

JFK MUHLENBERG SNYDER SCHOOL OF RADIOGRAPHY CLINICAL AND LAB MANUAL

2023-2024



PURPOSE OF THIS MANUAL

This manual is intended to serve as a guide for the current students enrolled in the Radiography Program regarding the learning objectives, rules and regulations, format, and evaluation process for the clinical portion of your Radiography Education. Policies related to clinical education can be found in the Student Handbook for School of Medical Imaging.

Clinical Sites:

HMH-JFK Medical
65 James Street
Edison, NJ 08818

Bayshore Medical Center
727 N Beers Street
Holmdel, NJ, 07733

HMH-Hackensack University Medical Center
30 Prospect Avenue
Hackensack, NJ 07601

Trinitas Medical Center
225 Williamson Street
Elizabeth, NJ 07202

RWJ-Barnabas Medical Center
90 Old Short Hills Rd
Livingston, NJ 07052

Summit Medical Group
1 Diamond Hill Rd
Berkeley Heights, NJ 07922

TNJIN- Edison
3830 Park Ave.
Edison, NJ 08831

TNJIN – Union
445 Chestnut Street
Union, NJ 07083

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PROGRAM GOALS

In support of the Mission Statement of the School and the Medical Center, the Radiography program will provide the healthcare community with qualified entry level radiographers and will concentrate our focus on the following Goals and Outcomes Assessments:

- 1. Students will be clinically competent.**
 - a. Students will acquire proper positioning skills.**
 - b. Students will select appropriate technical factors for radiographic exams.**
 - c. Students will practice basic patient care appropriately.**
- 2. Students will apply appropriate critical thinking skills.**
 - a. Students will demonstrate the ability to analyze consequences associated with the decision making process.**
 - b. Students will critique radiographs/images for image quality**
- 3. Students will exercise professional behavior.**
 - a. Students will employ professional practices by their actions.**
 - b. Students will demonstrate an understanding of ethical behavior decision making.**
- 4. Students will be able to communicate effectively.**
 - a. Students will demonstrate appropriate communication skills with patient.**
 - b. Students will demonstrate competency in written communication.**

OUTCOMES ASSESSMENT

- 1. Students will complete all program requirements within the prescribed time frame.**
- 2. Graduates will pass the ARRT Board Examination in Radiography on the first attempt.**
- 3. Graduates will be successful in finding employment in the field of radiography within 6 months of graduation.**
- 4. Graduates will express satisfaction with the educational experience.**
- 5. Employers will state that our graduates meet the requirements for adequate performance as entry level radiographers.**
- 6. Senior students will demonstrate readiness to take the ARRT Registry Examination by participating in required Senior Seminar Review activities.**
- 7. The average score on the ARRT Registry Examination will exceed the national average.**
- 8. Students will select appropriate technical factors.**
- 9. Students will demonstrate successful organizational scheme when performing radiographic examinations.**

- 10. Students will practice basic patient-centered skills appropriately.**
- 11. Students will utilize proper radiation protection for patients, themselves and peers.**
- 12. Students will successfully perform radiographic examinations in non-routine situations.**
- 13. Students will be able to select appropriate technical factors in non-routine situations.**
- 14. Students will act as a professional in the clinical setting.**
- 15. Students will demonstrate an understanding of ethical behavior in decision making process.**
- 16. Students will demonstrate appropriate communication skills with patients.**
- 17. Students will demonstrate competency in public speaking.**
- 18. Students will demonstrate competency in written communication.**

NOTIFICATION

****NO student will be permitted in the clinical area without malpractice liability insurance, CPR certification, criminal background clearance, health insurance coverage and health clearance. It is the STUDENT'S responsibility to provide the school with all information as requested in a timely manner. IN THE EVENT, the student is missing any of these by the time clinical rotations start for ANY semester, the student will not be permitted into the clinical setting and will be subject to any points and/or disciplinary action associated with clinical absences. (please see clinical tardiness and absenteeism policy and rubric).**

RADIOGRAPHY ESSENTIAL JOB FUNCTIONS

A student of the Radiography program must develop the essential functions required to perform the tasks of a Radiographer and be able to perform in an independent manner to be able to satisfy the objectives and competencies required to successfully complete the program. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis. Students will be expected to demonstrate these essential job functions during their time in the clinical environment. Please refer also to the student handbook *Non-discrimination – ADA policies*.

Behavioral and Intellectual:

- The Radiographer must exhibit professional behaviors, and possess the ability to think clearly and logically to plan and implement patient care and respond promptly to patient's needs in routine and emergency situations.

- The Radiographer must be able to problem solve and perform effectively in stressful situations.
- The Radiographer must possess interpersonal skills with a level of compassion, empathy, and concern for others.
- The Radiographer must be able to measure, calculate, comprehend three-dimensional relationships, and understand the spatial relationship of structures in order to produce quality radiographic images.

Communication:

- The Radiographer must possess sufficient verbal, non-verbal, and written communication skills to appropriately and professionally interact with patients and others and to communicate patients' needs in a prompt and effective manner.

Sensory Abilities:

- The Radiographer must possess sufficient visual acuity necessary for administering patient care, monitoring and manipulation of equipment, evaluation of diagnostic image quality, and the accurate preparation and administration of contrast media.
- The Radiographer must be able to determine differences in gradual changes in blacks, grays, and whites for purposes of judging radiographic images for technical quality.
- The Radiographer must possess sufficient auditory perception to support appropriate communication with patients and members of the health care team in routine and emergency situations.
- The Radiographer must be able to assess the health status of patients through monitoring and measuring devices such as stethoscopes, and respond to faint auditory signals from equipment such as the fluoroscopic timer, or malfunctioning equipment that may be in a remote location.

Motor Skills:

- The Radiographer must possess the strength and ability to assist in lifting and positioning patients who may be comatose, paralyzed, or otherwise incapacitated, to/from beds, wheelchairs, and x-ray tables.
- The Radiographer must possess the strength and dexterity to manipulate fixed equipment and transport and manipulate portable x-ray machines. Manipulation of equipment requires the ability to reach overhead to properly position the x-ray tube, which hangs from the ceiling in various areas in the room.
- The Radiographer must have the physical stamina to stand for extended periods of time.

BASIC CLINICAL OBJECTIVES

The student should be able to:

1. Perform and/or assist with each radiographic procedure assigned to that room.
2. Perform independently in areas of successful completion of category competency.
3. Be able to:
 - a. Evaluate each requisition.
 - b. Demonstrate proper physical room readiness.
 - c. Demonstrate proper patient-radiographer relationship and communication.
 - d. Demonstrate proper positioning skills.
 - e. Manipulate equipment effectively.
 - f. Show evidence of radiation protection.
 - g. Evaluate the radiographic image for:
 - i. Anatomical parts
 - ii. Proper alignment
 - iii. Radiographic technique
 - iv. Image identification
 - v. Evidence of radiation protection

CLINICAL OBJECTIVES BY COURSE

Students are expected to meet clinical competence for the objectives of the Radiographic Procedures course taught that semester. **Refer to the course syllabus which will be given for each of the courses below:**

CLPR 901 – RADM 120 – Radiographic Procedures I/ RNTM 103 Intro to Medical Imaging

CLPR 902 – RADM 121 – Radiographic Procedures II

CLPR 903 and CLPR 904 – RADM 122 – Radiographic Procedures III

CLPR 905 – RADM 223 – Radiographic Procedures IV

CLPR 906 – RADM 224 – Radiographic Procedures V

CLRP 907 and CLPR 908 – demonstrate continued competency and terminal competency

CLINICAL GRADING SYSTEM

The clinical portion of the Radiography Program is graded each semester per Appendices C-J. **In order to pass any CLPR 901-908 Clinical Course, the student must first receive a grade of 85% or higher on the Progressive Evaluation of Professional Ethics Behaviors Form for each respective semester.** The full grade will be determined as follows:

Junior Fall – Senior Fall Semesters:

Professional Ethics =	40%
Clinical Competencies =	45%
Laboratory Competencies=	10%
Attendance=	5%

Senior Spring and Summer Semesters:

Professional Ethics =	45%
Clinical Competencies =	50%
Attendance=	5%

PLEASE NOTE: A failure in any clinical course will result in a failure for the Radiographic Procedures course for that semester.

