notices, program newsletters, and course information will be sent in this format. Be sure to sign-up for an LSC account. Visit the college webpage www.lsc.edu for information/ instructions.

HOUSING

Each student is responsible for his/her own accommodations. Student Life may offer assistance.

NONDISCRIMINATION POLICY

Please refer to the LSC Policy 1B.1. This is located at <https://www.lsc.edu/policies/1b-1-nondiscrimination-employment-education-opportunity/>

CPR/BLS CERTIFICATION

Students will be required to have the proper CPR/BLS certification required by LSC prior to starting their clinical experience. This certification will be obtained during the first 8 weeks of the program. All students will need to remain current with certification for the duration of the program.

TEXTBOOKS/ EQUIPMENT

Textbooks are available each term in the bookstore with most text required for purchase the first term. If purchasing outside the LSC bookstore, confirm text information with your instructor.

Some textbooks require online pass-codes. The total amount for textbooks is approximately \$700. Some courses require an equipment pack, which is also available in the bookstore.

FINANCIAL ASSISTANCE

Financial assistance is available to all qualified students through Student Services at Lake Superior College. For further information, refer to your college Student Handbook or contact the Student Services. Scholarships are available through the LSC Foundation.

HEALTH PHYSICAL

The student is required to complete a health screening. A current immunization record submitted prior to starting the clinical rotation. Hepatitis B immunization is required. A completed immunization form will be submitted via online student passport system.

Second year students must complete a one-year health update and annual Mantoux testing (see clarification below). This information is due within 12 months of the initial completion dates. See the Clinical Radiography homepage for deadlines.

Mandatory Mantoux Test Requirements: Evidence of a tuberculosis skin test (TST) (or QuantiFERON-TB blood test) within the previous 12 months. If the test is positive, there must be documentation of a medical evaluation (including a chest x-ray) by a health care provider.

Note: If first time testing, or it has been more than 12 months since a previous negative TST, **a two-step TST or QuantiFERON-TB blood test is required.** If the first TST is negative, the second TST must be administered 1-3 weeks after the first test is read.

VACCINATIONS

All students are required to receive all mandatory vaccinations that are required by clinical sites in order to gain entry and remain in the program. Vaccination exemptions may be applied for, but application for vaccinations exemptions will need to be applied for through each individual clinical site as students will rotate to more than one clinical site during the program. Exemptions are only available directly through independent clinical sites. Please discuss this with the program Clinical Coordinator for further information.

HEALTH INSURANCE

It is the student's responsibility to provide his or her own health insurance. Injuries or illnesses that may occur during clinical rotations are the sole responsibility of the student. Neither the clinical site nor LSC is responsible for coverage therefore individual coverage is strongly encouraged. Students in need of insurance are advised to seek information regarding insurance plans through Lake Superior College, Student Services. Health insurance should be maintained throughout the entire program. Students with lapsed immunization/health information will be removed from clinical until they are once again compliant.

HIPAA

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. HIPAA rules apply to student clinical experiences. All students will comply with HIPAA policy.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records, but these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. All student information will only be communicated with the student. Any information the parent receives must come from the student.

MILITARY

If you are a member of any military branch of service, there will be flexibility with program scheduling for your required weekends and annual training. You will be required to make up the missed clinical and/or class time, but flexibility will be granted with no penalty to your standing in the program. Please discuss any concerns with the Program Director.

EMERGENCY PREPAREDNESS PLAN/COMMUNICABLE DISEASE

Please refer to the LSC home page at www.lsc.edu for updates to the preparedness plan and monitor your LSC email for communications from Minnesota State, Lake Superior College, and/or Program Faculty.

LIABILITY INSURANCE – PROFESSIONAL

A major focus of any medical profession must be patient safety. The Radiologic Technology student is responsible for his/her own acts. Liability insurance is provided each fall through Minnesota State College System and is part of the yearly tuition fees. Students repeating a clinical course will be required to purchase this in addition to the standard tuition and fees.

STANDARD/UNIVERSAL PRECAUTIONS

Standard/Universal precautions are to be utilized with each patient interaction. Student will be versed on what these specific precautions are prior to clinical rotation. This precaution routine will reduce, if not eliminate, the risk to the student for communicable diseases.

BACKGROUND STUDY

State Law requires any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota (or other) Department of Health have a background study conducted by both the state and federal agencies. Background study approval is required from the state of Minnesota and/or Wisconsin. Background clearance is required yearly and the student is responsible for any associated fees. Students who are disqualified from having direct patient contact because of the background study, and whose disqualification does the Commissioner of Health not set aside, will not be permitted to participate in a clinical placement. Failure to participate in a clinical placement required by the academic program will result in dismissed from the program.

An individual who refuses to cooperate with the background study or who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota or Wisconsin licensed health care facility. **Failure to participate in a clinical placement required by the academic program will result in ineligibility to qualify for a degree in this program.**

RADIOLOGIC TECHNOLOGY CODE OF ETHICS

The American Registry of Radiologic Technologists mandates that all candidates must comply with the "Rules of Ethics" set forth by the profession. The rules are ethical standards of accepted professional conduct for all Registered Technologists and Student Technologists, and are intended to promote the protection, safety and comfort of patients.

Conviction (or profession of guilt) of a crime, including a felony, gross misdemeanor, or misdemeanor with the sole exception of speeding and parking violations may make a candidate ineligible to sit for the national board exam.

Students are strongly encouraged to visit www.arrt.org for more information on ethics requirements and examination eligibility. Early application with the ARRT (after the first day on entry into a program) is possible and is highly recommended (Refer to page 13 of handbook).

PROFESSIONAL ORGANIZATIONS (ASRT, MNSRT)

Students are strongly encouraged to join professional organizations. Both the American Society of Radiologic Technologists (ASRT) and Minnesota Society of Radiologic Technologists (MNSRT) memberships are required and are paid for via a special fee attached to tuition. Students will register at the start of Fall semester, first year. Special student membership rates are available for most organizations. Membership gives the student exposure to the profession and the latest technical advancements, information of continuing education opportunities and employment opportunities nationally as well as locally. Visit www.mnsrt.com and www.asrt.org for more information.

ATTENDANCE

The 22-month program consists of 5 consecutive terms. The program begins in the fall of each year. Scheduled college holidays and semester breaks will be observed unless otherwise scheduled to meet clinical objectives.

Attendance to all RadT classes is required. It is difficult to make up missed information within the normal time frame. The No Credit Grade, No Show-No Call policy (page 21) applies to class and may result in a program infraction. Absence may lead to unsuccessful completion of a course. Attendance requirements for clinical assignments are found under the Clinical Radiography section of this program handbook.

LEAVE OF ABSENCE

Leave of absence (LOA) may be allowed for family emergency, extended illness, injury, and maternity/paternity leave. LOA will be handled on an individual basis. A written request must be submitted to the program director. If approved, a contract for continuation will be created. Didactic instruction must be completed according to program standards. All missed clinical experience must be rescheduled. Students may be required to register for a remedial Clinical Radiography course. 1-6 credits will be required depending on the length of the leave. Medical leaves require a release for duty from a physician.

INJURIES/ILLNESS

Injuries or illnesses that require an extended absenteeism will be handled in the same fashion as a leave of absence. If a student becomes injured or has an extended illness, he/she must contact the program director. Students are expected to notify academic faculty (and clinical faculty when participating in clinical experiences) of any medical conditions and/or medications taken that could potentially impair or alter the student's safe and effective performance during any educational experience. If special accommodations are needed to facilitate the return, the student will be directed to the disability's counselor, and a contract for completion will be required. Program students contracting an infectious disease while participating in the program must report that fact to a program faculty member and follow appropriate medical guidelines to minimize the risk of transmission during clinical experiences and lab courses. This reporting requirement also applies to exposure to a person with a reportable infectious disease, including but not limited to COVID-19, viral meningitis, rabies, and other conditions that could put the health and safety of students, patients, and staff at risk. Injuries that may conflict with the student's ability to meet technical standards (see *Technical Standards*) or the clinical site's safety standards may require the student to withdraw from the program or take a leave of absence from clinical until the technical or safety standards can be met again. A student who is absent from clinical experience due to an injury or extended illness (over 5 consecutive or assigned clinical days) must contact the clinical coordinator before re-entry to the clinical setting and must be a written release for duty from a physician. The program director will review re-entry requests on an individual basis.

HEALTH EDUCATION RESOURCES

Provides health education materials for all LSC students and is located in the E building on campus and online at <http://www.lsc.edu/current-students/health-education-resources/>

INTERVIEWS

Students may use personal leave days to attend interviews for educational programs or post-graduate employment.

JURY DUTY

If called for jury duty during the program, students may request a letter requesting exclusion from jury duty until graduation from the program. Contact the program director for this.

STUDENT ADVISING

Once a student is officially accepted into the Rad Tech Program, he/she will be assigned a Rad Tech faculty advisor. The clinical coordinator will take last names starting with A-M, and the program director will take last names starting with N-Z. Advisors will be available to students anytime on class days and via email. Students will be expected to meet with their advisor at minimum once each academic year.

PREGNANCY POLICY

In accordance with Nuclear Regulatory Commission (NRC) regulations, any student who believes she is pregnant has the option of whether or not to inform program officials of her pregnancy. If the woman chooses to voluntarily inform officials of her pregnancy, it must be in writing, delivered to the program director, and indicate the expected date of delivery. In absence of this voluntary, written disclosure, a student cannot be considered pregnant.

If the student chooses to disclose her pregnancy, she will have the option to continue the Radiologic Technology program without modification or interruption. The student will not be treated differently than a non-pregnant person. Modifications in the clinical assignment and/or leave of absence from the program will require a contract between the student and the program. The student will be asked to present a written statement from her physician including the expected date of delivery and permission to continue the education and clinical experience of the program.

A withdrawal of pregnancy can be submitted/declared at any time. Students who have declared pregnancy are also required to declare, in writing, when they are no longer pregnant.

The National Council on Radiation Protection and Measurement recommends radiation dose to the mother and fetus not to exceed 0.5 REMS during the gestation period. The student will be required to purchase a second film badge for the fetus and the radiation dose will be carefully monitored during this time to assure this amount is not exceeded.

HOLIDAYS

Holidays will be observed as noted on the LSC academic calendar. Class and clinical rotations are not held on LSC observed holidays.

CONTINGENCY PLAN/PANDEMIC

If an alternative process to learning either didactically on campus or clinically is required, please wait for an email for instruction from either of the following groups: Minnesota State Leadership, Lake Superior College Administration or Radiologic Technology Faculty. Email will be the official form of communication coming for the campus. The LSC homepage will also be a great place to look for answers about campus and further instruction on didactic learning.

Clinical instruction information will be delivered to individual students via email once the Program and/or campus receive instruction from the hospital and clinics. Your Program Director or Clinical Coordinator will give further instruction on how each student is to proceed with their clinical education. If students are not allowed to complete their clinical rotation in lieu of a major event (pandemic, etc..), extensive labs and lab testing will substitute in place of their clinical rotation.

In the event that any equipment is needed by faculty and students to resume didactic courses on campus, the equipment will be provided by Lake Superior College to meet those needs.

CLASS CANCELLATION POLICY

Class cancellation notices will be posted on the campus online homepage www.lsc.edu. Students are encouraged to register for the ALERT system through LSC to receive emergency notifications affecting the campus and their courses.

SCHOOL CLOSING POLICY due to inclement weather:

The president of the college will be responsible for canceling classes due to inclement weather. The official radio station announcing school closing is:

KDAL - 95.7- FM

KTCO 98.9 -FM

WDSM 710 - AM

KDAL - 610-AM

KRBR 102.5 - FM

School Closing Policy for *Outreach Project* students:

In case of *inclement weather only*, if the area community college is closed on a scheduled clinical day, do not report to clinical but *do* call your CI to notify him/her of the cancellation.

- **Ashland Students** will respond to Northwood Technical College Ashland closing
- **Crosby/Aitkin/Brainerd area** students will respond to Central Lakes College closing
- **Hibbing Students** will respond to Minnesota North College/Hibbing closing
- **Grand Rapids/ Deer River/ Big Fork students** will respond to MN North/Itasca closing
- **Bemidji Students** will respond to Bemidji State closing
- **Virginia Students** will respond to Minnesota North/Virginia College closing
- **Duluth Students** will respond to the Lake Superior College closing (Two Harbors, Cloquet, SMHS)
- **Mora Students** will respond to the K-12 school closing.
- **Moose Lake** will respond to the Fond Du Lac Technical College closing.

If campus closings do *not* occur but you feel weather conditions are too hazardous for travel, you may take a personal leave day. It is the student's responsibility to call the clinical instructor to communicate this just like any other day of absence.

If inclement weather and travel advisories occur on a student's weekend shift, the student can decide to use a PLD. If the student is already at the clinical site when the advisory occurs, it is recommended that they stay at the facility if said facility can provide shelter for them (food/evening housing etc.) to avoid travel.

STUDENT SERVICES

Student Services offers many services to LSC students such as: Advising, Counseling, Student Support Services (TRIO), Disability, Career, and Veterans Resource Center. These services are all housed in the S Building on campus, but information is also available online at <http://www.lsc.edu/current-students/student-services/>

CONFIDENTIALITY

Programmatic student confidentiality follows the same student confidentiality policy as the LSC campus. Policy 2.0 found online at <http://www.lsc.edu/policies/2-0-confidentiality-student-records/>

SEXUAL HARASSMENT/HARASSMENT

If a student feels that they are being harassed, sexually, or in any other way, they should contact the Program Director or the Dean of Student Services for further direction and guidance on how to proceed.

RADIATION MONITORING

To help insure that the student is working in a safe environment, the amount of radiation received will be monitored. Radiation dosimeters will be issued to each student and worn for a twenty-one-month period. A fee is added to the student's registration at the beginning of each school year to cover this expense.

It is the responsibility of the student to wear the assigned dosimeter at all times while in the clinical setting. Proper handling is essential. A \$25.00 replacement fee will be issued to the student if the radiation monitor is lost. Dosimeters are not to be stored near a computer, in direct sunlight or hot, humid conditions. The dosimeter is to be worn on the front side of the body between the neck and waist line. When wearing a lead apron, it is to be worn on the outside of the apron. Dosimeters must face forward at all times for an accurate reading. Any variance involving the dosimeter must be documented in writing and sent to the program director. Exposure reports are available to students at all times on www.instadose.com. Students should review this on a monthly basis. A termination report/Form 5 report is available at all times for students on www.instadose.com. Records will be kept for the lifetime or 30 years after graduation/termination, whichever is less. To obtain further copies of these records, the student must make a written request to the program director.

- **DOSIMETERS ARE TO BE LOGGED BY THE FIRST WEDNESDAY OF EVERY MONTH.** Failure to log dosimeters and email the RSO the results/report at the appropriate time will result in an infraction. Late log-ins may result in inaccurate readings.

Threshold Dose

Yearly Dose	5 rem / 5000mrem (0.05 Sv)
Monthly Dose	0.2 rem / 200mrem (0.002 Sv)
Yearly Lens Dose	15 rem / 0.15mrem (0.15 Sv)
Yearly Shallow Dose	50 rem/ 50000mrem (0.5 Sv)

INSTADOSE STEPS

- Log In
- Have your device plugged in to a USB port on a computer that has the necessary software downloaded in order to read your dosimeter.
- Once your computer has recognized your Instadose dosimeter, click -Read Device button.
- View your dose for both monthly and cumulative dose totals.
- Email Britni (RSO) with the necessary information to satisfy your Monthly radiation safety obligation.

If you fail to do this every first Wednesday of the month you will receive a warning the 1st time. After that they are considered 'late reads' and will result in a clinical infraction. Multiple infractions may result in your clinical grade being reduced.

This is how you should type your dosimeter report and email it to RSO:

- I have uploaded my instadose dosimeter properly.
- I have received? mrem of radiation in the last month.
- I have received? mrem of radiation from the beginning of my clinical rotation at the beginning of the program.
- My total dose amount of? mrem of radiation is well within the limits of being acceptable at Lake Superior College, as the threshold dose per year is 5000 mrem and the threshold monthly dose is 200mrem.

ON CAMPUS LAB

When in the campus lab you must abide by the rules of the lab that are posted. You are allowed to be in the lab and practice positioning, but you are **not** allowed to expose a phantom without an instructor present. Absolutely nothing live is to be exposed in this campus lab.

While present in any area with ionizing radiation (clinical and lab on campus) dosimeters must be worn. If you do not have your dosimeter, you must leave that area immediately and not return until you have your dosimeter.

GRADING

Grades in all RadT and science courses must be a C grade or better. Therefore, a "D" or "F" is considered unsatisfactory performance and will result in program probation for the remainder of the academic year or dismissal from the program. The student may be required to "stop out" (not continue as normal) until the course can be repeated successfully. A "stop out" could extend up to one academic year. Return from a "stop out" will require approval from program faculty (see *Readmission Policy*). All unsatisfactory course work must be repeated.

GRADING SYSTEM

For all RadT courses:	A	93-100	Excellent performance
	B	85-92	Good performance
	C	77-84	Average performance
	D	70-76	Unacceptable performance
	F	0-69	Failing performance

ACADEMIC ALERT

Students who are in jeopardy of receiving an unacceptable or failing performance grade will receive a mid-term academic alert from the instructors. It is the student's responsibility to contact the instructor for advice on building the course grade.

PROBATION

One probation is allowed during the 22-month program. Students placed on probation will be required to meet with the program director and/or clinical coordinator to review and discuss area(s) of deficiency. The student will work with the clinical coordinator to schedule a repeat of clinical courses and set goals for future success. Students not meeting terms of probation or students not meeting academic/clinical standards after probation will be dismissed from the program.

Any of the following will constitute probation:

1. A grade less than 2.0 in any RadT course;
2. Unsatisfactory/Unsafe clinical performance;
3. Unprofessional behavior;
4. Two infractions in one term will result in program probation.
5. Failure to meet the required number of CBEs in any given term will result in program probation.

DISMISSAL

Dismissal will result from the following:

- A student not fulfilling requirements for a probation period.
- Two or more unsatisfactory grades, in any core RadT course.
- Unsatisfactory academic/clinical performance in the first semester of the program.
- Unsafe/unprofessional clinical performance.
- Excessive absenteeism.
- No Call-No Show (See page 20)
- Critical Infraction (page 21)
- Failing any course in semesters 4 or 5.

Cheating will result in the automatic termination from the program and the college.

WITHDRAWAL FROM THE PROGRAM

Students withdrawing from the Radiologic Technology program should meet with the program director for an exit interview. Site issued ID badges, dosimeters and clips must be returned to the program. It is the student's responsibility to withdraw from all classes.

PETITIONS / APPEALS

Students seeking an exception to any program academic rule, regulation, or action may submit a letter of petition to the program director.

1. Appeals of program related decisions must be made, within one week of notification of grade, probation, action etc.
2. The appeal will be reviewed by the program director and faculty, who will render a decision and notify the student within one week of the appeal hearing. Following the program's decision, a student may request to meet with the division dean.
<https://www.lsc.edu/policies/2-9-1-procedure-academic-standing-financial-aid-satisfactory-academic-progress/> addresses the college-wide policy of academic probation and suspension.
3. Complaints of non-compliance with the JRCERT STANDARDS should be made directed to the Dean of Allied Health and Nursing or the complaint may be directly relayed to the JRCERT.

READMISSION POLICY

Readmission ***will not be considered*** if the student has been out of the program for more than one academic year. ***Students who have been dismissed from the Radiologic Technology program are ineligible to reapply however the student may petition this policy. See the LSC petition process.***

Students, who withdraw voluntarily and were in good standing academically and clinically, may re-enter the program on a space available basis by submitting a written request to the program director. Students will be required to register for 1-6 credits of remedial clinical radiography. During this time, the student will be required to repeat all previously completed competencies through actual procedure.

GRADUATION REQUIREMENTS

The Associate in Applied Science Degree in Radiologic Technology is awarded to students who:

1. Earns a minimum of 78 semester credits fulfilling all didactic requirements;
2. Earns at least a 2.0 grade in all RadT and science courses;
3. Submits an application for graduation.

Through successful completion of clinical and didactic education, the student will:

4. Complete the required Competency Based Evaluations (CBE) in accordance with ARRT standards.
5. Evaluate images for appropriate anatomy, positioning and image quality. A minimum of 15 CBE reviews will be required.
6. Participate in required activities that promote the profession and increase personal professional development and growth.
7. Complete venipuncture education requirements in accordance with ARRT standards.
8. Perform patient care skills in accordance with ARRT and LSC standards.
9. Successfully complete all final rotational objectives.
10. Students must complete all Didactic and Clinical Final Exams at the scheduled time in the scheduled location.
11. Return to the Clinical Coordinator: Facility Photo ID badge, Radiation Dosimeter and Clip.
12. Meets with the Clinical Coordinator for exit interview.

SAFETY AND SECURITY

Information related to safety and security on campus or the reporting of an incident may be directed to Campus Security at 218-733-6911 or online at <https://www.lsc.edu/safety/>

DRUG/SUBSTANCE ABUSE POLICY

Because of the level of responsibility associated with this health care profession, radiographers and student radiographers must be in full control of their mental and physical capacities at all times when the patient's safety is at stake.

- The use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, or the use of prescription and over-the-counter drugs that result in behavior or appearance that adversely affects academic performance of patient's safety will be grounds for dismissal from the radiology program.
- Unprofessional behavior shall be determined to be present if the student is perceptibly impaired; has impaired alertness, coordination, reactions or responses; if the student's condition threatens the safety of himself, herself or others; or if the student's condition or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public's perception of Lake Superior College Radiologic Technology program.

AIRBORNE PRECAUTIONS

Students are required to be fit tested for the N95 Respirator Mask in order to work with patients that are under Airborne Precaution status. Not all current clinical site facilities fit test students for the N95 Respirator Mask. If your clinical site facility has allowed you to be fit tested in the Respiratory Care Department and you are approved to wear the N95 Respirator Mask, then you may proceed in assisting in the care of Airborne Precaution patients. If you have not been properly fitted and tested, you are not allowed to assist in the caring of Airborne Precaution patients. Please check with your Clinical Instructor at your clinical site for further direction with

this matter.

CLINICAL EDUCATION

The purpose of the clinical education in Radiologic Technology is to allow the student to apply theoretical principles of radiography, patient care and procedures to practical experience. Students will work under the supervision of registered technologists.

Students are assigned to the clinical rotation mid-fall semester. Students will receive a semester schedule with assigned clinical areas of experience each week. If the assigned area is not busy with patient exams or quality control assignments, the student may be, temporarily assigned to a different area within the clinical setting. In the event the student leaves the assigned clinical area for daily breaks or any other reason, the student must inform the technologist or clinical instructor and may be required to sign/clock out.

The importance of well-utilized clinical time cannot be stressed enough. It is expected that any low volume time will be used for discussing clinical procedures and cases with the technologist or clinical instructor, practicing simulated radiographic procedures, or completing laboratory requirements for competency-based evaluations.

