

**FOOTHILL COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

Clinical Forms for the
Orientation Student



Summer 2022

ORIENTATION GUIDELINES

Orientation Students Five-Week Summer Orientation

The first day the students are in the department the clinical instructor will be covering the following areas.

1. Tour of the hospital and/or imaging department.
2. Introduction to supervisors and staff.
3. Explanation of department workflow.
4. Procedure for illness and tardiness.
5. Dress code policy.
6. Room schedule.
7. Location of linen and medical supplies.
8. Schedule for laboratory activities.

At the end of each week, the clinical instructor will meet with the students for at least 30 minutes to discuss students' observations and answer questions.

Reminders:

- **Orientation students are to remain under direct supervision at all times.**
- **The clinical instructor should schedule the students to see a variety of exams.**
- **Surgery should not be included in orientation.**

ORIENTATION
Clinical Education Objectives

I. Radiation Protection

IV. Co-Worker, Hospital Relationships

During the hospital assignment, the student will demonstrate positive relationships in dealing with co-workers, the public and other hospital staff. Areas of special importance include:

- A. Adheres to code of ethics.
- B. Tact and courtesy with staff and others.
- C. Demonstrates interest and a positive attitude.
- D. Acceptance of constructive criticism and conducts self in professional manner.
- E. Adheres to dress code.
- F. Communicates effectively and follows instructions.
- G. Contributes to a pleasant working environment.
- H. Takes the initiative to assist and perform exams.

- G. The student be able to identify radiographic anatomy of the PA and Lateral chest and abdomen listed in the Anatomy Comp List.
- H. The student uses concise instructions to the patient.

VIII. Patient Care and Nursing Procedures

- A. Identifying patient properly and using his/her last name during procedure.
- B.

1. The student will be introduced to a radiology department and the department staff. The student will be able to recognize the different areas of the x-ray department (i.e. radiographic room, reception desk, dressing room, processing area, image library).
2. The student will participate in a hospital tour.
3. The student will observe a variety of radiographic procedures within the department.
4. The student will participate in a demonstration given by the clinical instructor on a basic 2 view-chest examination.
5. The student will perform a 2 view-chest procedure on a patient.
6. The student will be introduced to image processing measures and be able to differentiate between image receptor size and / or field of view.
7. The student will be able to assist a cooperative patient in moving up to and away from the chest board, demonstrating good judgment and empathy towards the patient.
8. The student will adhere to the code of ethics and appropriately interact with coworkers, patients, doctors and hospital staff.
9. The student will follow the dress code and college/hospital policy.
10. The student will attend and be on time for every day of clinical assignment.

CLINICAL ORIENTATION LAB ACTIVITIES

The following activities are to be performed by the clinical instructor or designated technologist and should be performed in order of sequence.

Lab 1

Medical asepsis, infection control and standard precautions.

Radiation Protection

- Closing doors
- Gonadal shields when appropriate
- Aprons for portable exams and fluoroscopy
- Department protocols

Lab 2

Equipment Manipulation.

- Tube locks
- Table movements / Wall bucky movements
- Control panel

Digital System (CR/DR).

- Workstation / patient list
- Image receptor sizes if applicable
- Image reader if applicable
- PACS

Lab 3

Proper way to transfer patients from wheelchairs and gurneys.

- Body mechanics
- Locks
- Patient safety
- Lifting methods

Lab 4

Chest Demonstration.

- Technical Factors
- Shielding
- Patient Position / landmarks
- Central Ray
- Collimation
- Marker Placement
- Respiration

EVALUATION KEY AND GRADING CRITERIA

ORIENTATION

The Evaluation Key and Grading Criteria are to be used by the evaluator when assessing students' clinical performance.

Included is the description of each scale from the following categories:

- I. Radiation Protection
- II. Equipment
- III. Punctuality And Dependability
- IV. Co-Worker, Hospital Relationships
- V. Job Performance
- VI. Technical Factors
- VII. Positioning
- VIII. Patient & Nursing Procedures
- IX. Image Evaluation

SCALE I RADIATION PROTECTION

- A. Demonstrates exceptional ability in practicing radiation protection based upon the radiation protection objectives.
- B. With few exceptions, demonstrates consistent ability in practicing radiation protection.
- C. Demonstrates adequate ability in practicing radiation protection.
- D. Demonstrates limited ability and understanding in practicing radiation protection.

DESCRIPTION OF SCALE A. RADIATION PROTECTION

If the student shows exceptional awareness and understanding of radiation protection, the student:

- Utilizes patient shielding appropriately.
- Always closes doors while radiating.
- Protects him/herself and others from ionizing radiation by wearing a lead apron, gloves and dosimeter.
- Verifies pregnancy status of a patient and follows department protocol.
- Collimates to image receptor or part size.

SCALE II. EQUIPMENT

- A. With few exceptions, the student has the understanding and skill needed to work all equipment as stated in the objectives.
- B. The student demonstrates an above average level of knowledge and understanding in equipment utilization.
- C.

- Ensuring safety in the room for patient and personnel by being aware of all possible hazards (footstool, overhead x-ray tube, spilled liquid, etc.).