CLINICAL OUTCOMES

1. Students will pass and complete all lab competencies required for that semester.
2. Students must achieve a minimum score of 85% on all initial competencies and continual competencies for that semester.
3. Students will achieve a pass/fail grade for all terminal competencies during CLPR 907/908.
4. Students will achieve a minimum score of 85% on the overall clinical grade for each semester.

DEFINITIONS

Category	A series of related radiographic examinations that exemplify an area of the body, i.e., upper extremity
Sub Category	A specific procedure within a category, i.e., right hand is a sub category of upper extremity
Competency	The ability to function within a realm of limited supervision and assume those duties and responsibilities set forth in the course and clinical objectives.
Lab Demonstration	The process of clinical staff or faculty demonstrating a procedure within a category or subcategory
Lab Competency	Evaluation of the student simulating a procedure on another person without taking an exposure to create an image for proof of lab proficiency.
Direct Supervision	Supervision of the student by a radiographer who is present in the radiographic control area. All mobile, surgical, fluoroscopic and repeat procedures must be done under direct supervision along with an examination where a competency has not been completed.
Indirect Supervision	Supervision of the student by a radiographer who is available in an area adjacent to the control area.
Remediation	A set of steps used to correct a behavior or skill. May include, but not limited to: writing assignment, retesting, reading assignment, repeat lab demonstration, lab competencies, lab practices or clinical practices.

PROGRESSIVE STEPS OF CLINICAL EVALUATION

The clinical evaluation system is based on the NJ DEP Bureau of X-ray Compliance's Competency Based Clinical Education Flowchart found on page 11 of this manual.

Students must:

1. Demonstrate classroom/didactic knowledge by receiving a 76% or higher on the examination for each section.
2. Participate in **Laboratory Demonstration** followed by laboratory practices (not on a patient) either in the laboratory setting or in the clinical setting.
3. Successful completion of the **Laboratory Competency** evaluation (appendix K) for each body part.
4. The appropriate number of **documented** clinical practices (on patients) at the clinical education site under **Direct Supervision** of a Registered Radiologic Technologist must be performed for each body part.

5. Student must successfully demonstrate **Clinical Competency** by earning a score of 85% or higher on the clinical evaluation form (Appendix L), being evaluated by a clinical instructor OR a designated clinical instructor.

OR

If student fails the clinical competency or fails any of the required line items on a clinical any (*) items on a clinical competency evaluation form, the student will NOT earn clinical competency on that exam, and will need to have **documented remediation** prior to attempting that exam again. (Appendix A)

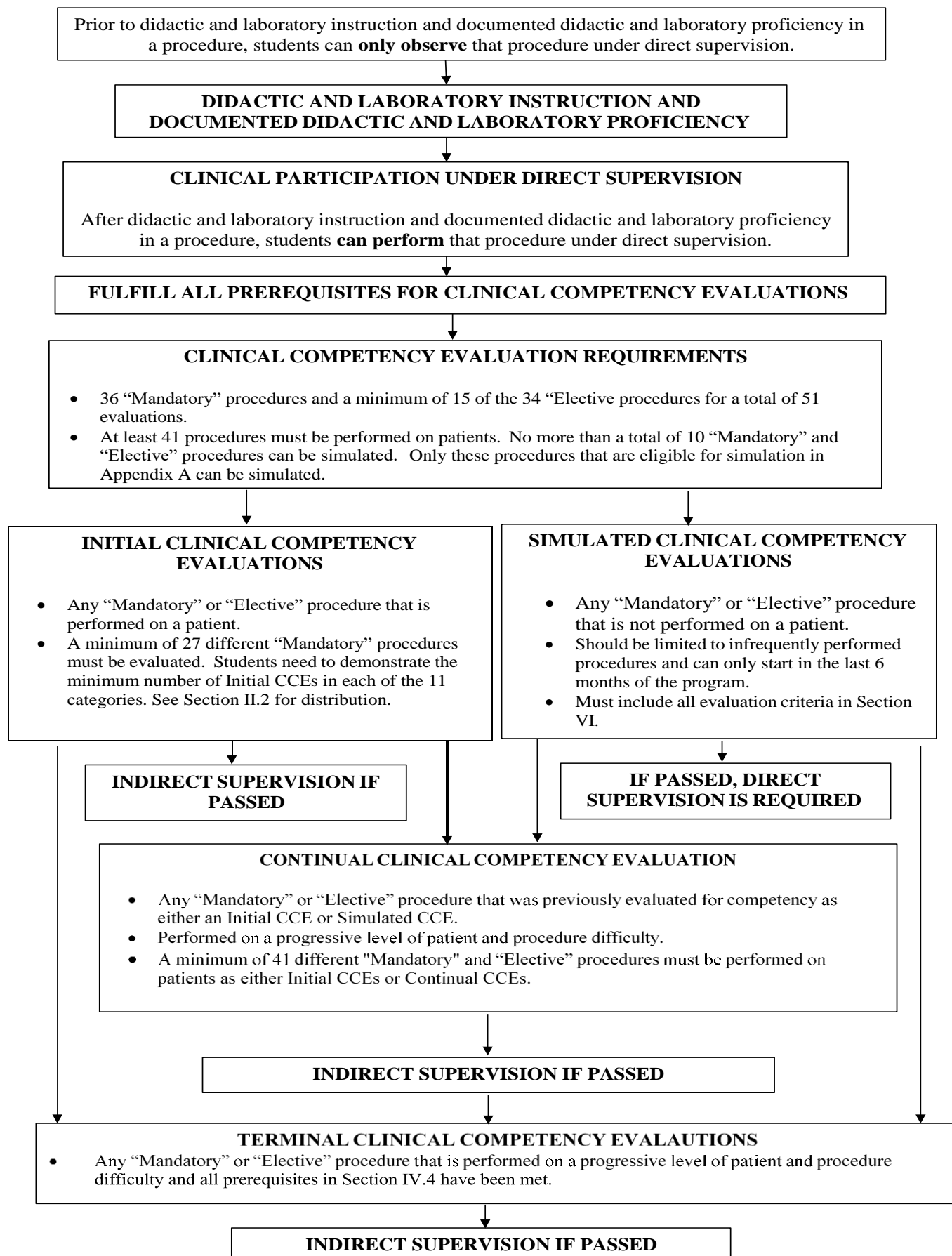
6. Following successful completions of a competency evaluation, the student is permitted to perform the examination under **indirect supervision**.