It is partially the student's responsibility to maintain a clean, well-supplied environment. This includes the radiographic rooms, waiting rooms, hallways and office area.

It is recommended that students keep an accurate record of radiographic examinations observed, actively participated in, and those performed independently.

Smoking (including electronic cigarettes), and tobacco use are not allowed on clinical grounds (or on LSC campus). Eating and loud, unprofessional behavior are not allowed in the clinical areas. Students are required to follow all facility (hospital/clinic) protocols.

Departmental telephones are NOT to be used for personal calls. Personal calls are to be made during breaks on the available telephones. The student should, however, give a list of clinical site phone numbers to their families in case of an emergency. Incoming calls are to be kept to a minimum. Cell phones may not be used in the radiology department.

The student should have the following items on their person during every clinical rotation:

- Pen
- LSC Photo identification badge
- Site Photo identification badge if required
- Radiation Dosimeter
- Pocket log / technique book (see Clinical Portfolio section)
- Positioning Markers
- Program Handbook / Clinical Portfolio

American Registry of Radiologic Technologists

STANDARDS OF ETHICS

Code of Ethics – Part One

1. The Radiologic Technologist conducts himself or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which it has been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.

(See the ARRT web site for the **Rules of Ethics** – part two of the Standard of Ethics)

6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, protects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

The *Standards of Ethics* of the American Registry of Radiologic Technologists shall apply solely to persons holding certificates from ARRT who either hold current registrations by ARRT or formerly held registrations by ARRT and to persons applying for examination and certification by ARRT in order to become Registered Technologists. The *Standards of Ethics* are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement

TECHNICAL STANDARDS

The following technical standards are typical for a career in Radiologic Technology. It is recommended that students follow these same standards. Individuals with disabilities may request accommodations or information by contacting the Lake Superior College Disabilities Coordinator.

The Radiologic Technologist must have sufficient strength, motor coordination, and manual dexterity to:

1. Transport, move, lift, and transfer patients from a wheelchair or cart to a radiographic table or to a patient bed at 50+ lbs of patient weight.
2. Move, adjust, and manipulate a variety of equipment, including the ability to arrange and align the equipment with respect to the patient and the image receptor according to established procedure and standards of speed and accuracy. This requires repetitive forward bending.

The Radiologic Technologist must be capable of:

1. Handling stressful situations related to technical and procedural standards, and patient care situations.
3. Providing physical and emotional support to the patient during the radiologic procedures, being able to respond to situations requiring first aid and providing emergency care to patient in the absence of, or until the physician arrives;
3. Communicating verbally in an effective manner in order to direct patients and their families along with other health care workers, during radiologic examinations; and
4. Reading and interpreting patient charts and requisitions for radiologic examinations.

The Radiologic Technologist must have the mental and intellectual capacity to:

1. Calculate and select proper technical exposure factors according to the individual needs of the patient and requirements of the procedure's standards of speed and accuracy; and
2. Review and evaluate the recorded images for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper exposure, and other appropriate and pertinent technical qualities.

NOTICE: Students rotating to MRI shall not have any ferromagnetic metal fragments in the body or metal surgical implants or appliances that may be hazardous to their safety.

CLINICAL SITE ROTATION

Students assigned to the Duluth Clinical Site will be required to rotate throughout the Duluth/Superior and surround area facilities. These facilities are in the following locations: Duluth, Superior, Two Harbors, and Cloquet.

Students assigned to an Outreach Clinical Site including Bemidji, Deer River, Big Fork, Grand Rapids, Hibbing, Virginia, Moose Lake, Ashland, WI, Brainerd, Crosby, Aitkin, and Mora. Will be assigned to a rotation at another clinical site for up to 8 weeks in the fall of their second year in the program. The location will be in relative proximity to their main clinical site. Permanent Clinical Site requests will be considered and granted at the discretion of the Program Director.

CLINICAL PERFORMANCE

The student is responsible for the following:

1. Provide own transportation to and from clinical sites and classrooms.
2. Prepare for clinical experience by:
 - a. Reviewing radiographic procedures and protocol routinely performed in the assigned area;
 - b. Reviewing clinical objectives
 - c. Reviewing emergency procedures;
 - d. Wearing radiation monitoring badges properly, and;
 - e. Preparing personal positioning markers for use.
 - f. Carry and use a pocket log/technique book
3. Arrive promptly for clinical experience.
4. Report to clinical at the assigned time when healthy and able; notifies the clinical preceptor and clinical site when ill, late, or unable to report for clinical experience between 8:00 to 8:15 a.m. Process: 1) Speak to CP or 2) Phone message.
5. Arrange with the clinical instructor to complete clinical experience time each term.
6. Assume legal responsibility for providing safe patient care.
7. Provide effective patient care.
8. Communicate effectively with peers, staff, and instructors.
9. Communicate with patients and their families in a caring and helpful manner.
10. Participate in image critique.
11. Adhere to the dress code.
12. Adhere to all policies, procedures, regulations, and rules of the clinical site.

Students not following the above responsibilities may be asked to leave the clinical area. Infractions will result in a clinical grade reduction.

RADIATION SAFETY

Students will ensure every imaging study performed is thoughtful, appropriate, and individualized regarding radiation safety.

Goals include:

- Positioning with accuracy
- Utilizing collimation and facility required shielding policies and procedures
- Using alternate techniques that will reduce radiation exposure to the patient

60mR*/ Quarter Level I radiation exposure - notification to the student that this level has been reached.

100mR*/Quarter Level II radiation exposure - notification and questionnaire (to discover how this amount of radiation exposure occurred so radiation safety education and safer radiation practices can be done whenever possible) to the student.

*These levels are lower than the NRC recommended dosages.

Holding Policy: Holding patients or image receptors for exposures is not allowed. Immobilization devices should be used in place of physically holding a patient or image receptors.

DRESS CODE

Appearance is a form of non-verbal communication that reflects confidence in ability and judgement, personal behavior and sense of professional image.

Outreach students refer to **Clinical Site Information** section for any site-specific variations;

All students will adhere to the following clinical dress code:

1. Exposed chest, abdomen or lingerie is not acceptable.
2. Medium to long hair (touched shoulders) must be pinned up or neatly tied back for safety.
3. Perfume, cologne, and aftershave are discouraged. Patients are extremely sensitive to odors.
4. Official college ID badge must be worn at all times. Proper placement is one inch below the left clavicle.
5. Jewelry shall be discrete. No dangling earrings or necklaces.
Building the trust and confidence of your patient is essential. While we will not attempt to control all aspects of your personal appearance, the following is highly recommended:
6. Facial hair should be neatly groomed.
7. Hair and make-up should be moderate and appropriate for daytime wear within a health care setting.
8. Body piercing /tattoos should not be visible outside of your uniform. Piercing and tattoos may prevent rotations in MRI. Health Facility requirements must be followed. Some facilities require total coverage of tattoos.
9. Hair must be of a natural occurring color. Artificial colors such as pink, purple, green, orange, blue, etc... are not appropriate.
10. Any visible undershirts need to be long-sleeved and solid in color.

Any student not adhering to the above stated dress code will be asked to leave clinical and will receive the appropriate infraction.

Please Note: Site Specific Uniform colors are found on the Clinical Site pages. Additional dress/appearance codes may be in place at the clinical facility. Those policies **must** be followed even if other than listed above.

CLINICAL CONFLICTS-RESOLUTIONS

If a problem, concern, or conflict arises with hospital staff, fellow students, or program clinical instructor; students should meet with their assigned clinical preceptor for advice and counseling. The clinical preceptor will act as the student's advocate and explore options to resolve the issue. All matters that require student counseling will be brought to the attention of the clinical coordinator and program director who will oversee and, if necessary, assist with the process. If satisfaction is not gained by speaking with the clinical instructor, the student is advised to speak directly to the Clinical Coordinator, Program Director, Dean of Allied Health and Nursing, in respective order.

Whenever the issue of concern affects the clinical site and the health or safety of the student or patients, the student is advised to document the matter and speak to the clinical instructor immediately for advice on the proper procedure and paperwork.

EXAM POLICY

All didactic exams must be taken at the designated time and in the designated location, unless pre-arranged with the course instructor. Clinical Final Exams **must** be taken at the designated time and in the designated location, no exceptions. All exams will be proctored.

SUPERVISION OF STUDENTS

Students must be supervised by a qualified, ARRT certified Radiologic Technologist. Students may not observe or perform exams under the guidance of limited scope x-ray operators (student techs, interns, etc.) Once the student achieves the required competency in each area or on a given examination, indirect supervision may be allowed.

Direct Supervision is defined as:

1. The technologist reviews the request in relationship to the student's achievements and abilities.
2. The technologist evaluates the patient's condition in relation to the student's achievements and abilities.
3. The technologist reviews positioning and technical factors prior to exposure; and,
4. The technologist reviews and approves the image prior to exam completion.
5. Students must always be supervised in surgery, Fluoroscopy and on portable exams.

Students shall not take the responsibility or the place of staff technologists. After demonstrating competency, the student may be permitted to perform procedures with indirect supervision.

Repeat radiographs will be done only in the presence of a qualified technologist.

Indirect Supervision is defined as:

1. The supervision provided by a qualified radiographer immediately available to assist the student at any level of achievement.
2. The technologist reviews and approves the image prior to exam completion

Students may complete portable and surgical procedures under indirect supervision (after proving competent) but a technologist must be in or just outside the room to immediately assist the student if necessary.

Patient Transporting: Students are not allowed to transport patients alone. Students are encouraged to assist the technologist in all patient transfers.

CLINICAL SCHEDULING

Clinical schedules are completed by the Clinical Coordinator (CC) and Clinical Preceptors (CP). Schedules involve a great deal of planning to assure that each student has a quality clinical experience. Shifts are based on the area and patient flow at each health facility. The CC/CP will distribute clinical schedules approximately five weeks prior to the start of a new term. Students may be scheduled more than 8.5 hours in any didactic or clinical day (.5 hours of time is for lunch). Lunch is mandatory. Students are not allowed to take their lunch at the end of the day. Rotations in specialized modalities are available upon request beginning semester 5.

Note: Students may be scheduled at other local facilities outside of their main clinical site to complete learning opportunities, i.e., trauma, fluoroscopy, Cath lab, and surgery.

Any questions or concerns about the clinical scheduling should be addressed to the clinical coordinator. Students may not change the time or rotation unless prior approval is received from the clinical coordinator/Clinical Instructor.

1 st YEAR FALL	2 ND YEAR FALL AND SPRING (BOTH)	SUMMER
20 hrs/wk x 8wks	32 hrs/wk x 16 wks	30 hrs/wk x 8wks

An approximate total of 1500-1700 clinical hours will be completed throughout the program.

*This schedule is subject to change without prior notice.

ALTERNATE SHIFTS - EVENING, NIGHT and WEEKEND SHIFTS

The alternate shifts (evening, night, and weekend) will be scheduled as needed each semester. Students may be assigned to an alternate shift beginning fall semester, first year. Students may complete a night shift in their 3rd semester of the program only. Students on these shifts are always supervised by a registered Radiologic Technologist.

ALLOWED BREAKS IN CLINICAL RADIOGRAPHY

5 hour shift	1 break – 15 minute maximum
6 hour shift	2 breaks – One @ 15 minute (max) and One meal break @ 30 minutes (max)*
8 hour shift	2 to 3 breaks – One in first half of shift, 15 minutes (max), One meal break @ 30 minutes (max)* One in last half of shift, 15 minutes (max) as the schedule allows.
PLEASE NOTE:	<ul style="list-style-type: none">• The meal break does not count in the total daily hours<ul style="list-style-type: none">◦ i.e. An 8-4:30 shift includes one, thirty minute meal break and is considered an 8 hour shift.• Breaks cannot be combined into one break of longer time.• Any overtime for missed breaks is issued at the discretion of the clinical instructor. Students cannot take "like-time" off without the advanced approval of the clinical instructor.• If the student leaves the campus/building during a break, he/she may be required to log-in and out on paper or verbally with the supervising technologist. The policy on this will be site specific.

UNION UNREST

Because of the urgent and unpredictable nature of a medical imaging department there is no assurance that the student(s) will receive the proper supervision when clinical staff are on strike. Therefore, LSC Radiologic Technology students will not be allowed to attend a clinical facility if staff technologists or college faculty are out on strike due to union unrest. Students will not be rescheduled to alternate facilities.

STUDENTS RESPONSIBILITY

When a strike is in progress:

1. Check the class cancellation list on the college website, www.lsc.edu by 7:40 a.m. each morning for notification of clinical cancellation due to the strike.
2. Communicate with the clinical coordinator if a strike lasts longer than two weeks.

After a strike has ended:

1. Return to your assigned clinical rotation as previously scheduled.
2. Determine what clinical objectives have been missed and discuss re-scheduling clinical time with your CI.

CLINICAL ASSIGNMENT MAKE-UP DUE TO FACULTY STRIKE

- Students will not be required to make-up time (up to 4 days) if all clinical objectives and competencies are met by the end of the semester. If more than four days of clinical are lost due to the strike, or if clinical competencies/objectives are not met in the remaining term, students will be required to complete make-up time during the final week of the term. Students will work with their clinical instructor for rescheduling.

NO CREDIT GRADE

A “no call-no show” or NC is when the student fails to report an absence from class or clinical experience. The student will receive two infractions for each no call-no show. One no call-no show will result in program probation. Two incidences will result in program dismissal.

PERSONAL ELECTRONIC DEVICES

Modern technology can pose additional HIPAA concerns. Students may not operate or have on their person, any personal electronic device in patient care areas. Mobile phones, iPads, Smart Watches, laptops etc. must be used in the public areas of the hospital where such devices are approved.

PERSONAL LEAVE DAYS /ABSENCE FROM CLINICAL EXPERIENCE

- One and a half (1.5) days of personal leave for semester I (1).
- Three (3) days of personal leave for Semester II (2).
- One and a half (1.5) days of personal leave for Semester III (3).
- Three (3) days of personal leave for Semester IV (4).
- Three (3) days of personal leave for Semester V (5).

Personal leave allowances are to be used for absences including illness, injury, child or dependent illness, dental or medical appointments, exposure to contagious disease that may endanger the health of coworkers or patients, interviews, funeral leave, or car problems. Personal leave days (PLD) are **not** intended for extended vacation time. **Over 5 absences** in one term are considered excessive and will result in a clinical grade reduction. **Seven (7) absences**, in any one term, will result in dismissal from the program. Request for a leave of absence (LOA) is recommended for incidents of long-term absence. LOA may not be possible in all situations. PLD's are not allowed to be carried over from one semester to another. If a student does not use their allotted number of PLD, then the time (PLD) will be forfeited.

***PLD may be taken in full or ½ day increments. ½ PLD = 3.5-4 hours depending on the rotation.**

Absence from Clinical – Steps to Complete:

1. The student must notify the clinical instructor, at the clinical site where s/he is scheduled for clinical experience, when personal leave days are taken. Calls should be made between 8:00 to 8:15 a.m. Advance notice is suggested if possible.
2. The student must record the PLD on TRAJECSYS prior to the next scheduled shift.
 - a. Log on to www.trajecsys.com
 - b. Select “Time Exception”
 - c. Select the appropriate clinical “Site” on the dropdown box.
 - d. Assure the appropriate “Date” of the PLD is recorded in the dropdown box.
 - e. Click “**ABSENT**”
 - f. Input a short, concise statement in the “comment” box. If taking a PLD you do not need to indicate the reason for the absence, simply indicate you are taking a PLD.
 - g. Click the “Submit” button

Leave for extensive illness or injury (beyond 5 days) will require the signature of a physician before the student will be allowed back in clinical. Any unexcused absence will result in a “NC” (see No Credit grade). Two such absences per term will result in dismissal from the program.

Missed clinical time, beyond the allowed personal leave days, must be completed during the final (regular) week of the term. Time will be scheduled by the CP. Students may be scheduled a maximum of 40 hours per week (8 hrs/day), to include classroom and clinical. Failure to complete missed time as scheduled during the final week will result in dismissal from the program. **The student is responsible for contacting the clinical preceptor to arrange clinical make-up. Time not approved by the CP will not be allowed.**

PROFESSIONAL BEHAVIOR IN BOTH THE CLINICAL AND DIDACTIC SETTING

To prepare students for the high standards required of health care professionals, certain standards must be met in both the didactic and clinical setting. INFRACTIONS of acceptable clinical and didactic behavior will result in an appropriate action taken for inappropriate behavior. Infractions will affect the student's clinical grade/didactic grade.

- The first occurrence will result in a verbal warning with an email to recipient and the Clinical Coordinator. A following infraction will result in an email notification of infraction to recipient and CC. Two infractions will lower the student's clinical grade by (at minimum) 1 full grade and notice given to recipient and CC/Program Director via email. More than two infractions in one term will result in dismissal from the program.
- Didactic absence of more than three days may result in dismissal from the program if not discussed previously with instructor.

INFRACTIONS THAT WILL DROP THE CLINICAL GRADE

1. Dress code violations
2. Continued tardiness/Departure beyond 5 minutes;
3. Insubordination;
4. Not having or using own: Name tag, radiation monitoring device, and positioning markers;
5. Unprofessional behavior;
6. Not calling CP at appropriate time when late or absent;
7. Leaving clinical site without permission from the CP;
8. Equipment abuse;
9. Inefficient use of clinical time;
10. Late reporting of radiation dosimeter;
11. Negative Interim report and,
12. Excessive absenteeism. See Personal Leave day policy;
13. Use of electronic devices during active clinical hours.
14. Unsatisfactory/Unsafe clinical performance

Infractions do not transfer from semester to semester.

Critical Infractions are serious, inappropriate behavior/actions that are determined by the instructor/clinical facility as abusive, dangerous, negligent or deceitful. Critical infractions will result in program dismissal. One clinical infraction will result in a warning to the student about their behavior. Two clinical infractions will result in an entire letter grade reduction and place the student on program probation.

1. Falsification of documents, including time record.
2. Theft
3. Negligence
4. Violent or threatening behavior
5. HIPAA Violations
6. Under the influence of mood-altering drugs during clinical assignment

Cheating will result in automatic termination from the program and the college.

HARDSHIP WAIVER

If a student has a financial, family, or personal hardship need the program faculty may consider a transfer of clinical site placement location. A Hardship Waiver form may be filled out during any semester and emailed to the Program Director at a minimum of 6 weeks prior to the start of the semester the student is requesting to be transferred in. Submitting an official request does not, in any way, guarantee a transfer. It is up to the program faculty to decide if they see the request as a need.

CLINICAL SITE TRANSFER REQUEST

If a student would like to request a clinical site transfer for a potential job this request may only be made in the students final (5th semester) of the program. A Clinical Site Transfer Request Form needs to be sent via email to the Program Director a minimum of 6 weeks prior to the end of the students 4th semester. The Program Director will then work with both the students' current and potential clinical sites to see if all parties agree with the transfer. A request does not, in any way, guarantee a transfer for the student. It is up to the Program Directors' discretion.

UNIQUE PROPOSAL

Students that would like to do an additional rotation, only in their final semester, in a specialized modality must email the unique proposal to the Clinical Coordinator by February 1st. The student must be in good standing and have a minimum of 47 CBE's at the time of request.

FLEX HOURS

If a student will be entering their final (5th semester) of the program and has already been hired by their clinical site as a student technologist or limited scope x-ray operator, the student may formally submit a request for a more flexible clinical schedule to complete their programmatic required hours. The student will need to fill out a Flex Hours: 5th Semester form and email it to the Program Director. This form will need to be filled out at a minimum of 6 weeks prior to the beginning of the 5th semester. A request does not, in any way, guarantee a more flexible schedule for the student. It is up to the Program Directors' discretion.

CLINICAL GRADE

Clinical Theory courses consist of mandatory structured image critique sessions, written assignments and a final exam. Clinical theory must be passed with a 77% or higher.

GRADE BREAKDOWN	STRUCTURED IMAGE CRITIQUE	ONLINE ACTIVITIES	SEMESTER INFORMATION QUIZ	WRITTEN EXAM
	20%			80%

Clinical Radiography courses are composed of those elements directly related to the quality of work done during the clinical internships and the retention of clinical theory to perform at an acceptable level. Clinical Radiography must be passed with a 77% or higher.

GRADE BREAKDOWN	CBE	ROTATIONAL OBJECTIVE/ASSESSMENT	PERFORMANCE EVALUATION (CI)
	If semester requirement is not met, the clinical grade will be reduced 0.1GPA for each missing CBE and will result in probation or dismissal.	70%	30%

IMPORTANT CLINICAL GRADE INFORMATION

Both Clinical Theory and Clinical Radiography must be mastered each semester.

- An overall grade of 77% or higher must be maintained in both courses.**

See probation policy.

CLINICAL EXAM CONTENT

FALL I	Abdomen and Chest. Information from textbook and image critique of routine views. Situational questions will be asked.
SPRING II	Upper extremities/shoulder girdle. Information from textbook and image critique of routine views. Situational questions will be asked.
SUMMER III	Lower extremities/pelvic girdle Information from textbook and image critique of routine views. Situational questions will be asked.
FALL IV	Bony Thorax & Spine/Sacrum/Coccyx/Contrast Studies Information from textbook and image critique of routine views. Situational questions will be asked.
SPRING V	Cumulative Program Exam – HESI Cumulative Exam Information from textbooks and image critique of all systems. Situational questions will be asked. This is the same format as all other HESI exams taken to this point in the program.

In the event of an unsuccessful completion of the clinical final exam, necessitating a retake due to a failure to attain a minimum score of 77% in the initial attempt, it shall be duly noted that the retake examination will singularly contribute to the final grade documented on the official transcript. The cumulative evaluation of prior assignments which contributed to the comprehensive clinical theory grade during the initial attempt, has already been factored into the calculation of the unsuccessful course grade.

CLINICAL GRADE COMPONENTS

Students are responsible to assure that all clinical records are complete and submitted (either via TRAJECSYS or through the e-campus Clinical Radiography course) according to set deadlines (refer to Clinical Radiography Outlines and Syllabi for semester specifics).

MANDATORY CLINICAL PREP MEETINGS

Students are required to attend all on ground clinical prep meetings. As the student progresses in the program, some of the information given at these meetings may only be sent to the student in an electronic format. Student are responsible for all the information for the semester. Semester specific requirements and objectives for the term are presented in this material.

CLINICAL ROTATIONAL OBJECTIVES/Assessments – via TRAJECSYS

Clinical rotational objective forms are required each clinical term and completed on the TRAJECSYS system by staff technologists and Clinical Preceptors. Students are responsible to initiate completion of these objectives. Rotational objectives will guide the experience for the term and help assure that the student has achieved the skills and goals of the clinical experience. The Rotational Objective forms include an assessment of the student's performance by the supervising technologist.

