

MONTGOMERY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
RADT 120 CLINICAL RADIOGRAPHY IV
Fall 2018

I. Table of Contents:

- I. *Table of Contents*
- II. *Instructor Contact Information*
- III. *General Course Information*
 - A. *Course Specifics*
 - B. *Dates of Interest*
 - C. *Course Description*
 - D. *Course Outcomes*
 - E. *Required Textbooks*
- IV. *Clinical Education Assignments*
- V. *Clinical Supervision*
- VI. *Course Requirements*
 - A. *Grade Scale*
 - B. *Grade Determination*
 - 1. *Competencies*
 - 2. *Affective Behavior & Policy Compliance*
 - 3a. *Policy Compliance Component- Attendance Policy, Dress code Policy, Dosimeter Policy, Lead Initial Marker Policy, & Clinical Documentation and Accessories Policy*
 - 3b. *Affective Behavior Component-*
 - A. *Student Code of Conduct*
 - 1. *Standards of College Behavior- Student Conduct Policy, Academic Dishonest*
 - 2. *Safe Clinical Practice/Patient Safety Policy*
 - 3. *Radiation Safety*
 - 4. *Professional Code of Conduct*
 - 3. *Clinical Competency Evaluation*
- VII. *College wide Policies and Procedures*
 - A. *Attendance Policy*
 - B. *Withdrawal and Refund Dates*
 - C. *Disability Support Services*
 - D. *Veteran's Services*
 - E. *Delayed Opening or Closing of the College*
- VIII. *Additional Radiology Program Policies*
 - A. *Electronic Devices*
 - B. *Communication/MyMC*
 - C. *Radiologic Technology Program Social Media Policy*
- IX. *Student Support Services*
- X. *Critical Thinking*
- XI. *Grievance Policy/Due Process*
- XII. *Attachments*

II. Instructor Contact Information:

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III. General Course Information

A. Course Specifics:

Course Title: Clinical Radiology II

Credits: 3 (240)

Prerequisites: RADT 119, Clinical Radiology I

Times: Tuesday, August 28, 2018 – December 6, 2018, Tuesday and Thursday 7:30 am - 3:30 pm unless otherwise authorized with Change of Schedule form

Course Number: RADT 120

Section: 21337 & 21340

Location: Outside Clinical Sites

B. Fall 2018 Dates of Interest:

- ❖ Tuesday, August 28- Clinical orientation for first years
- ❖ Thursday, August 30- First day clinical site attendance for 1st years.
- ❖ Thursday, October 11, 2018- First years Customer Service Day.
- ❖ Monday, November 12- Veterans Day observed- meet and greet with first years to celebrate of tech week Tuesday, November 20 and Wednesday, November 21 No classes- Students may use for make-up hours
- ❖ November 22 through Friday, November 23: College Closed for Thanksgiving
- ❖ December 10-14: Finals week, students may use for make-up hours

SCHEDULED LEAVE DAY: Each student will have a total of 8 hours of scheduled leave this semester. Scheduled leave hours must be utilized for absences and exhausted prior to make-up hours being arranged. All hours exceeding the 8 hours will need to be made-up by December 14, 2018.

C. Course Description:

Provides the inexperienced first year Radiologic Technology student with the clinical instruction essential to the actual practice of radiography. Students attend an assigned clinical affiliate to observe and participate in the completion of radiographic exams on actual patients under the direct/indirect supervision of a professional radiographer. Students are exposed to radiographic examinations in the areas of general radiography, fluoroscopy, portable radiography, and support areas. The student develops technical, patient care, radiation protection, communication, and critical thinking skills. The student must complete 240 clinical hours to successfully complete this course.

D. Course Outcomes:

Specific Clinical Goal: By placing the student in areas of the Diagnostic Radiology Department where procedures are accomplished, the student will become familiar with the responsibilities that a radiographer will be asked to perform. The student will better realize the role that he/she plays in the healthcare team, in assisting the radiologist, as well as other professionals.

At the completion of the course, the student will be able to:

1. Adhere to the Clinical sites step by step process/procedure for radiographic exams.
2. Identify the support areas related to a Radiology department and discuss their importance to the Radiographer's role.
3. Maintain compliance with ARRT Code of Ethics.
4. Exhibit appropriate HIPAA, patient care and customer service skills.
5. Develop appropriate patient care and communication skills specific to cultural, gender and age.
6. Organize essential equipment as necessary for related radiographic procedures.
7. Demonstrate an acceptable routine process for performing radiographic exams.
8. Demonstrate safe clinical practices.
9. Perform basic routine radiographic examinations with 90% accuracy within reasonable time limits according to degree of difficulty, and utilizing essential criteria.
10. Demonstrate effective use of technique manipulation to produce an optimum quality radiograph.
11. Apply radiation protection methods, and ALARA as indicated by specific radiographic procedures.
12. Evaluate optimum radiographic image quality, utilizing radiographic criteria.
13. Exhibit basic knowledge of problem solving skills when applicable in clinical situations.
14. Display critical thinking skills with related radiographic pathology.

E. Required Texts:

- Bontrager's Handbook of Radiographic Positioning and Techniques, ninth edition
- Rad Tech Department Daily Case Logsheets
- Small memo book for entering notes and techniques.
- Bontrager, Radiographic Positioning and Related Anatomy, seventh edition (found at site)

IV. Clinical Education Assignments:

The student will rotate through the following areas * of the radiology department during the semester:

1. Support areas such as patient registration, and PACS. (These areas included for review purposes only.)
2. General Radiography
3. Fluoroscopy
4. Portable Radiography
5. Operating Room
6. Office or Clinic

These areas may vary depending on the specific hospital affiliate and its resources.