All Clinical Competencies must be documented on trajecsyst platform.

ADDITIONAL METHODS OF CLINICAL EVALUATION

- Students will be evaluated weekly on basic clinical skills (Appendix N) with accompanying anecdotal as needed (appendix M).
- Students will be evaluated at the end of each semester on Professional Behaviors and Ethics (appendices B-G).
- Staff technologists will complete a confidential survey on student attitudes and behaviors at the end of each clinical rotation. Note: this is not part of grading, but used by the student and staff to improve on behaviors as needed. (appendix H).
- Students will complete confidential surveys of the clinical sites and staff at the end of each clinical rotation to help identify areas of strengths and weaknesses (appendices I & J).

Competency Based Clinical Education Flowchart (avo-10786) Appendix B



ARRT CODE OF ETHICS

At all times, student radiographers are expected to conduct themselves according to the ARRT Code of Ethics:

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts 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 principal 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 the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were 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.
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 of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare 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, respects 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 continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

In addition, students will follow the Civility Contract outlined in the Student Handbook when in clinical.

TIME

School time, class time, clinical and lab are all based on an 8-hour day, 40-hour week. Class and clinical/lab time will be scheduled between 7:00am and 4:00pm depending on the date and location assigned but will not exceed 8 hours per day or 40 hours per week.

Time off from class or clinical is NOT sanctioned by the school. Personal time off is to be scheduled during regular academic breaks (see Union County College semester schedules for dates of school closures and breaks). Any other time missed from clinical will result in points accrued (see tardiness and absenteeism policy and rubric) and clinical make up days.

Students who need additional clinical time to meet semester objectives will be charged the prevailing rate for that time.

REPORTING ABSENCE OR LATE ARRIVAL

1. Absence or an expected late arrival on laboratory or clinical days **MUST** be reported by **BEFORE** the start of clinical/lab on the day of the occurrence.
 - a. All Tardiness: You must notify your clinical instructor and the clinical coordinator if you will be late. When you arrive at clinical you must still punch in or record on your time sheet.
 - b. Absence for Trajecsyst users: You can mark yourself absent on your time record, but you must still notify your site if you do NOT have a Clinical Instructor there.

CLINICAL DIRECTORY:

Dr Sean Richardson, Program Director	908-668-2543
Mohammed Islam, Clinical Coordinator	908-668-2771
Evelyn Janusz, Faculty	908-668-2668
Marla Waithe, Clinical Preceptor	917-623-6947 (C)
Gregory Schaller, Clinical Preceptor	201-602-7658 (C)
Angela Crosgile, Clinical Preceptor	973-493-1388 (C)
Kevin Gilbride, Clinical Preceptor	732-664-1015 (C)
JFK University Medical Center	732-321-7545
Hackensack University Medical Center	908-668-8033
Cooperman Barnabas Medical Center	973-322-5811
Trinitas Medical Center	908-994-5835 ext. 4068
Summit Medical Group	908-273-4300 ext. 4226
TNJIN Union	908-933-9180
TNJIN Edison	732-494-9061
VANJ	973-676-1000 ext. 11136
HUMC	551-996-4595

FAILURE TO REPORT AN ABSENCE OR TARDINESS WILL RESULT IN DISCIPLINARY ACTION AS IT IS SEEN AS ABANDONMENT OF DUTIES. (see Tardiness and Absenteeism policy and rubric).

FAILURE TO CALL IN BY THE REQUIRED TIME WILL BE DEEMED NON-COMPLIANT AND WILL RESULT IN DISCIPLINARY ACTION (see Reporting Absence or Late Arrival).

IF FOR ANY REASON ONE OR MORE OF THE PEOPLE LISTED ABOVE ARE UNAVAILABLE, STUDENT MUST CALL THE PROGRAM DIRECTOR.

ABSENCES OF 3 OR MORE CONSECUTIVE DAYS MUST BE CLEARED BY THE SCHOOL NURSE BEFORE RETURNING TO CLASS/CLINICAL.

Clinical Tardiness and Absenteeism Policy

JFK Muhlenberg School of Medical Imaging

Clinical experience is mandatory. Your clinical time is required to meet the academic credits and/or hours for the program. Failure to meet the required hours and/or credits may result in failure of the clinical component of the program. There are no “excused” or unexcused” absences for clinical. You are absent, or you are present.

School of Radiography: A failure in clinical results in a failure of your Radiographic Procedures course for that semester and vice versa.

TARDINESS:

Tardiness is defined as greater than 5 minutes late to clinical. Students arriving to clinical 30 minutes or more late counts as 6 points, the same as an absence. Students will accrue points as denoted on the Tardiness and Absenteeism Rubric. This point system will assist in determining the consequence of repeated tardiness and excessive absenteeism, which may lead to further disciplinary action up to and including failure of the clinical component of a course.

First time clinical tardiness will result in a verbal warning and be documented on the student’s weekly clinical report. This verbal warning will occur even if the student adhered to the appropriate notification process (please refer to reporting absence or late arrival).

A **second occurrence of tardiness** will result in a written clinical warning. This clinical warning will be documented on the student’s weekly clinical report. The student will be required at this point to write a Performance Improvement Plan. This will be a contractual agreement in which the student will identify specific steps that will be taken to avoid subsequent tardiness. This contrast must be submitted to the clinical coordinator and program director by the next clinical week.

A **third occurrence of tardiness** will result in the student having to make up a clinical day (see clinical make up under absences). This will be documented on the student’s weekly clinical report and will be added to the student’s clinical warning.

Students arriving late to clinical without notifying their instructor will be given the appropriate points plus an indication of no call.

ABSENCES:

It is expected that ALL clinical absences must be made up in addition to the accrual of points as outlined in the Clinical Tardiness and Absenteeism Rubric. This point system will assist in determining the consequences of repeated absences, which may lead to further disciplinary action up to and including failure of the clinical component of a course. (please see Tardiness and Absenteeism Rubric).

Students are required to notify instructors of absence from clinical. Failure to notify instructors of absence results in an automatic 18 points and may result in automatic failure of the clinical component of a course. Failure to call out is seen as an abandonment of duties and is taken very seriously.

Clinical make up will be scheduled by the clinical coordinator and the program director and will take place during finals week of the same semester the points were accrued. Scheduled clinical make up days are non-negotiable. Failure to attend a scheduled clinical day will result in a failure for the course. Clinical make-up days may take place at any of our clinical sites – this will be determined by faculty and the students will be notified of days, times and locations of clinical make-up days.

Patterns of clinical absenteeism will result in a clinical warning, required clinical make-up, development of a Performance Improvement Plan and/or course failure. Once a student is placed on PIP, additional absences will require documentation and will place the student on a clinical action plan. Students will remain on PIP or clinical action plan until they successfully complete a semester with no attendance issues.

Religious Holiday Exception

Students must notify their Clinical Coordinator and Program Director at the beginning of each semester of any possible dates they may miss due to religious holiday observance. This notification **MUST** be in writing and submitted by the end of the first week of the semester. Students will be required to make up any clinical days missed, however there will be **NO POINTS** given for these absences.

Failure to notify of the holidays at the beginning of the semester will result in points. For example, if a student did not notify at the start of the semester, but instead told staff the day before the holiday, they would be given points for not following the proper notification process.