Rotational Objectives are unique each term and are progressive. Students **must** review these prior to the start of each term. Refer to the course syllabi for details.

Semester 1-4: Clinical skills are learned on a progressive scale, it is expected that some objectives may not be completed at the end of a term. At minimum, 77% of each Rotational Objective must be met successfully and objectives not met will drive goals for the subsequent semester.

- A minimum of two rotational objectives are required at mid-term each semester.
- Students should review assessment reports on a weekly basis

Semester 4-5: Special Imaging Rotations: rotations in specialized modalities of Nuclear Medicine, Sonography, Interventional Radiology, Mammography, Bone Density and Radiation Therapy are available upon request beginning semester 4. Request should be made to the Clinical Coordinator by October 1st. MRI and Angiography/Cath Lab are mandatory rotations. All special imaging rotations have unique rotational objective forms and required assessments.

Note: Students may be scheduled at other local facilities outside of their main clinical site to complete learning opportunities, i.e., trauma, fluoroscopy, Cath lab, and surgery.

MRI Safety: Students are required to complete a pre-rotation screening to assure safe practice near the magnetic field of the MRI machine. Students will complete a MRI Screening form and submit it to the clinical coordinator during a mandatory clinical meeting during in the first semester. If anything changes in the student health history, it is the student's responsibility to notify their Preceptor.

Semester 5: All Final Rotation Objectives (semester 5) 100% of rotational objectives must be completed "successfully" for program completion.

- A minimum of one Rotational Objective must be completed in each of the following areas: General, Weekend/PM, Fluoroscopy, CT, Surgical Radiography and OR-Portable Radiography.
- Special Imaging objectives are to be completed via TRAJECSYS (or paper form). Students must initiate the completion of these forms and a form is to be completed for each special imaging area observed.
- Students should review assessment reports on a weekly basis.
- Students must meet with the Clinical Coordinator for an exit interview at the completion of Clinical Radiography V

PERFORMANCE EVALUATIONS – via TRAJECSYS

Students will be required to acquire a Performance Evaluations from the CP at the end of each term. Site rotations of 3 weeks (or more) will necessitate an additional Performance Evaluation (one from each site).

It is the student's responsibility to request a performance evaluation prior to the end of the semester. Missing evaluations will be averaged into the clinical grade as an "F" and may result in a probation or program dismissal.

- Students should discuss this evaluation with the CP and set goals for the next semester.

Please also see page 33 in the handbook for details on the Performance Evaluation Form.

CLINICAL – Via TRAJECSYS

Students are required to log in and out of specific clinical sites during each rotational assignment. If a student forgets to log in or out, a **Time Exception** must be completed. See specifics for documenting PLD under the Personal Leave Day portion of this handbook.

Login Time Requirements:

- The student will log in, on site, for clinical rotations no more than **10 minutes** prior to the start time.
- Students may not log in or out on cell phones. Use department computer for all-time records.
- At log in the student must select the appropriate clinical site.
- If a computer is not accessible, complete a "time exception" indicating the actual start time.
- Late login is not acceptable work ethic. Three(3) late logins will be tolerated however habitual tardiness will result in an infraction and possible grade reduction. It will also be documented on the clinical record.
- If a login (or logout) is forgotten, the student should complete a time exception as soon as it is discovered. This can be done from off-site. **More than 3 "forgot" logs will result in infractions and possible grade reduction.**
- If Login/Logout/Time Exceptions become excessive it will be brought to your attention by an instructor. If the excessiveness continues it will result in a clinical infraction.
- Personal Leave Days – Students should complete a time exception when taking a PLD. See the PLD requirements for detailed instruction.
- Overtime (OT) may be given if a student stays late to finish/assist with an exam. Times of 15 minutes beyond scheduled time may be considered for OT. Additional OT will be given for each additional increment of 15 minutes.

The following must occur for OT consideration:

- **The student stays to finish an exam.**
- **The student clocks out with a time exception stating the reason for the OT and the technologist with whom the student is working.**
- **OT must be approved by the CP and students cannot take "like-time" off without the advanced approval of the CP.**

PROFESSIONAL ACTIVITIES LOG

See description under Program Policies. Submit a hard copy with documented progress at the end of each semester.

POCKET LOG/TECHNIQUE BOOK

A clinical pocket log is **required** for the purpose of documenting procedures, routines, and techniques. This book is always to be with the student in the clinical setting. The log may be reviewed periodically by the clinical instructor as well.

COMPETENCY BASED EVALUATIONS

AND PROCEDURE LOGS

RADIOGRAPHIC PROCEDURES LOG – via TRAJECSYS

Students must log all procedures that they have participated in during all Clinical Radiography Practicums. Students will log procedures on the Trajecsyst system according to the following categories:

OBSERVED – The student has observed the procedure and may have played a minimal role in communications, positioning, equipment operation. *All 1st semester procedures are to be logged as “observed”.*

ACTIVE PARTICIPATION - accomplished when a student performs the majority of a procedure with minimum to moderate assistance from a technologist. It included room prep, patient communication, technique selection, proper positioning and exam completion procedures.

In order to log a procedure under “Active Participation”, students must first study the material in the Radiographic Procedures course series **and**, practice/review in the lab on the procedure. Exceptions are in place for exams covered in Radiographic Procedures:

Arthrogram, Myelogram, Surgical and C-Arm Urinary and Biliary Studies	Active participations and CBEs may be completed after assignment due dates in Procedures.
Pediatric and Geriatric studies	Can be completed throughout the program as soon as the exam area is covered in class and lab exam.
Skull and Facial bone studies	Can be completed after material is covered in class and lab practice.

See the following grid to determine the number of Active Participations to be complete prior to CBE.

COMPLETED – The student has tested on the procedure (previously or currently completing a CBE)

CBEs – via TRAJECSYS

Competency based evaluations are mandated by the American Registry of Radiologic Technologists and LSC for successful completion of the Radiologic Technology Program. Students have a minimum number of objectives to complete each term. Specifics are found on the course syllabi.

LSC RADT CBE GRID - MANDATORY
FOR PERSONAL RECORDING - CARRY IN YOUR POCKET

All Elective exams & Humerus require only 1 AP (Active Participation) box prior to CBE.

C-Arm exams require 3 AP boxes prior to CBE.

All other Mandatory exams require 2 AP boxes prior to CBE.

36 Mandatory (M) Studies and 15 Elective (E) Studies REQUIRED

Name: _____

Imaging Procedures	A P 1	A P 2	Test out Date & Yr	Tech	Site	ACC# MR#	CBE Rw
CHEST & THORAX							
Chest Routine M							
Chest WC/Stretcher M							
Chest Lat Decub § E							
Ribs § M							
Sternum § E							
Upper Airway 1-2v § E							
S/C Jts § E							
UPPER EXTREMITIES							
Finger or Thumb § M							
Hand M							
Wrist M							
Forearm M							
Elbow M							
Humerus § M							
Shoulder M							
*TX Shldr or Hum M							
Clavicle § 1-2v M							
Scapula § E							
A/C Jts § E							
*TX Upper Ext (non-Shldr) M							
LOWER EXTREMITIES							
Toes § E							
Foot M							
Ankle M							
Knee M							
Tibia-Fibula § M							
Femur § M							
*TX Lower Ext M							
Patella § E							
Calcaneus § E							
HEAD - at least 1 CBE required							
Skull § E							
Facial Bones § E							
Mandible § E							
TMJ's § E							
Nasal Bones § E							
Orbits 1-2v § E							

Imaging Procedures	A P 1	A P 2	Test out Date & Yr	Tech	Site	ACC# MR#	CBE Rw
SPINE AND PELVIS							
Cervical Spine § M							
Thoracic Spine § M							
Lumbar Spine M							
XTL Lateral Sp 1v § M							
Pelvis 1v M							
Hip AP & Lat (Frog) M							
Hip AP & XTL § M							
Sacrum/Coccyx § E							
Scoliosis Series § E							
Sacroiliac Jts 1-2v § E							
ABDOMEN							
Abd Supine 1-2v M							
Abd Upright 1-2v § M							
Abd Decub 1-2v § E							
Intravenous Urography E							
FLURO STUDIES - at least 2 CBE's required							
Upper GI E							
Small Bowel E							
Esophagus E							
Barium Enema E							
ERCP E							
Arthrogram w/Tray E							
Myelo w/Tray E							
Cystography/VCUG E							
Hystero E							
MOBILE C-ARM STUDIES							
C-Arm any w/ >1 proj § M							
C-Arm w/sterile field § M							
MOBILE RADIOGRAPHIC STUDIES							
Portable Chest M							
Portable Abdomen M							
Portable ↑ or ↓ Ext M							
PEDIATRIC STUDIES (Age 6 or Younger)							
Chest Routine § M							
Upper/Lower Ext § E							
Abdomen § E							
Mobile/Portable § E							
GERIATRIC 65 or > w/physical or cognitive impair due to aging							
Chest 2v M							
Upper or Lower Ext M							
Hip or Spine E							

- ▶ Only 5 Simulations of Mandatory exams will be accepted.
- ▶ § - indicates only exams that are eligible for simulation.
- ▶ Refer to the Rad Tech Program Handbook for simulation criteria.
- ▶ **PEDIATRIC STUDIES** are of children 6 years old and younger.
- ▶ ***TX:** Trauma requires modifications in positioning due to injury with monitoring of the patient's condition.
- ▶ **GERIATRIC** At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging.
- ▶ Keep exam specifics (technique used, patient hx, technologist approving exam, access info) on the back of this CBE Grid. The information is required to access and critique images for the CBE review process.

Revised Fall of 2021

Procedures not included on the previous list may be added to your portfolio, however they will not count toward semester requirements nor will they take the place of any of the following ARRT requirements.

- Students must document type/extent of trauma on CBE Evaluation Record
- Routine study must be completed before CBEs on pediatrics/portable/trauma studies can be completed.
- Achieve active participation "boxes" and CBEs cannot be achieved until info has been tested on in class/lab.

TOTAL CBE's 36 MANDATORY 15 ELECTIVES	FALL I Active Observation	SPRING II - 12 CBEs To include CXR (12/51)* *Maximum of 23	SUMMER III - 11 CBEs To include Abdomen (23/51)
	FALL IV - 14 CBEs (37/51)	SPRING V - 14 CBEs (51/51) Also, 10 CBE Spot Checks and General Patient Care Procedures • See Spot Check Form in RadT Handbook	

ARRT GENERAL PATIENT CARE ACTIVITIES CLINICAL COMPETENCY REQUIREMENTS

Requirement: Graduates must demonstrate competence in all seven patient care activities listed below. Initial competency is completed during the Patient Care course, re-testing of a number of these competencies will occur the final semester. The activities should be performed on patients; however, simulation is acceptable for CPR and Venipuncture. Vital signs can be completed on peer.

General Patient Care
Vital signs (blood pressure, pulse, respiration, temperature)
Transfer of patient
Rectal Tipping (Lab experience)
Care of patient medical equipment (e.g., O2 tank, IV tubing)
Sterile and aseptic technique
Venipuncture
CPR/BLS

COMPETENCY BASED EVALUATION PROCESS

There are core clinical competencies that all individuals must demonstrate to establish eligibility for ARRT certification. Students must demonstrate competency in a **minimum of 51 procedures** (listed on the previous page) which include all **36** of the mandatory Radiologic Procedures. At least **46 procedures** must be demonstrated on patients (not phantoms or simulated). Students must demonstrate competency in at least **15** of the elective Radiologic Procedures listed.

WHO MAY COMPLETE COMPETENCY BASED EVALUATIONS

A registered technologist with one full year of experience or more may complete CBEs.

GUIDELINES FOR COMPLETING A CBE

1. Active participation check offs may begin only after the anatomy and positioning material has been covered in class and procedures lab.
2. You must complete the appropriate number of active participation boxes on the CBE form prior to test-out. Active participation includes performing the procedure with minimal assistance from the technologist.
3. Competency Based Evaluation of **routine** exams must be completed **prior** to final CBE on pediatric, portable and trauma extremity work. Speak to your CP for clarification.
4. You must inform the supervising technologist that you would like to "test-out" on the specific procedure prior to the beginning of the exam. The technologist will evaluate the patient to see if testing is appropriate.
5. Demonstration of competence includes:
 - requisition evaluation
 - patient assessment
 - room preparation
 - positioning skills
 - image processing
 - patient management
 - equipment operation
 - technique selection
 - radiation safety
 - image evaluation
 - Rectal tipping (Lower GI)
6. Students must complete these skills under direct **observation** of a supervising technologist. The above mentioned competencies must be completed without technologist input with the exception of the image evaluation as it should be an interactive process. If the technologist feels that the student cannot complete the exam safely or efficiently, he/she will assist as necessary and the CBE attempt would be unsuccessful.
7. Direct technologists to www.trajecsys.com to complete CBE within the appropriate time-frame.

PREPARING FOR COMPETENCY BASED PERFORMANCE

Many of these tasks should be performed before the patient enters the room. You must inform the supervising technologist of your plans for "test-out" prior to starting the procedure.

REQUISITION:

1. Identify procedure and review examination standards and department protocols.
2. Identify pertinent patient information and history.

ROOM PREPARATION:

1. Prepare the exam room prior to patient entry.
2. Set control panel for the procedure.
3. Exhibit a clean, orderly room.
4. Prepare exam table using clean linen.

PATIENT-STUDENT RELATIONSHIP:

1. Verify patient's identity.
2. Assess patient's condition.
3. Introduce self and any other person involved with the exam.
4. Assist patient to room.
5. Obtain and record complete history including onset of last menses (if appropriate).
6. Inform patient of procedure giving proper instructions for position and breathing.
7. Assist patient from chair/cart to table utilizing proper body mechanics.
8. Demonstrate respect for patient (modesty, comfort, and care of personal articles).
9. Communicate with patient and/or family in professional and sensitive matter.
10. Assure patient safety.
11. Follow recognized infection control procedures (standard precautions).
12. Perform exam related patient care tasks (rectal tipping, vitals, etc.)

POSITIONING:

1. Give patient clear and proper instruction prior to exposure.
2. Properly position patient for each required view.
3. Properly align patient/part to tube and image receptor.
4. Give patients clear and proper post exam instruction.

EQUIPMENT:

1. Turn on radiographic equipment (generator, table).
2. Warm tube (if appropriate) using proper procedure.
3. Properly measure patient for technique selection when necessary.
4. Use the appropriate size and type of image receptor
5. Make necessary technical adjustments according to patient condition or pathology
6. Collimate appropriately.
8. Utilize compensating filters and grids when appropriate.
9. Set correct source to image distance.
10. Proper identification and marking on image receptor prior to exposure..
11. R and L positioning marker must be included on the collimated image (in part or whole) that is sent for diagnosis. If the marker is not included on the exposed image, the student **will not** receive a CBE on the exam and will be required to re-test at a later time.
12. Properly expose the image receptor
13. **Repeat exposures must be completed under direct supervision. Exams that include repeat(s) may NOT be used for CBEs.**

RADIATION PROTECTION - Following ALARA standards

1. Question female patients, in childbearing years, about pregnancy, onset of menses.
2. Shielding of patients as it aligns with the clinical policy.
3. Collimate to film/part size.
4. Utilize aprons, gloves, and barriers properly.
5. Wear dosimeters correctly and consistently.
6. Select exposure factors with radiation safety in mind.
7. Minimize repeats by continued review of theory and anticipating problems before exposure.

SIMULATION POLICY

The ARRT requirements specify that certain clinical procedures may be simulated. A maximum of **five** CBEs may be simulated.

Simulations must meet the following criteria:

- The student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting;
- The program director is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting.

CBE GRADING

Once a student has successfully completed a CBE of an examination or procedure, the student is allowed to perform that examination or procedure with indirect supervision. Spot check evaluations will be performed periodically by clinical instructors and a final spot check will be completed the final semester. If it is determined by the CP that a student is no longer competent on an exam, the competency may be removed from the student's CBE Record.

The student will receive an "F" for the absence of each required CBE at the end of a term. Failure to meet the required number of CBEs in any given term will result in program probation. *The student has one term to become current with the required number of CBEs.* This review should be of the exam performed for competency. Students should keep a journal of patient condition, signs and symptoms to discuss with the clinical instructor at the review. HIPAA standards must be followed. If a student fails to meet the required number of CBEs two terms in a row, he/she will be dismissed from the program.

CBE REVIEW

Each term, students will be required to review, with a CP, radiographs from up to 15 CBEs completed throughout the program.

- These must be images completed by the student for the CBE.
- Students must keep exam specifics on the Competency Based Evaluation Record for future reference.

This is a structured evaluation of the anatomy and technical quality of the radiograph. If the CP is not satisfied with the images, or the student's understanding of the exam/assessment of the images, the CP may revoke the competency and the student must re-do it at another time.

CBE SPOT CHECKS

Graduating students are required to prove continued competency in Vital Signs (blood pressure, pulse, respiration, temperature). Spot Checks on Vital Signs may be completed on a patient or peer.

- Students, in the final semester, are required to prove continued competency in a minimum of ten (10) past CBEs.
- The Clinical Preceptor must perform the spot check and can watch the student on an actual patient or may ask the student to simulate the procedure on a classmate or technologist.
- The **CP** will determine the procedures to be completed.
- Using the same criteria as required for an original CBE, the CP will assess the student's competency in the procedure. If the CP feels proficiency is lost, the student will be required to re-do a CBE.
- Inability to demonstrate competency in vital signs may require remedial training (which may require additional clinical credits and delayed program completion)

COMPETENCY BASED EVALUATIONS SPOT CHECK

PATIENT CARE – VITAL SIGNS

	Date	No Longer Competent Please initial	Competent Please initial
Blood pressure			
Pulse			
Respiration			

VENIPUNCTURE EDUCATION

Date Completed:	Signature:

Radiographic Procedure	Completed Successfully Please initial	No Longer Competent Must re-test Please initial	Date
THORAX			
Chest, routine			
Chest, WC or stretcher			
Chest, decubitus			
Ribs			
Sternum			
Upper Airway			
EXTREMITIES			
Finger or Thumb			
Hand			
Wrist			
Forearm			
Elbow			
Humerus			
Shoulder			
Scapula			
Clavicle			
AC Joints			
Toes			
Os Calcis			
Ankle			
Tibia-Fibula			
Knee			
Patella			
Femur			
HEAD AND NECK			
Facial Bones			
Paranasal Sinuses			
Skull 2v min			
Orbit			
Zygomatic Arches			
Mandible			
TMJ			
TRAUMA STUDIES			
Tx Extremity – non should			
Tx Extremity - lower			

Radiographic Procedure	Completed Successfully Please initial	No Longer Competent Must re-test Please initial	Date
SPINE AND PELVIS			
Cervical Spine			
Thoracic Spine			
Lumbosacral Spine			
Cross-table Lat. Spine			
Pelvis			
Hip AP & Lateral or XTL			
Sacroiliac Joints			
Scoliosis Series			
Sacrum/Coccyx			
FLUORO STUDIES			
Esophagus Study – 2v min			
Upper G.I. Series – 3v min			
Small bowel Series – 2x			
Contrast Enema 5v w/tipping			
ERCP			
Arthrogram w/tray 3v			
Myelogram w/tray			
Cystography/VCUG			
Hysterosalpingogram			
PEDIATRIC STUDIES			
≤ age 6 Chest			
≤ age 6 Abdomen			
≤ age 6 Extremity, Upper			
≤ age 6 Extremity, Lower			
MOBILE AND SURGICAL			
≤ age 6 Portable Study			
Portable Chest			
Portable Abdomen			
Portable Orthopedics			
C-Arm procedure w/>1proj			
C-Arm w/sterile field			
GERIATRIC			
Geriatric Upper Ext			
Geriatric Lower Ext			
CLINICAL INSTRUCTORS:			
<ul style="list-style-type: none"> o Please verify that the student is still competent in acquiring Vital Signs. o Spot Check CBEs from past semesters. <p>Initial appropriate box and document the date of the SPT ✓</p> <ul style="list-style-type: none"> o Inform the Clinical Coordinator ASAP when a student fails a spot Check. 			

CLINICAL RADIOGRAPHY I PERFORMANCE EVALUATION

CI Instructions:

1. Evaluate the student based on their performance at the end of the first 8-week semester.
2. Review this evaluation with the student and Set Goals for next semester
3. Complete this evaluation on the TRAJECSYS system online @ www.trajecsys.com

Unacceptable
performance

Adequate Performance
Moderate improvement
needed

Good Performance
Minor improvement
needed

Excellent performance
Meets or exceeds
expectations

RESPECT FOR PATIENT PRIVACY:

- Respecting patient modesty—keeping patients covered as necessary.
- Not discussing patient with person not involved in care.
- Following HIPAA guidelines.

0 - F

2 - C

3 - B

4 - A

PROPER COMMUNICATION:

- Addressing patient by proper name.
- Introducing him/herself to the patient, staff and physicians
- Being sensitive and discreet when communicating with patients or in patient care areas
- Creates an open line of communication with the clinical instructor

SHOW PROFESSIONALISM BY:

- Observing college and clinical site rules and regulations.
- Being sensitive to and tolerant of the opinions of others
- Showing proper respect to patient
- Showing proper respect to staff/physicians
- Maintaining a pleasant demeanor when interacting with patients
- Maintaining a pleasant demeanor when interacting with staff/physicians
- Maintains a positive attitude, even when things are difficult
- Open to constructive feedback
- Possessing good work ethic through:
 1. Good attendance (no absence other than allotted PLD)
 2. Punctuality in start and end times
 3. Following instructions when completing tasks
 4. Motivation to be actively involved in exams
 5. Seeking out responsible assignments/tasks during down time
 6. Makes an effort to work as part of the team by actively participating in exams

Adhering to proper attire and personal hygiene

1. Wearing uniforms that are clean and wrinkle-free
2. Wearing shoes that are clean and odor-free
3. Maintaining an acceptable standard of personal hygiene
4. Wearing ID badge and dosimeter correctly

DEVELOPS CRITICAL THINKING /SITUATIONAL ASSESSMENT SKILLS:

- Be inquisitive; strive to be well-informed; ask for clarification of procedures
- Assess the needs of the patient (offer a pillow or warm blanket)

COMMENTS/ FUTURE GOALS:

CI AND STUDENT HAVE REVIEWED THIS EVALUATION AND SET THE FOLLOWING GOALS FOR NEXT SEMESTER:

ADDITIONAL COMMENTS:

CLINICAL PRECEPTOR PERFORMANCE EVALUATION RUBRIC

(1) WEAK – NEEDS MAJOR IMPROVEMENT/UNACCEPTABLE	~2.0/4.0
(2) BELOW AVERAGE – NEEDS MODERATE IMPROVEMENT	~2.5/4.0
(3) AVERAGE – NEEDS MINIMAL IMPROVEMENT	~3.0/4.0
(4) ABOVE AVERAGE – MEETS EXPECTATIONS	~3.5/4.0
(5) STRONG – EXCEEDS EXPECTATIONS	~4.0/4.0

RUBRIC FOR CLINICAL IV SKILL SETS

Unacceptable Performance. Below Expectations. The following statements may fit the achievement:

Patient Care Skills: Often ignores rights of others, lacks respect/sensitivity/compassion or displays a negative attitude.