SCALE III. PUNCTUALITY AND DEPENDABILITY

- A. The student demonstrates consistent awareness and exceptional dependability in punctuality and break privileges.
- B. The student demonstrates consistent dependability in punctuality and break privileges. Has no more than one tardy or one sick day. He/she properly notifies the hospital via departmental policy of illness and tardiness
- C. The student demonstrates an acceptable attendance and break record. Has no more than two tardies or two sick days. He/she properly notifies the hospital via departmental policy of illness and tardiness. If not, each omission of notification will count as an additional tardy.
- D. The student demonstrates inconsistency in punctuality and length of break privileges. Has more than two tardies or two sick days. A “D” in this category will not allow for a grade higher than a “C” in Job Performance.

DESCRIPTION OF SCALE A. PUNCTUALITY AND DEPENDABILITY

- Demonstrating proper ethical behavior.
- Marks all radiographs correctly.
- Is willing to start exam on own.
- Is well organized.
- Minimum of two observation forms.

SCALE VI. TECHNICAL FACTORS

- A. The student has exceptional knowledge of exposure console.
- B. The student demonstrates adequate knowledge of exposure console.
- C. The student needs review of exposure console.

- Recognize the correct image receptor size / field of view.
- Identify the accuracy of the positioning and the anatomy demonstrated.
- Demonstrates pride, responsibility and independence in his/her work.
- Uses concise instructions to the patient.
- Identify basic radiographic anatomy of the chest and abdomen.

SCALE VIII. PATIENT AND NURSING PROCEDURES

- A. With few exceptions, the student demonstrates the understanding and skill needed in patient handling and nursing technique.
- B. The student demonstrates an above average ability and knowledge in the performance of patient handling and nursing techniques.
- C. The student shows average skill, knowledge and ability in the performance of nursing procedures and patient care - needs close supervision.
- D. The student demonstrates unsatisfactory knowledge and skill associated with nursing procedures and patient handling - needs constant and close supervision.

DESCRIPTION OF SCALE A. PATIENT AND NURSING PROCEDURES

The exceptional student will demonstrate knowledge and understanding of various nursing procedures and basic patient care as dictated by department policy by:

- Identifying patient properly and using his/her last name during procedure.
- Demonstrating empathy towards patient.
- Communicating effectively with the patient.
- Explaining exams to patients.
- Using a SAFE approach in transfer of patient
- Using patient's name during procedure.
- Maintaining patient's modesty / comfort throughout the exam (pillows, blankets, etc.).
- Practice proper medical asepsis.

SCALE IX. IMAGE EVALUATION

- A. The student consistently evaluates his/her images with accuracy and can describe the required criteria for an acceptable radiograph.
- B. With few exceptions the student evaluates his/her images with accuracy and describes the required criteria for an acceptable radiograph.
- C. The student shows a lack of retention in some areas of image evaluation.
- D. The student demonstrates limited ability and knowledge to evaluate images and required criteria for an acceptable radiograph.

DESCRIPTION OF SCALE A IMAGE EVALUATION

The student performs the following objectives accurately and consistently.

- Identifies optimum image exposure (no noise or saturation)
- Identifies proper anatomy and centering
- Identifies motion if present
- Describes image receptor and part centering
- Identifies proper patient positioning
- Identifies proper collimation

CLINICAL EVALUATION

III. PUNCTUALITY AND DEPENDABILITY

A	B	C	D
15	13	11	0

- Is punctual in reporting to room 5 minutes before start of shift
- Communicates whereabouts appropriately
- Minimum loss of time due to absenteeism
- Observes length of breaks
- Properly notifies department in case of absence or tardiness

Number of sick days: _____

Number of tardies: _____

COMMENTS:

IV. CO-WORKER, HOSPITAL RELATIONSHIP

A	B	C	D
10	8	6	0

- Adheres to code of ethics
- Is tactful and courteous with everyone
- Demonstrates interest and positive attitude
- Accepts constructive criticism
- Projects professionalism
- Adheres to dress code
- Communicates effectively
- Follows instructions
- Contributes to a

- Is willing to start exam on own
- Is well organized
- Minimum of two observation forms

COMMENTS: _____

VI. TECHNICAL FACTORS

A	B	C	D
10	8	6	0

The student:

- Can properly use the rotor and exposure switch
- Can set kV and mAs for Chest and Abdomen exams.
- Determines appropriateness of exposure based on exposure index (S-number, LgM, EI, etc.)
- Sets panel at proper time during the exam

COMMENTS: _____

VII. POSITIONING

A	B	C	D
10	8	6	0

The student:

- Observed a variety of radiographic procedures
- Participated in demonstration of a 2 view chest procedure
- Successfully performed a 2 view chest procedure on a patient
- Knows positioning criteria for 2-view chest and abdomen
- Is gentle toward patients when positioning
- Positions the patient carefully and avoids manipulation of the injured area
- Identified basic radiographic anatomy of the chest and abdomen
- Uses concise instructions to the patient

COMMENTS: _____

VIII. PATIENT CARE

A	B	C	D
10	8	6	0

- Identified patients properly
- Communicates effectively

- Explains exams to patients
- Can safely transfer patients
- Maintains patients' modesty, priva