V. Clinical Supervision:

a. Direct and Indirect Supervision

Students who have not yet demonstrated competency must be under direct supervision of a registered radiographer. **Direct supervision** means that the radiographer is in the radiographic room observing and supporting the student. Once the student has demonstrated competency on an examination, they may perform the same examination under indirect supervision. **Indirect supervision** implies that a radiographer is within speaking distance of the student. The radiographer does not need to be outside of the room but close enough to respond a student's call. Use of a telephone or paging system does **not** comply with indirect supervision. Students are not to go on portables without a radiographer accompanying them even if they have demonstrated competency in portable radiography. The same policy holds true in the surgical suite. Students should not be left alone in the room and a radiographer needs to be within calling distance of the student.

b. Performing Repeat Radiographs

When a student must repeat a radiograph taken on a patient, the student must have a registered technologist in the room with him or her, no matter the level of competence. At all times, it is imperative to keep any unnecessary exposure to a minimum for the patients. Students are required to document all repeats. The student should enter the Repeat in their Case Logs which will submit a verification request from the supervising technologist that documents that the supervising technologist did observe the student performing the Repeat. A detailed tutorial will be available on the Blackboard site. Students that do not record their repeats will be penalized and conferenced due to this being a Program requirement.

c. MRI Safety

The magnetic field is constant in an MRI room and highly magnetic items such as certain jewelry, implanted devices, medical equipment and credit cards can be adversely affected by this field, causing potential injury to the student as well as to the patient. Gradient magnetic fields cause many things including peripheral nerve stimulation. In addition, radiofrequency fields used during an MRI can cause heating/burning. Therefore students should be aware of what is on their person as well as what is on or in their patient before entering the MRI suite. Students should familiarize themselves with the facilities Magnetic Resonance Imaging Departments. As a rule students should not be in zones 3 and 4 unless they have been pre-screened and authorized that day by the MRI department. The Program MRI screening form will be completed every year but it is the student's responsibility to inform the faculty of any changes from a NO to a YES on that form during the interim.

VI. Course Requirements:

A. Grade Scale:

Clinical course requirements and behaviors will be evaluated the same as those behaviors in an academic, classroom course. Appropriate professional behavior is highly desirable in a healthcare environment, and is an integral part of the clinical grade.

93-100	A	Any student receiving a grade below
86-92	B	a "B" in this course will receive an F
Below 86	F	and will not be able to continue in the RT program.

****Please note that all grades will be entered in blackboard, students are advised to check their grades regularly***

B. Grade Determination:

1. Competencies	<i>Students who do not complete mandatory competencies a, b, d, e and f requirements may receive an F as midterm grade and/or will not successfully complete this course.</i>	
a. Clinical Competencies (6)	<i>(Chest 2 view and port chest or abdomen due by October 12, 2018)</i>	20.0%
b. Image Evaluation Competency (2)	<i>(1 done by October 16, 2015)</i>	10.0%
c. General Competency Evaluations (5)	<i>(2 due by October 12, 2018)</i>	50.0%
d. Performance Objectives (5)	<i>(General, ER and Image Processing due by October 12, 2018)</i>	2.0%
e. Orientation Assignments (2)	<i>(Both due by September 28, 2018 at 11:30 pm)</i>	4.0%
f. Critical Thinking Assignments (3)		4.0%
2. Affective Behavior & Policy Compliance		<u>10.0%</u>
	Total:	100%

3. Clinical Competency Evaluation
*Please note that all grades will be entered on blackboard.

1. Competencies

a. Clinical Competency (A minimum score of 90%) 20%

Students should utilize the Salmon comp form to perform the competency. An assisted and Comp prep signature is required prior to comping. Supervising Technologist must give permission prior to the start of the exam for a student to receive credit for the competency.

Please note the following mandatory competency requirements for successful completion of RADT 120: 2 competencies successfully completed (90% or above) by October 12, 2018

Comps 1 & 2

PA and Lateral Chest

Portable Chest or Abdomen 1 view or 2 view

Remaining competencies for a total of 6 successfully completed (90% or above) by December 6/14, 2018

Comp 3- Portable Chest or Abdomen 1 view or 2 view

Comps 4-One Upper Extremity and one Lower Extremity and your choice

1. A minimum of six (6) competencies must be completed to successfully complete this course. All comps require prior initials, the comp forms still requires the date, techniques, MR# (student initials then accession#/ MMDD) (k123456789/ 0825 and completion by the supervising technologist. All six must be completed with a 90% or above to successfully complete the Course.
2. The student must ask a supervising technologist prior to start of the exam for permission to comp and assure that the technologist is ready to observe the patient. Once a student asks to be comped the competency will count unless the supervising technologist needs to take over the exam due to the poor performance of the student. The supervising technologist should grade the competency according to the student's performance. All competency grades are recorded in blackboard.
3. The Salmon paper comp is still being utilized for all comps except the OR/Sterile field (that comp form is bright yellow). Students should give the competency to the technologist prior to comping and when the technologist has graded the competency the form should be put in the site lock box. Students should enter comp in PX/DX on same day. Once the student enters the competency in Case Logs the box should be open and the technologist will remove the competency and enter the information from the hard copy to E-value. If student worked with a technologist who is not in the E-value system send the request to the Faculty clinical instructor. After the form is complete put in the lock box. The faculty will remove forms from lock box when visiting the site. If the site gives the student permission the student may enter the competency in Case Logs at the time of the exam and technologists can fill out the electronic online version immediately. The competency form can then be placed in lock box for faculty to retrieve.
4. Students must achieve a minimum grade of 90% on their competencies to pass that specific exam. If they do not get 90% or higher they must ask for further help in the clinical area or school positioning lab before attempting the competency again. Grades below 90 % are part of the student's permanent final grade compilation.
5. Students should work with a variety of technologists. The competencies should reflect this distribution. Each semester the student may have no more than 50% of their competencies completed by one specific technologist. The College faculty will not accept additional competencies from that technologist without extenuating circumstances.

6. A competency will receive an automatic failure if the incorrect patient, body part or side is done, or a repeat is necessary due to not following the site protocol.
 7. Student are required to enter all competencies in Case Logs as soon as possible to give the supervising technologist access to the online submission for the comp.
 8. The college faculty has the right to re-comp a student on any previous completed competency. If the student does not achieve a 90% or above on the faculty re-comp the college faculty can revoke the comp. The student is then responsible for achieving another passing competency for that exam with the College faculty. Remediation on the positioning skills is required prior to a new competency attempt.
 9. Students are encouraged to do more competencies than the required number per semester. These extra competencies are counted and prove to be of benefit when completing the competency check list.
 10. Students may not re-comp exams during this semester.
 11. Completed, graded competencies may not be carried over to the next semester.
 12. Incomplete competencies that have assisted and non-assisted initials can be carried over to the next semester.
13. Utilize the bright yellow competency form for your OR/Sterile Procedure comps.
 14. All completed, graded competencies must be handed in by December 9, 2017 to successfully complete this course.
 15. Students must open and review all competencies in E-value under **REPORTS- Evaluations Student Reports**.