Communication:

- Uncomfortable with conversations, avoids communication.
- Uses improper language when communicating.
- Often fails to ask appropriate information or is unaware of what to ask.

Professionalism/Work Ethic

- Requires total supervision with repetitive instruction. Lacks retention of information.
- Often non-compliant with protocols, policies.
- Work is often inaccurate and image quality is poor
- Often lacks in motivation seeking responsible assignments. Lacks self-direction.
- Often lacking in confidence or confidence is out of proportion with actual skills.
- Inefficient performance

Critical Thinking/Situational Assessment:

- Doesn't adapt/discriminate well.
- Lack of logical reasoning when performing.

Adequate Performance. Meets Expectations. The following statements may fit the achievement:

Patient Care Skills: Adheres to professional standards and conduct.

Communication:

- Appears comfortable carrying a conversation.
- Beginning to ask appropriate information and explain procedures, using appropriate language.

Professionalism/Work Ethic

- Works well with appropriate supervision. Retains information and performs appropriately.
- Compliant with protocols, policies.
- Work is accurate and image quality is good
- Often shows motivation and needs little direction.
- Shows growing confidence

Critical Thinking/Situational Assessment:

- Shows progress in assessing/adapting to situations

Excellent Performance. Exceeds Expectations. The following statements may fit the achievement:

Patient Care Skills: Quality of Care stands out. Adheres to professional standards and conduct.

Communication:

- Consistently communicates throughout an entire exam.
- Shows confidence in acquiring proper patient information and explanation of exam.

Professionalism/Work Ethic

- Consistently high performance under appropriate supervision. Retains and recalls information and shows organization in approach
- Adapts well to protocols and policies.
- Work is consistently accurate and image quality is consistently good-to-excellent.
- Shows a high level of motivation and initiative. Self-directed.
- Demonstrates confidence

Critical Thinking/Situational Assessment:

- Able to assess situational needs and adapts effortlessly to meet them.
- Demonstrates a logic in approach/performance

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance

Assessment

- * Recognizes parameters required for image quality of non-trauma extremity, chest and abdomen exams.
- Assesses / anticipates the needs of the technologist/Dr. during an exam.

Perspective

Keeps personal issues/emotions in perspective during clinical rotations.

Organization

Effective approach to preparation and completion of an exam.

PATIENT CARE SKILLS

- *Using knowledge and skills to accommodate patient needs and maintain patient dignity*
Sensitivity to and tolerance of the opinions, beliefs, practices of others.
- Demonstrates competence and confidence in patient care skills.
- Treats the patient with respect, sensitivity, compassion and care.
- HIPAA Adherence in daily work.
- Adherence to department protocols and procedures.

COMMUNICATION SKILLS

- *Use of effective communications, both verbal and nonverbal*
Introduces self to the patient and others.
- Obtains pertinent history through proper communication with patient. Listens to patient response and documents information/history accurately according to department protocol.
- Explains the examination, prep, and post-examination instructions.
- Ability to communicate patient condition, needs, imaging specifics to other health professionals and physicians.
- Interacts with patient at a professional level through respect, sensitivity, compassion and care.
- Continues good communication skills with the patient throughout the entire procedure.
- Sensitive and discreet communication with patients, peers, or in patient care areas.
- Communicates with supervisor pertaining absence, breaks also professional/educational needs.

PROFESSIONALISM/ WORK ETHIC

Professional Ethics

Honesty, integrity, demonstration of respect.

Motivation

Willingness to work. Keeps involved in all procedures during the shift.

Initiative

Ability to initiate work independently. Self-directed.

Quality of Work

Demonstrates accuracy in imaging non-trauma extremity, Chest, and Abdomen exams. Thoroughness completing procedures.

Documentation

- * Uses a personal notebook to document exposure/positioning protocols,tips and techniques.
- Complete/correct documentation of logs and time records in Trajecsys.

Organization Skill

Organizes thoughts/ work tasks to accomplish exam/room set-up and procedures.

Retention of knowledge

- * Ability to repetitively follow instruction/routines/protocols
- Professional Attitude
- Observes program/clinical site rules and protocols.
- Adheres to proper attire and personal hygiene requirements.
- Being in assigned area, prepared for work, at start-time and throughout the shift.
- Maintains an approachable demeanor in clinical practice.
- Accepts constructive feedback in clinical practice.
- Confidence/trust in one's abilities.
- Ability to work as part of a team.

Unacceptable Performance. Below Expectations. The following statements may fit the achievement:

Patient Care Skills: Often ignores rights of others, lacks respect/sensitivity/compassion or displays a negative attitude.

Communication:

- Uncomfortable with conversations, avoids communication.
- Uses improper language when communicating.
- Often fails to ask appropriate information or is unaware of what to ask.

Professionalism/Work Ethic

- Requires total supervision with repetitive instruction. Lacks retention of information.
- Often non-compliant with protocols, policies.
- Work is often inaccurate and image quality is poor
- Often lacks in motivation seeking responsible assignments. Lacks self-direction.
- Often lacking in confidence or confidence is out of proportion with actual skills.
- Inefficient performance

Critical Thinking/Situational Assessment:

- Doesn't adapt/discriminate well.
- Lack of logical reasoning when performing.

Adequate Performance. Meets Expectations. The following statements may fit the achievement:

Patient Care Skills: Adheres to professional standards and conduct.

Communication:

- Appears comfortable carrying a conversation.
- Beginning to ask appropriate information and explain procedures, using appropriate language.

Professionalism/Work Ethic

- Works well with appropriate supervision. Retains information and performs appropriately.
- Compliant with protocols, policies.
- Work is accurate and image quality is good
- Often shows motivation and needs little direction.
- Shows growing confidence

Critical Thinking/Situational Assessment:

- Shows progress in assessing/adapting to situations

Excellent Performance. Exceeds Expectations. The following statements may fit the achievement:

Patient Care Skills: Quality of Care stands out. Adheres to professional standards and conduct.

Communication:

- Consistently communicates throughout an entire exam.
- Shows confidence in acquiring proper patient information and explanation of exam.

Professionalism/Work Ethic

- Consistently high performance under appropriate supervision. Retains and recalls information and shows organization in approach
- Adapts well to protocols and policies.
- Work is consistently accurate and image quality is consistently good-to-excellent.
- Shows a high level of motivation and initiative. Self-directed.
- Demonstrates confidence

Critical Thinking/Situational Assessment:

- Able to assess situational needs and adapts effortlessly to meet them.
- Demonstrates a logic in approach/performance

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance

Assessment

- * Recognizes parameters required for image quality of non-trauma extremity, chest and abdomen exams.
- Assesses / anticipates the needs of the technologist/Dr. during an exam.

Perspective

Keeps personal issues/emotions in perspective during clinical rotations.

Organization

Effective approach to preparation and completion of an exam.

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Sensitivity to and tolerance of the opinions, beliefs, practices of others.
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- Treats the patient with respect, sensitivity, compassion and care.
- HIPAA Adherence in daily work.
- Adherence to department protocols and procedures.

COMMUNICATION SKILLS

- *Use of effective communications, both verbal and nonverbal*
Introduces self to the patient and others.
- Obtains pertinent history through proper communication with patient. Listens to patient response and documents information/history accurately according to department protocol.
- Explains the examination, prep, and post-examination instructions.
- Ability to communicate patient condition, needs, imaging specifics to other health professionals and physicians.
- Interacts with patient at a professional level through respect, sensitivity, compassion and care.
- Continues good communication skills with the patient throughout the entire procedure.
- Sensitive and discreet communication with patients, peers, or in patient care areas.
- Communicates with supervisor pertaining absence, breaks also professional/educational needs.

PROFESSIONALISM/ WORK ETHIC

Professional Ethics

Honesty, integrity, demonstration of respect.

Motivation

Willingness to work. Keeps involved in all procedures during the shift.

Initiative

Ability to initiate work independently. Self-directed.

Quality of Work

Demonstrates accuracy in imaging non-trauma extremity, Chest, and Abdomen exams. Thoroughness completing procedures.

Documentation

- * Uses a personal notebook to document exposure/positioning protocols,tips and techniques.
- Complete/correct documentation of logs and time records in Trajecsys.

Organization Skill

Organizes thoughts/ work tasks to accomplish exam/room set-up and procedures.

Retention of knowledge

- * Ability to repetitively follow instruction/routines/protocols
- Professional Attitude
- Observes program/clinical site rules and protocols.
- Adheres to proper attire and personal hygiene requirements.
- Being in assigned area, prepared for work, at start-time and throughout the shift.
- Maintains an approachable demeanor in clinical practice.
- Accepts constructive feedback in clinical practice.
- Confidence/trust in one's abilities.
- Ability to work as part of a team.

Unacceptable Performance. Below Expectations. The following statements may fit the achievement:

Patient Care Skills: Often ignores rights of others, lacks respect/sensitivity/compassion or displays a negative attitude.

Communication:

- Uncomfortable with conversations, avoids communication.
- Uses improper language when communicating.
- Often fails to ask appropriate information or is unaware of what to ask.

Professionalism/Work Ethic

- Requires total supervision with repetitive instruction. Lacks retention of information.
- Often non-compliant with protocols, policies.
- Work is often inaccurate and image quality is poor
- Often lacks in motivation seeking responsible assignments. Lacks self-direction.
- Often lacking in confidence or confidence is out of proportion with actual skills.
- Inefficient performance

Critical Thinking/Situational Assessment:

- Doesn't adapt/discriminate well.
- Lack of logical reasoning when performing.

Adequate Performance. Meets Expectations. The following statements may fit the achievement:

Patient Care Skills: Adheres to professional standards and conduct.

Communication:

- Appears comfortable carrying a conversation.
- Beginning to ask appropriate information and explain procedures, using appropriate language.

Professionalism/Work Ethic

- Works well with appropriate supervision. Retains information and performs appropriately.
- Compliant with protocols, policies.
- Work is accurate and image quality is good
- Often shows motivation and needs little direction.
- Shows growing confidence

Critical Thinking/Situational Assessment:

- Shows progress in assessing/adapting to situations

Excellent Performance. Exceeds Expectations. The following statements may fit the achievement:

Patient Care Skills: Quality of Care stands out. Adheres to professional standards and conduct.

Communication:

- Consistently communicates throughout an entire exam.
- Shows confidence in acquiring proper patient information and explanation of exam.

Professionalism/Work Ethic

- Consistently high performance under appropriate supervision. Retains and recalls information and shows organization in approach
- Adapts well to protocols and policies.
- Work is consistently accurate and image quality is consistently good-to-excellent.
- Shows a high level of motivation and initiative. Self-directed.
- Demonstrates confidence

Critical Thinking/Situational Assessment:

- Able to assess situational needs and adapts effortlessly to meet them.
- Demonstrates a logic in approach/performance

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance

Adaptability -Ability to use sound reasoning to adjust for changes in routine, protocols, etc.

Knowledge -Knowledge base of duties/skills/procedures is appropriate for a graduate.

Accuracy- High standard of imaging.

Productivity-Generates appropriate quantity of work/service.

Motivation-Keeps busy, offers assistance, demonstrates initiative, and seeks responsible assignments.

Educational Growth

Asks appropriate questions of staff and listens to responses. Uses down time to practice and learn.

Responsibility

Demonstrates ability to assume leadership role; takes control of situations and follows-through on tasks.

Organization Skill- Organizes thoughts/ work tasks to accomplish exam/room set-up and procedures.

Self Confidence- Displays a level of self-confidence appropriate for a graduate.

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity

1. Sensitivity to and tolerance of the opinions, beliefs, practices of others.

2. Demonstrates competence and confidence in patient care skills.

3. Treats the patient with respect, sensitivity, compassion and care.

4. HIPAA Adherence in daily work.

COMMUNICATION SKILLS

Use of effective communications, both verbal and nonverbal

1. Obtains pertinent history through proper communication with patient. Listens to patient response and documents information/history accurately according to department protocol.

2. Ability to relay instructions to the patient (pre, post and during a procedure).

3. Ability to adapt communication with patient according to unique patient condition (cognitive, age-related, culturally based).

4. Interacts with patient at a professional level through respect, sensitivity, compassion and care.

5. Ability to communicate patient condition, needs, imaging specifics to other health professionals and physicians.

6. Sensitive and discreet communication with patients, peers, or in patient care areas.

7. Communicates with supervisor pertaining absence, breaks also professional/educational needs.

PROFESSIONALISM/ WORK ETHIC

Professional Growth

Accepts constructive feedback and uses it to better skills and performance.

Team Attitude

Ability to cooperate, show courtesy and tact while practicing team concept.

Conduct

Conducts self in a professional manner while at site and on grounds. Applies to appearance and mannerisms.

Responsibility

Attendance, promptness and shift end times are followed according to policy.

Documentation

* Routinely documents and accesses personal notebook for exposure/positioning information.

- Completes Trajecsys logs in a timely manner.

Protocols

Follows imaging protocols and routine views required for site.

Critical Thinking

* Understands image quality and can determine when repeats are essential

- Knowledge of technical settings, both manual and anatomically programmed

Perspective

Keeps personal issues/emotions in perspective during clinical rotations.

BELOW EXPECTATIONS /UNACCEPTABLE. The following statements may fit the achievement:

Communication:

- Uncomfortable with conversations, avoids communication.
- Uses improper language when communicating.
- Often fails to ask appropriate information or is unaware of what to ask.

Professionalism/Work Ethic

- Requires total supervision with repetitive instruction. Lacks retention of information.
- Often non-compliant with protocols, policies.
- Work is often inaccurate and image quality is poor
- Often lacks in motivation seeking responsible assignments. Lacks self-direction.
- Often lacking in confidence or confidence is out of proportion with actual skills.
- Inefficient performance

Critical Thinking/Situational Assessment:

- Doesn't adapt/discriminate well.
- Lack of logical reasoning when performing.

ADEQUATE PERFORMANCE. MEETS EXPECTATIONS. The following statements may fit the achievement:.

Communication:

- Appears comfortable carrying a conversation.
- Able to ask appropriate information and explain procedures, using appropriate language.

Professionalism/Work Ethic

- Works well with appropriate supervision. Retains information and performs appropriately.
- Compliant with protocols, policies.
- Work is accurate and image quality is good
- Shows motivation and needs little direction.
- Shows confidence.
- Takes the lead on some exams however comfort level lies in following instructions rather than leading.
- Makes an effort to work as a team member during imaging procedures and department activities.

Critical Thinking/Situational Assessment:

- Shows progress in assessing/adapting to situations

EXCELLENT. OFTEN EXCEEDS EXPECTATIONS. The following statements may fit the achievement:.

Communication:

- Consistently communicates throughout an entire exam.
- Shows confidence in acquiring proper patient information and explanation of exam.

Professionalism/Work Ethic

- Consistently high performance under appropriate supervision. Retains and recalls information and shows organization in approach
- Adapts well to protocols and policies.
- Work is consistently accurate and image quality is consistently excellent.
- Shows a high level of motivation and initiative. Self-directed.
- Demonstrates confidence
- Consistently takes the lead in maintaining workflow rather than simply following instructions from the technologists.
- Follows instructions with a positive attitude towards teamwork.
- Shows exemplary teamwork during imaging procedures and department activities.

Critical Thinking/Situational Assessment:

- Able to assess situational needs and adapts effortlessly to meet them.
- Demonstrates a logic in approach/performance

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance:

- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity

- * Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

COMMUNICATION SKILLS

Use of effective communications, both verbal and nonverbal

- Obtains accurate and complete patient history using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Explains exam, to patients and/or patient's family, in an understandable manner
- Completes pre-procedure interview as per facility standards
- Takes responsibility to communicate with the patient throughout the entire procedure
- Offers post-procedure instructions to patient and family if applicable

PROFESSIONALISM/WORK ETHIC

Those skills and habits that are expected of a health care professional

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures.
- Takes on the leadership role in all exams/procedures.
- Is actively involved in all exams/procedures
- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team
- Maintains ethical behavior dealing with patient privacy and rights.

CLINICAL I CLINICAL ASSESSMENT AND ROTATIONAL OBJECTIVES

MAJOR COURSE OBJECTIVE:

1. Develop proper work ethics required for healthcare.
2. Demonstrate effective patient care and communication.

RUBRIC FOR ALL CLINICAL I - WORK ETHIC ASSESSMENT:

Student's level of interaction was not appropriate - 0 points

Student's interaction was minimal - 2 points

Student's interaction was minimal to moderate but progression was demonstrated - 3 points

Student's interaction was appropriate - 4 points

SPECIALIZED ROTATIONAL OBJECTIVES

Each clinical rotation has specialized objectives to complete. Specialized Rotational Objectives are marked as "completed", "not completed" or "no opportunity to complete" however, no grade is associated with this marking. If a student has failed to complete the majority of the specialized rotational objectives, some action (issuance of infractions or repeating a rotation) may be required. Specialized rotational objectives that are not met can serve as goals for subsequent semesters.

FLUOROSCOPY WORK ETHIC ASSESSMENT

- Proved dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks.
- Took initiative to become actively involved in all exams/procedures.
- Asked appropriate questions to understand the rotation and skills needed for it.
- Demonstrated effective communication skills when interacting with staff
- Maintained a Professional appearance and good hygiene as described in program/department policies.
- Presented a positive attitude toward working and learning.
- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics.
- Demonstrated an organized approach to complete daily tasks.
- Worked effectively as part of the imaging team.
- Communicated with the patient, while they were in the exam room, during wait time, or during transport to the exam room.

FLUOROSCOPY SPECIALIZED ROTATIONAL OBJECTIVES

Each clinical rotation has specialized objectives to complete. Specialized Rotational Objectives are marked as "completed", "not completed" or "no opportunity to complete" however, no grade is associated with this marking. If a student has failed to complete the majority of the specialized rotational objectives, some action (issuance of infractions or repeating a rotation) may be required. Specialized rotational objectives that are not met can serve as goals for subsequent semesters.

- Properly instructed the patient to remove clothing and dress in the appropriate patient attire (gown, bottoms) for the imaging procedure.
- Verify physician orders in RIS (Radiology Information System).
- Review PACS (Picture Archiving and Communication System) for previous study information .
- Interview patient to obtain a history of current symptoms. Document per department protocols.
- Properly assist the patient on and off the radiology table; from a wheelchair, stretcher or walking (ambulatory).
- Communicate effectively with the patient, while they are in the exam room, during wait time.
- Verify patient's identity by checking identification band prior to the procedure; verbally ask patient's full name as well as date of birth.

- Name the user components of the radiographic and fluoroscopic equipment.
- Properly care for and handle patient's possessions.
- Identify, locate and utilize accessory items and supplies used in the room.
- Describe the methods of radiation protection for self and patient. Include thyroid, eye and gonadal shielding when appropriate.
- Manipulate the equipment within the fluoroscopy room/suite.
- Properly mark image receptor (IR) for identification before exposure.
- Demonstrate a courteous, professional and respectful attitude toward patients, staff, and physicians.
- Observe and assist with all procedures done in the fluoroscopy room.
- Enter patient and exam information into computer for digital images.
- Keep work area clean, stocked and in order.
- Select the appropriate exam on the procedure menu of the control panel.
- Process images using appropriate tools/annotations, etc.
- Complete primary and secondary erasure of IR as per department protocols.
- The student has been oriented to the proper handling of sharps supplies including scalpels, needles, catheters, guide wires, sheaths, trochar or long extended needles, syringes – with or without attached needles
- The student has been directed how to dispose of any sharps/needles in the proper sharps container
- The student has practiced no recap and/or one-handed recap for filling contrast syringes, as mandated by OSHA guidelines
- The student is cleared to safely dispose of needles, scalpels, syringes, and other sharps supplies in this rotation and in this health care facility

GENERAL WORK ETHIC ASSESSMENT

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Took initiative to become actively involved in all exams/procedures
- Asked appropriate questions to better understand the rotation and skills needed for it.
- Demonstrated effective communication skills when interacting with staff
- Maintains a Professional appearance and good hygiene as described in program/department policies
- Presents a positive attitude toward working and learning
- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics

GENERAL SPECIALIZED ROTATIONAL OBJECTIVES

- Demonstrate a courteous, professional and respectful attitude toward patients, staff, and physicians
- Verify patient's identity by checking identification band prior to the procedure; verbally ask patient's full name as well as date of birth.
- Properly instructed the patient to remove clothing and dress in the appropriate patient attire (gown, bottoms) for the imaging procedure. Assure to remove items that may cause artifacts on the image
- Communicate effectively with the patient, while they are in the exam room, during wait time.
- Review PACS (Picture Archiving and Communication System) for previous study information .
- Observe and assist in interviewing patient to obtain pertinent history. Record as required per site
- Verify physician orders in RIS (Radiology Information System).
- Properly care for and handle patient's possessions.
- Prepare room for each exam by manipulating the tube for alignment with table or wall stand; clean linen on table; image receptors, markers, and accessories ready and available
- Manipulate the radiographic tube, move the table, bucky, and upright bucky utilizing the appropriate locks
- Properly assist the patient on and off the radiology table; from a wheelchair, stretcher or walking (ambulatory)
- Properly mark image receptor (IR) for identification before exposure utilizing R. or L. marker
- Select appropriate grid for exposures of the chest and abdomen
- Follow ALARA concept by utilizing appropriate radiation protection
- On the control panel: Select the appropriate exam on the procedure menu.
- CR Processing: Correctly load and unload IR in CR Reader
- Observe and assist with all exams in this area concentrating on (but not limited to) CXR and abdomen studies
- Keep work area clean, stocked and in order.

OFFICE WORK ETHIC ASSESSMENT

- Proves dependability
By maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks.
- Took initiative to become actively involved in all exams/procedures.
- Asked appropriate questions to better understand the rotation and skills needed for it.
- Demonstrated effective communication skills when interacting with staff
- Maintains a Professional appearance and good hygiene as described in program/department policies
- Presents a positive attitude toward working and learning
- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics
- Student demonstrated an organized approach to complete daily tasks

OFFICE SPECIALIZED ROTATIONAL OBJECTIVES

- Observe duties performed and type of work done in reception, CD imaging, and PACS computer station.
- Exhibit professionalism when answering the phone stating the site, department and their name
- Exhibit professionalism by greeting outpatients at the reception area with respect and displays confidence with daily office procedures
- Display knowledge of basic computer functions and keyboarding.
- Prepare (burn) CD for transport of patient data.
- Utilize proper medical terminology related to digital data (RIS, HIS, EMR, DICOM, PACS)
- Access patient data in the RIS/EMR.