An absence on a clinical make up day will count an absence, along with 6 points assigned. These points will be added to your total for the semester to determine possible disciplinary action.

Please see the Tardiness and Absenteeism Rubric in the student handbook and in the appendix of this manual.

DRESS CODE

Students must report to their assigned clinical area in full uniform. This includes any of the uniform combinations approved by the program as outlined in the student handbook. While shoes, including sneakers that are ALL white, are required. Shoes must be kept clean and professional looking.

Refer to the student handbook and the school website for exact list of the school uniform along with information on where to purchase the uniform.

In addition:

1. The name badge and radiation monitoring device(s) must be worn at all times while in clinical setting. Radiation monitoring devices need to be worn at your collar. Fetal monitoring devices must be worn at the waist. The Hackensack-meridian issued, JFK Muhlenberg Snyder School ID must be worn at all times regardless of which clinical site the student is assigned. Additional name badges may be required by the site and must also be worn while at that facility.
2. Uniforms must be kept neat, clean, pressed, and stain free.
3. Additions to uniforms such as vests, or sweaters are **not** permitted. Only an approved school lab coat or all white or maroon long sleeve t-shirt under the uniform top can be added, if approved by the clinical site.
4. Jewelry is to be kept at a minimum. Only wedding and engagement rings are permissible. Small button type earrings are allowed for either men or women, with no more than one earring per ear. In order to present a professional appearance, jewelry may **not** be worn on other visible body parts, such as the **nostril, tongue, or eyebrow**. No necklaces are to be worn. **No visible tattoos**. These restrictions are for safety reasons as well as assuring professional appearance.
5. Perfume, cologne and after-shave and other fragrances must be used sparingly and may be prohibited if deemed overwhelming by a supervisor or faculty member. Please remember patients may not be able to tolerate these scents.
6. Hair is to be shoulder length or shorter. Longer hair must be **securely tied back**. The student should consider his/her professional appearance when selecting a hairstyle or color, remembering that appearance may affect the patient's confidence in the student. The student must refrain from wearing spike, cut-out symbols, mousse bouffant styles, etc.
7. Beards and mustaches are permissible if kept **neat and trimmed**. The growth of new beards and/or mustaches **cannot** be started while students are in clinical sessions.
8. Religious headwear should be plain and subdued in color. The wearing of religious headwear should be discussed with the Program Director at the time of admission to the program. If the student is already enrolled and decides to start wearing religious headwear, he/she must discuss it with the program director before wearing it to the

clinical site. No student will be denied the right to wear religious headwear, but the school reserves the right to approve individual pieces of headwear.

9. Fingernails must be kept short in order to facilitate wearing disposable gloves, to assist with radiation safety, hygiene and standard (universal) precautions. Nails can be **no longer than a quarter inch in length.** Light colored nail polish is permissible but must be **free of chipping and peeling.** Artificial nails are **not permissible.** (this includes acrylics, overlays and/or extensions).
10. Good personal hygiene is expected. This includes frequent bathing and the use of deodorants, and good dental care. Students will be sent home from clinical for poor hygiene.
11. Underwear must be discrete and must not affect the professional uniform appearance. Underwear may not extend beyond the waistband of the uniform bottoms.

OPERATING ROOM and OTHER SPECIAL DRESS CODE REQUIREMENTS

- When assigned to the OR, or Cardiac Catheterization areas you may be required to wear specific hospital supplied clothing called “SCRUBS. When this occurs, the student is to change into the proper garb as directed. Upon completion of the caseload, the student must change back into their school uniform. And report to the clinical instructor in charge. At no time is the student to leave the hospital premises wearing hospital supplied scrubs. **This constitutes theft and you will be dismissed from the program.**
- Waiting between cases is sometimes necessary. If this occurs and you leave the area for more than 30 minutes, you must change into your school uniform. If leaving for less than 30 minutes a uniform coat must be worn over your scrubs. **At no time are head and shoe covers to be worn outside the assigned area (OR, Cath Lab, etc.).** When returning to the assigned area clean head and shoe covers worn. **Follow the policy of the hospital where assigned with regards to changing into clean scrubs.** See a clinical instructor if you have any questions regarding this policy.
- It is suggested that uniform lab coat be worn over your school uniform at all times, especially when risk of splashing body fluids is likely.
 - In the event the student uniform becomes contaminated with body fluids, the student will be sent home from clinical. If proper precautions were taken (wearing a lab coat or other barrier device) no time loss will be recorded. If student did not adhere to this policy points will be recorded for early departure from clinical along with disciplinary action taken.
 - In the event the student uniform become soiled with non-patient related spills (such as coffee, contrast media, soda, etc.) the student will be required to cover their clothing with a lab coat to maintain professional appearance. If the student does not have a lab coat they will be sent home OR if the student chooses to go home, the early departure will be recorded along with disciplinary action taken.

LUNCH

When in the clinical setting, student's lunch times will be assigned within the following parameters:

1. A student is **not** to leave the department without notifying the clinical supervisor of the professional with whom they are working for lunch or for any other reason.
2. ***Lunch times may not exceed a total of 45 minutes on any given day***, unless otherwise scheduled by an instructor/supervisor. Lunch schedules should complement the routine permitted by the clinical site and be at least 30 minutes in length. It is the responsibility of the instructor/supervisor to schedule the students lunch times.
3. Omission of lunch does NOT constitute early dismissal from your clinical area or add to scheduled clinical time.
4. In according with the policies set forth by the hospitals accrediting agency, ***food and beverages are not permitted in patient care areas (i.e. radiography rooms, work areas and hallways) therefore, lunch cannot be eaten in your assigned work area.***

CLINICAL EQUIPMENT

Students are required to have the following with them every day when in the clinical setting:

1. **Right and Left marker**
2. **Pocket positioning handbook**
3. **Clinical packet/folder**
4. **Student ID Badge**
5. **Radiation Monitoring Badge**

Students must purchase their markers prior to their first semester. Lost markers must be replaced at the student's expense. Each marker is to consist of the "R" and "L" along with the student's initials and last number in year of graduation. If your markers are lost, you must order new ones ASAP. Report lost marker to your clinical supervisor and clinical coordinator ASAP. Temporary markers will be assigned to a student while they wait for shipment (see Clinical Coordinator for a temporary marker), for a period of **no more than 2 weeks**.

Failure to have required equipment in the clinical setting will result in disciplinary action.

SAFETY IN THE CLINICAL SETTING

Unsafe clinical performance is defined as the student's inappropriate action or inaction that endangers the safety of the patient and/or self and/or violates the procedures of the medical center and/or the schools of medical imaging.

In the event that the instructor deems the student's performance to be unsafe, at any point in the semester, regardless of whether there has been a clinical warning issued, the instructor has the right and responsibility to require that the student leave the clinical area immediately.

The clinical instructor will notify the Program Director who will determine if the student should be dismissed for unsafe clinical practices.

If at any time the Program Director, Clinical Coordinator, Clinical Instructor or Designated Clinical instructor or clinical site staff determines a student to be clinically unsafe, the student will be immediately removed from the clinical portion of the program.

****PLEASE REFER TO THE CLINICAL DISMISSAL SECTION OF STUDENT HANDBOOK**

CLINICAL CORRECTIVE DISCIPLINE POLICY AND PROCEDURES

Policy: The ultimate objective of effective discipline is to rectify misconduct in a just and constructive way and to reduce the likelihood of its recurrence.