Exams eligible for competency:

Chest	Hand	Elbow	Clavicle
Abdomen	Wrist	Humerus	Scapula
Finger/Thumb	Forearm	Shoulder	AC joints
Foot (Toes)	Lower leg	Patella	Upper Airway
Ankle	Knee	Weight bearing feet and ankles	
Portable Chest		Stretcher/wheelchair Chest	

b. Image Evaluation Competency-10%

The student's faculty CI will complete 2 (two) image evaluations. The image evaluations can be performed on any of the 10 competencies performed by the student this semester by the student. Image evaluations are submitted in E-value. The faculty instructor will attempt to utilize the images of the comped exam, in the case that the images are unavailable other images may be utilized. Students must open and review all competencies in E-value under Student Reports.

c. General Competency Evaluations – 50%

Five evaluations whose criteria cover all aspects of clinical functions will be performed on each student. Three (2) will be performed by registered supervising radiographers at the student's clinical site (s). The remaining two will be performed by the student's MC clinical instructor at approximately midterm and the end of the semester. All evaluations will be performed utilizing the E-value system. When the evaluation is completed and submitted by the technologist or instructor the evaluation will be reviewed with the student documenting the date and any necessary comments. The evaluation will then be released to the student. Students must open and review all competencies in E-value under Student Reports If the student has any additional comments they can be added or they may utilize a comment card. Instructions for evaluation review can be found on the E-value web page under HELP or on RADT 120 course E-value link.

d. Performance Objectives (5)- 2%

***Mandatory performance objective requirements for successful completion of RADT 120:
3 performance objectives successfully completed in E-value by October 13, 2017***

- 1. General***
- 2. Image Processing***
- 3. ER***

Remaining performance objectives for a total of 5 successfully completed by December 8, 2017

- 4. Fluoroscopy***
- 5. Portable***

Students will utilize paper copy of all 5 mandatory performance objectives and should work with a supervising technologist/professional to complete the objectives. When the student has successfully completed the objective they should go into E-value and under Evaluations the student should send a "Who did you work _____Objective" to the supervising technologist. Instructions can be found under E-value link in BB. If student worked with a professional that was not in the Radiology department send the request to the clinical site coordinator's name and give them the hard copy of objective check-off form. The performance objectives are mandatory and unsuccessful completion will result in an unsuccessful completion of this course.

e. Orientation Assignments- 4%

Students are required to complete two mandatory orientation assignments.

1. The Patient Care and Diagnostic Imaging Department assignments are due by September 28, 2018 by 5:00 pm. Hard copy of assignments can be found in the attachments of this syllabus. Electronic copy can be found in the RADT 120 Blackboard course under Orientation Assignments and should be typed and **submitted through Blackboard.**

f. Critical Thinking Assignment- 4%

Students will complete three critical thinking assignments.

1. The first one is a Kiersey Temperment which will be completed on August 28, 2018 during the clinical orientation. The paper can be found in the RADT 120 Blackboard course under critical thinking assignments and should be typed and sent through Blackboard.

2. The second assignment will be related to the customer service workshop students will attend at MC on Thursday, October 11, 2018.

3. The other critical thinking assignment will be available in RADT 120 under critical thinking assignments after midterm and is titled Critical Thinking Imaging and Customer Service. Please type responses to this paper and submit through Blackboard.

2. Policy Compliance /Affective Behavior- (10 %)

This portion of the clinical experience is as critical as the technical aspect The affective component of the clinical experience is that part having to do with personal interactions, code of conduct, professional behaviors, and policy compliance. Deficiencies or non-compliance in these areas may result in point deductions and or grade of 0 which could result in unsuccessful completion of this course

Infractions are cumulative through the program not isolated to each semester. In addition to all policies and procedures & Code of Conduct issues included in the Montgomery College Student Handbook, and Radiologic Technology Program Handbook, listed below are some specific clinical policies and their point deduction information. Clinical policies included below are:

- Attendance
- Dress Code
- Dosimeter
- Lead ID Markers
- Clinical Documentation and Accessories

***Clinical sites have the right to ask a student not to return at any time for any reason. See RT Program student handbook for specifics.**

2a. Policy Compliance Components

Attendance Policy

Course Hours	Leave Days	Absences	Lates
240	1	2 days/wk + 1 Leave day Excessive would be on 4th day with possible letter grade drop	4 th late results in letter grade drop

The attendance policy specific requirements will follow infractions to any component of the attendance policy will result in a 10 point deduction in Policy Compliance and Affective Behavior grade and can ultimately result in a coaching, counseling, conference process with a possible letter grade drop or unsuccessful completion of the course.

Attendance is a crucial component of the clinical rotation and because of this it is monitored carefully. Good attendance reflects a positive commitment to the program as well as to the work environment. Due to the importance of clinical experience, absenteeism is not tolerated. The RT Program attendance policy reflects the Attendance Policy in the Montgomery College Catalog.

A. Absences

Due to the importance of clinical experience, absenteeism is not tolerated. If a student is not present at his/her assigned area or room rotation for the assigned day, then the student will be considered absent for the day.

1. Scheduled Leave hours:

Scheduled leave hours are given each semester to help alleviate potential hardships for students, a designated number of *scheduled leave hours* are given for each clinical course. **In addition, hours may be offered by faculty for participating in enrichment/learning opportunities which will also be considered leave hours.**

These hours are a use or lose each semester, the hours can't be carried over to the next semester.

The scheduled leave hours must be utilized for lateness or absences until exhausted.

Students must follow the policies found later in the attendance policy for contacting faculty and clinical site. When the leave hours are exhausted the student will then need to make-up all missed time.

2. Absence Notification:

If a student is reporting late, or not reporting to their clinical site on their assigned day, the student is required to call and notify both the college clinical instructor **and** the clinical instructor or a designee at their clinical site. Any student who fails to call in when absent or late will be penalized with a 10 point deduction per infraction. All further infractions may result in being coached, and /or may receive a letter grade drop or unsuccessful completion of course. See the Coaching, Counseling, Conference Policy.