WEEKEND/PM WORK ETHIC ASSESSMENT

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Took initiative to become actively involved in all exams/procedures
- Asked appropriate questions to understand the rotation and skills needed for it
- Demonstrated effective communication skills when interacting with staff.
- Maintains a Professional appearance and good hygiene as described in program/department policies
- Presents a positive attitude toward working and learning
- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics
- Student demonstrated an organized approach to complete daily tasks.
- Worked effectively as part of the imaging team.
- Communicated with the patient.

WEEKEND/PM SPECIALIZED ROTATIONAL OBJECTIVES

- Participates in ALL duties required of Radiography staff when working off-hours with limited staffing.
- Is actively involved in radiographic procedures throughout the shift. Does not "sit out" of exams.
- Activity participates (and practices positioning) in all procedures that have been seen repeatedly in clinical even though they may not have been taught in class or lab yet.
- Recognize altered positions/practices used in severe trauma studies and/or poor patient conditions.
- Take an active role in the team dynamic during trauma cases.
- Keeps exam room in a clean, orderly state; equipment and accessories stocked and ready.

- Recall routine technical settings for non-trauma studies.
- Performs at the proper pace required for this shift.

PORTABLE WORK ETHIC ASSESSMENT

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Took initiative to become actively involved in all exams/procedures
- Asked appropriate questions to understand the rotation and skills needed for it
- Demonstrated effective communication skills when interacting with staff.
- Maintains a Professional appearance and good hygiene as described in program/department policies
- Presents a positive attitude toward working and learning
- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics
- Student demonstrated an organized approach to complete daily tasks.
- Worked effectively as part of the imaging team.
- Communicated with the patient.

PORTABLE SPECIALIZED ROTATIONAL OBJECTIVES

- Exhibit a positive and professional image.
- Review PACS (Picture Archiving and Communication System) for previous study information.
- Introduce yourself and announce your purpose and intentions prior to entering a patient's room.
- On the control panel: Select the appropriate exam on the procedure menu.
- Verbally identify components on the control panel of the portable equipment
- Verify patient's identity by checking identification band prior to the procedure; verbally ask patient's full name as well as date of birth.
- Demonstrate physical use of portable equipment: driving machine, manipulating machine in and out of patient rooms and ER, properly using locks
- Use proper patient lifting and sliding techniques (body mechanics)
- Verify physician orders in RIS (Radiology Information System).
- Observe and assist in positioning patients for portable exams. Use anatomical landmarks for proper centering.
- Properly mark image receptor (ID and R/L markers) before exposure
- Utilize proper radiation safety techniques and follow ALARA concepts.
- CR Processing: Correctly load and unload IR in CR Reader
- Access appropriate screen to flip and rotate images.
- CR Processing: Recognize appropriate exposure indexes. Determine if the image resulted in an over or under exposure
- Observe process for completion of exam.
- Identify basic anatomy on portable chest and abdomen radiographs
- Return patient and room to previous order at completion of exam
- Share responsibility for cleanliness of portable equipment.
- Properly set portable battery for recharging

TRANSPORT WORK ETHIC ASSESSMENT

- Proved dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks.
- Took initiative to become actively involved in all exams/procedures.
- Asked appropriate questions to understand the rotation and skills needed for it.

- Demonstrated effective communication skills when interacting with staff
- Maintained a Professional appearance and good hygiene as described in program/department policies.
- Presented a positive attitude toward working and learning.
- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics.
- Demonstrated an organized approach to complete daily tasks.
- Worked effectively as part of the imaging team.
- Communicated with the patient, while they were in the exam room, during wait time, or during transport to the exam room.

TRANSPORT SPECIALIZED ROTATIONAL OBJECTIVES

- Exhibit a positive and professional image.
- Introduce yourself and announce your purpose and intentions prior to entering a patient's room.
- Verify patient's identity by checking identification band prior to the procedure; verbally ask patient's full name as well as date of birth.
- Properly assist the patient in and out of a wheelchair/ on and off a stretcher
- Attend to patient right to privacy by properly covering patient prior to transport.
- Demonstrate proper body mechanics when handling/transporting patients and transport equipment
- Demonstrate proper and safe manipulation of wheelchairs, stretchers and IV standards while transporting patients
- Demonstrate the proper method of loading a stretcher/wheelchair patient into an elevator.
- Locate the linen supply, stretchers, and wheelchairs on each nursing units
- Share responsibility for cleanliness of transport equipment.

CLINICAL II CLINICAL ASSESSMENT AND ROTATIONAL OBJECTIVES

MAJOR COURSE OBJECTIVE:

1. Demonstrate initiative and motivation through involvement in all procedures.
2. Build efficiency in procedures.

SKILL SET ASSESSMENT FOR EACH ROTATIONAL OBJECTIVE

TECHNICAL SKILLS

Those skills that involve the application of theoretic knowledge to work performance.

During this rotation, the student has demonstrated **practical application** (ability to successfully complete tasks in this competency with moderate assistance. Help may be required but student shows the ability to work with some independence) in the following objectives:

During this rotation, the student has demonstrated the following objectives:

- Able to process an image (film/screen, CR, DR) adapting to equipment specifics
- Able to select appropriate exposure factors for routine procedures
- Operates table and tube within safety parameters.
- Locates and Utilizes accessory items as applicable
- Follows medical/legal guideline for appropriate identification on image prior to exposure
- Identifies normal anatomy on Image
- Assesses image for diagnostic quality (positioning, anatomical, technical)
- Completes exams/tasks in a timely fashion
- Documents completion of exam at the end of the procedure according to facility's routine

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance.

During this rotation, the student has demonstrated **practical application** (ability to successfully complete tasks in this competency with moderate assistance. Help may be required but student shows the ability to work with some independence) in the following objectives:

- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care
- Shows awareness of patient's condition and the need to adjust for changes in body habitus, pathology, injury, etc

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity.

During this rotation, the student has demonstrated **practical application** (ability to successfully complete tasks in this competency with moderate assistance. Help may be required but student shows the ability to work with some independence) in the following objectives:

- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics
- Demonstrates ability in limiting radiation exposure to patients, self and other members of the healthcare team by knowledge of protocols, equipment and technical settings
- Assumes responsibility for the patient's comfort.
- Anticipates the needs of the patient
- Respectful of patient's privacy and belongings.
- Cares for the personal needs and hygiene of the patient pre- and post- exam as well as during the exam.

COMMUNICATION SKILLS

Use of effective communications, both verbal and nonverbal.

During this rotation, the student has demonstrated **practical application** of skills (ability to successfully complete tasks in this competency with moderate assistance. Help may be required but student shows the ability to work with some independence) in the following objectives:

- Obtains accurate and complete patient history using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Takes part in pre-procedure interview as per facility standards
- Makes an effort to communicate with the patient throughout the entire procedure
- Participates in post-procedure instructions to patient and family if applicable
- Makes an effort to explain exam to patients and/or patient's family, in an understandable manner

WORK ETHIC

Those skills and habits that are expected of a health care professional.

During this rotation, the student has demonstrated **practical application** (ability to successfully complete tasks in this competency with moderate assistance. Help may be required but student shows the ability to work with some independence) in the following objectives:

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures
- Is actively involved in all exams/procedures
- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team

SKILL SET ASSESSMENT

CLINICAL II

EXCELLENT. OFTEN EXCEEDS EXPECTATIONS. The following statements may fit the achievement:

Patient Care Skills: Quality of Care stands out. Adheres to professional standards and conduct.

Communication:

- Consistently communicates throughout an entire exam.
- Shows confidence in acquiring proper patient information and explanation of exam.

Professionalism/Work Ethic

- Consistently high performance under appropriate supervision. Retains and recalls information and shows organization in approach
- Adapts well to protocols and policies.
- Work is consistently accurate and image quality is consistently good-to-excellent.
- Shows a high level of motivation and initiative. Self-directed.
- Demonstrates confidence

Critical Thinking/Situational Assessment:

- Able to assess situational needs and adapts effortlessly to meet them.
- Demonstrates a logic in approach/performance

ADEQUATE PERFORMANCE. MEETS EXPECTATIONS. The following statements may fit the achievement:

Patient Care Skills: Adheres to professional standards and conduct.

Communication:

- Appears comfortable carrying a conversation.
- Beginning to ask appropriate information and explain procedures, using appropriate language.

Professionalism/Work Ethic

- Works well with appropriate supervision. Retains information and performs appropriately.
- Compliant with protocols, policies.
- Work is accurate and image quality is good
- Often shows motivation and needs little direction.
- Shows growing confidence

Critical Thinking/Situational Assessment:

- Shows progress in assessing/adapting to situations

BELOW EXPECTATIONS /UNACCEPTABLE. The following statements may fit the achievement:

Patient Care Skills: Often ignores rights of others, lacks respect/sensitivity/compassion or displays a negative attitude.

Communication:

- Uncomfortable with conversations, avoids communication.
- Uses improper language when communicating.
- Often fails to ask appropriate information or is unaware of what to ask.

Professionalism/Work Ethic

- Requires total supervision with repetitive instruction. Lacks retention of information.
- Often non-compliant with protocols, policies.
- Work is often inaccurate and image quality is poor
- Often lacks in motivation seeking responsible assignments. Lacks self-direction.
- Often lacking in confidence or confidence is out of proportion with actual skills.
- Inefficient performance

Critical Thinking/Situational Assessment:

- Doesn't adapt/discriminate well.
- Lack of logical reasoning when performing.

CLINICAL II CLINICAL ASSESSMENT AND ROTATIONAL OBJECTIVES

SPECIALIZED ROTATIONAL OBJECTIVES

Specialized Rotational Objectives are marked as "completed", "not completed" or "no opportunity to complete". Students do not lose points for unmet objectives however, if a student has failed to complete the majority of the specialized rotational objectives, some action (issuance of infractions or repeating a rotation) may be required. Specialized rotational objectives that are not met can serve as goals for subsequent semesters.

FLUOROSCOPY

- Performs at the pace required to complete the procedure.
- Prepares room for miscellaneous fluoroscopic procedures / injections.
- Prepares sterile tray / opens sterile equipment/supplies using appropriate sterile technique.
- Performs proper technique in handling/disposing of items in contact with body fluids.
- Properly handles and disposes of sharps including scalpels, needles, catheters, guidewires, sheaths, syringes – with or without attached needles.
- Actively participates in the performance of Upper and Lower GI studies including rectal tipping
- Is actively involved in radiographic procedures throughout the shift. Does not "sit out" of exams.
- Assists the radiologist in fluoroscopic procedure by having supplies and medications ready.
- Performs "no recap" and/or "one-handed recap for filling contrast syringes, as mandated by OSHA guidelines.
- Properly marks image receptor prior to exposure when performing overhead images.
- Selects appropriate exposure factors for routine exams.
- Keeps exam room in a clean, orderly state. Equipment and accessories stocked and ready.
- Image Wisely. Practice radiation protection, for patients by proper technical selection, proper positioning techniques, and proper equipment use. Utilizes good practice to protect self, visitors and staff from radiation exposure.
- Reviews images for proper quality including exposure index, positioning and anatomy shown.

GENERAL

- Selects appropriate exposure factors for routine exams.
- Performs routine chest exams with minimal to moderate assistance utilizing proper anatomical points and positioning techniques for proper positioning.
- Performs routine abdomen exams with moderate to minimal assistance utilizing proper anatomical points and positioning techniques for proper positioning.
- Performs thorax (rib, sternum) exams with moderate assistance utilizing proper anatomical points and positioning techniques for proper positioning
- Performs routine upper extremity radiography with minimal to moderate assistance utilizing proper anatomical points and positioning techniques for proper positioning
- Actively participates in Spine Radiography making strides to perform the exam with independence.
- Can assess the image for proper quality including exposure index, positioning and anatomy shown.
- Keeps exam room in a clean, orderly state. Equipment and accessories stocked and ready.

WEEKEND/PM

- Performs at the proper pace required for procedures.
- Assists in ALL duties required of Radiography staff when working off-hours with limited staffing.
- Is actively involved in radiographic procedures throughout the shift. Does not "sit out" of exams.

- Performs routine chest exams with minimal to moderate assistance utilizing proper anatomical points and positioning techniques for proper positioning.
- Performs routine upper extremity exams with minimal to moderate assistance utilizing proper anatomical points and positioning techniques for proper positioning.
- Performs routine abdomen exams with minimal to moderate assistance utilizing proper anatomical points and positioning techniques for proper positioning.
- Activity participates (and practices positioning) in all procedures that have been seen repeatedly in clinical even though they may not have been taught in class or lab yet.
- Is aware when routine positions/practices must be altered for severe trauma/conditions.
- Properly marks image receptor prior to exposure.
- Selects appropriate exposure factors for routine exams.
- Image Wisely. Practice radiation protection, for patients by proper technical selection, proper positioning techniques, and proper equipment use. Utilizes good practice to protect self, visitors and staff from radiation exposure.
- Can assess the image for proper quality including exposure index, positioning and anatomy shown.
- Keeps exam room in a clean, orderly state. Equipment and accessories stocked and ready.

PORTABLE

- Verifies physician orders in RIS (Radiology Information System) prior to exposure.
- Maintains and cleans machine appropriately pre and post procedure.
- Prepares patient room for procedures and maneuvers portable machine properly while caring for O2, IV tubing and other equipment/supplies within the room.
- Is aware of Radiation, electrical and thermal safety, operating the mobile unit within safe parameters.
- Takes part in performance of routine exams with moderate to minimal assistance (building proficiency).
- Properly marks image receptor prior to exposure.
- Image Wisely/Image Gently. Practice radiation protection, for patients by proper technical selection, proper positioning techniques, and proper equipment use. Utilizes good practice to protect self, visitors and staff from radiation exposure.
- Returns patient's room/exam area to an orderly state at the completion of the exam.
- Can assess the image for proper quality including exposure, positioning and anatomy shown.

OPERATING ROOM (OR)

- Properly dresses for the surgical suite according to facility policy.
- Maintains and cleans machine appropriately pre and post procedure.
- Identifies and properly respects the sterile area in the operating room.
- Is aware of Radiation, electrical and thermal safety, operating the mobile unit within safe parameters.
- Actively observes the set up and operation of the C-Arm equipment during OR procedures.
- Observes proper alignment of fluoroscopy tube and image intensifier in surgery cases.
- Image Wisely/Image Gently. Practice radiation protection, for patients by proper technical selection, proper positioning techniques, and proper equipment use. Utilizes good practice to protect self, visitors and staff from radiation exposure.

CLINICAL III CLINICAL ASSESSMENT AND ROTATIONAL OBJECTIVES

MAJOR COURSE OBJECTIVE:

3. Build confidence and proficiency in all clinical procedures.
4. Analyze image quality and patient conditions that require adaptation of protocol/technique.

SKILL SET ASSESSMENT FOR EACH ROTATIONAL OBJECTIVE

TECHNICAL SKILLS

Those skills that involve the application of theoretic knowledge to work performance.

During this rotation, the student has demonstrated **practical application** (ability to successfully complete tasks in this competency with moderate assistance. Help may be required but student shows the ability to work with some independence) in the following objectives:

During this rotation, the student has demonstrated the following objectives:

- Able to process an image (film/screen, CR, DR) adapting to equipment specifics
- Able to select appropriate exposure factors for routine procedures
- Operates table and tube within safety parameters.
- Locates and Utilizes accessory items as applicable
- Follows medical/legal guideline for appropriate identification on image prior to exposure
- Identifies normal anatomy on Image
- Assesses image for diagnostic quality (positioning, anatomical, technical)
- Completes exams/tasks in a timely fashion
- Documents completion of exam at the end of the procedure according to facility's routine

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance.

During this rotation, the student has demonstrated **practical application** (ability to successfully complete tasks in this competency with moderate assistance. Help may be required but student shows the ability to work with some independence) in the following objectives:

- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care
- Shows awareness of patient's condition and the need to adjust for changes in body habitus, pathology, injury, etc
- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Adapts to changes in technique, protocol, equipment
- Evaluates EI# to determine if correct exposure was used.

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity.

During this rotation, the student has demonstrated **practical application** (ability to successfully complete tasks in this competency with moderate assistance. Help may be required but student shows the ability to work with some independence) in the following objectives:

- Using knowledge and skills to accommodate patient needs and maintain patient dignity.
- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics
- Demonstrates ability in limiting radiation exposure to patients, self and other members of the healthcare team by knowledge of protocols, equipment and technical settings
- Assumes responsibility for the patient's comfort.
- Anticipates the needs of the patient
- Respectful of patient's privacy and belongings.
- Cares for the personal needs and hygiene of the patient pre- and post- exam as well as during the exam.

COMMUNICATION SKILLS

During this rotation, the student has demonstrated **practical application** of skills (ability to successfully complete tasks in this competency with moderate assistance. Help may be required but student shows , the ability to work with some independence) in the following objectives:

- Use of effective communication, both verbal and nonverbal.
- Obtains accurate and complete patient history using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Explains exam, to patient and/or patient's family, in an understandable manner.
- Completes pre-procedure interview as per facility standards
- Takes responsibility to communicate with the patient throughout the entire procedure
- Participates in post-procedure instructions to patient and family if applicable
- Offers post-procedure instructions to patient and family if applicable

WORK ETHIC

Those skills and habits that are expected of a health care professional.

During this rotation, the student has demonstrated **practical application** (ability to successfully complete tasks in this competency with moderate assistance. Help may be required but student shows the ability to work with some independence) in the following objectives:

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures
- Is actively involved in all exams/procedures
- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team

RUBRIC FOR CLINICAL III SKILL SETS

EXCELLENT. OFTEN EXCEEDS EXPECTATIONS. The following statements may fit the achievement:

Patient Care Skills: Quality of Care stands out. Adheres to professional standards and conduct.

Communication:

- Consistently communicates throughout an entire exam.
- Shows confidence in acquiring proper patient information and explanation of exam.

Professionalism/Work Ethic

- Consistently high performance under appropriate supervision. Retains and recalls information and shows organization in approach
- Adapts well to protocols and policies.
- Work is consistently accurate and image quality is consistently good-to-excellent.
- Shows a high level of motivation and initiative. Self-directed.
- Demonstrates confidence

Critical Thinking/Situational Assessment:

- Able to assess situational needs and adapts effortlessly to meet them.
- Demonstrates a logic in approach/performance

ADEQUATE PERFORMANCE. MEETS EXPECTATIONS. The following statements may fit the achievement:

Patient Care Skills: Adheres to professional standards and conduct.

Communication:

- Appears comfortable carrying a conversation.
- Able to ask appropriate information and explain procedures, using appropriate language.

Professionalism/Work Ethic

- Works well with appropriate supervision. Retains information and performs appropriately.
- Compliant with protocols, policies.
- Work is accurate and image quality is good
- Shows motivation and needs little direction.
- Shows confidence

Critical Thinking/Situational Assessment:

- Shows progress in assessing/adapting to situations

BELOW EXPECTATIONS /UNACCEPTABLE. The following statements may fit the achievement:

Patient Care Skills: Often ignores rights of others, lacks respect/sensitivity/compassion or displays a negative attitude.

Communication:

- Uncomfortable with conversations, avoids communication.
- Uses improper language when communicating.
- Often fails to ask appropriate information or is unaware of what to ask.

Professionalism/Work Ethic

- Requires total supervision with repetitive instruction. Lacks retention of information.
- Often non-compliant with protocols, policies.
- Work is often inaccurate and image quality is poor
- Often lacks in motivation seeking responsible assignments. Lacks self-direction.
- Often lacking in confidence or confidence is out of proportion with actual skills.
- Inefficient performance

Critical Thinking/Situational Assessment:

- Doesn't adapt/discriminate well.
- Lack of logical reasoning when performing.

CLINICAL III CLINICAL ASSESSMENT AND ROTATIONAL OBJECTIVES

SPECIALIZED ROTATIONAL OBJECTIVES

Specialized Rotational Objectives are marked as "completed", "not completed" or "no opportunity to complete". Students do not lose points for unmet objectives however, if a student has failed to complete the majority of the specialized rotational objectives, some action (issuance of infractions or repeating a rotation) may be required. Specialized rotational objectives that are not met can serve as goals for subsequent semesters.

FLUOROSCOPY SPECIALIZED OBJECTIVES

- Performance of Upper and Lower GI studies including rectal tipping
- Performance of miscellaneous fluoroscopic procedures / injections
- Prepares sterile tray / opens sterile equipment properly
- Assists the radiologist in fluoroscopic procedure by having supplies and medications ready
- Performs proper technique in handling/disposing of items in contact with body fluids
- Properly handles and disposes of sharps including scalpels, needles, catheters, guidewires, sheaths, syringes – with or without attached needles
- Performs "no recap" and/or "one-handed recap for filling contrast syringes, as mandated by OSHA guidelines
- Is aware of contraindications for use of contrast media and properly assesses patient condition prior to use.
- Prepares room for examination

GENERAL SPECIALIZED OBJECTIVES

- Consistently performs routine chest exams with minimal assistance utilizing proper anatomical points and positioning techniques for proper positioning
- Consistently performs routine abdomen exams with minimal assistance utilizing proper anatomical points and positioning techniques for proper positioning
- Consistently performs thorax (rib, sternum) exams with minimal assistance utilizing proper anatomical points and positioning techniques for proper positioning
- Consistently performs routine upper extremity radiography with minimal assistance utilizing proper anatomical points and positioning techniques for proper positioning
- Consistently performs routine Spine Radiography
- Actively participates in trauma radiography

WEEKEND/PM SPECIALIZED OBJECTIVES

- Adapts to diverse needs of the shift (changing pace as is required for the shift)
- Assists in all duties required of Radiography staff when working off-hours with limited staffing.
- Answers department phone and is capable to follow through with required action
- Consistently performs routine exams of chest and thorax (ribs, sternum)
- Consistently performs routine exams of Abdomen
- Performs routine imaging of the spine.
- Performs routine extremity imaging
- Actively participates in pediatric imaging
- Actively participates in upper and lower trauma extremity imaging
- Identifies when routine must be altered for severe trauma cases
- Selects appropriate exposure factors for trauma cases, cast/not-cast, etc.
- Shows critical thinking skills when assisting with and performing trauma imaging

PORTABLE

- Prepares patient room for procedures and maneuvers portable machine properly while caring for O2, IV tubing and other equipment/supplies within the room
- Operates the mobile unit within safety parameters.
- Actively participates in mobile studies. Building proficiency.
- Maintains and cleans machine appropriately pre and post procedure
- Verifies physician orders in RIS (Radiology Information System) prior to exposure.
- Properly marks image receptor prior to exposure.
- Uses radiation safety protocols for patient safety and the safety of visitors/staff.
- Returns patient's room/exam area to an orderly state at the completion of exam.
- Can assess the image for proper quality including exposure, positioning, anatomy shown.