The offenses listed in this guide for general action are not to be considered as the only offenses for which disciplinary action may be taken. Offenses that may occur, whether listed in this guide or not, are to be evaluated on an individual basis and disciplinary action taken that would be appropriate to the circumstances surrounding the offense. This disciplinary guide is provided as a point of reference in helping to determine appropriate action.

Step A - Verbal warning with notation in department records of students (s) involved, the offense committed, and the date the verbal warning was given

Step B - Written warning using warning notice

Step C – Final written warning

Step D – Suspension or Dismissal from program

Offense Disciplinary Action	1st	2nd	3rd	4th
Violation of the Civility Contract (see civility contract in Student Handbook)	A	B	C	D
Failure to report to assigned area after clocking in	A	B	C	D
Exhibiting inappropriate behaviors at clinical site (surfing the internet, doing homework when exams need done, general laziness, using cell phone, etc.)	A	B	C	D
Not following procedure for clocking in and/or clocking out correctly.	A	B	C	D
Poor grooming or hygiene, including not wear approved uniform	A	B	C	D
Unprofessional behavior as outlined in the ARRT Code of Ethics for Radiographers	A	B	C	D
Failure to remain in assigned area at clinical without permission for authorized person	A	B	C	D
Found holding imaging receptors during any radiographic procedure	-	B	C	D
Failure to follow procedures outlined on the Competency Based Clinical Education Flowchart	-	B	C	D
Violation of any site safety policy	-	B	C	D
Failure to correctly wear radiation monitoring device	-	B	C	D

Gambling, immoral or indecent conduct while at the clinical site	-	B	C	D
Fighting or attempting bodily injury to any employee or other student at clinical site	-	-	C	D
Use of abusive or threatening language	-	-	C	D
Consuming, having unauthorized possession of, or being under the influence of narcotics or alcohol while on clinical site premises	-	-	C	D
Refusal to do any examination assigned by authorized person (example: student states they don't need that exam)	-	-	C	D
Unauthorized use of property belonging to the clinical site, patients, visitors, students or employees – including removal of said property from site	-	-	C	D
Four (4) warnings for ANY combination of offenses during a twelve month period	-	-	C	D
HIPAA Violation	-	-	C	D
Student performing an examination while not on school time	-	-	C	D
Performing fluoroscopy without direct supervision by a registered technologist	-	-	C	D
Not maintaining clinical competency – determined by continuing and terminal comps	-	-	C	D

Knowingly falsifying the time record of another student, falsifying your own time record, or conspiring another person in falsifying information on your time record	-	-	-	D
Failure to practice radiation safety; including but not limited to: exposing a patient radiation without appropriate protective devices, making an exposure without providing shielding to others in area, making an exposure without informing those in area you will be taking exposure	-	-	-	D
Willfully submitting false information false information, or willfully withholding information for the purpose of obtaining enrollment	-	-	-	D
Conviction of a felony without parole while in the program	-	-	-	D

The above list is not Inclusive. The Program Director and Clinical Coordinator may add offenses if they deem necessary.

Please refer to your student handbook for more on warnings, action plans, probation and dismissal.

For more information on school policies/procedures always refer to your Student Handbook.

APPENDIX

JFK Muhlenberg School of Radiography
Clinical Education Remediation Form

Student: _____

Site: _____

Reason for Remediation (attach Clinical Competency Form):

Check all that apply:	Remediation Required:	Completed	
		CI Initials:	Date:
<input type="checkbox"/>	Review notes, textbook, class presentation		
<input type="checkbox"/>	Retake unit test for procedure (must achieve 76% for assessment only)		
<input type="checkbox"/>	Observe instructor demonstration of exam		
<input type="checkbox"/>	Practice procedure in laboratory setting		
<input type="checkbox"/>	Repeat laboratory competency		
<input type="checkbox"/>	Student returns to direct supervision		
<input type="checkbox"/>	Student performs ____ exams under direct supervision		
<input type="checkbox"/>	Repeat competency evaluation		

Student comments:

I have received remediation concerning the problem stated above.

Student Signature

Date

Program Official's Comments:

Program Official Signature

Date

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools School of Radiography				
PROGRESSIVE EVALUATION OF PROFESSIONAL ETHICAL BEHAVIORS				
<u>JUNIOR FALL SEMESTER</u>			KEY Always = 6.25 points Usually = 5.31 points Sometimes = 4.69 points Rarely = 1 point	
Midterm _____ Final _____ (Check one)				
Student Name: _____			Grade: _____	
Each semester the clinical instructor and student must sign and date this form when information is shared at midterm and final evaluations.				
Each instructor must look for behavior that is part of the student's everyday personality and not casual or occasional demonstrations of the behaviors listed.				
THE STUDENT BENCHMARK FOR THIS FORM IS A SCORE OF 85% OR HIGHER. FAILURE TO MEET THIS BENCHMARK WILL RESULT IN AN ACTION PLAN (1ST OFFENSE) OR POSSIBLE CLINICAL FAILURE AND PROGRAM DISMISSAL (2ND OFFENSE)				
OBSERVABLE BEHAVIOR	Always	Usually	Sometimes	Rarely
1. Adheres to program and clinical education policies and procedures				
2. Meets the objectives of professional attire as stated in the student handbook without discussion				
3. Participates in exams regardless of application to competency needs				
4. Able to ask thoughtful and pertinent questions				
5. Demonstrates adequate mastery of equipment manipulation & organizational skill set				
6. Responsive to instructional questions				
7. Able to utilize new terms of the profession correctly				
8. Listens, anticipates & responds to the needs of the patient appropriately. (Patient Care)				
9. Utilizes class information in the clinical setting				
10. Keeps patients informed of the exam's progress				
11. Addresses the patient by surname during the exam				
12. Remains in the assigned area and communicates with the instructor when relocating				
13. Acts as a team player with fellow classmates & technologists				
14. Performs medical imaging procedures under direct supervision of a registered technologist until the student achieves competency				
15. Protects patient, self & others from contagious diseases by practicing proper isolation, sterile &/or aseptic techniques.				
16. Practices radiation protection for patients, self and peers				
Comments:				
Student _____		Date _____		
Clinical Instructor _____		Date _____		