3. Absence Report Form:

While it is understood that unexpected circumstances may cause a student to miss clinical days, all course required clinical hours must be made up. An **Absence Report Form** must be completed by the student with coordination and prior approval via signatures from both the College clinical instructor and the Clinical Site clinical instructor. This signed and completed form will cover the student with liability insurance during the documented hours. The hours on this form are a contracted agreed assignment and therefore if a student is not able to attend their clinical site on the date and/or time agreed upon they must call and notify both the College clinical instructor **and** Clinical Site. Make-up hours may be performed on non-assigned clinic days or hours although there may be certain restrictions based on the clinical site and student situations. Students may not make-up hours on days the College is officially closed due to weather, holidays or other closings. If a student attempts to work clinical hours when the College is officially closed or the faculty have cancelled clinical for the day the student will be asked to leave the site and none of the clinical time accrued on that day will be counted. Any student who is in non-compliance with any of these procedures will be penalized with a 10 point deduction per infraction. All further infractions may result in being coached, and /or may receive a letter grade drop or unsuccessful completion of course. See the Coaching, Counseling, Conference Policy.

4. Excessive absences:

Excessive absenteeism is defined as: *total course absences that exceed the number of class sessions per week.* Each clinical course syllabi will state the mandatory clinical course hours and excessive absenteeism for that course. A student who is demonstrating absenteeism may be penalized on the general competency evaluation form absence grade. All further infractions may result in being coached, and /or may receive a letter grade drop at the point the student exceeds the number of days stated in the course syllabi. This letter grade drop will be issued at the point when grades are posted for midterm/final grades. Continued problems with absenteeism or lateness in the RT Program will result in documentation through the Coaching, Counseling, Conference Policy.

5. Lateness/Tardiness:

Lateness is defined by a student who is not clocked in (either in E-value or the time clock) and not in the QC area of the Radiology department ready to work at their scheduled time. Being prompt in attendance at the clinical site is an important attribute that all Radiologic Technology students are expected to maintain. In the event a student may be late to their clinical site for any reason they are expected to contact both the Faculty Clinical instructor assigned to that site and the appropriate personnel at the site by phone. The faculty reserves the right to excuse the missed time from being a "late". A 10 point deduction will be the result for each infraction of non-compliance to this procedure. The 4th late will be considered excessive lateness.

Excessive lateness is defined as *those students that have ongoing issues of being late for whatever reason* and will be coached and /or may receive a letter grade drop or unsuccessful

completion of course if the student, after being coached continues the behavior, necessitating a counseling session. See the Coaching, Counseling, Conference Policy. All missed time must be made up. If time missed is less than one hour students will coordinate with their faculty clinical instructor and the clinical site to make up the missed time. Any hours made up without prior approval will not be counted and will result in a penalty deduction. If the time missed is more than one hour the missed time will be deducted from the **scheduled leave** hours. If the scheduled leave hours have been exhausted the student will need to work with the faculty and clinical instructor to make up their hours and an **Absence form** must be completed.

6. Emergencies/Medical Leave:

Emergencies or serious situations will be recognized as excused absences. These may include: personal illness, court appearances, or death in the immediate family (parents, grandparents or siblings). Proof of the excused absence may be required upon the discretion of the Faculty Clinical Instructor. If a student is missing time due to a medical issue, a doctor's note may be required to address the student's ability to resume their clinical rotation as well as any limitations. This letter must be reviewed by College Faculty prior to the students return to the clinical site. **ALL hours missed must be made up.**

7. Course Hour Completion:

All Course hours must be completed by the end of the semester. Exceptions to this policy will be allowed only with compelling reasons and proper documentation. If a serious emergency arises and is documented, the missing hours can be made by the fourth week of the next semester with a grade of Incomplete (I) being given until the hours are completed. If the hours are not completed by that time, the student will receive a grade of "F" an unsuccessful completion of the clinical course. Completion of the total course hours will include clinical hours and faculty designated MC closure hours, MC hours, and scheduled leave hours.

B. Clinical Hour documentation

1. Liability Coverage/Change of Schedule Form

Students are covered by the college's liability insurance from **7:30 am to 3:30 pm** on scheduled clinical days only. Student's may adjust their clinical hours from the scheduled 7:30 am to 3:30 pm shift by completing a **Change of Schedule Form** and obtaining the appropriate signatures from the College Faculty and Clinical site clinical instructor. The only options for schedule adjustment are starting at 7:00 am 7:15 am, 7:45 am or 8:00 am and leaving at 3:00 pm, 3:15 pm, 3:45 pm, 4:00 pm.

The hours on this form are a contract agreement between the student, college and clinical site to cover the student with liability insurance and therefore the student **may not be at their clinical site at any time other than these contractual hours**. Students who do not have prior written approval are NOT covered by the college's liability insurance and thus PERSONALLY assume total responsibility for liability in the event of a legal situation. In addition, the student is expected to be at their assigned clinical rotation at their clinical site during those hours.

**please note that some ancillary site rotations may not be flexible with their hours*

2. Early start/Staying late

The Program does not discourage a student from staying late occasionally to participate with an exam that runs past their scheduled time or starting earlier than their scheduled time. If a student does start earlier than their scheduled time or stays later the student must have their time card initialed by the supervising technologist who worked with them and write a comment in E-value as to why their time is different than their scheduled time. This extra time will not be counted without this documentation.

A student who has this happen on a regular occurrence is considered to be *Banking hours*. Banking hours is not permissible unless previously arranged with College faculty. Any student who is in non-compliance with any of these procedures will be penalized with a 10 point deduction per infraction. All further infractions may result in being coached, and /or may receive a letter grade drop or unsuccessful completion of course. See the Coaching, Counseling, Conference Policy.

3. E-value Time Tracking/Time card:

The student is responsible to punch in and out on their time cards when they arrive and leave their clinical site. The student is also required to clock in and out utilizing the E-value time tracking as well as their time cards. Students should log into their E-value account on a designated computer at their site only. **Hours will not be counted if the student clocks in and/or out for E-value on a handheld device.** If there is no computer access for E-value utilize the time card only. If there is no time clock at a clinical site, the student should utilize the E-value system and have a technologist sign in and out on a time card for the student upon arrival and departure from the site.

If a student forgets to clock in with time clock and/or in E-value the student write a comment in E-value and ask the supervising technologist initial their time card and write in the time the student arrived or left.

Students are cautioned to use their time cards/E-value time tracking correctly Under no circumstances should a student use or punch another student's timecard. Misuse of timecards/time tracking hours is considered academic dishonesty and could result in unsuccessful completion of the course. Credit may not be given if the student is not clocked both in and out on a clinical day or the hours are not legible on the card. All clinical hours are monitored and documented by the college clinical instructor.