OPERATING ROOM (OR)

- Properly dresses for the surgical suite according to facility policy.
- Maintains and cleans machine appropriately pre and post procedure.
- Identifies and properly respects the sterile area in the operating room.
- Select accurate exposure factors on the portable x-ray machine for surgical and post-op procedures
- Actively participates the set up and operation of the C-Arm equipment during OR procedures.
- Alignment of fluoroscopy tube and image intensifier in surgery cases.
- Image Wisely/Image Gently. Practice radiation protection, for patients by proper technical selection, proper positioning techniques, and proper equipment use. Utilizes good practice to protect self, visitors and staff from radiation exposure.
- Prepares and positions portable machine used in surgical radiation studies.

CLINICAL IV CLINICAL ASSESSMENT AND ROTATIONAL OBJECTIVES

MAJOR COURSE OBJECTIVE:

5. Build confidence and proficiency in all clinical procedures.
6. Build leadership skills while performing patient examinations.
7. Operate as a member of the healthcare team during imaging procedures and department activities.

RUBRIC FOR CLINICAL IV SKILL SETS

EXCELLENT. OFTEN EXCEEDS EXPECTATIONS. The following statements may fit the achievement:

Technical Skills: Performed exams demonstrating proficiency applying theoretic knowledge to work performance.

Patient Care Skills: Quality of Care stands out. Adheres to professional standards and conduct.

Communication:

- Consistently communicates throughout an entire exam.
- Shows confidence in acquiring proper patient information and explanation of exam.

Professionalism/Work Ethic

- Consistently high performance under appropriate supervision. Retains and recalls information and shows organization in approach
- Adapts well to protocols and policies.
- Work is consistently accurate and image quality is consistently good-to-excellent.
- Shows a high level of motivation and initiative. Self-directed.
- Demonstrates confidence
- Consistently takes the lead in exams but can also follow the lead when necessary.
- Shows exemplary teamwork during imaging procedures and department activities.

Critical Thinking/Situational Assessment:

- Able to assess situational needs and adapts effortlessly to meet them.
- Demonstrates a logic in approach/performance

ADEQUATE PERFORMANCE. MEETS EXPECTATIONS. The following statements may fit the achievement:

Technical Skills: Performed most exams applying theory to practice. Able to perform most procedures.

Patient Care Skills: Adheres to professional standards and conduct.

Communication:

- Appears comfortable carrying a conversation.
- Able to ask appropriate information and explain procedures, using appropriate language.

Professionalism/Work Ethic

- Works well with appropriate supervision. Retains information and performs appropriately.
- Compliant with protocols, policies.
- Work is accurate and image quality is good
- Shows motivation and needs little direction.
- Shows confidence.
- Takes the lead on some exams.
- Makes an effort to work as a team member during imaging procedures and department activities.

Critical Thinking/Situational Assessment:

- Shows progress in assessing/adapting to situations

BELOW EXPECTATIONS /UNACCEPTABLE. The following statements may fit the achievement:

Technical Skills: Unsure of reasons behind specific steps/tasks when completing procedure. Often missed steps or performed with lack of accuracy.

Patient Care Skills: Often ignores rights of others, lacks respect/sensitivity/compassion or displays a negative attitude.

Communication:

- Uncomfortable with conversations, avoids communication.
- Uses improper language when communicating.

- Often fails to ask appropriate information or is unaware of what to ask.

Professionalism/Work Ethic

- Requires total supervision with repetitive instruction. Lacks retention of information.

- Often non-compliant with protocols, policies.

- Work is often inaccurate and image quality is poor

- Often lacks in motivation seeking responsible assignments. Lacks self-direction.

- Often lacking in confidence or confidence is out of proportion with actual skills.

- Inefficient performance

Critical Thinking/Situational Assessment:

- Doesn't adapt/discriminate well.

- Lack of logical reasoning when performing.

CLINICAL IV CLINICAL ASSESSMENT AND ROTATIONAL OBJECTIVES

FLUOROSCOPY

TECHNICAL SKILLS

Those skills that involve the application of theoretic knowledge to work performance

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Prepares the room for fluoroscopic procedures.
- Operates the fluoroscopic equipment appropriately.
- Locates and utilizes accessory items as applicable
- Able to select appropriate exposure factors for routine procedures
- Follows medical/legal guideline for appropriate identification on image prior to exposure
- Positioning patient for after-images.
- Able to process an image, adapting to equipment specifics
- Identifies normal anatomy on Image
- Assesses image for diagnostic quality (positioning, anatomical, technical)
- Completes exams/tasks in a timely fashion
- Documents exam, at the end of the procedure, according to facility's routine.

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics
- Demonstrates ability in limiting radiation exposure to patients, self and other members of the healthcare team by knowledge of protocols, equipment and technical settings
- Respectful of patient's privacy and belongings.
- Cares for the personal hygiene of the patient pre- and post- exam as well as during the exam.
- Prepares the patient for the fluoroscopic procedure and attends to their needs throughout the procedure.

COMMUNICATION SKILLS

Use of effective communications, both verbal and nonverbal

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Obtains accurate and complete patient history using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Explains exam, to patients and/or patient's family, in an understandable manner
- Completes pre-procedure interview as per facility standards
- Takes responsibility to communicate with the patient throughout the entire procedure
- Offers post-procedure instructions to patient and family if applicable

WORK ETHIC

Those skills and habits that are expected of a health care professional

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures
- Is actively involved in all exams/procedures
- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team

FLUOROSCOPY SPECIALIZED ROTATIONAL OBJECTIVES

Specialized Rotational Objectives are marked as "completed", "not completed" or "no opportunity to complete". Students do not lose points for unmet objectives however, if a student has failed to complete the majority of the specialized rotational objectives, some action (issuance of infractions or repeating a rotation) may be required. Specialized rotational objectives that are not met can serve as goals for subsequent semesters.

- Performance of Upper and Lower GI studies including rectal tipping
- Performance of miscellaneous fluoroscopic procedures / injections
- Prepares sterile tray / opens sterile equipment properly
- Assists the radiologist in fluoroscopic procedure by having supplies and medications ready

FLUOROSCOPY SPECIALIZED ROTATIONAL OBJECTIVES ...CONT

- Performs proper technique in handling/disposing of items in contact with body fluids
- Properly handles and disposes of sharps including scalpels, needles, catheters, guidewires, sheaths, syringes – with or without attached needles
- Performs "no recap" and/or "one-handed recap for filling contrast syringes, as mandated by OSHA guidelines
- Is aware of contraindications for use of contrast media and properly assesses patient condition prior to use.
- Prepares room for examination

GENERAL

TECHNICAL SKILLS

Those skills that involve the application of theoretic knowledge to work performance

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

Able to process an image (film/screen, CR, DR) adapting to equipment specifics

- Able to select appropriate exposure factors for routine procedures
- Operates table and tube within safety parameters.
- Locates and Utilizes accessory items as applicable
- Follows medical/legal guideline for appropriate identification on image prior to exposure
- Identifies normal anatomy on Image
- Assesses image for diagnostic quality (positioning, anatomical, technical)
- Completes exams/tasks in a timely fashion
- Documents completion of exam at the end of the procedure according to facility's routine

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity

Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics

- Demonstrates ability in limiting radiation exposure to patients, self and other members of the healthcare team by knowledge of protocols, equipment and technical settings
- Assumes responsibility for the patient's comfort.
- Anticipates the needs of the patient
- Respectful of patient's privacy and belongings.
- Cares for the personal needs and hygiene of the patient pre- and post- exam as well as during the exam.

COMMUNICATION SKILLS

Use of effective communications, both verbal and nonverbal

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Obtains accurate and complete patient history using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Explains exam, to patients and/or patient's family, in an understandable manner
- Completes pre-procedure interview as per facility standards
- Takes responsibility to communicate with the patient throughout the entire procedure
- Offers post-procedure instructions to patient and family if applicable

WORK ETHIC

Those skills and habits that are expected of a health care professional

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures
- Is actively involved in all exams/procedures
- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team

GENERAL SPECIALIZED OBJECTIVES

During this rotation, the student has demonstrated the following objectives:

- Consistently performs routine chest exams with minimal assistance utilizing proper anatomical points and positioning techniques for proper positioning
- Consistently performs routine abdomen exams with minimal assistance utilizing proper anatomical points and positioning techniques for proper positioning
- Consistently performs thorax (rib, sternum) exams with minimal assistance utilizing proper anatomical points and positioning techniques for proper positioning
- Consistently performs routine upper extremity radiography with minimal assistance utilizing proper anatomical points and positioning techniques for proper positioning
- Actively participates in Spine Radiography

WEEKEND/PM

TECHNICAL SKILLS

Those skills that involve the application of theoretic knowledge to work performance

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- **During this rotation, the student has demonstrated the following objectives:**
 - Able to process an image (film/screen, CR, DR) adapting to equipment specifics
 - Able to select appropriate exposure factors for routine procedures
 - Operates table and tube within safety parameters.
 - Locates and Utilizes accessory items as applicable
 - Follows medical/legal guideline for appropriate identification on image prior to exposure
 - Identifies normal anatomy on Image
 - Assesses image for diagnostic quality (positioning, anatomical, technical)
 - Completes exams/tasks in a timely fashion
 - Documents completion of exam at the end of the procedure according to facility's routine

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics
- Demonstrates ability in limiting radiation exposure to patients, self and other members of the healthcare team by knowledge of protocols, equipment and technical settings
- Assumes responsibility for the patient's comfort.
- Anticipates the needs of the patient
- Respectful of patient's privacy and belongings.
- Cares for the personal needs and hygiene of the patient pre- and post- exam as well as during the exam.

COMMUNICATION SKILLS

Use of effective communications, both verbal and nonverbal

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Obtains accurate and complete patient history using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Explains exam, to patients and/or patient's family, in an understandable manner
- Completes pre-procedure interview as per facility standards
- Takes responsibility to communicate with the patient throughout the entire procedure
- Offers post-procedure instructions to patient and family if applicable

WORK ETHIC

Those skills and habits that are expected of a health care professional

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures
- Is actively involved in all exams/procedures
- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team

WEEKEND/PM SPECIALIZED OBJECTIVES

- Adapts to diverse needs of the shift (changing pace as is required for the shift)
- Assists in all duties required of Radiography staff when working off-hours with limited staffing.
- Answers department phone and is capable to follow through with required action
- Consistently performs routine exams of chest and thorax (ribs, sternum)
- Consistently performs routine exams of Abdomen
- Performs routine imaging of the spine.
- Performs routine extremity imaging
- Actively participates in pediatric imaging
- Actively participates in upper and lower trauma extremity imaging
- Identifies when routine must be altered for severe trauma cases
- Selects appropriate exposure factors for trauma cases, cast/not-cast, etc.
- Shows critical thinking skills when assisting with and performing trauma imaging

PORT/OR

TECHNICAL SKILLS

Those skills that involve the application of theoretic knowledge to work performance

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- **During this rotation, the student has demonstrated the following objectives:**
 - Able to process an image adapting to equipment specifics
 - Able to select appropriate exposure factors for routine procedures
 - Operates table and tube within safety parameters.
 - Locates and Utilizes accessory items as applicable
 - Follows medical/legal guideline for appropriate identification on image prior to exposure
 - Identifies normal anatomy on Image
 - Assesses image for diagnostic quality (positioning, anatomical, technical)
 - Completes exams/tasks in a timely fashion
 - Documents completion of exam at the end of the procedure according to facility's routine

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

COMMUNICATION SKILLS

Use of effective communications, both verbal and nonverbal

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Obtains accurate and complete patient history using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Explains exam, to patients and/or patient's family, in an understandable manner
- Completes pre-procedure interview as per facility standards
- Takes responsibility to communicate with the patient throughout the entire procedure
- Offers post-procedure instructions to patient and family if applicable

WORK ETHIC

Those skills and habits that are expected of a health care professional

During this rotation, the student has demonstrated **proficiency** (confidence/adeptness) in the following objectives:

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures
- Is actively involved in all exams/procedures

- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team

PORTABLE/OPERATING ROOM (OR)

During this rotation, the student has demonstrated the following objectives:

Demonstrates knowledge to operate mobile equipment within safety parameters

- Prepares patient room for procedures and maneuvers portable machine properly while caring for O2, IV tubing and other equipment/supplies within the room
- Demonstrates knowledge to operate mobile C-Arm equipment within safety parameters. Actively participates portable (trauma/non-trauma) procedures
- Actively participates in portable exams
- Maintains and cleans machine appropriately pre and post procedure

TECHNICAL SKILLS

Those skills that involve the application of theoretic knowledge to work performance.

- Properly dresses for the surgical suite according to the facility's policy
- Identifies and properly respects the sterile area (corridor) in the operating room
- Prepares and positions the portable x-ray machine used in surgical x-ray studies
- Selects accurate exposure factors on the portable x-ray machine for surgical and post-op procedures.
- Selects a grid when appropriate.
- Aligns CR and IR appropriately
- Marks (R or L) IR prior to exposure on image receptor
- Processes Images properly when applicable
- Inputs patient information pre and post study
- Actively participates in the set-up and operation of the C-Arm equipment during OR procedures.
- Selects accurate settings and exposure factors on the c-arm machine for surgical and post-op procedures
- Aligns fluoroscopy tube and image intensifier appropriately for each examination.
- Takes responsibility for Radiation Protection of patient, OR staff and self prior to exposure
- Completes exams/tasks in a timely fashion.

CRITICAL THINKING SKILLS

- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in protocol, and equipment

PATIENT CARE SKILLS

- Protects the patient's right to quality care by following HIPPA guidelines and the ARRT Standard and Rules of Ethics
- Limits radiation exposure to patients, self and other members of the healthcare team by knowledge of protocols, equipment and technical settings

COMMUNICATION SKILLS

- Communicates effectively with OR staff and Anesthesia before x-ray exposures are obtained
- Obtains accurate and complete patient history in post-op using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Explains exam, to post-op patients and/or patient's family, in an understandable manner

WORK ETHICS

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures
- Is actively involved in all exams/procedures
- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team

BONE DENSITOMETRY

Pre-rotation Student Requirements: Students have been required to prepare for this rotation by reading corresponding information in the textbook. They should come in with a base knowledge of the goals of this modality. No competency-based evaluations are allowed in this area.

The purpose of this rotation is to introduce the radiography student to the work and educational requirements in Bone Densitometry.

* No competency based evaluation (CBE) are allowed in this modality.

* The supervising staff will determine the extent of the hands-on experience the student will receive

SPECIALIZED ROTATIONAL OBJECTIVES

Specialized Rotational Objectives are marked as “completed”, “not completed” or “no opportunity to complete”. Students do not lose points for unmet objectives however, if a student has failed to complete the majority of the specialized rotational objectives, some action (issuance of infractions or repeating a rotation) may be required.

- Maintain confidentiality of personal and clinical information.
- Participate with the supervising technologist, and other members of the health care team, to provide optimum patient care.
- Communicate appropriately and effectively at all times with patients, families, staff, technologist and physician.
- Provide assistance for the patient before, during and after the exam.
- Ensure patient safety; follow Standard Precautions.
- Prepare the examination room for each patient.
- Discuss the various uses for bone densitometry.
- Identify the two x-ray photon energies used in DXA and discuss the radiation output as compared to conventional radiography.
- Review a standard patient questionnaire and identify the reasoning of the questions within.
- Discuss fracture risk assessment.
- Identify the consequences of osteoporosis.
- Identify some risk factors for osteoporosis.
- Define bone mineral density and (BMD), bone mineral content (BMC)
- Identify the T-score and Z-score and define the significance of these scores.
- Center patient for Lumbar Spine, Bilateral hip or Lateral Vertebral Assessment.

WORK ETHICS

Please assess the following work ethics according to the rubric given. Check the appropriate box.

- **Student reported to assigned area promptly at the beginning of the shift and after breaks.**
Below Average - Timeliness was lacking/ student did not make a consistent effort to report in
Average - Routinely prompt and consistently reporting in.
Good - Was consistently prompt/early and prepared for the shift.
- **Student's professional appearance, demeanor and communication level was appropriate.**
Below Average - Student did not present themselves in a professional manner.
Average - Professional in appearance and demeanor.
Good - Student was professional in appearance, demeanor and speech.
- **Student maintains confidentiality of the patient's personal and clinical information.**
Below Average - Inattentive and/or disengaged. Student did not have a base understanding of this modality and asked few, if any, questions.
Average - Adequate attention and engagement demonstrated. Student appeared to understand the basic goal of this modality and asked some pertinent questions.
Good - Attentive, engaged and inquisitive. Student appeared well prepared for the rotation and asked thoughtful, pertinent questions.

- **Student was prepared for the rotation and asked appropriate questions.**
Below Average - Inattentive and/or disengaged. Student did not have a base understanding of this modality and asked few, if any, questions.
Average - Adequate attention and engagement demonstrated. Student appeared to understand the basic goal of this modality and asked some pertinent questions.
Good - Attentive, engaged and inquisitive. Student appeared well prepared for the rotation and asked thoughtful, pertinent questions.
- **Student displayed enthusiasm for learning**
Below Average - Inattentive and/or disengaged. Student showed a lack of interest for this modality
Average - adequate attention and engagement shown
Good - Student was attentive, engaged and inquisitive.
- **Student participates with the supervising technologist and other members of the health care team to provide optimum patient care.**
Below Average - Inattentive and/or disengaged. Student showed a lack of interest for this modality
Average - adequate attention and engagement shown
Good - Student was attentive, engaged and inquisitive.

Pre-rotation Student Requirements: Students have been required to prepare for this rotation by reading corresponding information in the textbook. They should come in with a base knowledge of the goals of this modality. No competency based evaluations are allowed in this area.

The purpose of this rotation is to introduce the radiography student to the work and educational requirements of Interventional Radiography

* No competency based evaluation (CBE) are allowed in this modality.

* The supervising staff will determine the extent of the hands-on experience the student will receive.

By the end of this rotation the student will meet the following objectives:

SPECIALIZED ROTATIONAL OBJECTIVES

Specialized Rotational Objectives are marked as “completed”, “not completed” or “no opportunity to complete”. Students do not lose points for unmet objectives however, if a student has failed to complete the majority of the specialized rotational objectives, some action (issuance of infractions or repeating a rotation) may be required.

- Describe patient prep, pre-procedures and post procedure considerations.
- Review digital images and identify relevant anatomy.
- Name the common puncture sites for angio and non-angio procedures performed, and why.
- Explain the use of fluoroscopy for exams in IR.
- Identify other imaging modalities that work in/with IR.
- Briefly discuss the role of the radiologic technologist when assisting the physician with diagnostic and interventional procedures.
- Describe the difference in sterile tray set up/supplies for vascular and non-vascular, new placement -vs- replacement/repair.
- Discuss how solutions are labeled, per OSHA guidelines, on a sterile tray.
- Briefly discuss tools available for patient care for vascular intervention or therapeutic angiogram.
- Review various central line placements and their uses.
- Perform proper technique in handling/disposing of items in contact with body fluids.
- Properly handle sharps including scalpels, needles, catheters, guide-wires, sheaths, and syringes-with or without needles.

WORK ETHICS

Please assess the following work ethics according to the rubric given. Check the appropriate box.

- **Student reported to assigned area promptly at the beginning of the shift and after breaks.**
Below Average - Timeliness was lacking/ student did not make a consistent effort to report in
Average - Routinely prompt and consistently reporting in.
Good - Was consistently prompt/early and prepared for the shift.
- **Student's professional appearance, demeanor and communication level was appropriate.**
Below Average - Student did not present themselves in a professional manner.
Average - Professional in appearance and demeanor.
Good - Student was professional in appearance, demeanor and speech.
- **Student maintains confidentiality of the patient's personal and clinical information.**
Below Average - Inattentive and/or disengaged. Student did not have a base understanding of this modality and asked few, if any, questions.
Average - Adequate attention and engagement demonstrated. Student appeared to understand the basic goal of this modality and asked some pertinent questions.
Good - Attentive, engaged and inquisitive. Student appeared well prepared for the rotation and asked thoughtful, pertinent questions.
- **Student was prepared for the rotation and asked appropriate questions.**
Below Average - Inattentive and/or disengaged. Student did not have a base understanding of this modality and asked few, if any, questions.
Average - Adequate attention and engagement demonstrated. Student appeared to understand the basic goal of this modality and asked some pertinent questions.
Good - Attentive, engaged and inquisitive. Student appeared well prepared for the rotation and asked thoughtful, pertinent questions.

- **Student displayed enthusiasm for learning**
Below Average - Inattentive and/or disengaged. Student showed a lack of interest for this modality
Average - adequate attention and engagement shown
Good - Student was attentive, engaged and inquisitive.
- **Student participates with the supervising technologist and other members of the health care team to provide optimum patient care.**
Below Average - Inattentive and/or disengaged. Student showed a lack of interest for this modality
Average - adequate attention and engagement shown
Good - Student was attentive, engaged and inquisitive.

MRI

SEMESTERS IV-V

Pre-rotation Student Requirements: Students have been required to prepare for this rotation by reading corresponding information in the textbook. They should come in with a base knowledge of the goals of this modality. No competency based evaluations are allowed in this area.

The purpose of this rotation is to introduce the radiography student to the work & educational requirements in the Cath Lab

* No competency based evaluation (CBE) are allowed in this modality.

* The supervising staff will determine the extent of the hands-on experience the student will receive.

*Students must have completed the Pre-MRI Assessment for prior to entering the MRI Department.

SPECIALIZED ROTATIONAL OBJECTIVES

Specialized Rotational Objectives are marked as "completed", "not completed" or "no opportunity to complete". Students do not lose points for unmet objectives.

- Maintains confidentiality of personal and clinical information.
- Participate with the supervising technologist and other members of the health care team to provide optimum patient care.
- Identify indications/history that precedes a patient exam.
- Review digital Images and identify anatomy.
- Describe in minimal detail MR imaging protocols.
- Demonstrate a basic knowledge of cross-sectional anatomy
- Describe the duties of the staff in MRI.
- Discuss the educational requirements for working in this imaging modality.
- List contraindications and precautions for patients undergoing MRI examination.
- List the main components of an MRI system.
- Identify some of the advantages and disadvantages of using MRI for diagnostic purposes.
- Identify the various coils (surface and inherent) used in MRI.
- Identify which coils are used for specific anatomy scanned.

WORK ETHICS

Please assess the following work ethics according to the rubric given. Check the appropriate box.