Appendix C: Sample Form

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools			
School of Radiography			
PROGRESSIVE EVALUATION OF PROFESSIONAL ETHICAL BEHAVIORS			
			KEY
			Always = 5.88 points
			Usually = 5 points
			Sometimes = 4.41 points
			Rarely = 1 point
JUNIOR SPRING SEMESTER			
Midterm _____		Final _____ (Check one)	
Student Name: _____			
Grade: _____			
Each semester the clinical instructor and student must sign and date this form when information is shared at midterm and final evaluations.			
Each instructor must look for behavior that is part of the student's everyday personality and not casual or occasional demonstrations of the behaviors listed.			
THE STUDENT BENCHMARK FOR THIS FORM IS A SCORE OF 85% OR HIGHER. FAILURE TO MEET THIS BENCHMARK WILL RESULT ACTION PLAN(1ST OFFENSE) OR POSSIBLE CLINICAL FAILURE AND PROGRAM DISMISSAL(2ND OFFENSE)			
DEMONSTRATES MOTIVATION			
OBSERVABLE BEHAVIOR			
			Always
			Usually
			Sometimes
			Rarely
1. Actively participates in clinical exams regardless of competency needs			
2. Is responsive to patients' needs (Patient Care)			
3. Is able to answer questions in class relative to didactic material			
4. Volunteers for special tasks, demonstrates an ability to help other by offering assistance to staff			
5. Protects patient, self & others from contagious diseases by practicing proper isolation, sterile &/or aseptic techniques.			
6. Adheres to program and clinical education center policies and procedures			
7. Meets the objectives of professional attire as stated in the student handbook, without discussion			
8. Practices radiation protection for patients, self and peers			
9. Demonstrates adequate progress with competency exams			
10. Makes professional decisions based on didactic knowledge vs. common practice			
11. Remains in assigned area and communicates with instructor when relocating			
12. Responds to constructive criticism and adapts performance to strengthen clinical skills			
13. Prepares and maintains cleanliness of assigned room throughout the day			
14. Effectively communicates with patients of all ages while maintaining the patient's right to privacy.			
15. Completes all details of a case			
16. Demonstrates self-confidence in the clinical setting			
17. Performs medical imaging procedures under direct supervision of a registered technologist until the student achieves competency			
			Please turn over
Comments: _____			
Student _____		Date _____	
Clinical Instructor _____		Date _____	

Appendix D: Sample Form

**JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools
School of Radiography
PROGRESSIVE EVALUATION OF PROFESSIONAL ETHICAL BEHAVIORS**

JUNIOR SUMMER SEMESTER

Midterm: _____ **Final** _____

KEY
Always = 5.88 points
Usually = 5 points
Sometimes = 4.41 points
Rarely = 1 point

Student Name: _____

Grade: _____

Each semester the clinical instructor and student must sign and date this form when information is shared at midterm and final evaluations.

Each instructor must look for behavior that is part of the student's everyday personality and not casual or occasional demonstrations of the behaviors listed.

THE STUDENT BENCHMARK FOR THIS FORM IS A SCORE OF 85% OR HIGHER. FAILURE TO MEET THIS BENCHMARK WILL RESULT IN AN ACTION PLAN(1ST OFFENSE) OR POSSIBLE CLINICAL FAILURE AND PROGRAM DISMISSAL(2ND OFFENSE)

OBSERVABLE BEHAVIOR	Always	Usually	Sometimes	Rarely
1. Adheres to program and clinical education policies and procedures				
2. Meets the objectives of professional attire as stated in the student handbook without discussion				
3. Practices radiation protection for self, patients and peers				
4. Actively participates in clinical exams regardless of competency level				
5. Makes professional decisions based on didactic knowledge vs. common practice				
6. Responds to constructive criticism and adapts their performance to strengthen clinical skills				
7. Demonstrates adequate progress with competency exams				
8. Listens, anticipates & responds to patient needs appropriately (pt. care)				
9. Makes patients feel they are in competent hands (including avoiding phrases such as "I've never used this room" or "This is the first one I've done in awhile.")				
10. Is able to deliver care unrestricted by concern for personal attributes or nature of disease, etc.				
11. Does not participate in unprofessional behavior insulting to our profession.				
12. Plans ahead of actions when performing radiographic exams (never has to leave to get supplies, is organized etc.)				
13. Accepts responsibility for their own behavior				
14. Alerts classmates to potential competency opportunities				
15. Demonstrates master of all operation of radiographic equipment by the mid-semester point				
16. Performs medical imaging procedures under direct supervision of a registered technologist until the student achieves competency				
17. Protects patient, self & others from contagious disease by practicing proper isolation, sterile &/or aseptic techniques.				

Comments: _____

 Student

 Date

 Clinical Instructor

 Date

Appendix E: Sample Form

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools											
School of Radiography											
PROGRESSIVE EVALUATION OF PROFESSIONAL ETHICAL BEHAVIORS											
								KEY			
<u>SENIOR FALL SEMESTER</u> Midterm _____ Final _____ (check one)								Always = 5.88 points			
								Usually = 5 points			
								Sometimes = 4.41 points			
								Rarely = 1 point			
								Grade: _____			
Student Name: _____ Date: _____											
Each semester the clinical instructor and student must sign and date this form when information is shared at midterm and final evaluations.											
Each instructor must look for behavior that is part of the student's everyday personality and not casual or occasional demonstrations of the behaviors listed.											
THE STUDENT BENCHMARK FOR THIS FORM IS A SCORE OF 85% OR HIGHER. FAILURE TO MEET THIS BENCHMARK WILL RESULT IN AN ACTION PLAN (1ST OFFENSE) OR POSSIBLE CLINICAL FAILURE AND PROGRAM DISMISSAL (2ND OFFENSE).											
DEMONSTRATES MOTIVATION & ATTAINS SELF DIRECTION											
OBSERVABLE BEHAVIOR								Always	Usually	Sometimes	Rarely
1. Actively participates in clinical exams regardless of competency needs											
2. Is responsive to patients' needs (Patient Care)											
3. Is able to answer questions in class relative to didactic material											
4. Volunteers for special tasks, demonstrates an ability to help others by offering assistance to clinical staff											
5. Adheres to program and clinical education center policies and procedures											
6. Meets the objectives of professional attire as stated in the student handbook, without discussion											
7. Practices radiation protection for patients, self and peers											
8. Demonstrates adequate progress with competency exams											
9. Makes professional decisions based on didactic knowledge vs. common practice.											
10. Remains in assigned area and communicates with instructor when relocating											
11. Responds to constructive criticism and adapts performance to strengthen clinical skills											
12. Prepares and maintains cleanliness of assigned room throughout the day											
13. Respects the patient's right to privacy (i.e. confidential information on charts and use of computers is limited to film evaluation class only)											
14. Completes all details of a case											
15. Performs medical imaging procedures under direct supervision of a registered technologist until the student achieves competency											
16. Demonstrates mastery of equipment by mid-semester											
17. Protects patient, self & others from contagious disease by practicing proper isolation, sterile and/or aseptic techniques.											
Comments: _____ _____ _____ _____											
Student								Date			
Clinical Instructor								Date			

Appendix F: Sample Form

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools				
School of Radiography				
PROGRESSIVE EVALUATION OF PROFESSIONAL ETHICAL BEHAVIORS				
<i>SENIOR SPRING SEMESTER</i>				KEY
_____ Midterm _____ Final (Check one) Student Name: _____ Grade: _____				Always = 5.88 points
				Usually = 5 points
				Sometimes = 4.41 points
				Rarely = 1 point
<p>Each semester the clinical instructor and student must sign and date this form when information is shared at midterm and final evaluations.</p> <p>Each instructor must look for behavior that is part of the student's everyday personality and not casual or occasional demonstrations of the behaviors listed.</p> <p>THE STUDENT BENCHMARK FOR THIS FORM IS A SCORE OF 85% OR HIGHER. FAILURE TO MEET THIS BENCHMARK WILL RESULT IN AN ACTION PLAN(1ST OFFENSE) OR POSSIBLE CLINICAL FAILURE AND PROGRAM DISMISSAL(2ND OFFENSE)</p>				
OBSERVABLE BEHAVIOR				Always Usually Sometimes Rarely
1. Adheres to program and clinical education policies and procedures				
2. Adheres to dress code, both at clinical and any other activity where they represent the college or profession				
3. Practices radiation protection for self, patients and peers				
4. Demonstrates adequate progress with competency exams				
5. Makes professional decisions based on didactic knowledge vs. common practice				
6. Demonstrates self reliance in working independently (i.e. under indirect supervision)				
7. Uses an objective approach in problem solving				
8. Demonstrates mastery of equipment by Mid-semester.				
9. Demonstrates punctuality				
10. Complies with the fact that diagnosis and interpreting are outside the scope of practice by using film critique methods to spot irregularities				
11. Acts as a liaison obtaining medical information through observation and appropriate communication with the patient to aid the physician.				
12. Assumes an attitude of representing the program and profession without being told				
13. Completes all aspects of the case				
14. Displays safety consciousness				
15. Remains in assigned area and communicates with the instructor when relocating				
16. Performs medical imaging procedures under direct supervision of a registered technologist until the student achieves competency				
17. Protects patient, self & others from contagious disease by practicing proper isolation, sterile and/or aseptic techniques.				
Comments _____				Please turn over
Student _____				Date _____
Clinical Instructor _____				Date _____