Non-compliance with time card usage will result in a 10 point deduction for each infraction and utilization of the coaching/conferencing process as deemed necessary.

4. Lunch Policy:

Students must be allowed a minimum of thirty (30) minutes for lunch. Students are encouraged to take lunch breaks and to take them at a normal lunch time. If the student leaves the Clinical Site premises at any time, he/she must clock out and back in upon their return. The student is still expected to return back to the department ready to work by the appropriate time. Any student who is in non-compliance with this procedures will be penalized with a 10 point deduction per infraction. All further infractions may result in being coached, and /or may receive a letter grade drop or unsuccessful completion of course. See the Coaching, Counseling, Conference Policy.

Dress Code Policy

All students are required to adhere to the required dress code stated in the Radiologic Technology Program Student Handbook while at their clinical site. Students are required to wear navy blue uniform scrub pants and V-neck scrub top with a patch on their shoulder. The criteria for the V-neck scrub top color is included below. If the site does not have a color requirement, the student can alternate between white and navy. A short or long sleeve shirt with no writing may be worn under the scrub tops for warmth or to cover cleavage, chest hair or tattoos. This shirt must match the exact color the scrub top. A 29-30 inch White lab coat is optional. Students are also required to wear either clean and completely white or black site appropriate shoes. Hair should be clean and long hair pulled back. If hair dressings are utilized they must be white and professional in appearance. If wearing a headscarf it must be white and should not drape. Scarf will need to be tucked in. Jewelry should be minimal with no dangling earrings. Fingernails should be short.

Students need to be cognizant of their personal hygiene as applied fragrances, body odors and poor dental hygiene can cause the patient to feel ill and can (and historically has) generated complaints from the clinical staff.

Scrub criteria for each clinical site MC patch on shoulder of all scrub tops and lab coats

Children's	Any color top (does not have to be Navy or White with Navy blue scrub pants. Students should not wear lab coats to Children's hospital
Medstar Georgetown	White or Navy scrub top with Navy scrub pants
GWU	White or Navy scrub top with Navy scrub pants
Holy Cross Hospital	Navy scrub top and Navy scrub pants.
Medstar Montgomery	White scrub top with Navy scrub pants
Johns Hopkins Suburban	White scrub top with Navy scrub pants
Virginia Hospital Center	White scrub top with Navy scrub pants, name badge and patch mandatory
Ancillary Sites	White or Navy scrub top with Navy scrub pants

Dosimeter Policy

All students should wear their dosimeter in the appropriate place on every clinical day.

Badge inserts are changed monthly, and it is the responsibility of each individual student to see that the badge insert is changed before the 20th of each month. **Should a student not turn in their badge prior to the deadline, points may be taken off the final grade of the clinical course in which they are enrolled.**

A printout from the vendor who provides the OSL's will be posted each month in room 430 for each student to be able to identify his/her radiation exposure reading using badge number (*if you do not know your badge number please ask Patty Gorski*). Student must place a check next to their initials on the posted verification document. Students may not remain at their clinical site without having their film badge. A 10 point deduction will be taken for any infractions of this policy.

Lead Initial Markers Policy

Students are required to use their lead initial markers on all films they position and expose. A 10 point deduction will be taken for each day the clinical instructor finds the student without their markers. Students should order markers immediately from PB Markers www.pbmarkers.com marker 13A-D with the 3 initials you have been using. There is a \$15.00 minimum order, further instructions can be found in RADT 120 BB site under PB Markers. Markers should be replaced within 2 weeks.

1. *All students must have their college designated right and left initial markers with them on all clinical days.*
2. *Students may not use another technologist/ student's markers nor should they allow others to borrow or utilize their markers if they are not participating in the study. The student's initial markers or annotated initials must be on all competencies to be accepted and counted.*
3. *If the student loses one of their markers, they should do the following:*
 1. *Notify their clinical instructor by phone immediately.*
 2. *Utilize the Marker ordering instructions found on BB under PB Markers. Student must order their markers from the designated facility and order the type required. if other markers are being utilized the student will be coached and risk letter grade drops for non -compliance. You will need to order two markers (a set of two rights or lefts). Kathy can help you with these orders.*
 3. *Ask your faculty clinical instructor or Kathy for a temporary marker.*

Clinical Documentation and Accessories Policy

Students are required to carry a memo books, positioning handbook and Case log sheets with them on every clinical day. Clinical faculty will periodically verify the student is carrying them and to assure they are up to date. A 10 point deduction will be taken for any infractions of the policies below.

E-value CASE LOG/:

Students are expected to keep patient logs current and accurate. Students should log **all** cases they observed or participated in on log sheets/notebook daily and enter them in **case log** daily. Clinical hours have been shortened by 30 minutes to compensate for time spent completing these entries.

*Student must enter "*Clinical Experience*" on all exams that are not a comp prep or comp.

*Comp preps will require a technologist verification on E-value as well as initials on the comp form.

*Comps will be completed by supervising technologist on comp form and on E-value. When the student comps an exam, they will enter the supervising technologist who will be completing/signing the comp form in E-value.

*The student must ask and then give the comp form to the supervising technologist **prior** to performing the competency exam.

***RECOMP** – A re-comp of an exam can be done during the second year. If a student re-comps an exam the student should follow the process for Comp and add the word "*RECOMP*" as an entry, also add a note in comments stating that it is a re-comp.

* **REPEATS:** If the student must repeat a radiograph they must perform the repeat in the presence of a registered radiographer. To verify that the registered radiographer supervised the repeat, the student will enter the exam as normal and in addition to the exam performed add the entry "*REPEAT*" as an exam in the PX/DX. The supervising radiographer will receive an email to verify that they supervised the repeat exam.

Faculty will periodically review the Log sheets and/or Case Logs to assure that they are current. Log sheets should be available and current. Case Log entries should no more **24 hours behind** (Monday's should be posted no later than 7: 30 pm on Tuesday and Friday's entries posted no later than Sunday at 4:30 pm). If the student has any difficulty making these deadlines they must communicate their problem to their faculty clinical instructor prior to the deadline to avoid penalty. Students who are in non-compliance with these requirements will receive a 10 point deduction under affective behavior for each offense or be penalized with the coaching/conference procedure.