- **Student reported to assigned area promptly at the beginning of the shift and after breaks.**
Below Average - Timeliness was lacking/ student did not make a consistent effort to report in
Average - Routinely prompt and consistently reporting in.
Good - Was consistently prompt/early and prepared for the shift.
- **Student's professional appearance, demeanor and communication level was appropriate.**
Below Average - Student did not present themselves in a professional manner.
Average - Professional in appearance and demeanor.
Good - Student was professional in appearance, demeanor and speech.
- **Student maintains confidentiality of the patient's personal and clinical information.**
Below Average - Inattentive and/or disengaged. Student did not have a base understanding of this modality and asked few, if any, questions.
Average - Adequate attention and engagement demonstrated. Student appeared to understand the basic goal of this modality and asked some pertinent questions.
Good - Attentive, engaged and inquisitive. Student appeared well prepared for the rotation and asked thoughtful, pertinent questions.
- **Student was prepared for the rotation and asked appropriate questions.**
Below Average - Inattentive and/or disengaged. Student did not have a base understanding of this modality and asked few, if any, questions.
Average - Adequate attention and engagement demonstrated. Student appeared to understand the basic goal of this modality and asked some pertinent questions.
Good - Attentive, engaged and inquisitive. Student appeared well prepared for the rotation and asked thoughtful, pertinent questions.

- **Student displayed enthusiasm for learning**
Below Average - Inattentive and/or disengaged. Student showed a lack of interest for this modality
Average - adequate attention and engagement shown
Good - Student was attentive, engaged and inquisitive.
- **Student participates with the supervising technologist and other members of the health care team to provide optimum patient care.**
Below Average - Inattentive and/or disengaged. Student showed a lack of interest for this modality
Average - adequate attention and engagement shown
Good - Student was attentive, engaged and inquisitive.

INTERVENTIONAL RADIOLOGY

The purpose of this rotation is to introduce the radiography student to the work & educational requirements

DATE OF ROTATION _____

SUPERVISING TECHNOLOGIST _____

SITE _____

SIGNATURE _____

PRE-ROTATION STUDENT REQUIREMENTS: Prepare for this rotation by reading corresponding information in the Textbook of Positioning and related Anatomy (Bontrager)

ADDITIONAL INFORMATION:

- No competency based evaluations (CBE's) are required.
- The supervising staff will determine the extent of hands-on experience the student will receive.
- At the completion of the rotation: (rotations broken into sub-categories due to the variety of procedures in all facilities)
 - ① **Initial** below if objectives were successfully met and
 - ② **Assess** the student's overall performance.
 - ③ **Upload** this completed form on the correct Clinical Theory course D2L shell. (student responsibility)

Completed successfully			BASIC OBJECTIVES The student will:
No Opportunity	Yes	No	
			Maintain confidentiality of personal and clinical information.
			Participate with the supervising technologist and other members of the health care team to provide optimum patient care.
			Describe the duties of the staff.
			Discuss the educational requirements for working in this imaging modality.
			Describe patient prep, pre-procedure, and post procedure considerations.

WORK ETHIC ASSESSMENT

Please assess the following work ethics according to the rubric given. Check the appropriate box.

Student reported to assigned area promptly at beginning of shift and after breaks.

Below Average
Timeliness was lacking / student did not make a consistent effort to report in.

Average
Routinely prompt and consistently reported in.

Good
Was consistently early and prepared for the shift.

Student's professional appearance and demeanor was appropriate.

Below Average
Student did not present themselves in a professional manner

Average
Professional in appearance and demeanor.

Good
Attentive , Engaged and Inquisitive

Student was prepared for the rotation and asked appropriate questions.

Below Average
Inattentive and/or Unengaged

Average
Adequate attention and engagement shown.

Good
Attentive , Engaged and Inquisitive

Displayed enthusiasm for learning.

Below Average
Inattentive and/or Unengaged

Average
Adequate attention and engagement shown.

Good
Attentive , Engaged and Inquisitive

Select all specialized objectives that apply

Completed successfully			SPECIALIZED OBJECTIVES (ANGIOGRAPHY/HEART CATHETERIZATION LAB) The student will:
No Opportunity	Yes	No	
			Identify indications/history that precedes a patient coming for a heart angiogram.
			Review digital Images and identify coronary anatomy.
			Name the common puncture sites for procedure performed and why.
			Differentiate between catheters used for angiographic exams and those used for other invasive and noninvasive studies, including draining catheters.
			Verbally describe vessel access technique (needle access) concept to technologists. Site specific: differentiate between Seldinger technique (2 wall) vs. one wall vessel puncture for angiography.
			Explain the use of fluoroscopy for exams and identify the types of contrast medias used for each study.
			Briefly discuss what procedures technologist assist physician's with. Peripheral, electrophysiology, pacemaker and ICD Implants, diagnostic and interventional procedures.
			Briefly discuss tools that are available for patient care in an interventional cardiac case. Examples: PTCA balloons, DES and bare metal stents, filter Wires, thrombectomy catheter, IVUS, FFR, rotablator.
			Discuss the Stemi protocol used in emergent coronary cases.
			Participate in sterile tray set up and distribution of sterile supplies.
			Discuss how solutions are labeled, per OSHA guidelines, on a sterile tray.
			Performs proper technique in handling/disposing of items in contact with body fluids.
			Performs "no recap" and/or "one-handed recap for filling contrast syringes, as mandated by OSHA guidelines.
			Properly handles sharps including scalpels, needles, catheters, guide wires, sheaths, syringes – with or without attached needles.

Completed successfully			SPECIALIZED OBJECTIVES (IR SUITE) The student will:
No Opportunity	Yes	No	
			Briefly discuss what procedures technologists assist physician's with for diagnostic and interventional procedures.
			Briefly discuss tools that are available for patient care for a vascular intervention or therapeutic angiogram.
			Identify other imaging modalities that work in/with IR
			Explain the use of fluoroscopy for exams in IR.
			Name the common puncture sites, for angio and non-angio procedure performed, and why.
			Review various central line placements and their uses.
			Review digital images and identify relevant anatomy.
			Describe the differences in sterile tray set up/supplies for various exams.

			Discuss how solutions are labeled, per OSHA guidelines, on a sterile tray.
			Performs proper technique in handling/disposing of items in contact with body fluids.
			Properly handles sharps including scalpels, needles, catheters, guide wires, sheaths, syringes – with or without attached needles.

Completed successfully			SPECIALIZED OBJECTIVES (ELECTROPHYSIOLOGY) The student will:
No Opportunity	Yes	No	
			Identify indications/history that precedes a patient coming for a permanent pacemaker (PPM).
			Review digital images, identify cardiac anatomy, and identify visible electrophysiology instruments.
			Explain the use of fluoroscopy for exams in the Electrophysiology lab.
			Name the four chambers of the heart and briefly describe the role each chamber plays in normal blood circulation.
			AV Node, Bundle Branches, His Bundle, Purkinje Fibers, SA Node – Those are the major points of interest in the heart's electrical system. Put them in the correct order of normal conduction and describe where they are and what they do.
			From a technologist's perspective, briefly discuss the differences between setting up for an implantable loop recorder VS a device (PPM/ICD) VS an ablation.
			Describe the differences in functions between these three devices: Implantable Loop Recorder (ILR), Permanent Pacemaker (PPM), and Implantable Cardiac Defibrillator (ICD).
			In a typical, dual chamber pacemaker implant, where do the two pacemaker leads get attached in the heart? If a third lead is necessary, why might that be, and where does the third lead go?
			There are two common methods for a doctor to get access to the left side of the heart during a pulmonary vein isolation (PVI). How do they get to the Left Atrium? How do they get to the Left Ventricle?
			Discuss how solutions are labeled, per OSHA guidelines, on a sterile tray.
			Performs proper technique in handling/disposing of items in contact with body fluids.
			Performs "no recap" and/or "one-handed recap" for filling contrast syringes, as mandated by OSHA guidelines.
			Properly handles sharps, including scalpels, needles, catheters, guide wires, sheaths, syringes – with or without attached needles.

CLINICAL V CLINICAL ASSESSMENT AND ROTATIONAL OBJECTIVES

MAJOR COURSE OBJECTIVE:

1. Exhibit a high level of professionalism.
2. Demonstrate independence and leadership skills in imaging.
3. Use critical thinking skills to adapt to challenges in varying clinical situations.

RUBRIC FOR CLINICAL V SKILL SETS

EXCELLENT. OFTEN EXCEEDS EXPECTATIONS. The following statements may fit the achievement:

Technical Skills: Performs all aspects of the exam with proficiency and independence. Applies theoretic knowledge to work performance.

Patient Care Skills: Quality of Care stands out. Adheres to professional standards and conduct.

Communication:

- Consistently communicates throughout an entire exam.
- Shows confidence in acquiring proper patient information and explanation of exam.

Professionalism/Work Ethic

- Consistently high performance under appropriate supervision. Retains and recalls information and shows organization in approach
- Adapts well to protocols and policies.
- Work is consistently accurate and image quality is consistently excellent.
- Shows a high level of motivation and initiative. Self-directed.
- Demonstrates confidence
- Consistently takes the lead in maintaining workflow rather than simply following instructions from the technologists.
- Follows instructions with a positive attitude towards teamwork.
- Shows exemplary teamwork during imaging procedures and department activities.

Critical Thinking/Situational Assessment:

- Able to assess situational needs and adapts effortlessly to meet them.
- Demonstrates a logic in approach/performance

ADEQUATE PERFORMANCE. MEETS EXPECTATIONS. The following statements may fit the achievement:

Technical Skills: Performs most exams independently with minor assistance completing more difficult procedures. Applies theory to practice in most cases.

Patient Care Skills: Adheres to professional standards and conduct.

Communication:

- Appears comfortable carrying a conversation.
- Able to ask appropriate information and explain procedures, using appropriate language.

Professionalism/Work Ethic

- Works well with appropriate supervision. Retains information and performs appropriately.
- Compliant with protocols, policies.
- Work is accurate and image quality is good
- Shows motivation and needs little direction.
- Shows confidence.
- Takes the lead on some exams however comfort level lies in following instructions rather than leading.
- Makes an effort to work as a team member during imaging procedures and department activities.

Critical Thinking/Situational Assessment:

- Shows progress in assessing/adapting to situations

BELOW EXPECTATIONS /UNACCEPTABLE. The following statements may fit the achievement:

Technical Skills: Unsure of reasons behind specific steps/tasks when completing procedure. Often missed steps or performed with lack of accuracy.

Patient Care Skills: Often ignores rights of others, lacks respect/sensitivity/compassion or displays a negative attitude.

Communication:

- Uncomfortable with conversations, avoids communication.
- Uses improper language when communicating.
- Often fails to ask appropriate information or is unaware of what to ask.

Professionalism/Work Ethic

- Requires total supervision with repetitive instruction. Lacks retention of information.
- Often non-compliant with protocols, policies.
- Work is often inaccurate and image quality is poor
- Often lacks in motivation seeking responsible assignments. Lacks self-direction.
- Often lacking in confidence or confidence is out of proportion with actual skills.
- Inefficient performance

Critical Thinking/Situational Assessment:

- Doesn't adapt/discriminate well.
- Lack of logical reasoning when performing.

FLUOROSCOPY

TECHNICAL SKILLS

Those skills that involve the application of theoretic knowledge to work performance

- **During this rotation, the student has demonstrated the following objectives:**
 - Capable processing an image; able to adapt to equipment variations and department protocols.
 - Masters selection of technical factors for adults, pediatrics, geriatrics.
 - Masters equipment operation.
 - Locates and Utilizes accessory items as applicable
 - Follows medical/legal guidelines for appropriate identification on image prior to exposure.
 - Identifies normal anatomy on Image
 - Adept in assessing image for diagnostic quality. Masters knowledge of normal anatomy as well as technical qualities necessary for proper imaging.
 - Completes exams/tasks in a timely fashion
 - Takes responsibility for keeping room stocked, cleaned and in operating condition throughout shift.
 - Competent managing workflow in assigned area.
 - Takes a leadership role in performing patient examinations.
 - Operates equipment using high safety standards (radiation safety and other) in technique and positioning skills.

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance:

- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity

- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

COMMUNICATION SKILLS

Use of effective communications, both verbal and nonverbal

- Obtains accurate and complete patient history using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Explains exam, to patients and/or patient's family, in an understandable manner
- Completes pre-procedure interview as per facility standards
- Takes responsibility to communicate with the patient throughout the entire procedure
- Offers post-procedure instructions to patient and family if applicable

WORK ETHIC

Those skills and habits that are expected of a health care professional

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures.
- Takes on the leadership role in all exams/procedures.
- Is actively involved in all exams/procedures
- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team
- Maintains ethical behavior dealing with patient privacy and rights.

FLUOROSCOPY SPECIALIZED OBJECTIVES

During this rotation, the student has demonstrated the following objectives:

- Takes responsibility for workflow in, and preparation of, the examination room.
- Assesses the patient and record clinical history and charts appropriately.
- Follows HIPAA standards for patient privacy and confidentiality.
- Masters operation of fluoroscopy and overhead imaging equipment.
- Demonstrates competency in the principles of radiation protection standards.
- Adapts procedures to meet age-specific, disease-specific and cultural needs of patients.
- Selects technical factors to produce quality, diagnostic images.
- Demonstrates the principles of transferring, positioning and immobilizing patients.
- Handles IV, O₂, catheters, and sharps properly.
- Performs proper technique in handling/disposing items in contact with body fluids, applying standards of transmission-based precautions.
- Assists patients with toileting needs.
- Applies the appropriate medical aseptic and sterile technique.
- Independent performance of Upper and Lower GI studies.
- Independent performance of miscellaneous fluoroscopic procedures/injections.
- Communicates patient/exam specific information with the radiologist.

GENERAL

TECHNICAL SKILLS

Those skills that involve the application of theoretic knowledge to work performance

- **During this rotation, the student has demonstrated the following objectives:**
 - Capable processing an image; able to adapt to equipment variations and department protocols.
 - Masters selection of technical factors for adults, pediatrics, geriatrics.
 - Masters equipment operation.
 - Locates and Utilizes accessory items as applicable
 - Follows medical/legal guidelines for appropriate identification on image prior to exposure.
 - Identifies normal anatomy on Image
 - Adept in assessing image for diagnostic quality. Masters knowledge of normal anatomy as well as technical qualities necessary for proper imaging.
 - Completes exams/tasks in a timely fashion
 - Takes responsibility for keeping room stocked, cleaned and in operating condition throughout shift.
 - Competent managing workflow in assigned area.
 - Takes a leadership role in performing patient examinations.
 - Operates equipment using high safety standards (radiation safety and other) in technique and positioning skills.

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance:

- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity

Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics

- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics
- Demonstrates ability in limiting radiation exposure to patients, self and other members of the healthcare team by knowledge of protocols, equipment and technical settings
- Assumes responsibility for the patient's comfort.
- Anticipates the needs of the patient
- Cares for the personal needs and hygiene of the patient pre- and post- exam as well as during the exam.
- Respectful of patient's privacy and belongings.

COMMUNICATION SKILLS

Use of effective communications, both verbal and nonverbal

- Obtains accurate and complete patient history using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Explains exam, to patients and/or patient's family, in an understandable manner
- Completes pre-procedure interview as per facility standards
- Takes responsibility to communicate with the patient throughout the entire procedure
- Offers post-procedure instructions to patient and family if applicable

WORK ETHIC

Those skills and habits that are expected of a health care professional

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures.
- Takes on the leadership role in all exams/procedures.
- Is actively involved in all exams/procedures
- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team
- Maintains ethical behavior dealing with patient privacy and rights.
- Maintains ethical behavior dealing with patient privacy and rights.

GENERAL SPECIALIZED OBJECTIVES

During this rotation, the student has demonstrated the following objectives:

- Takes responsibility for workflow in, and preparation of the examination room.
- Assesses the patient and record clinical history and charts appropriately.
- Follows HIPAA standards for patient privacy and confidentiality.
- Operates equipment safely
- Demonstrates competency in the principles of radiation protection standards.
- Adapts procedures to meet age-specific, disease-specific and cultural needs of patients.
- Selects technical factors to produce quality, diagnostic images.
- Demonstrates the principles of transferring, positioning and immobilizing patients.
- Handles IV, O₂, catheters, and sharps properly.
- Performs proper technique in handling/disposing items in contact with body fluids, applying standards and transmission-based precautions.
- Independent performance of chest and thorax imaging.
- Independent performance of abdomen and spine imaging.
- Independent performance of extremity imaging.
- Independent performance of skull and facial imaging.
- Independent performance of Geriatric and Pediatric imaging.
- Determines corrective measures to improve inadequate images.

WEEKEND/PM

TECHNICAL SKILLS

Those skills that involve the application of theoretic knowledge to work performance

- **During this rotation, the student has demonstrated the following objectives:**
 - Capable processing an image; able to adapt to equipment variations and department protocols.
 - Masters selection of technical factors for adults, pediatrics, geriatrics.
 - Masters equipment operation.
 - Locates and Utilizes accessory items as applicable
 - Follows medical/legal guidelines for appropriate identification on image prior to exposure.
 - Identifies normal anatomy on Image
 - Adept in assessing image for diagnostic quality. Masters knowledge of normal anatomy as well as technical qualities necessary for proper imaging.
 - Completes exams/tasks in a timely fashion
 - Takes responsibility for keeping room stocked, cleaned and in operating condition throughout shift.
 - Competent managing workflow in assigned area.
 - Takes a leadership role in performing patient examinations.
 - Operates equipment using high safety standards (radiation safety and other) in technique and positioning skills.

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance:

- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity

Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics

- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics
- Demonstrates ability in limiting radiation exposure to patients, self and other members of the healthcare team by knowledge of protocols, equipment and technical settings
- Assumes responsibility for the patient's comfort.
- Anticipates the needs of the patient
- Cares for the personal needs and hygiene of the patient pre- and post- exam as well as during the exam.
- Respectful of patient's privacy and belongings.

COMMUNICATION SKILLS

Use of effective communications, both verbal and nonverbal

- Obtains accurate and complete patient history using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Explains exam, to patients and/or patient's family, in an understandable manner
- Completes pre-procedure interview as per facility standards
- Takes responsibility to communicate with the patient throughout the entire procedure
- Offers post-procedure instructions to patient and family if applicable

WORK ETHIC

Those skills and habits that are expected of a health care professional

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures.
- Takes on the leadership role in all exams/procedures.
- Is actively involved in all exams/procedures
- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team
- Maintains ethical behavior dealing with patient privacy and rights.

WEEKEND/PM SPECIALIZED OBJECTIVES

During this rotation, the student has demonstrated the following objectives:

- Takes responsibility for workflow in, and preparation of, the examination room.
- Assesses the patient and record clinical history and charts appropriately.
- Follows HIPAA standards for patient privacy and confidentiality.
- Operates equipment safely
- Demonstrates competency in the principles of radiation protection standards.
- Masters selection of exposure factors for non-trauma, trauma cases, cast/non-cast. etc.

- Determines corrective measures to improve inadequate images.
- Demonstrates the principles of transferring, positioning and immobilizing patients.
- Handles IV, O2, catheters, and sharps properly.
- Performs proper technique in handling/disposing items in contact with body fluids and applies standards of transmission-based precautions.
- Independent performance of trauma radiography.
- Independent performance of non-trauma imaging procedures.
- Independent performance of specialized orthopedic imaging procedures.
- Independent performance of pediatric and geriatric imaging procedures

PORTABLE

TECHNICAL SKILLS

Those skills that involve the application of theoretic knowledge to work performance

- **During this rotation, the student has demonstrated the following objectives:**
 - Capable processing an image; able to adapt to equipment variations and department protocols.
 - Masters selection of technical factors for adults, pediatrics, geriatrics.
 - Masters equipment operation.
 - Locates and Utilizes accessory items as applicable
 - Follows medical/legal guidelines for appropriate identification on image prior to exposure.
 - Identifies normal anatomy on Image
 - Adept in assessing image for diagnostic quality. Masters knowledge of normal anatomy as well as technical qualities necessary for proper imaging.
 - Completes exams/tasks in a timely fashion
 - Takes responsibility for keeping room stocked, cleaned and in operating condition throughout shift.
 - Competent managing workflow in assigned area.
 - Takes a leadership role in performing patient examinations.
 - Operates equipment using high safety standards (radiation safety and other) in technique and positioning skills.

CRITICAL THINKING SKILLS

Those skills that involve the application of theoretic knowledge to work performance:

- Evaluates patient's condition and adjusts for changes in body habitus, pathology, injury, etc
- Evaluates image to determine if adjustments are required in positioning or image quality
- Anticipates the needs of the lead technologist/radiologist
- Adapts to changes in technique, protocol, equipment
- Organizes thoughts/work tasks to accomplish exam/procedure without jeopardizing patient care

PATIENT CARE SKILLS

Using knowledge and skills to accommodate patient needs and maintain patient dignity

Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics

- Protects the patient's right to quality care by following HIPAA guidelines and the ARRT Standards and Rules of Ethics
- Demonstrates ability in limiting radiation exposure to patients, self and other members of the healthcare team by knowledge of protocols, equipment and technical settings
- Assumes responsibility for the patient's comfort.
- Anticipates the needs of the patient
- Cares for the personal needs and hygiene of the patient pre- and post- exam as well as during the exam.
- Respectful of patient's privacy and belongings.

COMMUNICATION SKILLS

Use of effective communications, both verbal and nonverbal

- Obtains accurate and complete patient history using objective and subjective skills
- Interacts with peers, healthcare team and the public in a professional, respectful manner
- Explains exam, to patients and/or patient's family, in an understandable manner
- Completes pre-procedure interview as per facility standards
- Takes responsibility to communicate with the patient throughout the entire procedure
- Offers post-procedure instructions to patient and family if applicable

WORK ETHIC

Those skills and habits that are expected of a health care professional

- Proves dependability by maintaining punctuality and being accessible in scheduled area. Includes beginning of shift, throughout shift and returning from breaks
- Demonstrates preparedness by keeping up-to-date with departmental protocols and current Radiologic procedures.
- Takes on the leadership role in all exams/procedures.
- Is actively involved in all exams/procedures
- Responsible for self-directed work
- Accepts responsibility for equipment operation, cleanliness, and supplies in the assigned examination room
- Adheres to department protocols
- Ability to work as part of a team

PORTABLE SPECIALIZED OBJECTIVES

During this rotation, the student has demonstrated the following objectives:

- Independently prepares patient room for procedures and maneuvers portable machine properly while caring for O2, IV tubing and other equipment/supplies within the patient's room/area.
- Assesses the patient and record clinical history and charts appropriately.
- Follows HIPAA standards for patient privacy and confidentiality.
- Operates equipment safely
- Demonstrates proper Radiation Safety methods for hospital staff/personnel. Asks non-essential personnel to step away from area during exposure or provides shielding prior to exposure.
- Masters selection of exposure factors while adapting for variables.
- Determines corrective measures to improve inadequate images.
- Masters the angle of CR and IR orientation for all procedures.
- Demonstrates proper Radiation Safety methods for self (includes maximizing Time, Distance and Shielding).
- Demonstrates the principles of transferring, positioning and immobilizing patients.
- Handles IV, O2, catheters, and sharps properly.
- Performs proper technique in handling/disposing items in contact with body fluids and applies standards of transmission-based precautions.
- Independent performance of trauma radiography.
- Independent performance of non-trauma imaging procedures.

PROFESSIONAL ACTIVITIES POLICY

Professional growth is important in the field of Radiologic Technology. The field is constantly changing and we, as professionals must stay current. Therefore, radiology students will be required to participate in activities that promote the profession and increase personal professional **development** and **growth** on a yearly basis.

Due:

- **Status check:** Summer: Mid-July. Submit original copy to the Clinical Coordinator. Professional activities must be started but no specific number of events is required.
- **Final Submission:** 2nd Year: May. Submit original copy to D2L.
- **CONTINUING EDUCATION - PROFESSIONAL GROWTH**

Six hours of continuing education activities are required. Acceptable activities include, but are not limited to:

- LSC Student Success Day Educational Event
- MSRT Fall Conference
- Hospital/Departmental continuing education seminar
- ARRT Journal CE Directed Reading (Journals in classroom and LSC Library)
 - Read Article and complete the associated CE quiz.
 - Submit a copy of the article and your completed quiz along with the Professional Activities Form
- MNSRT Student Bowl – 1st year attendance is elective and will count as 3 hours of Continued Education. 2nd year attendance is mandatory and is in addition to the required Continuing Education requirements.

PROFESSIONAL VOLUNTEERISM - includes Promotion of Program, Career or Campus

Four hours of professional volunteerism is required. Acceptable activities include, but are not limited to:

- Lake Superior College Open House/Healthcare Career Night
 - Schedule with Program Director
 - Setup of presentation, talk with potential students about program and field. Explain technology and radiographic images on display. Breakdown and clean up as well.
- New Student Orientation
 - Schedule with Program Director
 - PD will assign a specific task
- Radiologic Technology Week presentation
 - Prepare a display for Radiologic Technology Week.
 - Design and content must be approved by program advisor.
- RadT club Activity
- Social Diversity Project / Activity - (pre-approval from program advisor required)
- Service Learning Project – Mentoring (pre-approval from program advisor required)
- High-school or community presentations related to Medical Imaging - (pre-approval from program advisor required)

Clinical Hours and Professional Activities

Students who are scheduled in Clinical Radiography during any of the professional activities listed above will be excused so he/she may participate however, this time must be made up during the sixteenth week of the term. Contact the clinical instructor to arrange this. State level professional events will not require make up time but must be pre-approved.

Required form is available on the e-campus Clinical Radiography page.

CLINICAL AFFILIATION SITE PAGES

Clinical Site	Clinical Preceptor	Clinical Site	Clinical Preceptor
Big Fork Valley 258 Pine Tree Drive Big Fork, MN 56628	Cindy Aultman, R.T.(R) caultman@bigforkvalley.org 218-743-3177	St. Luke's Regional Trauma Ctr 915 E 1 st St Duluth, MN 55805	Dinah Johnson, R.T.(R)(M) dinah.johnson@isc.edu Dept. 218-249-5222 Direct CI: 218-249-3002
Cuyuna Regional Medical Ctr 320 E Main Crosby, MN 56441	Kara Stechnij, R.T.(R)(M) kara.stechnij@cuyunamed.org 218-546-7000 EXT. 2158	Community Memorial Hospital 512 Skyline Blvd Cloquet, MN 55720	Sarah Peterson R.T.(R)(M) Speterson2@cmhmn.org 218-878-7040
Essentia Health Deer River 115 10 th Ave. NE Deer River, MN 56636	Abe Latvala, R.T.(R)(CT) Abram.latvala@essentiahealth.org 218-246-4433	Essentia Health Duluth Clinic 400 East Third Street Duluth, MN 55805	Dinah Johnson, R.T.(R) Dinah.johnson@isc.edu 1 st Street: 218-786-3729 3 rd Street: 218-786-3363
Essentia Health – St. Joseph's Hospital & Baxter Clinic 13060 Isle Dr, Baxter, MN 56425.– Clinic 523 N 3 rd St– Hospital Brainerd, MN 56401	Nicholas Ferry R.T.(R) Nicholas.Ferry@essentiahealth.org Matt Windorski, R.T.(R)(CT) matt.windorski@essentiahealth.org 218-822-3964 (Work Area) Jane Stocco, R.T.(R) Jane.stocco@essentiahealth.org	Essentia Health St. Mary's Medical Center 407 E 3 rd Street Duluth, MN 55805	Dinah Johnson, R.T.(R)(M) dinah.johnson@isc.edu
Essentia Health St. Mary's – Superior 3500 Tower Ave Superior, WI 54480	Kendra Perry, R.T.(R) kendra.perry@essentiahealth.org 715-817-7600	Essentia Health-Virginia Hospital 901 9 th St. N Virginia, MN 55792	Briana Kwiatkowski R.T. (R) briana.kwiatkowski@essentiahealth.org
Fairview Range Medical Center 750 E 34 th Street Hibbing, MN 55746	Celina Saari, R.T.(R)(CT) Celina.saari@fairview.org 218-262-4881 or 218-262-6626	Welia Health System 301 South Highway 65 Mora, MN 55051	Gabe Peck, R.T.(R)(CT) gpeck@welia.org 320-679-1212 - Hospital 320-679-1313 - Clinic
Grand Itasca Clinic and Hospital 1600 Golf Course Rd Grand Rapids, MN 55744	Taylor How, R.T.(R)(CT) Taylor.how@fairview.org 218-999-1643	Sanford Bemidji Health Systems 1233 34 th St NW Bemidji, MN 56601	Rebecca Meisner, R.T.(R)(ARRT) Rebecca.Meisner@sanfordhealth.org
Lakeview Hospital 325 11 th Ave Two Harbors, MN 55616	Krista Falk R.T.(R) kfalk@slhduluth.com 218-834-7300	Tamarack Health 1615 Maple Lane Ashland, WI 54806	Jamie Beeksma, R.T.(R) jibeeksma@tamarackhealth.org 715-685-5383
Essentia Health Moose Lake 4572 Cty Rd 61 Moose Lake, MN 55767	Shelby Thorp, R.T.(R)(M)(CT) Shelby.thorp@EssentiaHealth.org 218-485-5578	Riverwood Healthcare Ctr 200 Bunker Hill Dr Aitkin, MN 56431	Tess Lange, R.T.(R)(CT) tlange@rwhealth.org 218-927-5573

<p>Big Fork Valley Hospital 258 Pine Tree Drive Big Fork, MN 56628 Switchboard: 218-246-2900 Work Area: 218-743-4132</p> <p>CP: Cindy Aultman, R.T.(R) caultman@bigforkvalley.org</p>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid color undershirt acceptable
	<p>ID BADGE:</p> <p><input type="checkbox"/> Site ID Badge is required and will be issued upon arrival to clinical.</p>
	<p>SITE ORIENTATION:</p> <p><input type="checkbox"/> Contact CP in July. Department tour will be arranged.</p> <p><input type="checkbox"/> Standard SLH General Hospital Orientation.</p>
	<p>TRAJCSYS ACCESS:</p> <p><input type="checkbox"/> In Radiology Department</p>
	<p>PARKING:</p> <p><input checked="" type="checkbox"/> Employee Parking Lot.</p> <p>ON-SITE LOCKER WILL BE ASSIGNED</p>

<p>Community Memorial Hospital 512 Skyline Boulevard Cloquet, MN 55720</p> <p>Work Area:218-878-7040 CP: Sarah Peterson R.T.(R)(M) Speterson2@cmhmn.org</p>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Scrubs-navy lab coat optional • Solid colored undershirt acceptable
	<p>ID Badge:</p> <ul style="list-style-type: none"> • LSC issued photo ID.
	<p>Site Orientation:</p> <ul style="list-style-type: none"> • Department tour will be arranged on first day.
	<p>Trajecsyst Access:</p> <ul style="list-style-type: none"> • Any department computer.
	<p>Parking:</p> <ul style="list-style-type: none"> • Anywhere in the back of the facility. Three doors to enter through. <p>ON SITE LOCKER AVAILABLE FOR STORAGE OF BELONGINGS.</p>

<p>Cuyuna Regional Medical Center 320 East Main Crosby, Minnesota 56441 Switchboard: 218-546-7000 Ext 2158 Work Area: 218-546-2317 CP: Kara Stechnij, R.T.(R) kara.stechnij@cuyunamed.org</p> <div style="border: 2px solid black; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p>Bring copies to CP prior to clinical start :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immunization records <input type="checkbox"/> CPR card <input type="checkbox"/> Background clearance </div>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Black - black lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <p><input type="checkbox"/> Photo ID badge will be issued at orientation. This ID must be turned in upon exit from the program.</p>
	<p>SITE ORIENTATION:</p> <p><input type="checkbox"/> Contact CP in July. Orientation will be held 1st day of fall clinical</p>
	<p>TRAJCSYS ACCESS:</p> <p><input type="checkbox"/> Any department computer</p>
	<p>PARKING:</p> <p><input type="checkbox"/> Across from the hospital next to the Crosby Eye Clinic.</p> <p>ON-SITE LOCKER WILL BE ASSIGNED. BRING YOUR OWN LOCK.</p>

<p>Essentia Health Deer River 115 10th Ave. NE Deer River, MN 56636 Switchboard: 218-246-2900 Work Area: 218-246-4433 CP: 218-246-4433 CP: Abe Latvala, R.T.(R)(CT) Abram.latvala@essentiahealth.org</p>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <p><input type="checkbox"/> Site ID Badge required. Contact Kacey Holt 218-246-3056 before start of clinical radiography. This ID must be turned in upon exit from the program.</p>
	<p>SITE ORIENTATION:</p> <p><input type="checkbox"/> Contact CP in July. Department tour will be arranged.</p>
	<p>TRAJCSYS ACCESS:</p> <p><input type="checkbox"/> In Radiology Department</p>
	<p>PARKING:</p> <p><input type="checkbox"/> Main parking lot SE</p> <p>ON-SITE LOCKER WILL BE ASSIGNED</p>

<p>Essentia Health Duluth Clinic 420 East 1st Street Duluth, MN 55805 Switchboard: 218-786-8364 1st Street: 218-786-3729 3rd Street: 218-786-3363 CP :Dinah Johnson, R.T.(R) Dinah.johnson@lsc.edu</p>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <p><input type="checkbox"/> Site ID is required and will be issued the first day of clinical. Bring \$10, for site ID, the first day of clinical. This ID must be turned in upon exit from the program. \$5 will be refunded at turn in.</p>
	<p>SITE ORIENTATION:</p> <p><input type="checkbox"/> Department tour will be arranged the first day of clinical.</p>
	<p>TRAJESYS ACCESS:</p> <p><input type="checkbox"/> Any department computer</p>
	<p>PARKING:</p> <p><input type="checkbox"/> Calendar and metered street parking. 1st street ramp available for \$2.00/day. Fitger's ramp available for \$10/mo.</p> <p>ON-SITE LOCKER WILL BE ASSIGNED.</p>

<p>Essentia Health St. Joseph's Med Ctr 523 North Third Street Brainerd, MN 56401 Switchboard: 218-828-7660 Work Area: 218-822-3964 CP: Nick Ferry R.T.(R) Nicholas.Ferry@essentiahealth.org Matt Windorski, R.T.(R)(CT) matt.windorski@essentiahealth.org</p> <div style="border: 2px solid black; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p>Bring copies to CP prior to clinical start:</p> <ul style="list-style-type: none"> • Immunization records • CPR card • Background clearance </div> <p>Baxter Clinic Jane Stocco, R.T.(R) Jane.stocco@essentiahealth.org</p>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Black or Orchid - black/orchid lab coat optional • Solid undershirt acceptable
	<p>ID BADGE:</p> <p><input type="checkbox"/> HR will issue a badge on the first day of clinical. This ID must be turned in upon exit from the program.</p>
	<p>SITE ORIENTATION:</p> <p><input type="checkbox"/> Contact the CP in July to arrange.</p>
	<p>TRAJESYS ACCESS:</p> <p><input type="checkbox"/> Any department computer, usually in the Traumex room.</p>
	<p>PARKING:</p> <p><input type="checkbox"/> Across from the hospital next to the Crosby Eye Clinic.</p> <p>ON-SITE LOCKER WILL BE ASSIGNED. BRING YOUR OWN LOCK.</p>

<p>Essentia Health St. Mary's Medical Center 407 East Third Street Duluth, MN 55805 Switchboard: 218-786-4000 Work Area: 218-786-4856 CP: Dinah Johnson, R.T.(R)(M) dinah.johnson@lsc.edu</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p>Bring copies to CP prior to clinical start :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immunization records <input type="checkbox"/> CPR card <input type="checkbox"/> Background clearance </div>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site ID is required and will be issued the first day of clinical. Bring \$10, for site ID, the first day of clinical. This ID must be turned in upon exit from the program. \$5 will be refunded at turn in.
	<p>SITE ORIENTATION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Department tour will be arranged the first day of clinical.
	<p>TRAJCSYS ACCESS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> QC area of department
	<p>PARKING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Calendar and metered street parking. 1st street ramp available for \$2.00/day. Fitger's ramp available for \$10/mo. <p>ON-SITE LOCKER WILL BE ASSIGNED. BRING YOUR OWN LOCK</p>

<p>Essentia Health St. Mary's – Superior 3500 Tower Avenue Superior, WI 54480 Switchboard: 715-817-7000 Work Area: 715-817-7600 CP: Kendra Perry, R.T. (R) kendra.perry@essentiahealth.org</p>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> LSC ID Badge
	<p>SITE ORIENTATION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Department tour will be arranged the first day of clinical.
	<p>TRAJCSYS ACCESS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Main Tech room or front office
	<p>PARKING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any general lot on site. <p>ON-SITE LOCKER WILL BE ASSIGNED.</p>

<p>Essentia Health- Virginia Hospital 901 9th Street North Virginia, MN 55792 Work Area: 218-749-9463 CP Desk: 218-749-9463</p> <p>CP: Briana Kwiatkowski R.T.(R) Briana.kwiatkowski@essentiahealth.org</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin-top: 20px;"> <p>Bring copies to CP prior to clinical start :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immunization records <input type="checkbox"/> CPR card <input type="checkbox"/> Background clearance </div>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <p><input type="checkbox"/> Site ID is required and will be issued the first day of clinical. Bring \$10, for site ID, the first day of clinical. This ID must be turned in upon exit from the program</p>
	<p>SITE ORIENTATION:</p> <p><input type="checkbox"/> Contact CP in July. Department tour will be arranged the first day of clinical.</p>
	<p>TRAJCSYS ACCESS:</p> <p><input type="checkbox"/> Technologist break room and in the Department.</p>
	<p>PARKING:</p> <p><input type="checkbox"/> Street parking/parking lot</p> <p>ON-SITE LOCKER WILL BE ASSIGNED. Please bring your own lock.</p>

<p>Fairview Range Medical Center 750 East 34th Street Hibbing, MN 55746 Switchboard: 218-262-4881 or 218-362-6626</p> <p>CP: Celina Saari, R.T.(R) Celina.saari@fairview.org 218-262-4881 or 218-362-6626</p>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <p><input type="checkbox"/> Site ID is required and will be issued the first day of clinical. This ID must be turned in upon exit from the program.</p>
	<p>SITE ORIENTATION:</p> <p><input type="checkbox"/> Department tour will be arranged the first day of clinical.</p>
	<p>TRAJCSYS ACCESS:</p> <p><input type="checkbox"/> Specific computer assigned.</p>
	<p>PARKING:</p> <p><input type="checkbox"/> South lot.</p> <p>ON-SITE LOCKER WILL BE ASSIGNED. BRING YOUR OWN LOCK</p>

<p>Welia 301 South Highway 65 Mora, MN 55051</p> <p>320-679-1212 - Hospital 320-679-1313 - Clinic</p> <p>CP: Gabe Peck, R.T.(R)(CT) gpeck@welia.org</p> <p>320-679-1212 - Hospital 320-679-1313 - Clinic</p>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <p><input type="checkbox"/> Site ID Badge required. This ID must be turned in upon exit from the program.</p>
	<p>SITE ORIENTATION:</p> <p><input type="checkbox"/> Contact CI in July. Department tour will be arranged.</p>
	<p>TRAJESYS ACCESS:</p> <p><input checked="" type="checkbox"/> Student will be issued a network ID and can log into any computer. Excellian: Student will need to provide SS#, name, middle initial, and DOB for access to Excellian (EMR) one month prior to first day.</p>
	<p>PARKING:</p> <p><input type="checkbox"/> Must park in designated staff parking areas.</p> <p>ON-SITE LOCKER WILL BE ASSIGNED</p>

<p>Grand Itasca/Fairview Clinic and Hospital 1601 Golf Course Road Grand Rapids, MN 55744 Radiology Work Room: 218-999-1643 Switchboard: 218-326-3401 Work Area : 218-999-1643 CP : 218-999-1655</p> <p>Taylor How, R.T.(R)(CT) Taylor.How@fairview.org</p> <p>DRESS CODE:</p> <div style="border: 2px solid black; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p>Bring copies to CP prior to clinical start</p> <ul style="list-style-type: none"> • Immunization records • CPR card • Background clearance </div>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid white or black undershirt acceptable
	<p>ID BADGE:</p> <p><input type="checkbox"/> Site ID is required. Issued ID must be turned in upon exit from the program.</p>
	<p>SITE ORIENTATION:</p> <p><input type="checkbox"/> Contact the CP in June. Orientation will be set up during the summer before the semester begins. Orientation is the 3rd Monday of July.</p>
	<p>TRAJESYS ACCESS:</p> <p><input checked="" type="checkbox"/> Main work area.</p>
	<p>PARKING:</p> <p><input type="checkbox"/> Employee parking lot.</p> <p>ON-SITE LOCKER WILL BE ASSIGNED. BRING YOUR OWN LOCK</p>

<p>Lake View Hospital 325 11th Avenue Two Harbors, MN 55616 Switchboard : 218-834-7300 Work Area : 218-834-7386 CP: Krista Falk, R.T.(R)(CT) Krista.falk@slhduluth.com</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin-top: 20px;"> <p>Bring copies to CP prior to clinical start:</p> <ul style="list-style-type: none"> • Immunization records • CPR card • Background clearance </div>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <p><input type="checkbox"/> Site ID is required. Student gets photo the first day and badge within 1-2 days after</p>
	<p>SITE ORIENTATION:</p> <p><input type="checkbox"/> 1st day of clinical</p>
	<p>TRAJCSYS ACCESS:</p> <p><input type="checkbox"/> They can use the computer in our Control Room.</p>
	<p>PARKING:</p> <p><input type="checkbox"/> Students will park in Lot C</p>

<p>Tamarack Health 1615 Maple Lane Ashland, WI 54806 Switchboard : 715-685-5500 Work Area : 715-685-5383 CP: Jamie Beeksma, R.T.(R) jibeeksma@tamarackhealth.org</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin-top: 20px;"> <p>Bring copies to CP prior to clinical start :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immunization records <input type="checkbox"/> CPR card <input type="checkbox"/> Background clearance </div>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid colored scrub - solid colored lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <p><input type="checkbox"/> Site ID is required. Issued ID must be turned in upon exit from the program.</p>
	<p>SITE ORIENTATION:</p> <p><input type="checkbox"/> Contact the CP in July to arrange.</p>
	<p>TRAJCSYS ACCESS:</p> <p><input type="checkbox"/> Back of Radiology office or in tech work area.</p>
	<p>PARKING:</p> <p><input type="checkbox"/> Back parking lot in the white stripe area. (MMC)</p> <p>ON-SITE LOCKER WILL BE ASSIGNED. BRING YOUR OWN LOCK</p>

<p>Essentia Health-Moose Lake 4572 County Road 61 Moose Lake, MN 55767 Switchboard: 218-485-4481 Work Area: 218-485-5578 CP: Shelby Thorp, R.T.(R)(M)(CT)</p> <p>Shelby.thorp@essentiahealth.org</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p>Bring copies to CP prior to clinical start :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immunization records <input type="checkbox"/> CPR card <input type="checkbox"/> Background clearance </div>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> LSC ID Badge.
	<p>SITE ORIENTATION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the CP in July to arrange HIPAA info.
	<p>TRAJCSYS ACCESS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any Imaging Department computer – 2 department computers at Gateway Clinic
	<p>PARKING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lot across from Out Patient Entrance (Hospital)Employee lot (Clinic) <p>ON-SITE LOCKER WILL BE ASSIGNED. BRING YOUR OWN LOCK</p>

<p>Riverwood Healthcare Center 200 Bunker Hill Drive Aitkin, MN 56431 Switchboard : 218-927-2121 Work Area : 218-927-5573 CP : Tess Lange, R.T. (R)(CT)</p> <p>tlange@rwhealth.org</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p>Bring copies to CP prior to clinical start :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immunization records <input type="checkbox"/> CPR card <input type="checkbox"/> Background clearance </div>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Colored Scrubs - solid color coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site ID is required. Issued ID must be turned in upon exit from the program.
	<p>SITE ORIENTATION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the CP in July to arrange.
	<p>TRAJCSYS ACCESS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the Radiology department.
	<p>PARKING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> First two rows outside the Radiology door. <p>ON-SITE LOCKER WILL BE ASSIGNED. BRING YOUR OWN LOCK</p>

<p>Sanford Bemidji Health Systems 1233 34th Street NW Bemidji, MN 56601 Work Area: 218-333-6074 CP: Rebecca Meisner, R.T.(R)(M)(CT)(ARRT) Rebecca.Meisner@sanfordhealth.org</p> <div style="border: 2px solid black; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p>Bring copies to CP prior to clinical start :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immunization records <input type="checkbox"/> CPR card <input type="checkbox"/> Background clearance </div>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Gray - blue lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <ul style="list-style-type: none"> • Site ID is required. CI will instruct in July. • Issued ID must be turned in upon exit from the program.
	<p>SITE ORIENTATION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact CP in July to arrange.
	<p>TRAJCSYS ACCESS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In Tech work area
	<p>PARKING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff parking <p>ON-SITE LOCKER WILL BE ASSIGNED. BRING YOUR OWN LOCK</p>

<p>St. Luke's Regional Trauma Center 915 East First Street Duluth, MN 55805 Switchboard: 218-249-5555 Work Area: 218-249-5222 CP desk: 218-249-3002 CP: Dinah Johnson, R.T.(R)(M) dinah.johnson@lsc.edu</p> <div style="border: 2px solid black; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p>Bring copies to CP prior to clinical start :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immunization records <input type="checkbox"/> CPR card <input type="checkbox"/> Background clearance </div>	<p>DRESS CODE:</p> <ul style="list-style-type: none"> • Solid Navy Blue - blue lab coat optional • Solid colored undershirt acceptable
	<p>ID BADGE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site ID is required. Issued ID must be turned in upon exit from the program. Lost/defaced badges are charged a \$10 replacement fee.
	<p>SITE ORIENTATION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1st day of clinical
	<p>TRAJCSYS ACCESS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1st floor radiology department..
	<p>PARKING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Street parking <p>ON-SITE LOCKER WILL BE ASSIGNED. BRING YOUR OWN LOCK</p>