Appendix G: Sample Form

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools				
School of Radiography				
PROGRESSIVE EVALUATION OF PROFESSIONAL ETHICAL BEHAVIORS				
<u>SENIOR TERMINAL EVALUATION</u> Student Name: _____				KEY
				Always = 5.88 points
				Usually = 5 points
				Sometimes = 4.41 points
				Rarely = 1 point
				Grade: _____
Each semester the clinical instructor and student must sign and date this form when information is shared at midterm and final evaluations. Each instructor must look for behavior that is part of the student's everyday personality and not casual or occasional demonstrations of the behaviors listed.				
THE STUDENT BENCHMARK FOR THIS FORM IS A SCORE OF 85% OR HIGHER. FAILURE TO MEET THIS BENCHMARK WILL RESULT IN AN ACTION PLAN(1ST OFFENSE) OR POSSIBLE CLINICAL FAILURE AND PROGRAM DISMISSAL(2ND OFFENSE).				
ORGANIZES A VALUE SYSTEM				
OBSERVABLE BEHAVIOR	Always	Usually	Sometimes	Rarely
1. Listens, anticipates and responds to the needs of the patient(Patient Care)				
2. Has developed a philosophy of life consistent with the professional goals of the Radiologic Technology profession				
3. Practices radiation protection for patients, self and peers				
4. Adheres to program and clinical education center policies and procedures				
5. Demonstrates self reliance in working independently (i.e. under indirect supervision.)				
6. Uses an objective approach in problem solving				
7. Completes all aspects of the case				
8. Demonstrates punctuality				
9. Is able to answer questions in clinical relative to didactic instruction				
10. Complies with the fact that diagnosis and interpreting are outside the scope of practice, but has developed the ability to alert MD's to possible patient problems by using film critique methods to spot irregularities				
11. Act as an agent to obtain medical information through observation and communication and to aid the physician in diagnosis and treatment management.				
12. Assume an attitude of representing the program and profession without being told.				
13. Advocates professional policies and procedures to colleagues' and associates.				
14. Displays safety consciousness				
15. Protects patient, self & others from contagious disease by practicing proper isolation, sterile or aseptic techniques.				
16. Performs medical imaging procedures under direct supervision of a registered technologist until the student achieves competency				
17. Demonstrates organizational skills and a natural "flow" when performing cases, especially when multiple exams are ordered on the same patient.				
Comments:				
Student _____	Date _____			
Clinical Instructor _____	Date _____			

Appendix H: Sample Form

JFK Medical Center-Muhlenberg-Harold B. and Dorothy A. Snyder Schools SCHOOL OF RADIOGRAPHY Technologist Evaluation of Student					
Student: _____					
Clinical Site: _____					
Semester: _____					
Please rate the student in the following areas below. The information provided will be shared with the student in a confidential manner and used so that the student may realize strengths and overcome weaknesses. The quality of this evaluation depends greatly on the evaluator's impartiality. Please feel free to make additional comments at the bottom of this page. Your name on this form is optional. Thank you for your time in completing this valuable form.					
	Always	Usually	Sometimes	Rarely	Never
1. Cooperation					
2. Ability to accept criticism					
3. Judgment					
4. Dependability					
5. Self Confidence					
6. Knowledge of Procedures					
7. Quality of Work					
8. Patient Care					
9. Willingness					
1. Cooperation: Consider the willingness of the student to work with others. Is the student willing to volunteer when needed?					
2. Ability to accept criticism: Does the student accept constructive criticism or does he/she argue about or ignore criticism?					
3. Judgment: Consider the student's thought process in arriving at decisions.					
4. Dependability: How much supervision is needed for this student? Is the student always in his/her assigned area on time. Is the student conscientious?					
5. Self Confidence: Does the student demonstrate responsibility, proficiency and self confidence?					
6. Knowledge of Procedures: Does the student perform procedures with the accuracy and skill at the level expected of them at this time (i. e. Junior student vs. Senior student).					
7. Quality of Work: Consider neatness, accuray radiation protection and general flow of procedures. Does the student take pride in his/her work?					
8. Patient Care: Consider the manner in which the student talks and interacts with patients and over all patient care skills to also include rights, modesty and safety of patients.					
9. Willingness: Is the student willing to perform all cases regardless of competency needs, time of day. or difficulty of case?					
Additional Comments: _____					
Technologist Signature _____					

**JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools
School of Radiography
Clinical Instructor Evaluation Form**

Clinical Instructor:

Clinical Site:

Semester:

Number of Respondents:

Key:

- A. Strongly Agree**
- B. Agree**
- C. Disagree**
- D. Strongly Disagree**
- E. Not Applicable**

PLEASE MARK THE APPROPRIATE BOX BELOW:

Note: If you answer “C” or “D” in any of the responses a comment is required.

	A	B	C	D	E
1. The instructor serves as a positive role model					
2. The instructor is available to assist students where needed (such as difficult or challenging cases, practice/demonstration, laboratory and clinical competency exams)					
3. The instructor demonstrates competent clinical skills when working with me					
4. Clinical assignments (room and other modality rotations) are meaningful and provided in advance					
5. The instructor arrives to the clinical site on time and is with you 6+ hours					

Overall Percentage:

Comments:

**JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools
School of Radiography
Clinical Site Evaluation Form**

Clinical Site:

Semester:

Number of Respondents:

Key:

- A. Strongly Agree**
- B. Agree**
- C. Disagree**
- D. Strongly Disagree**
- E. Not Applicable**

PLEASE MARK THE APPROPRIATE BOX BELOW:

Note: If you answer “C” or “D” in any of the responses a comment is required.