E-value and Computers

a. Students are not allowed to utilize any type of handheld device in the clinical environment. You may enter Case logs during your lunch hour or after clinical hours on your personal device. Students who are non-compliant will receive point deductions in affective behavior, or be penalized with the coaching/conference process.

- b. Students may not use site computers for anything other than E-value clock in and out and department work. Students may not do any other E-value or personal work on site computers. Students who are non-compliant will receive point deductions, in affective behavior or be penalized with the coaching/conference process.
- c. **Please direct all problems, needs concerns regarding E-Value to Kathy.**

Memo book

Students should carry and record techniques, procedures, protocols and other necessary information specific to site. Students failing to demonstrate ongoing use of memo book or do not have memo book with them at the clinical site will receive point deductions, in affective behavior or be penalized with the coaching/conference process.

Positioning Handbook

Students are required to have their positioning handbook accessible each day at clinical. Students who do not have their positioning handbooks with them in QC will receive point deductions, in affective behavior or be penalized with the coaching/conference process.

2b. Affective Behavior Component

Non-compliance in the following areas may result in a 0 being given in the affective behavior/policy compliance category.

1. Standards of College Behavior

Classroom/Clinical Site Professional Conduct:

- ❖ Each and every student is expected to behave in ways that promote a teaching and learning atmosphere. Students have the right to learn; however, they do not have the right to interfere with the freedom of the faculty and or hospital staff to teach or the rights of other students to learn. Students will be treated respectfully in return for respectful behavior. In addition, strict adherence to the student code of conduct under this heading in the Montgomery College Student Handbook http://cms.montgomerycollege.edu/pnp/#Chapter_4.
- ❖ All clinical discussions should be carried out in a way that keeps the clinical environment respectful of the rights of others. This means that, for example, students should not interrupt or contradict someone else who is talking regardless of whether that person is the instructor or another student. Students should not monopolize time by repeatedly interrupting and asking questions in a manner in which hinders the learning process of themselves or others. Students are also expected to conduct themselves in ways which create a safe learning and teaching environment that is free from such things as violence, intimidation, and harassment. Clinical sites can request that a student be removed from their site specifically if they demonstrate unprofessional, disruptive or liable behavior. If the site has permanently dismissed the student, the student will not be replaced into another clinical site this semester. They will be unsuccessful in completing the clinical course.

Student Conduct Policy:

- ❖ Students are required to comply with all school regulations as outlined during the orientation session. Students are required to act in a manner that will reflect credit on themselves, the school and the profession for which they are being educated. Each incident will be handled in accordance with the appropriate document such as the Catalog, Student Code of Conduct, Policies and Procedures, http://cms.montgomerycollege.edu/pnp/#Chapter_4. Infraction of any one regulation will result in a conference and verbal warning. A repeat violation will result in counseling written warning. Clinical courses are treated the same as academic courses since they are an integral part of the curriculum. If the student is having difficulty clinically, this is documented via evaluations. The students will review their evaluations. If a problem persists the student will be coached/counseled and that session will be documented. **If the problem is not resolved, the student may not successfully complete the course.** Appeal procedures are available to the student and can be pursued through the Counseling department.
- ❖ It is expected that students conduct themselves in a professional manner and develop good work ethic and habits. Students should understand that they are guests in the Clinical Education Settings and will conduct themselves accordingly. Students must know and comply with all policies and procedures that are to be followed according to the RT Student Handbook, syllabus for each clinical course and Setting Policies and Procedures. Students should not accept monetary or material gifts from patients, nor should they utilize hospital computers for personal use of any kind. A letter grade deduction may be subtracted from the final grade should a student exhibit any of the following unprofessional behaviors as listed in the Montgomery College Student Handbook.

Academic Dishonesty:

Students are expected to maintain the integrity of the academic environment by doing their own work and not allowing others to copy their work, falsify documentation, and follow policy for all clinical forms. Noncompliance to these standards may result in a failing grade on the examinations and assignments. In addition, strict adherence to the student code of conduct under this heading in the Montgomery College Student Handbook "Student Code of Conduct is maintained. Please also refer to "Classroom Behavior" found at: http://cms.montgomerycollege.edu/pnp/#Chapter_4.

2. Safe Clinical Practice/Patient Safety Policy:

Physical and emotional welfare of patients and their families is our highest priority. Students are expected to maintain patient's physical, psychological and emotional safety at all times. Students are expected to demonstrate growth in clinical practice through the application of knowledge and skills from the beginning to the end of each concurrent course.

Unsafe clinical practice is an occurrence or pattern of behavior involving unacceptable risk. This behavior places the patient, staff, clinical instructor, fellow students or other bystanders in either physical or emotional jeopardy. Evidence of unsafe clinical practice will result in a coaching, counseling, remediation or immediate dismissal from the clinical course. **Faculty reserve the right to remove students from the course and possibly the program if they are made aware of or personally observe unsafe clinical practice.**

Physical Jeopardy is identified as the student putting others at risk by:

**This includes but is not restricted to the list below*

- ❖ Actually causing harm
- ❖ Not properly identifying patient
- ❖ Poor or inconsistent patient care and imaging skills
- ❖ Radiographing the wrong patient or wrong body part
- ❖ Unsafe ambulation/interaction with patient
- ❖ Not practicing effective OSHA standards
- ❖ Not practicing effective Standard Precautions
- ❖ Not practicing effective Radiation Safety

Emotional jeopardy is identified as the student creating an environment that is unsafe due to:

**This includes but is not restricted to the list below*

- ❖ Insubordination, lack of respect through verbal or non- verbal communication
- ❖ Practices that evoke anxiety, distress or some type of threat
- ❖ Non-compliance with HIPAA and patient confidentiality

3. Radiation Safety

Students are expected to practice radiation safety at all times applying radiation protection methods, and ALARA as indicated by specific radiographic procedures. Under no circumstance is a student to hold a patient or image receptor for an exposure. Please see RT student Handbook for more specifics for Radiation Safety

4. Professional Code of Conduct

The student shall not:

1. Mistreat patients in any manner; including leaving patients unattended while undergoing diagnostic procedures.
 2. Punch any time card to sign-in sheet except his/her own, or allow another student to do so. This considered a form of cheating.
 3. Be excessively absent or repeatedly tardy, fail to notify the Clinical Instructor of absence or lateness prior to assigned starting time.
 4. Loiter on hospital premises outside the radiology department or other unauthorized places; loiter within the radiology department beyond assigned hours.
 5. Misuse confidential information or falsify information, records and reports.
 6. Exhibit insubordination – immoral conduct, indecency, or refusal to follow instruction from those designated supervisors.
 7. Willfully damage or destroy or misuse institutional property.
 8. Steal or be in unauthorized possession of hospital or another person's personal property.
 9. Create or contribute to unsanitary conditions on hospital premises.
 10. Intimidate or coerce another student or employee through physical or verbal threats.
 11. Engage in soliciting on any level or gambling on hospital grounds.
 12. Smoke in undesignated areas of the radiology department or other undesignated areas of the hospital, obeying other regulations concerning fire, safety, parking, and visiting.
 13. Be in possession of a weapon of any kind while on hospital premises.
 14. Engage in excessive talking, laughing, and other disturbances not appropriate in the hallway, around patients, or on hospital premises.
 15. Fail to report any accident or injury involving student, patients, other hospital employees, or visitors.
 16. Be inebriated, drinking, or have possession of drugs and/or alcohol on hospital premises.
 17. Leave the clinical area early without prior permission of the Clinical Instructor.
 18. Sleep or loiter on Clinical time.
 19. Accept or coerce gifts from patients.
 20. Insubordination of any kind.
- Rules and regulations concerning conduct to be observed by all students are not limited to the above listings.

3. Clinical Competency Evaluation:

The college faculty reserves the right to perform a clinical competency evaluation on campus as they deem necessary.

VII. Collegewide Policies and Procedures

A. Attendance & Class Participation:

- ❖ The attendance policy for this course is the same as that stated in the [Montgomery College Catalog](#). An excessive absence is defined as one more absence than the number of classes per week during a fall or spring semester.
- ❖ Unexcused and excessive absences may result in an administrative drop from the course.

B. Withdrawal and Refund Dates:

It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. Please refer to specifics below.

To obtain a refund, a course must be officially dropped by the refund deadline. The refund deadline for each course is listed on the student schedule/bill and in [MyMC](#); refund deadlines vary by course. It is the student's responsibility to officially drop a course if they no longer wish to attend. Non-attendance or failure to pay does not constitute an official withdrawal. To view your specific refund deadlines:

1. Log into your [MyMC](#) account.
2. Under the "Registration Quick Links," click on "View My Class Schedule."
3. Select the term you wish to view.
4. Click on "View Drop Deadline Dates" at the bottom of the page.

C. Disability Support Services:

In order to receive accommodations, a letter from Disability Support Services if needed the student can easily apply on line for services by visiting <http://cms.montgomerycollege.edu/EDU/Department4.aspx?id=98414A>

Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at: www.montgomerycollege.edu/dss.

D. Veteran's Services:

"If you are a veteran or on active or reserve status and you are interested in information regarding opportunities, programs and/or services, please visit the Combat2College Website at www.montgomerycollege.edu/combata2college.

E. Delayed Opening or Closing of College:

1. Montgomery College will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the College's operational status will be communicated through one or more of the following means:
 - College emergency responders: Security Officers, Campus Response and/or Support Teams
 - Montgomery College ALERT. Registered users receive text and e-mail messages. Registration information at www.montgomerycollege.edu/emergency.
 - Check the College's Web site at <http://www.montgomerycollege.edu> or log on to your're **Blackboard** or **MYMC** account. A college-wide e-mail will be sent to announce closures or delays.
 - Montgomery College main phone number at 240-567-5000
 - Montgomery College cable channel 10 in Montgomery County
 - Commercial radio and TV stations
 - If College sites are not available you can check E-value home page for announcements.
2. Delayed Openings
 - This course starts at 7:30 am students should report to clinical at the time the College opens. Please watch your MYMC account. Blackboard and E-value for e-mails or announcements specific to delays, special instructions and assignments.
 - For delayed openings, please note that the college campus will not be open until one hour prior to the scheduled opening time.

VIII. Additional Radiology Program Policies

A. Electronic Devices:

During clinical hours, cell phones or other electronic devices should be stored away from student. Personal phone calls should be made during lunch hours. If a student has an emergency and needs to respond or make a phone call during clinical hours, they must leave the clinical environment. Extended absences from the clinical environment to return a call may be recorded as lost clinical hours.

B. Communication/MyMC email:

Montgomery College MyMC e-mail account is the official means of communication between the faculty member and the student. It is the student's responsibility to check his or her blackboard course announcements and/or MC e-mail daily for College and class information. Absences and/or lateness **require a phone call or e-mail** prior to

the start of the clinical start time.

C. Radiologic Technology Program Social Media Policy:

Students are advised that no information about the clinical site, staff and clinical patients are ever to be posted on personal and other social media accounts. The posts that ARE NEVER TO BE PUBLISHED ON SOCIAL MEDIA ACCOUNTS include but are not limited to are selfies, photos, descriptions of patients, descriptions of patients' other medical staff are attending to, tagging yourself, classmates, technologists or patients (even with assumed patient permission), or "checking in" during clinical hours as a student. *In addition, no images of other students or faculty taken during class hours or lab hours should be posted on private or public social media account or pages.* Any students found in non-compliance to these policies are considered to be in violation of HIPAA as well as program policy and may be dismissed from the program. Students are cautioned about "liking" a public clinical site social media page and posting any comments that are in non-compliance to the policy noted above. Students are cautioned about friending technologists from their clinical sites. Students may never ask to "friend" or follow a patient's social media account. Montgomery College's Radiologic Technology program has a public Facebook page but the program coordinator is the administrator of this page and is the only person authorized to post on this page. If you feel you have an appropriate post for this page you can place this post on the Facebook page and the program coordinator will review it before allowing it to post. Academic support, images and job opportunities as well as shared posts from other approved sites are regularly posted on this page.

Important Student Information Link

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.

<http://cms.montgomerycollege.edu/mcsyllabus/>

IX. Student Support Services

A. Test taking strategies/performance anxieties:

Please contact RT faculty or counseling for referrals.

B. Learning Center and Academic Support:

S.O.S and Computer Access Sheets site <http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=32376>

Once on the site, scroll down to the Takoma Park/Silver Spring section on the right of the screen – it will be the first two Index.

X. Critical Thinking:

The ability to critically think is essential for the successful completion of the Radiologic Technology Program. Critical thinking concepts such as self assessment, evaluation, problem solving, deductive reasoning are but a few strategies employed in the diagnostic imaging environment. Use of these and other critical thinking strategies assist in the application of the book knowledge to the clinical setting. To this end throughout the two years in the program students will be required to complete specific didactic and clinical assignments used to assess critical thinking in the classroom and in the clinical rotations. In addition to critical thinking questions imbedded into each didactic exam, a percentage of the final grade for each class (including the clinical courses) will include the grade(s) from each critical thinking assignment. Students are encouraged to maintain a critical thinking folder to assess their progress in using critical thinking skills.

XI. Grievance Policy/Due Process:

In the event that the student have an Academic/Clinical Non-grade grievance, the student should follow the procedure found under Due Process in the Radiologic Technology Student Handbook.

The Faculty reserves the right to modify this document as needed. Students will receive copies of modifications.

A. COACHING, COUNSELING, CONFERENCE PROCEDURE

1. This three step course of action process* will be utilized for all students who have demonstrated noncompliance/ infractions to Program policy or standards:

*Please note that there are some infractions that may result in a student's immediate dismissal from the Program or eliminating steps to this procedure. In addition, if a site asks that a student be removed from their clinical site for any reason, the student will be unsuccessful in completing the clinical course and will not utilize this process.

2. Infractions are cumulative; meaning that each additional infraction that occurs while the student is in the Radiologic Technology program will result in the implementation of the next course of action and its corresponding consequence.

3. The counseling/conference course of action is as follows:

Course of action #1: Student Coaching Form

On the first incident/infraction, the student will be coached in person by the instructor involved utilizing the Student Coaching Form. This form is utilized as a tool for documentation and action plans and will not impact the student's grade. The coaching session should provide an opportunity to discuss with the student the nature of the problem, to remind the student of the Program's policy and procedures, to inform the student of the consequences of continued infractions, and to work with student via assignments and changes to correct the problem. The Coaching Form may be utilized more than once at the discretion of the Program Coordinators.

Course of action #2: Student Counseling Form

On the second infraction of any type, the student will meet with the Program and/or Clinical Coordinator, and/or the involved instructor utilizing the Student Counseling Form. This form is utilized as a formal documentation that communicates to the student that the student has not displayed appropriate corrective actions to the prior infraction or Program compliance in general and that the resulting consequence will be a minimum of one letter grade drop for the course. In addition there may be other consequences as deemed appropriate. This Formal Conference will discuss with the student the nature of their continued noncompliance/ infractions, and to inform the student that this is their last opportunity to demonstrate compliance to the Program's policies and standards.

Course of action #3: Final Administrative Conference Form

On the third infraction of any type and only after the student has received a Formal Student Conference Form, the student will meet with the Program and/or Clinical Coordinator and/or another designated individual utilizing a Final Administrative Form or a second Student Counseling Form. At this meeting the Coordinator(s) will decide whether the student will be unsuccessful in the course/Program, will be penalized with additional grade deductions, or other consequences as deemed appropriate.

The faculty for the course in which the student is enrolled, in consultation with the Program Coordinator, will make the ultimate decision regarding continuation in the clinical area and any conditions placed on that continuation.

This decision will be made within two weeks from the time that the student was relieved of clinical responsibilities. Per College policy 9.62 B: No medical health clinical course with a practicum may be repeated without the written approval of the specific medical health program coordinator. The approval or denial of such requests by this individual is final.

A student may have the opportunity to respond to the circumstances resulting in such action by submitting any relevant data pertaining to the incident(s) and seeking appropriate recourse through usual channels (see Student Code of Conduct)

KL 8/22/2017

B.

Copy of Evaluation Assessment

General Competency Evaluation Grade Assessment Scale

<u>Grade</u>	<u>Evaluation Assessment</u>
100-90	Exceeding normal standards for educational level. Above average to excellent clinical performance.
89-80	Meeting normal standards for education level. Average Clinical performance.
79-70	Below the normal standards for educational level. Clinical performance requires some improvement.
Below 70	Not meeting normal standards in several areas. Clinical performance requires some major improvement.

**C. Radiologic Technology Program
Clinical Competency Form Criteria
Fall 2018**

The orange clinical competency form and the yellow OR competency form should still be utilized for all signatures and comps. In addition, the system will be requiring verifications related to signatures and a competency form will be completed on E-value. Technologists will continue to receive the comp form from the student prior to the comp, after the technologist completes the competency form they will complete the comp electronically on E-value when form is generated.

CLINICAL EXPERIENCE WILL NOW REPLACE ASSISTED AS ONE OF THE MANDATORY SIGNATURES:

(No action from E-value will be required by technologist)

Radiographers should give signatures/verification for Clinical Experience line if:

- The student was in the room during the examination and was working/observing one on one with the radiographer.
- The student assisted with the exam to include image receptor handling, patient assistance, shielding and other ancillary types of assistance.
 - The technologist and student participated in one on one instruction for a procedure.*
 - The student is performing the positioning part of the exam.
 - If an exam is not being utilized for a prep or a comp it is Clinical Experience.
 - *If the student has already comped the exam is performing the exam for Clinical Experience.*

COMPETENCY PREP

(Technologist's will be required to verify this competency prep, students will be required to perform 1 competency prep prior to comping exam)

Radiographers may initial the competency prep line of the competency form/ or verify if:

- The student performed the exam including patient care, positioning and technical settings.
- The student required little to no help with the patient care, positioning and technical settings.

GRADED COMPETENCY

Radiographers may "comp" the student and give a signature if:

- The student asked to be comped prior to the start of the exam.
- The student can start and complete the examination in a timely manner under direct supervision but without assistance of the radiographer.
- Technologist was able to supervise the student while competency is being done and can grade all of the elements of the comp form.

Additional information:

- Clinical Competency form will be completed on Salmon paper and then later be completed by supervising technologist in E-value by supervising technologist. Competency form link will be emailed to technologist for completion. All answers are defaulted to completely met, technologist only has to change not applicable, partially met or not met.
- Technologist will evaluate student by selecting if the objective was
 - completely met,
 - partially met
 - not met.

If the objective was not met please add comments at the bottom of form.

- Technologist must also sign/type their name on the form if they feel that the student demonstrated independent competency for the exam being graded.
- Students must complete technical and pertinent information on form and enter competency in E-value.

Please do not give a "completely met" on an item the technologist had to intervene and change or correct