	A	B	C	D	E	
1. The site offered an adequate number of procedures to meet your competency requirements						
2. The site offered a wide variety of procedures to meet your competency requirements						
3. The staff and managers of the department provided a climate to meet your learning objectives						
4. The staff of the department served as positive role models						
5. The staff was available to assist/practice procedures						
6. Resources such as positioning aids and supplies were readily available						
7. There was a sufficient orientation to the department and hospital						
8. Parking was easily accessible						
9. The price and quality of the cafeteria meet my needs						
10. There was sufficient availability of lockers or space to secure personal items						
11. I would recommend this site to my peers as an ideal and supportive learning environment						

Overall Percentage:

Comments:

**JFK MUHLENBERG HAROLD B AND DOROTHY A SNYDER SCHOOLS OF MEDICAL IMAGING
School of Radiography**

Laboratory Evaluation Form

Date: _____

Student: _____ **Examination:** _____

Lab Site: _____

LEGEND:	A-AP/PA	B-LAT	C-OBL	D-AXIAL	E-OTHER				
				<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	
1. Properly prepares the radiographic room	—	—	—	—	—	—	—	—	—
2. Identifies & confirms correct patient	—	—	—	—	—	—	—	—	—
3. Greets patient and explains procedure to be performed	—	—	—	—	—	—	—	—	—
4. Properly prepares the patient for the procedure	—	—	—	—	—	—	—	—	—
5. Selects the correct image receptor	—	—	—	—	—	—	—	—	—
6. Positions the patient properly for the specific projection	—	—	—	—	—	—	—	—	—
7. Selects the correct SID	—	—	—	—	—	—	—	—	—
8. Directs central ray to correct centering point	—	—	—	—	—	—	—	—	—
9. Properly aligns x-ray tube to IR	—	—	—	—	—	—	—	—	—
10. Collimates accurately	—	—	—	—	—	—	—	—	—
11. Utilizes correct marker and placement	—	—	—	—	—	—	—	—	—
12. Places lead shield appropriately	—	—	—	—	—	—	—	—	—
13. Provides appropriate breathing instructions	—	—	—	—	—	—	—	—	—
14. Selects proper technical factors at the control panel	—	—	—	—	—	—	—	—	—

Comments:

Student Signature	Date	Faculty Signature	Date
--------------------------	-------------	--------------------------	-------------

Clinical
Competency Evaluation Form

Student's Name: _____

Date: _____

Procedure: _____

Grade: _____

Views: *A* _____ *B* _____ *C* _____ *D* _____ *E* _____

Patient difficulty level (check one):

Pediatric: _____	Adult: _____	Geriatric: _____	Trauma: _____ Yes _____ No
------------------	--------------	------------------	----------------------------

Competency level (check one): Simulation? _____ Yes _____ No (only used for initial competency)

Initial: _____	Continual: _____	Terminal: _____
----------------	------------------	-----------------

Automatic Failure: The evaluation should be discontinued, and the form completed by the CI, if any of the following items is checked:

_____ wrong patient _____ attempted wrong exam or wrong side _____ patient's safety in jeopardy

_____ any zeros in an (*) asterisked category below

3 = Satisfactory 2 = Needs Minor Improvement 1 = Needs Major Improvement 0 = Unsatisfactory

A B C D E Comments:

1. Evaluation of patient history (review request, obtain history, determine if correct exam ordered)		X	X	X	X	
2. Readiness of physical facilities. (Room and equipment)		X	X	X	X	
3. *Positioning (proper positioning, center to proper landmark)						
4. *Equipment Manipulation (proper use of equipment, proper alignment of tube/IR, ease of manipulation of equipment)						
5. Technique (selects proper protocol, manipulates technique to adjust for patient condition or size, evaluates exposure index for proper exposure)						
6. Efficiency (time efficiency)						

7. *Patient Care & Rapport (patient centered care, communicates with patient and/or family, explains exam to patient)						
8. *Radiation Protection (provides protection to the patient and any others in the area. Takes caution with own protection)						
9. Image ID						
10. Image Critique						

Total possible POINTS: **30 54 78 102 126 total earned:** _____

Verification of adequate signatures: _____ (*CI initials*)

C. I. signature: _____

Student signature: _____

Comments:

Appendix M: Sample Form

[illegible]

WEEKLY CLINICAL PERFORMANCE FORM

Student Name: _____

Semester: _____

Date: _____

CI: _____

Please indicate your PERCEPTION of the student's clinical performance for the past week. If any category is rated ABOVE or BELOW acceptable for the student's current level of education, please attach a completed anecdotal form giving specific example along with recommendations.

EQUIPMENT:

Effectively manipulates equipment with ease and care. (tube, table, wheelchairs, stretchers, etc.)

() Skillfully manipulates/cares 4

() Needs improvement 2

() acceptable 3

() needs major improvement 1

PATIENT CARE:

Exhibits skills in patient centered care and patient safety. Includes communication skills across the continuum of care

() Skillfully communicates/provides patient care 4

() Needs Improvement 2

() acceptable 3

() needs major improvement 1

QUALITY:

Perform procedures accurately and thoroughly in accordance with department standards.

Strive for technical perfection, knows when to repeat an image. Practices radiation protection for self, patient and others. Consistently uses proper lead markers.

() Consistent high quality 4

() Needs to strive for quality improvement 2

() Acceptable 3

() Frequently below quality standards 1

TIME MANAGEMENT AND ORGANIZATION:

Constructive use of time, work flow is organized, performs duties with speed while maintaining accuracy and patient centered care.

() Exceptional worker 4

() Needs minor improvement 2

() meets approval 3

() Needs major improvement 1

PROPER USE OF EXPOSURE FACTORS:

Makes the proper protocol selection. Demonstrates ability to adapt exposure factors as needed based on the patient size. Evaluates the exposure index number after exposure taken.

() Demonstrates high reliability 4

() Occasional problems 2

() Demonstrates frequent reliability 3

() Demonstrates significant deficiency 1

JFK Muhlenberg School of Radiography

Student Observation Anecdotal

Name: _____ Date: _____ Setting: _____	Observed by:	Learning Objective Measured:
Observations:		
Remediation:		

JFK Muhlenberg Snyder School of Radiography

NOTICE OF CLINICAL ACTION

Date:

Student Name:

Reason for Disciplinary Action:

Disposition: _____ **Verbal (no acknowledgement required)**

_____ **Written (acknowledgement and witness)**

Comments and/or action plan:

Student comments:

Faculty Member signature and date: _____

Student signature and date: (written only) _____

Witness signature (other than PD) _____

Program Director and date: _____

**JFK School of Radiography
Clinical Advisement Form**

Student Name:

Date:

Advisor:

Semester:

Reason for advisement session:

Goals/plan developed by student with academic advisor's advice:

Student signature _____

RT Faculty signature _____

Date of next advisement session _____

Clinical Tardiness and Absenteeism Rubric

Point Value	Behaviors
	TARDINESS
2	5-14 minutes late
3	15-29 minutes late
6	≥ 30 minutes late
	LEAVING EARLY
3	Leave less than 60 minutes early
6	Leave early 60 minutes or more
	ABSENCE
6	Absent from clinical
18	No Call out/No show absence – this is an abandonment of duties.
	ACTION:
More than 6 points	Clinical warning
Any additional points after clinical warning	Clinical Action Plan
More than 12 points	Performance Improvement Plan
18 Points	Disciplinary Action
	Points for tardiness and absenteeism are accumulated per semester.

I understand that if I am tardy OR leave early three (3) times, regardless of the amount of time I am tardy, I will be required to make-up a clinical day.

I understand that ALL absences are to be made up according to policy.

I understand that if I do not meet the requirements clinical requirements or the Performance Improvement Plan I may fail the clinical component of my courses.

I understand that if I accrue 18 or more points it may result in a failure in the clinical component of the course.

Total points given today: _____ **Date:** _____

Signature of Clinical Faculty: _____

Signature of Student: _____

Appendix S: