



RADIOLOGIC TECHNOLOGY

CLINICALS GUIDEBOOK

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Metro Technology Centers
Preparing for Life

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CLINICAL EDUCATION SITES

Bone & Joint Hospital - Surgery

1111 N. Dewey OKC, OK 73103
Contact: Leland Ross, R.T.
405-979-7790

Bone & Joint Hospital – Orthopedics (OSOI)

1110 N. Lee Suite 200 OKC, OK 73103
Contact: Lauren Jones, R.T.
405-315-4426

Edmond OSOI – Orthopedics

13401 N Western Suite 301 OKC, OK 73134
Contact: Lauren Shelby Ray, R.T.
405-615-4765

Community North

9800 Broadway Ext, OKC, OK 73114
Contact: Cassey Barnes, R.T.
405-419-5977

Community South

3100 SW 89th St, OKC, OK 73159
Contact: Corina French, R.T.
405-602-8219

Integrus Baptist Medical Center

3300 Northwest Expressway OKC, OK 73112
Contact: Gina Lira, R.T. (day)
405-949-4132
Contact: 405-949-4047 (CT)
Contact: 405-949-6694 (MR)

Integrus Baptist Portland Ave. (Deaconess)

5501 N. Portland OKC, OK 73112
Contact: Shelby Ramirez (day)
405-604-6180
Contact: Neil Austin, R.T. (CT)
405-604-4095

Integrus Canadian Valley Reg. Hospital

1201 HealthCare Parkway Yukon, OK 73009
Contact: Stephanie Sloan R.T.
405-717-6838

Integrus Southwest Medical Center

4401 S. Western Ave OKC, OK 73109
Contact: Amy Walker-Callaghan,
R.T. Supervisor (day)
405-636-7572

Mercy Hospital

4300 W Memorial Rd, OKC, OK 73120
Contact: Kourtnei Storm (day)
Contact: Rachel Jordan (CT)
Contact: Paul Wehnberg R.T. (MRI)
Contact: Misty McGalliard R.T. (IR)
(405) 755-1515

MH – Coletta

4401 McAuley Blvd, OKC, OK 73120
Contact: Sue Polson R.T. (M)
405-752-3557

Oklahoma Heart Hospital (North)

4050 W. Memorial Road OKC, OK 73120
Contact: Farrah Schmidt
405-608-3480

Ortho Central

3400 W Tecumseh Rd Suite 101, Norman, OK
73072
Contact: Jordan Phelps R.T.
405-928-7340

OU Medical System

Children's Hospital

940 NE 13th St. OKC, OK 73104
Contact: Stephen Corley, R.T.
Supervisor (day)

OU Physicians' Building

825 NE 10th St. OKC, OK 73104
Contact: Brian Boyle, R.T.
405-271-1693
271-8001 ext35860

OU Surgery Center

700 NE 10th Street OKC, OK 73104
Contact: Autumn Trout, R.T.
405-764-4487

Professional Office Bldg

711 Stanton L. Young Blvd. OKC, OK 73104
Contact: Kimbra Boggs, R.T.
405-271-8181

OU Medical Center

700 NE 13th St. OKC, OK 73104

Contact: Anastasia Trobaugh (day)
405-271-8626

Southwest Orthopedics (SOS)

8100 S Walker Ave, OKC, OK 73139

Contact: Ragen Brown R.T.
Rebekah Mapel R.T.
405-632-4468 ext.1016(Dept)
601-466-0783 (Mary Ann cell)
405-317-2323 (Ragen cell)

SSM Health St. Anthony Midwest

2825 Parklawn Dr, Midwest City, OK 73110

Contact: Tu Nguyen R.T.
405-610-8018 (Cath lab)

SSM Health St. Anthony Shawnee Hospital

1102 W. McArthur Shawnee, OK 74801

Contact: Randall Medley (day)
Contact: Kelly Coffelt, R.T. (evening)
405-878-8145

VA Medical Center

921 NE 13th St. OKC, OK 73106

Contact: Pam Humphrey-Lehrach, R.T (day)
405-456-3975
Contact: Emma Osagie, R.T. (VI)
405-456-5450

STUDENT CLINICAL INFORMATION

1. Prior to your first clinical assignment, documentation of the following **must be** on file. (Copies are made available to the clinical sites upon request):
 - a. Current TB test – documentation of either 2 negative TB skin tests or 1 TB blood test (IGRA) within the last 12 months (a positive test will require a statement from the State Health Department of negative TB)
 - b. Hepatitis B vaccine – 2 of 3 injections completed by the first day of clinical assignment or documentation of refusal.
 - c. MMR (measles, mumps, rubella) immunizations (2) or a positive titer.
 - d. Chicken pox (varicella) immunization (2) or positive titer.
 - e. Tetanus-diphtheria-pertussis (Dtap/Tdap) – 1 injection
 - f. Influenza vaccine – Must receive one every year or provide an official waiver signed by a physician or clergy. The hospital also has the right to request you to wear a mask while at their facility if the flu vaccine is refused. Failure to comply with this policy will result in a failing grade for that rotation.
 - g. The COVID-19 vaccine is not currently required; however, this may change during the duration of the program. If a facility requests student to provide this documentation, students will need to abide by this policy or this could result in a loss of clinical rotation options which could lead to inability to complete course/program requirements and possible dismissal from the program.
 - h. Physical exam
 - i. Current **American Heart Association BLS for healthcare provider** certification.
 - j. Criminal background check.
2. You will be in-serviced in the following areas prior to clinical assignments:
 - a. Bloodborne pathogens
 - b. Standard precautions
 - c. Infection control
 - d. Restraints
 - e. Hazardous materials
 - f. MSDS
 - g. Basic radiation protection
 - h. HIPAA requirements
3. Clinical attire and appearance:
 - a. Program scrub pants and top. Hospital scrubs are to be worn **only** when assigned to surgery or heart Cath lab/vascular intervention.
 - b. Soft-soled, comfortable, low-top shoes. The entire foot must be enclosed.
 - c. Metro Tech student ID badge worn at breast pocket level.
 - d. Radiation monitoring badges provided by Metro Tech worn at collar level.
 - e. Protective apparel as appropriate.
 - f. Bathe regularly and use deodorant/antiperspirant.
 - g. Maintain good oral/personal hygiene.
 - h. Conservative hair styles with hair pulled back so that it does not obscure eyes/face or touch patient (hair ornaments must be inconspicuous).
 - i. Hair must be of a natural color. (brown, blonde, black, gray, or red).

- j. Conservative use of cosmetics.
 - k. Be careful with wearing fragrances as some patients might be sensitive to the scent.
 - l. Keep fingernails short and clean.
 - m. No artificial nails.
 - n. Conservative jewelry that does not violate the clinical sites' policies (no long dangling or multiple earrings).
 - o. No visible body or face piercings including tongue rings.
 - p. Tattoos must be covered unless stated otherwise in clinical sites' policies.
 - q. Keep facial hair neatly trimmed.
 - r. Be **prepared** and in proper attire for clinicals with **R/L markers, pen, and note pad** in your pocket.
4. Clinical hours are **7 AM to 3 PM** and **3 PM to 11 PM** at most hospital sites and **8 AM to 4 PM** at clinic sites. These hours are **not** to be changed without arrangement with the program faculty and clinical staff. **If you are going to be late, absent or leave early**, you must notify the MetroTech program clinical coordinator as well as call your clinical site. Students who miss over one hour per clinic day will be counted absent for that day unless previously scheduled with the site and clinical coordinator. Emergency situations will be addressed on a case by case bases.
 5. Students are required to keep accurate time records while at clinical sites.
 6. Students have 30 minutes for lunch or dinner depending on the shift. They may take **one** 15-minute break before the meal time and **one** 15-minute break after the meal time **if the workload allows. All breaks must be approved by the clinical instructor or department supervisor.** Do not leave for lunch/dinner or at the end of your shift if you are in the middle of an exam. It is your obligation to finish the exam you are doing.
 7. Studying at the clinical site may be done **only** when there are no exams to be done and all other work has been completed, i.e., rooms cleaned and stocked, laundry taken out, and any other duties which need to be done. Ask if you do not know what needs to be done and also ask for permission to study.
 8. Clinical assignments are scheduled to be as fair and impartial as possible while providing each student with educationally valid experiences in a variety of diagnostic imaging areas. The one-to-one ratio of technologist to student is maintained at all clinical education settings to assure that each student will receive proper supervision and instruction.
 9. Students are required to follow their clinical schedule and remain in their assigned area unless prior arrangements have been made with the clinical coordinator. Students are not permitted in restricted areas that are not open to the public except for the performance of ordered radiographic exams. Students are only allowed in the imaging/associated departments during scheduled clinical hours.
 10. During the second year of clinical practice, students may be assigned to specialty areas (CT, MRI, vascular intervention, mammography) if a sufficient number of clinical logs and test-outs have been completed.

11. Students enrolled in the Radiologic Technology Program are required to acknowledge awareness of safe and responsible practices in Magnetic Resonance Imaging (MRI) and practice accordingly. **The student is required to read the ACR Guidance Document on MR Safe Practices: 2013 and sign an attestation (see page 35) prior to their initial clinical assignment. In addition, the student must practice according to any applicable policies and follow screening procedures at each clinical site before entering the MRI area.**
12. Students must also complete a **Magnetic Resonance Imaging (MRI) Orientation and Safety Screening Form (see page 36)** prior to the rotation to ensure that no contraindications exist which would put the student at risk while in the magnetic environment.
13. Students normally are assigned to a particular work area by the department supervisor or clinical instructor or may be assigned to work with a specific RT. In either case, do not go to another area to work without approval.
14. The first day of any clinical assignment you will complete an orientation checklist form (see page 34). This form must be filled out **your first day** there. The form can be found on Trajecsyst. The clinical instructor should do this, but if not available, any staff RT may do it.
15. **Do not use clinical site telephones for personal calls!** This is a workplace, and all phones need to be available for medical business. **Follow clinical site policies regarding cell phone use.** However, a word of caution is in order. Even though you may see clinical workers using cell phones for personal calls or texting, they may not approve of students doing the same.
16. **Electronic tablets:** Clinical sites have been advised that our students may have electronic tablets with textbooks embedded, and none have objected as far as allowing students to have them at clinicals to study during quiet times. **Do not abuse that privilege by using it as an amusement tool.**
17. **Do not use clinical site computers for personal use!** More than likely you will not have access to clinical site computers as they are password protected. However, if you find one that is available, obtain permission to use it, and it should only be used for medical purposes such as viewing exams or reports.
18. If you are given a task to perform, and you are unsure as how to accomplish it, always ask for direction or assistance.
19. Do not engage in arguments or sarcastic comments with clinical site personnel. If a problem develops, **notify the program faculty immediately.**
20. Follow the policies and procedures of the clinical site. That is not to say you will be aware of them all, but if you show initiative, perform in a professional manner, use common sense, and comply with the above items, you should be okay.
21. Be alert at all times to safety and security procedures.

22. Volunteer to perform exams! That is the **best** way to improve your skills.
23. Treat all patients and clinical site personnel with respect.
24. As a student, you **always** require a level of supervision depending on your competency level for that particular exam. This is explained further on page 13 of this publication.
25. As a student, you **never** have the authorization to approve your own images and to send them forward.
26. The radiography program sponsored by Metro Technology Centers has revised its process, effective March 2022, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging.

Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Program Directors & Faculty, Program Resources.

27. Students are encouraged to provide feedback on the clinical sites at the end of their rotation. To provide anonymity to the students, names are removed and the feedback is not released until three evaluations have been collected. If two evaluations are received consecutively documenting the same issues with a site such as unfriendly atmosphere and/or not allowing students to get hands-on experience, a meeting with the site will be scheduled once the student has ended the rotation. If the occasional negative comment is given, it will be considered as a possible personality conflict unless three evaluations state the same issue. If a significant event has occurred, the student will be relocated to a new facility and a meeting with the facility will be scheduled.
28. If a student has received a failing grade on an evaluation from the facility, a meeting with the student will be scheduled. If a student has been receiving passing grades on the evaluations but has received the same suggested areas for improvement on three separate evaluations, a meeting will be scheduled to help the student create a plan for improvement.

RADIATION PROTECTION PROCESS

Students will apply appropriate radiation protection practices at all times while at clinicals. These practices include, but are not limited to the following:

1. A radiation monitoring badge will be worn at collar level at all times in the clinical environment.
2. The cardinal principles of **time**, **distance**, and **shielding** will be applied.
3. Protective lead apparel will be worn in the x-ray room when the tube is being energized. It is not necessary when behind a protective barrier.
4. Students will hold patients **only** when there is no one else available but **will not hold the image receptor**.
5. Only the patient will be in the path of the primary x-ray beam.
6. The beam will be collimated to the smallest field size appropriate for the exam.
7. The beam will **never** be larger than the image receptor.
8. Gonadal shielding should be used on all pediatric patients and patients of child-bearing age providing it does not interfere with the examination.
9. No x-ray exposures will be made in either the lab or the clinical areas without appropriate supervision.
10. Radiographic equipment at Metro Tech is **never** to be used to x-ray any person.

RADIATION MONITORING BADGES

Students will receive a personal radiation monitoring badge prior to their first clinical assignment. Badges will be worn at collar level **outside** the lead apron.

Radiation monitoring badges will be worn only during clinical assignments and not while employed as a student radiographer.

If the radiation monitoring badge becomes lost, stolen, or damaged, there is a \$15 charge to order a replacement. This takes between 5-7 business days. Students **must have** a dosimeter to be in clinic. Time missed due to a missing dosimeter will count as an **absence** for each day missed. Students do have the option to overnight a new badge for an extra \$35.

Badges are changed monthly normally around the 15th of the month. Current radiation badge reports are displayed on a bulletin board in the classroom. Previous reports are maintained by the program coordinator. Students are required to review their personal exposure levels each month and initial by their name on the report hanging in the classroom.

Students will be counseled if any monthly badge report is over 100 mrem or if badge readings are consistently high (above 50 mrem each month). If consistently high, student will be placed under **direct supervision** while in the vicinity of ionizing radiation.

CLINICAL EDUCATION PLAN

Your radiologic technology education consists of both academic as well as clinical training. Specifically, in preparation for your clinical assignments, you will receive classroom instruction as well as laboratory practice in the various and numerous exams for which you will be required to demonstrate competency before you complete the program.

First of all, there are 39 mandatory radiologic procedures that you have to “test-out” in as well as 10 mandatory patient care procedures. Additionally, you must demonstrate competency in a minimum of 15 elective exams. This adds up to a total of 64 procedures that must be accomplished prior to completion of the program (see the Clinical Competency Checklist form on page 21-22). **All imaging test-outs are to be accomplished in the clinical setting with patients.** Exception to this rule will be made on a case by case situation.

In order to test-out on a procedure at the clinical site, you must complete a number of steps beforehand. First of all, you will receive classroom instruction on a particular portion of the anatomy and the primary exams that are used to image those body parts (chest, abdomen, upper and lower extremities, spine, etc.). Then those exams will be demonstrated in the lab by your instructor. Following that you will be given lab time to practice the procedures. Then you will demonstrate your proficiency in those procedures in the lab. During the lab competencies, you are required to demonstrate proficient in each category. Any student who does not obtain at least 170 out of 213 points (80% average for 3 exams) will be required to repeat lab competencies at a later time to demonstrate proficiency. Once an 80% is achieved then, and only then, you are cleared to test-out on those procedures at the clinical site (the CT test-outs and use of the C-arm in surgery test-out are the exceptions to this requirement).

From the very beginning of your clinical training you will be assisting in or doing exams that you have not covered in class. There is nothing wrong with this. In fact, it is expected and is excellent training. However, you cannot test-out in any procedure at clinicals that you have not gone through the steps outlined in the preceding paragraph.

Once you have completed a block of instruction in class/lab on a particular grouping of exams, you may attempt to test-out on those procedures at clinicals. When an opportunity for a test-out arises, you should make it known to the RT you are working with that you want to test-out on that exam. The RT will observe your performance and complete a clinical competency evaluation within Trajecsyst (see page 23-24). After the exam, if you are successful, expect to be quizzed by the RT concerning positioning and technical factors. Completion of a test-out stipulates that you feel you can now perform this exam with only indirect supervision. A minimum score of 80% is required for you to move to the final step of attaining a competency. If you do not achieve that score, you must reattempt it some other time.

The final step in attaining competency for a procedure is having a Metro Tech faculty member review the images with you. Proficiency will be determined by utilizing the Clinical Image Analysis Rubric (page 26). The score from the rubric will be logged under Image Evaluation on the Trajecsyst test-out form (page 24). You must keep a log of your test-outs with the correct date, time, and full accession number in order for the exam to be found in PACS. I highly recommend carrying a notepad with you to ensure this information is not lost. Images that are not able to be evaluated by a Metro Tech faculty member will not count as a completed test-out. The test-out will have to be repeated.

Performance standards of the test-out are worth 6 points each for a total of 54 points. Image evaluation is 46 points (see page 23). At the end of the clinical course, all the test-outs will be averaged together worth a total of 50 points for each course.

Like all the academic courses, in the curriculum you will receive a grade for these courses (Clinical Practice I, II, III, and IV). For each of these courses you will have a grade based on your clinical evaluations during that particular time frame. Each evaluation is worth 50 points. Also, you will receive a grade based on the number of test-outs you completed during the course. This grade counts for 10 points towards your overall grade since the opportunity for test-outs varies considerably among the numerous clinical assignments we have available. Therefore, you will not be harshly penalized if you are at a site where you are not afforded those opportunities. On the other hand, we do give you a grade in this area just to encourage you to not procrastinate in accomplishing competencies. Twenty-five points of your clinical grade concerns your clinical exam log. It is highly recommended to have it completed for review the **third day of each month** (see page 19).

The last set of points you will receive for clinic is for Daily Clinical Professionalism (see page 20). These points will be logged in the gradebook at the end of the week.

The course hours and approximate lengths are as follows:

Clinical Practice I	Clinical Practice II	Clinical Practice III	Clinical Practice IV	Total Hours
208 hours	368	408	505	1489
October – Mid-February	Mid-February – Early June	Early June – Late September	Late September – Early March	

Given the importance of personal responsibility and performance in clinic education activities, our program employs the Student Intervention Action Levels 1, 2, and 3 for identifying and correcting deficient clinic performance and essential competencies.

A student may receive a Student Intervention Action (SIA) if the student demonstrates a deficiency in clinical performance, a deficiency in completing essential competencies, is asked not to return to a clinical site, or is dismissed from a clinical site before the completion of the rotation. Such deficiency in behavior may also result in failure of the clinical course, charges under the appropriate Metro Technology Centers/ Program policy, and/or dismissal from the program.

SIA Level 1 = documentation of discussion with student and possible reduction of final course grade by five percentage points. Disciplinary action as specified in the student handbook may also be applicable in addition to the Level 1.

SIA Level 2 = reduction of final course grade by ten percentage points and disciplinary action as specified in the student handbook may also be applicable in addition to the Level 2.

SIA Level 3 = reduction of final course grade by twenty percentage points and disciplinary action as specified in the student handbook may also be applicable in addition to the Level 3.

If a SIA brings the student's grade below 80% the student may be dismissed from the program.

Level 1 examples of such conduct include, but are not limited to:

1. asked not to return to a clinical site.
2. failure to turn in paperwork on time.
3. excessive absences or tardies.
4. failure to be in complete appropriate attire as described in the policy.
5. being improperly groomed and/or careless in appearance.
6. abuse of lunch or break period (overstaying break or lunch period).
7. displaying improper attitude such that the team concept of patient care suffers.

8. failure to adapt to clinical policies and procedures.

A second violation of any of the following will result in a Level 2 documentation.

The following examples are more serious actions and, therefore, warrant going straight to a Level 2 or 3 depending on severity. Violation of any of the following will result in a documented counseling session with the student being placed on probation with possible suspension*. A second violation of any of the following will result in termination from the program.

Examples include, but are not limited to:

1. dismissed from a clinical site before the completion of the rotation.
2. falsification of any medical, business or personal record, whether written or verbal.
3. reporting to school/clinicals in an unfit condition due to drugs, alcohol, lack of sleep or any other reason that reflects an unfit condition.
4. stealing or defrauding (whether actual or attempted) from Metro Tech, the hospital, clinical areas, fellow students, employees or patients.
5. possession of any illegal weapon or drugs while at school, clinical assignment, or participating in any school-related activity.
6. abusive and/or threatening language to anyone during school/clinical time or when working on school assignments.
7. carelessness and/or negligence in job performance (i.e., that which threatens the well-being of patients, visitors, co-workers, professional staff and/or hospital or clinic property).
8. fighting or provoking a fight, or threatening professional staff, patients, fellow students, or visitors.
9. showing disrespect toward instructors, administrative staff or staff, visitors, and other students at Metro Tech and in the clinical areas.
10. failure to adhere to the Code of Ethics for Radiologic Technologists.
11. failure to text in absences/tardies, before schedule start time, to faculty and/or clinical site.
12. taking x-rays on another person without a physician's order.
13. using vulgar or inappropriate language in class or in the clinical areas.
14. failure to observe appropriate radiation protection practices.
15. changing clinical hours/schedules without prior arrangement.
16. leaving a clinical assignment without notifying the proper individual(s).
17. confronting clinical staff or an Instructor regarding evaluations or behavioral reports.
18. cheating in any form or manner whether class or clinical assignment.

***SUSPENSION**

A student can be suspended from clinicals only or from classes and clinicals together.

Suspensions will occur for an appropriate period of time to be determined by the program faculty. Suspensions will likely result in a delay of program completion and registry eligibility for the student.

CLINICAL SUPERVISION OF STUDENTS

Prior to documented clinical competency, students must be **directly** supervised by an RT.

DIRECT SUPERVISION includes the following:

1. An RT reviews the procedure in relation to the student's achievement.
2. An RT evaluates the condition of the patient in relation to the student's knowledge.
3. An RT is **present** during the conduct of the procedure.
4. An RT reviews and approves the image(s).
5. An RT is **present** during the performance of **any repeat** of an unsatisfactory image.
6. An RT is **present** during student performance of **all mobile radiography (portable and C-arm) exams**.

Following completion of competency (test-out) in a specific exam, a student may perform that procedure on patients under **indirect** supervision provided by an RT. (Example: Following the completion of a competency of a routine chest exam, a student may perform that specific exam with indirect supervision unless a repeat image is required for **any** reason.)

INDIRECT SUPERVISION

1. An RT reviews the procedure in relation to the student's achievement.
2. An RT evaluates the condition of the patient in relation to the student's knowledge.
3. An RT is in close proximity and is readily available to give assistance or advice as needed.
4. An RT reviews and approves the procedure.

CLINICAL INSTRUCTOR DUTIES

The clinical instructor:

- Is associated with a JRCERT-recognized clinical education setting.
- Holds current ARRT certification and registration in radiography.
- Has the equivalent of two years full-time experience in radiography.

Following appointment and in-service the clinical instructor:

- Maintains competency as a radiographer.
- Is willing to maintain competency in instructional and evaluative techniques.
- Is knowledgeable of Metro Technology Centers' Radiologic Technology Program goals.
- Is knowledgeable of current program policies, procedures, and student progress.
- Understands the clinical objectives for students.
- Understands the clinical evaluation and competency (test-out) forms used for students.
- Is willing to provide students with clinical instruction.
- Is willing to provide students with appropriate supervision.
- Is willing to complete clinical evaluations on each student.
- Is willing to complete clinical competencies on students according to the criteria listed on the test-out form.
- Is willing to serve on the program's advisory committee that meets twice a year.*

*For those clinical sites that have more than one clinical instructor, one person may be selected to serve on the advisory committee to represent his or her clinical site.

**Each student must complete an evaluation over the clinical instructor at the completion of every rotation. The link to this evaluation can be found on eLearn under Radiographic Clinicals. A rating of "Rarely" or "Never" will prompt the student to provide a reasoning for the low score.

CLINICAL STAFF RADIOGRAPHER DUTIES

The staff radiographer:

- Is associated with a JRCERT-recognized clinical education setting.
- Holds current ARRT certification and registration as a radiographer.

Following in-service the staff radiographer:

- Maintains competency in the professional discipline.
- Is knowledgeable of Metro Technology Centers' Radiologic Technology Program goals.
- Is knowledgeable of current program policies, procedures, and student progress.
- Understands the clinical objectives for students.
- Understands the clinical evaluation and competency (test-out) forms used for students.
- Is willing to provide students with clinical instruction.
- Is willing to provide students with appropriate supervision.
- Is willing to complete clinical evaluations on each student.
- Is willing to complete clinical competencies on students according to the criteria listed on the test-out form.

*Each student must complete an evaluation over the clinical instructor at the completion of every rotation. The link to this evaluation can be found on eLearn under Radiographic Clinicals. A rating of "Rarely" or "Never" will prompt the student to provide a reasoning for the low score.

REQUIREMENTS FOR PROGRESS THROUGH THE PROGRAM

1. All didactic classes must be completed with an 80% or higher average.
2. Per the ARRT, as part of the education program candidates must demonstrate competence in the clinical procedures identified below.
 - Ten mandatory general patient care procedures;
 - 36 mandatory imaging procedures;
 - 15 elective imaging procedures selected from a list of 34 procedures; (One of the 15 elective imaging procedures must be selected from the head section; and Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.)
 - One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both).
3. The below following clinical requirements must also be documented for program specific requirements:
 - Complete each clinical assignment with a minimum score of 80%.
 - Completion of 3 CT competencies.
 - Documentation of a minimum of 2000 exams participated in or performed by the student.
4. All program requirements must be completed before August 1st of the second year to avoid additional tuition assessment or being dropped from the program.
5. Complete the exit interview and check out procedures.

CLINICAL GRADES

Grades for each clinical period are determined as follows:

1. **Clinical evaluations** (50 points): Each evaluation is completed by the clinical site and worth 50 points.
2. **Clinical Test-outs** (50 points): Every test-out score during the time frame of each course will be averaged together worth a total of 50 points.
3. **Competency exams** (10 points): This grade is based on the total number of test-outs completed as shown in the table below.

Course/Grade	100	98	96	94	92	90	88	86	84	82	80
Clinical Practice I	15	14	13	12	11	10	9	8	7	6	5
Clinical Practice II	30	29	28	27	26	25	24	23	22	21	20
Clinical Practice III	50	49	48	47	46	45	44	43	42	41	40
Clinical Practice IV	64	63	62	61	60	59	58	57	56	55	54

4. **Clinical logs** (25 points): This grade is based on the total number of clinical exams logged in Trajecsyst by the end of each clinical course as shown below.

Course/Grade	100	98	96	94	92	90	88	86	84	82	80
Clinical Practice I	350+	349 - 340	339 - 330	329 - 320	319 - 310	309 - 300	299 - 290	289 - 280	279 - 270	269 - 260	259 - 250
Clinical Practice II	800+	799 - 790	789 - 780	779 - 770	769 - 760	759 - 750	749 - 740	739 - 730	729 - 720	719 - 710	709 - 700
Clinical Practice III	1800+	1799 - 1790	1789 - 1780	1779 - 1770	1769 - 1760	1759 - 1750	1749 - 1740	1739 - 1730	1729 - 1720	1719 - 1710	1709 - 1700
Clinical Practice IV	2000+	1999 - 1990	1989 - 1980	1979 - 1970	1969 - 1960	1959 - 1950	1949 - 1940	1939 - 1930	1929 - 1920	1919 - 1910	1909 - 1900

According to this chart, by the end of Clinical Practice I you will need a total of at least 250 exams logged into Trajecsyst to receive an 80%. To earn a 100%, you will need to log at least 350 exams. For Clinical Practice II, you need at least 700 and so on and so forth.

5. **Daily Clinical Professionalism** (4 points per day): These points will be logged in the gradebook at the end of the week. Students will receive 1 point for each of the following every clinic day:
- Student arrived to clinic on time and prepared.
 - Student clocked-in or notified the instructor of absence or tardy to clinic within 10 minutes of scheduled start time.
 - Student clearly communicated with the instructor(s) on subjects such as if they have been dismissed early, moved to a different modality, or chose to leave clinic early.
 - Student did not receive complaints from the site regarding professional behavior to include but not limited to preparedness, punctuality, or dress code violation.

To ensure senior students are on track to graduate on time, the below schedule of check in dates will be utilized:

- November 1st (after returning from 5 day a week clinic)
- January 15th
- March 1st (last check-in as a reminder of the last month of clinic)

TRAJECSYS FOR CLINICAL ASSIGNMENTS

1. Students have the option of reporting from a computer at the location at the clinical site, or by clocking in or out using a mobile device. If a site computer is used, IP address is recorded; and if using a mobile device with GPS, student location can be displayed. GPS coordinates to the nearest 0.01 degree.
2. If the student chooses to clock in/out via a mobile device, students must allow Trajecsys access to their phone geolocation.
3. Times can be verified and approved by site employees or faculty.
4. Faculty can log in at any time, from anywhere, to see which student is at which location, and when they got there.
5. Each **tardy, absence, or time variance** must be accompanied by an explanation on the time log.
6. **No** schedule or shift time changes may be made without the approval of the Metro Tech clinical coordinator and the shift supervisor at the clinical site.
7. Any type of falsification of a time record will not be tolerated. As stated in the Student Guidebook under Discipline Procedures “falsification of any medical, business or personal record” will result in disciplinary actions that include documented counseling with possible suspension or termination from the program.
8. Students are allowed **15** flagged time clock ins/outs **for the duration of the program**. Times may be flagged due to hidden geolocation, being outside the designated geolocation, forgetting to clock-in/out, and/or putting in a Time Exception. Students will receive a warning at 7 and 15 time clock incidents. Each time clock error after 15 will result in a loss of a “Daily Clinic Professionalism” point (page 20).
9. Requesting a Time Exception – Finished Early because a clinic site has dismissed the student early will not be documented as a penalty. The student will not be marked absent and it will not count towards the allotted 15 flags.

This form will be utilized if Trajecsyst is unavailable



Metro Technology Centers
Preparing for Life

RADIOLOGIC TECHNOLOGY STUDENT TIME SHEET

CLASS OF (Year)

Student Name: _____ Rotation: _____

Day Date	Start Time	Signature	End time	Signature	Total Hrs.	Comments
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
				Weekly Totals:		

Day Date	Start Time	Signature	End time	Signature	Total Hrs.	Comments
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
				Weekly Totals:		

Time sheet must be turned in **within 2 weeks of final entry** to receive credit for attendance.

Signature _____

Date _____

RT PROGRAM CLINICAL COMPETENCY LIST

Name _____

	General Patient Care	Date Completed
1	CPR	
2	Vital Signs – Blood Pressure	
3	Vital Signs – Temperature	
4	Vital Signs – Pulse	
5	Vital Signs – Respiration	
6	Vital Signs – Pulse Oximetry	
7	Sterile and Aseptic Technique	
8	Venipuncture	
9	Transfer of Patient*	
10	Care of Patient Medical Equipment	

	Mandatory Imaging Procedures	Date Completed
	Chest and Thorax	
1	Chest Routine (PA/Lateral)	
2	Chest AP (Wheelchair <u>or</u>	
3	Ribs	
	Abdomen	
4	Abdomen Supine (KUB)	
5	Abdomen Upright	
	Upper Extremity	
6	Thumb <u>or</u> Finger	
7	Hand	
8	Wrist	
9	Forearm	
10	Elbow	
11	Humerus	
12	Shoulder	
13	Clavicle	
14	Trauma Shoulder or Humerus (Scapular Y, Axillary or Transthoracic)	
15	Trauma Upper Extremity (Non-Shoulder)	

	Mandatory Imaging Procedures	Date Completed
	Lower Extremity	
16	Foot	
17	Ankle	
18	Knee	
19	Tibia-Fibula	
20	Femur	
21	Trauma Lower Extremity	
	Spine and Pelvis	
22	Cervical Spine	
23	Thoracic Spine	
24	Lumbar Spine	
25	Pelvis	
26	Hip	
27	Cross-table Lateral Hip	
28	Cross-table Lateral Spine	
	Mobile C-Arm Studies	
29	C-arm Procedure	
30	Surgical C-Arm Procedure	
	Mobile Studies	
31	Chest	
32	Abdomen	
33	Upper or Lower Extremity	
	Pediatrics Patient (age 6 or younger)	
34	Chest Routine (PA/Lateral)	
	Geriatric Patient	
35	Chest Routine	
36	Upper or Lower Extremity	
	Computed Tomography	
37	Brain	
38	Thorax	
39	Abdomen	

* Only need to complete one of the three available transfer forms.

Elective imaging procedures are listed on the back of this form.

Institutional protocol will determine the positions or projections used for each procedure. However, all extremity exams should include at least two views.

Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing, and image evaluations.

RT PROGRAM CLINICAL COMPETENCY LIST

There are 35 electives listed below. You **must** select a minimum of **15**. You may do more than the minimum requirement if you wish. Some blank lines are included at the bottom of the list if you complete a competency on an exam that is not one of the listed 35 electives. However, any additional exams that you list **cannot** be applied to the required 15 electives.

	Elective Imaging Procedures	Date Completed
	Chest and Thorax	
1E	Chest Lateral Decubitus	
2E	Sternum	
3E	Upper Airway (Soft-Tissue Neck)	
4E	Sternoclavicular Joints	
	Upper Extremity	
5E	Scapula	
6E	AC Joints	
	Lower Extremity	
7E	Calcaneus	
8E	Patella	
9E	Toes	
	Head *	
10E	Facial Bones	
11E	Mandible	
12E	Nasal Bones	
13E	Orbits	
14E	Paranasal Sinuses	
15E	Skull	
16E	Temporomandibular Joints	
17E	Zygomatic Arches	
	Spine and Pelvis	
18E	Sacrum and/or Coccyx	
19E	Scoliosis Series	
20E	Sacroiliac Joints	

	Elective Imaging Procedures	Date Completed
	Abdomen	
21E	Abdomen Decubitus	
22E	Intravenous Urography (IVP)	
	Fluoroscopy Studies **	
23E	Arthrography	
24E	Contrast Enema	
25E	Cystography/Cystourethrography	
26E	ERCP	
27E	Esophagus	
28E	Hysterosalpingography	
29E	Myelography	
30E	Small Bowel Series	
31E	Upper GI	
	Pediatrics (age 6 or younger)	
32E	Abdomen	
33E	Mobile Study	
34E	Upper or Lower Extremity	
	Geriatric Patient (age 65 or older)	
35E	Hip or Spine	
	Other Procedures***	

* Must select at least one procedure from this section.

** Must select two procedures from this section and perform per site protocol.

*** Will not count as one of the required 15 electives.

This form will be completed on Trajecsys
Radiologic Technology Program Clinical Competency Form

Checklist # _____

Student _____ Clinical Site _____

Procedure _____ Pt Hx _____

Patient ID/x-ray# _____ Date and Time of Exam _____

Technical Factors: (Must be completed)	
Digital Systems: Exposure indicator _____	kVp _____ mAs _____
Analog System: kVp _____ mA _____	Time _____ or mAs _____

PERFORMANCE STANDARDS (54 points)	U	NI	S	VG	E
	4	4.6	5	5.4	6
1. Patient and Room Preparation					
2. Patient Care					
3. Professionalism					
4. Positioning of Body Part					
5. Manipulation of Equipment					
6. Proper Technical Factors					
7. Radiation Protection					
8. Image Processing					
9. Exam Completion					
POINT SUBTOTAL					
10. Image Evaluation (46 points)	24	31	38	42	46
POINT SUBTOTAL					

Students must score a minimum of **80** to pass the competency evaluation.

SCORE _____

Comments: _____

I feel this student is able to perform this exam with indirect supervision under normal circumstances.

RT(R) Signature _____ **Date** _____

RT(R) Printed Name _____

I feel confident that I can perform this exam independently under normal circumstances.

Student Signature _____ **Date** _____

The image evaluations preliminary score will be determined by the clinical facility. Metro Tech faculty will review images with students utilizing the clinical image analysis rubric to determine final score at the clinical facility or at the school if images are provided by the clinical site.

COMPETENCY EXAM CRITERIA

Each of the performance standards listed on the front of this form should be based on the following criteria:

1. Patient and Room Preparation

- Provides clean table and linens
- Assembles needed equipment
- Evaluates requisition
- Identifies patient as per protocols
- Introduces self
- Takes patient history
- Pregnancy inquiry as applicable

2. Patient Care

- Explains exam
- Provides clear instructions
- Provides assistance and comfort
- Insures modesty of patient
- Monitors patient support equipment status

3. Professionalism

- Interpersonal skills during exam
- Treats patient with respect
- Uses standard precautions

4. Positioning of Body Part

- Positions patient correctly (prone, supine, erect)
- Positions part correctly
- Aligns center of part to center of IR
- Aligns CR with area of interest
- Follows department protocols

5. Manipulation of Equipment

- Use of controls for table positions
- Operation of fluoro tower
- Set at correct SID
- Tube locks and movement
- Bucky tray placement
- Tube centered to body part and IR
- Tube set at required angle and direction

6. Proper Technical Factors

- Selects proper exam on panel
- Set AEC or manual settings as needed
- Compensates and modifies exposure factors before exam as needed
- Takes note of kVp, mAs, and EI after each exposure in case repeat is necessary

7. Radiation Protection

- Shields patients properly
- Collimates properly
- Uses lead apron and gloves as necessary
- No preventable repeat exposures

8. Image Processing

- Follows department protocols
- Annotates images as required
- Demonstrates working knowledge of processing equipment

9. Exam Completion

- Completes administrative requirements
- Coordinates patient transport as needed
- Assists patient departure as needed
- Cleans exam room as needed

10. Image evaluation

- Correct anatomy is identified
- Proper positioning of body part
- Proper centering of body part
- Proper density/contrast for F/S
- Acceptable EI for digital systems
- Minimal distortion
- Use of correct markers

**This form will be completed on Trajecsyst
Radiologic Technology Program CT Clinical Competency Form**

Checklist # _____

Student _____ Clinical Site _____
 Procedure _____ Pt Hx _____
 Patient ID/x-ray# _____ Date and Time of Exam _____

Evaluation ratings: **U** – Unsatisfactory (6.9 pts) **NI** – Needs Improvement (7.6 pts) **S** – Satisfactory (8.3 pts)
VG – Very Good (9) **E** – Excellent (10 pts)

PERFORMANCE STANDARDS	U	NI	S	VG	E
1. Patient and Room Preparation					
2. Patient Care					
3. Patient Data Inputs					
4. Exam Data Inputs					
5. Manipulation of Equipment					
6. Positioning					
7. Image Processing					
8. Image Evaluation					
9. Sectional Anatomy					
10. Exam Completion					
POINT SUBTOTAL					

Students must score a minimum of **80** to pass the competency evaluation.

SCORE _____

Comments:

I feel this student is able to perform this exam with indirect supervision under normal circumstances.

RT(R) Signature _____ Date _____

COMPETENCY EXAM CRITERIA

Each of the performance standards listed on the front of this form should be based on the following criteria:

1. Patient and Room Preparation

- Provides clean table and linens
- Introduces self
- Evaluates requisition
- Identifies patient as per protocols and takes history
- Sets up for contrast study if ordered
- Pregnancy inquiry as applicable

2. Patient Care

- Explains exam
- Provides clear instructions
- Provides assistance and comfort
- Insures modesty of patient
- Monitors patient support equipment status

3. Patient Data Inputs

- Inputs proper patient data into the computer

4. Exam Data Inputs

- Inputs exam protocols, slice selection, scan time, and other pertinent data as required

5. Manipulation of Equipment

- Use of gantry and table controls
- Operation of computer controls during exam

6. Positioning

- Positions patient correctly in scanner

7. Image Processing

- Processes and archives/prints images

8. Image Evaluation

- Recognizes acceptable image quality
- Ensures required anatomy visible

9. Sectional Anatomy

- Able to identify major anatomical structures

10. Exam Completion

- Completed in timely manner
- Dismisses patient
- Cleans room

RADIOLOGIC TECHNOLOGY

Clinical Image Analysis Rubric

Name: _____

Date: _____

Image Evaluated:

CATEGORY	Excellent	Very Good	Satisfactory	Needs Improvement	Un-satisfactory
Correct anatomy is identified	10	9	8	7	6
Proper positioning of body part	10	9	8	7	6
Proper centering of body part	10	9	8	7	6
Proper density/contrast	10	9	8	7	6
Acceptable EI/DI	2			1	0
Minimal distortion	2			1	0
Use of correct markers	2			1	0
Comments:					

Total Points _____

Excellent = 46 – 42.5 **Very Good** = 42 – 38.5 **Satisfactory** = 38 – 31.5 **NI** = 31 – 24.5 **Un** = 24

This form will be completed on Trajecsys

**Radiologic Technology Program
Clinical Evaluation Questions for Diagnostic**

Students assist or perform radiographic and fluoroscopic exams to the level of each one's competency. They will be evaluated according to the following scale of performance:

5 – Exceptional 4 – Very Good 3 – Satisfactory 2 – Needs Improvement 1 – Unsatisfactory

Throughout the rotation the student will:	5	4	3	2	1
1. Arrive on time or notify staff of impending tardiness or absence.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit a professional appearance and manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate a positive attitude toward patients and staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Show initiative by staying busy and participating in exams.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Keep exam rooms clean, neat, stocked, and ready.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Verify patient exam orders prior to the procedure.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Properly identify patients and explain procedure(s) to them.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Communicate clearly and appropriately with patients and staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Provide basic patient care including emergency care if needed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Prepare exam room for procedure including contrast media.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Position patients properly for routine exams.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Select technical factors for routine exams.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Demonstrate critical thinking skills regarding patient positioning when dealing with non-routine patients.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Demonstrate critical thinking skills regarding technical factors when dealing with non-routine patients.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Operate x-ray equipment properly and with confidence.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Use and provide appropriate radiation protection during exams....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Process and archive images according to department protocols....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Release patients with appropriate post-exam instructions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Identify anatomy on images.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Critique each image for positioning, centering, angulation, technical factors (as applicable), and radiation protection.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Areas for Improvement:

This form will be completed on Trajecsys

Radiologic Technology Program Clinical Evaluation Questions for OSH and Bone and Joint

Students assist or perform radiographic and fluoroscopic exams in a surgical setting to the level of each one's competency. They will be evaluated according to the following scale of performance:

5 – Exceptional 4 – Very Good 3 – Satisfactory 2 – Needs Improvement 1 – Unsatisfactory

Throughout the rotation the student will:	5	4	3	2	1
1. Arrive on time or notify staff of impending tardiness or absence.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit a professional appearance and manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate a positive attitude toward patients and staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Show initiative by staying busy and participating in exams.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Learn location of important hospital and department areas.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Properly identify patients by armband and exam orders.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Communicate clearly and appropriately with patients and staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Provide basic patient care including emergency care if needed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrate knowledge of sterile field and non-sterile field areas and procedures in surgery and pain management suites.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrate knowledge of surgery radiographic procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Demonstrate knowledge of pain management radiographic procedures.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Operate the portable x-ray equipment in a surgical or pain management environment while maintaining a sterile field.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Operate the C-arm equipment in a surgical or pain management environment while maintaining a sterile field.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Perform exams at the expected competency level.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Select technical factors for radiographic exposures.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Demonstrate critical thinking skills while performing in a surgical or pain management environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Use and provide appropriate radiation protection during exams....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Process and archive images according to department protocols...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Identify anatomy on images.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Critique each image for positioning, centering, angulation, technical factors (as applicable), and radiation protection.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Areas for Improvement:

This form will be completed on Trajecsys

**Radiologic Technology Program
Clinical Evaluation Questions for Computed Tomography**

Students assist or perform CT exams to the level of each one's competency.
They will be evaluated according to the following scale of performance:

5 – Exceptional 4 – Very Good 3 – Satisfactory 2 – Needs Improvement 1 – Unsatisfactory

Throughout the rotation the student will:	5	4	3	2	1
1. Arrive on time or notify staff of impending tardiness or absence.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit a professional appearance and manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate a positive attitude toward patients and staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Show initiative by staying busy and participating in exams.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare exam room for the procedure including contrast media....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Verify patient exam orders prior to the procedure.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Properly identify patients and explain procedure(s) to them.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Communicate clearly and appropriately with patients and staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Provide basic patient care including emergency care if needed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Position the patient properly for the scheduled exam.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Select the correct exam protocols and input the patient data.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Assist with or perform exams at the expected competency level....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Provide appropriate radiation protection to patients during exams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Process and archive images according to department protocols...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Annotate images according to department procedures.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Release patients with appropriate post-exam instructions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Complete post-exam procedures per department policies.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Identify basic sectional anatomy on images.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Critique images for positioning, centering, and technical factors...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Areas for Improvement:

This form will be completed on Trajecsys

**Radiologic Technology Program
Clinical Evaluation Questions for Magnetic Resonance Imaging**

Students assist or perform MRI exams to the level of each one's competency.

They will be evaluated according to the following scale of performance:

5 – Exceptional 4 – Very Good 3 – Satisfactory 2 – Needs Improvement 1 – Unsatisfactory

Throughout the rotation the student will:

	5	4	3	2	1
1. Arrive on time or notify staff of impending tardiness or absence.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit a professional appearance and manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate a positive attitude toward patients and staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Show initiative by being interested and asking questions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare exam room for the procedure including contrast media....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Verify patient exam orders prior to the procedure.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Properly identify patients and explain procedure(s) to them.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Communicate clearly and appropriately with patients and staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Provide basic patient care including emergency care if needed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Assist with or perform exams at the expected competency level....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Process and archive images according to department protocols...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Annotate images according to department procedures.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Release patients with appropriate post-exam instructions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Complete post-exam procedures per department policies.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Identify basic sectional anatomy on images.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/ Areas for Improvement:

This form will be completed on Trajecsys

**Radiologic Technology Program
Clinical Evaluation Questions for Vascular Intervention/Heart Cath Lab**

Students assist with vascular exams to the level of each one's competency.
They will be evaluated according to the following scale of performance:

5 – Exceptional 4 – Very Good 3 – Satisfactory 2 –Needs Improvement 1 – Unsatisfactory

Throughout the rotation the student will:	5	4	3	2	1
1. Arrive on time or notify staff of impending tardiness or absence.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit a professional appearance and manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate a positive attitude toward patients and staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Show initiative by being interested and asking questions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist in preparing exam room for the procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Communicate clearly and appropriately with patients and staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Provide basic patient care including emergency care if needed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist with patients as requested.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Become familiar with equipment and supplies used in exams.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Become familiar with vascular exam procedures.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/ Areas of Concern:

This form will be completed on Trajecsys



Metro Technology Centers
Preparing for Life

**RT VENIPUNCTURE/CONTRAST MEDIA
INJECTION DOCUMENTATION**

Date

Time

Student

Clinical Area

Patient Id#

X-ray procedure

Venipuncture site

Successful ☐ Unsuccessful ☐

Contrast Media Used

Amount injected

Outcome (Check all that apply):

Injected without incident: ☐

Infiltration/Extravasation Occurred: ☐

Vein Collapsed: ☐

Hematoma Formed: ☐

Patient had reaction (Explain):

Supervising R.T. Signature: _____ Date: _____

Student Signature: _____



Metro Technology Centers
Preparing for Life

RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL SCHEDULE

CLASS OF ()

LOCATION/DATE				
BONE AND JOINT HOSPITAL - SURGERY				
BONE AND JOINT – ORTHO (OSOI)				
INTEGRIS BAPTIST MEDICAL CENTER				
INTEGRIS BAPTIST PORTLAND AVE.				
INTEGRIS COMMUNITY NORTH				
INTEGRIS COMMUNITY SOUTH				
INTEGRIS CANADIAN VALLEY REG. HOSP.				
INTEGRIS SOUTHWEST MEDICAL CENTER				
MERCY HOSPITAL				
COLETTA				
OK HEART HOSPITAL - NORTH				
ORTHO CENTRAL				
OSOI - EDMOND				
OU MEDICAL SYSTEM				
CHILDREN'S HOSPITAL				
OU PHYSICIANS' BLDG. (OUPB)				
OU MEDICAL CENTER				
OU SURGERY CENTER				
PROFESSIONAL OFFICE BLDG. (POB)				

SOUTHWEST ORTHOPEDICS (SOS)				
SSM HEALTH MIDWEST				
ST. ANTHONY SHAWNEE HOSPITAL				
VA MEDICAL CENTER				

This form will be completed on Trajecsys



Metro Technology Centers
Preparing for Life

CLINICAL ORIENTATION CHECKLIST

General

1. Welcome/introduction to staff ☐
2. Storage of personal items ☐
3. Location of break room/bathrooms ☐
4. Tour of pertinent department/facility areas ☐

Work Area Items

1. Schedule/assignments ☐
2. Timesheet management ☐
3. Cell phone/iPad policies ☐
4. Department computer policies ☐
5. Department x-ray exam protocols ☐
6. Lunch/break policy ☐
7. Room supplies, linens, stocking, and storage ☐
8. HIPAA procedures ☐

Safety Items

1. Standard precautions ☐
2. Emergency preparedness and medical emergency procedures ☐
3. Incident report procedures ☐
4. Fire extinguisher and fire alarm locations and procedures ☐
5. Fire, chemical, and electrical hazards ☐

Clinical Site _____ Rotation Dates _____

I have been informed of the above subjects and understand and agree to comply with all of the policies and procedures mentioned in the above subjects.

Comments: _____

Student Signature _____ Date _____

Clinical Instructor Signature _____ Date _____



Radiologic Technology Program Acknowledgement of Magnetic Resonance Imaging Safety

Students enrolled in the Radiologic Technology Program are required to acknowledge awareness of safe and responsible practices in Magnetic Resonance Imaging (MRI) and practice accordingly. **The student is required to read the ACR Guidance Document on MR Safe Practices: 2013 provided below and sign this attestation prior to their initial clinical assignment. In addition, the student must practice according to any applicable policies and follow screening procedures at each clinical site before entering the MRI area.** The guidelines provided through the URL <http://onlinelibrary.wiley.com/doi/10.1002/jmri.24011/pdf> were established by the American College of Radiology (ACR) <http://www.acr.org/> and are intended to promote the safe and responsible clinical practices in Magnetic Resonance Imaging (MRI). To learn more about the American College of Radiology and the history of Radiology, the student may visit the ACR Website at <http://www.acr.org/About-Us/History-and-Mission>.

I have read and understand the above assignment and agree to practice in accordance with the ACR Guidance Document on MR Safe Practices: 2013 provided in this statement. I also agree to practice according to any applicable policies and follow screening procedures at each clinical site to which I am assigned.

Student Name: (Print) _____

Student Signature: _____ Date _____

Program Director Signature: _____ Date: _____



Magnetic Resonance Imaging (MRI) Safety Screening Form

Name (first middle last) _____ Date _____

Female [] Male []

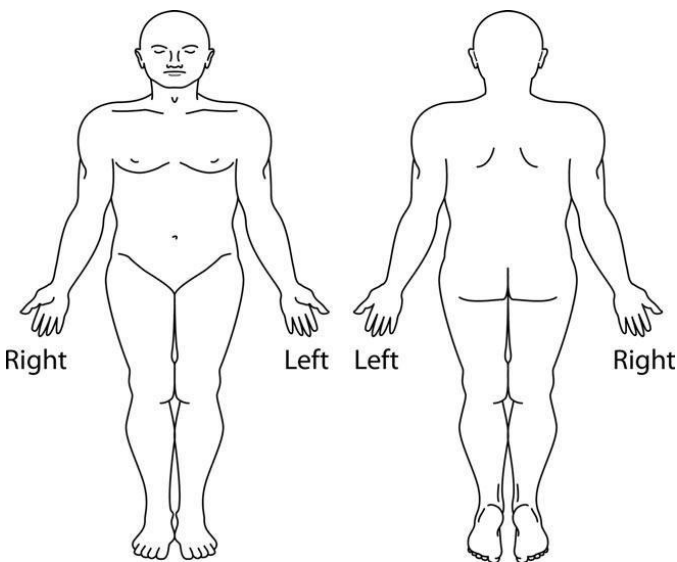
Check YES or NO for each of the following:

YES / NO

- _____ Have you ever had an MRI examination before and had a problem?
- _____ Have you ever had a surgical operation or procedure of any kind?
- _____ Have you ever been injured by a metal object or foreign body (e.g., bullet, BB shrapnel)?
- _____ Have you ever had an injury from a metal object in your eye (metal slivers, metal shavings, other metal object)?

MR Hazard Checklist:

Please mark on the drawings provided the location of any metal inside your body or site of surgical operation.



Check YES or NO for

each of the following:

YES / NO

- _____ Any type of electronic, mechanical, or magnetic implant
- _____ Cardiac pacemaker
- _____ Aneurysm clip
- _____ Implanted cardiac defibrillator
- _____ Neurostimulator
- _____ Biostimulator
- _____ Any type of internal electrodes or wires
- _____ Cochlear implant
- _____ Hearing aid
- _____ Implanted drug pump (e.g., insulin, Baclofen, chemotherapy, pain medicine)
- _____ Spinal fixation device

- ☐ ☐ Spinal fusion procedure
☐ ☐ Any type of coil, filter, or stent
☐ ☐ Any type of metal object (e.g., shrapnel, bullet, BB)
☐ ☐ Artificial heart valve
☐ ☐ Any type of ear implant
☐ ☐ Penile implant
☐ ☐ Artificial eye
☐ ☐ Eyelid spring
☐ ☐ Any type of implant held in place by a magnet
☐ ☐ Any type of surgical clip or staple
☐ ☐ Any IV access port (e.g., Broviac, Port-a-Cath, Hickman, Piccline)
☐ ☐ Medication patch (e.g., Nitroglycerine, nicotine)
☐ ☐ Shunt
☐ ☐ Artificial limb or joint
☐ ☐ Tissue Expander (e.g., breast)
☐ ☐ Diaphragm, IUD, Pessary
☐ ☐ Surgical mesh
☐ ☐ Body piercing
☐ ☐ Wig, hair implants
☐ ☐ Tattoos or tattooed eyeliner
☐ ☐ Radiation seeds (e.g., cancer treatment)
☐ ☐ Any implanted items (e.g., pins, rods, screws, nails, plates, wires)
☐ ☐ Any other type of implanted item

Instructions for those entering MRI work area:

1. Remove all jewelry (e.g., necklaces, pins, rings).
2. Remove all hair pins, bobby pins, barrettes, clips, etc.
3. Remove hearing aids.
4. Remove your watch, pager, cell phone, credit and bank cards and all other cards with a magnetic strip.
5. Remove body piercing objects.
6. For students who may be pregnant, follow the American College of Radiology (ACR) Guidelines.

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form and MRI work area risks.

Signature of Person Completing Form: _____

Date ____/____/____

Form Completed By: _____

Print Name

Form Information Reviewed By: _____

Program Director's Signature

Date ____/____/____

You will complete this form in **Trajecsyst**. Do **not** turn in a paper copy.

STUDENT EVALUATION OF CLINICAL INSTRUCTOR RADIOLOGIC TECHNOLOGY PROGRAM

Name of clinical instructor _____

Clinical site _____

Write the number on the line preceding each statement which best describes your experience with the above named person.

4 – Always 3 – Almost always 2 – Sometimes 1 – Rarely 0 – Never

The clinical instructor named above:

_____ supervised me according to my competency level.

_____ provided me with instruction in the clinical area.

_____ completed clinical competencies on my work according to the criteria listed on the clinical competency form.

_____ completed clinical competencies in a timely manner.

_____ was helpful to me.

_____ was fair to me.

Comments:

You will complete this form in **Trajecsys**. Do **not** turn in a paper copy.

STUDENT EVALUATION OF CLINICAL STAFF

RADIOLOGIC TECHNOLOGY PROGRAM

Name(s) of clinical staff _____

Clinical site _____

Write the number on the line preceding each statement which best describes your experience with the above named person.

4 – Always 3 – Almost always 2 – Sometimes 1 – Rarely 0 – Never

The clinical staff member(s) named above:

_____ supervised me according to my competency level.

_____ provided me with instruction in the clinical area.

_____ completed clinical competencies on my work according to the criteria listed on the clinical competency form.

_____ completed clinical competencies in a timely manner.

_____ was helpful to me.

_____ was fair to me.

Comments:

You will complete this form in **Trajecsys**. Do **not** turn in a paper copy.

STUDENT EVALUATION OF CLINICAL SITE

RADIOLOGIC TECHNOLOGY PROGRAM

Clinical Site _____ **Today's Date** _____

Rotation Length _____

The length of the rotation was: Not Long Enough Too Long Just Right

Would a repeat rotation be beneficial to you? Yes No Explain why.

List the positive aspects of this clinical site:

What do you consider the most positive aspect?

List any negative aspects of this rotation:

What changes would you recommend? Use the back if needed.

ANNEX

GENERAL INFORMATION

This section gives you a brief look at each of the clinical sites that we send students to. It provides information on who to contact if you are going to be absent or tardy, a map and directions to the site, where to park, the availability of meals plus other points that are specific to each site.

REMINDERS

Clinical attire and appearance:

1. You are to **always** wear your Metro Tech scrubs unless you are at a site that requires you to wear their scrubs (surgery, cath lab, vascular intervention).
2. **Always** wear your Metro Tech badge where it is clearly visible. Some sites will issue you a student badge.
3. **Always** wear your radiation monitor badge (collar level).
4. **Always** look professional in regard to your personal appearance. Specific guidelines are on page 6 of this guidebook.
5. **Always** have your R/L markers.
6. Carry a pen and small notebook.

Clinical hours:

1. For day rotations: 7 AM to 3 PM at most hospitals; 8 AM to 4 PM at clinics
2. For evening rotations: 3 PM to 11 PM

Time sheets:

1. Time sheets may be used if unable to clock-in/out with Trajecsys.
2. Each time sheet covers a two-week period.
3. Fill in the start time and the end time each day and have those times verified by the signature of the supervising RT.
4. Fill in the **exact** start and end times.
5. Use the comment section to explain any deviation.
6. Turn in your time sheet **no later than two weeks** after completing the form.

Breaks: You are allowed a 30-minute lunch break. You are also allowed a 15-minute break both in the morning and afternoon **if** it is not busy.

Studying: Check with the site's staff on their policy concerning students studying.

Phones: Follow the sites' guidelines concerning the use of their phones as well as cell phones. It is probably best not to use a cell phone while on duty.

Always show initiative!!! You are interviewing for a job.

BONE AND JOINT HOSPITAL - Surgery

Clinical Instructor: Leland Ross

Phone: 405-979-7790

Location: 1111 N. Dewey, OKC, between NW 10th and NW 11th Streets and Dewey and Lee Streets.

Parking: Students should park in the parking garage for Bone and Joint. Entrance to the facility will be on the north side of the first floor of the parking garage.

Meals: Bone and Joint Hospital has a cafeteria. **Only cash is accepted.**

Bone and Joint Hospital is located on the north side of St. Anthony Hospital who owns Bone and Joint Hospital.

The hospital radiology department is located on the first floor of the hospital. You will enter the building from the parking garage.

This rotation is primarily meant to give students experience in surgery although there will be opportunities to take plain x-rays in the department on pre-op patients and in-patients. The department has a CR imaging system.

Since this is a surgery rotation, **you will be required to wear Bone and Joint scrubs** so you do not have to wear your Metro Tech scrubs when going there.

Standard student hours are 7 AM to 3 PM.

BONE AND JOINT HOSPITAL – Orthopedic (OSOI)

Clinical Instructor: Lauren Jones

Phone: 405-979-7790

Location: 1110 N. Lee Suite 200, OKC, OK 73103

Parking: Students should park in the parking garage for Bone and Joint on the second level. On the far west end of the 2nd level is the entrance to the clinic. Check in at the front desk.

Meals: Bone and Joint Hospital has a cafeteria. **Only cash is accepted.**

Bone and Joint Hospital is located on the north side of St. Anthony Hospital who owns Bone and Joint Hospital.

There are two x-ray exam rooms (DR). This is a pure orthopedic and sports medicine environment so you may find exams a little different than in other places that use routine exam protocols.

There are no other radiologic technology program students.

Standard student hours are 8 AM to 4 PM. The workload in this type of environment tends to be either busy or very slow. It is totally dependent on whether the physicians are seeing patients or doing surgery. So, during slow periods, if there are no duties that you could be assisting with, take advantage of the quiet time to study. However, in this environment you may find that the RTs have administrative duties that you have not seen done elsewhere, and if they ask you to help, you should do so gladly.

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Community Hospital South

Contacts

Clinical Instructor: Corina French

Imaging Supervisor: Raquel Trejo

Imaging Director: Jeremy Winkler jwinkler@chcares.com

Phone: 405-602-8181 Diagnostic front desk
405-602-8219 Diagnostic Tech area
405-602-8215 CT Tech desk

Location: 3100 SW 89th St, Oklahoma City OK 73159 near intersection of I44 & SW 89th St.

Parking: located west of the main hospital and located to the SW of the hospital.

Meals: Cafeteria is located in center of hospital with hotline, deli, and salad bar options. No designated time for lunch, just notify instructor when going.

Enter hospital

-through the ER entrance and follow signs to radiology.

We are primarily an orthopedic hospital, but offer full service ER. There will be many opportunities for spine, extremity, mobile, and C-arm imaging. Our department uses DR and CR systems for imaging.

We may be able to provide modality training for second years for CT and MRI.

We are a clinical site for OSU/OKC students so you will be working with them from time to time.

Student hours are 7AM-3PM per rotation.

Community Hospital North

Contacts

Clinical Instructor: Cassey Barnes

Imaging Supervisor: Lisa James

Imaging Director: Collin Wilborn cwilborn@chcares.com

Phone: 405-419-5977 Diagnostic front desk
405-419-5927 Diagnostic Tech area
405-419-5935 CT Tech desk

Location: 9800 Broadway Ext. Oklahoma City, OK 73114

Parking: Park on the far east side of the hospital on the back wall

Meals: Deli is located on 1st floor of building. No designated time for lunch, just notify instructor when going.

Enter hospital

-through the North Imaging/Radiology entrance.

We are primarily an orthopedic hospital, but offer full service ER. There will be many opportunities for spine, extremity, mobile, and C-arm imaging. Our department uses DR and CR systems for imaging.

We may be able to provide modality training for second years for CT and MRI.

We are a clinical site for OSU/OKC students so you will be working with them from time to time.

Typical student hours are 7AM-3PM per rotation.

INTEGRIS BAPTIST MEDICAL CENTER

Clinical Instructor: Gina Lira (day)

Contacts: Eddie Riley (CT)
Ashley Nesbitt (MRI)
Savannah Gardner (MRI)
Judy Storer (CL)

Phone: 405-949-4132 (Diagnostic department)
405-949-4047 (CT)
405-949-6694 (MR)
405-949-3033 (CL)

Location: 3300 Northwest Expressway, OKC, at intersection with Lake Hefner Parkway

Parking: Students should park in the parking lot east of Independence Avenue. No special identification is required.

Meals: The hospital has a cafeteria located on the basement floor.

The radiology department is located on the second floor. This is a typical large hospital radiology department that performs in-patient, out-patient, and ER patient exams. Fluoroscopy exams are done here. The ER is located on the first floor as well as the out-patient department. You should have ample opportunity for portable exams and gain experience in surgery. The department uses DR and CR imaging systems.

During your second year you may be assigned to a CT and/or MRI rotation here.

This is a primary site for Rose State radiography students so you will be working with them. Occasionally, there may be a student from Southwestern Oklahoma State University, Oklahoma State University, and Oklahoma University.

Standard student hours are 7 AM to 3 PM for day rotations and 3 PM to 11 PM for evening rotations.

INTEGRIS BAPTIST PORTLAND AVE. (DEACONESS)

Clinical Instructor: Chandler Reece (day)

Contacts: Neil Austin (CT)

Phone: 405-604-6180 (Diagnostic department)
405-604-4095 (CT)

Location: 5501 N. Portland, OKC, between NW 50th and NW 63rd

Parking: Students should park in the employee parking area. There is a lot on the west side of the physicians' office building on the north side of Baptist Portland Ave. and a covered garage on the southwest side of the hospital. Any area marked with a "1" is reserved for patients and visitors. Any area marked with a "2" is for employees and students.

Meals: The hospital has a cafeteria.

The radiology department is located on the first floor. This is a typical large hospital radiology department that performs in-patient, out-patient, and ER patient exams. Fluoroscopy exams are done here. You should have ample opportunity for portable exams and gain experience in surgery. The department uses CR imaging. **You will be issued a student badge that you must wear there.**

During your second year you may be assigned to a rotation in CT and/or MRI.

OU radiography students also do clinical rotations at Baptist Portland Ave.

Standard student hours are 8 AM to 4 PM for day rotations and 3 PM to 11 PM for evening rotations.

INTEGRIS CANADIAN VALLEY REGIONAL HOSPITAL

Clinical Instructor: Stephanie Sloan
Phone: 405-717-6838

Location: 1201 Health Care Parkway, Yukon, just southwest of the I-40 and Garth Brooks intersection (Exit 136)

Parking: Students are required to park in employee parking located on the far end spaces on the west and south side of the hospital.

Meals: The hospital has a cafeteria. **It only takes cash.** Students get a discount if wearing their school badge (which you should always have).

Canadian Valley is a smaller hospital but still has a full range of exam types and modalities. The department is located adjacent to the ER on first floor and east side of the hospital. The department uses CR imaging.

The type of exams performed there are generally of the routine variety done at smaller facilities. If you are not busy and have an opportunity to observe CT exams, we encourage you to do so. Obviously, you should coordinate that with the staff there.

Occasionally there may be OU students, but most of the time you will be the only students there.

Standard student hours are 7 AM to 3 PM for day rotations and 3 PM to 11 PM for evening rotations.

INTEGRIS SOUTHWEST MEDICAL CENTER

Clinical Instructor: Amy Walker-Callaghan (day)

Contacts: Heather Belt (CT)
Jalie Chick (MRI)

Phone: 405-636-7572 (Diagnostic department)
4056367873

Location: 4401 S. Western Ave., OKC, on the northwest corner of S. Western
and SW 44th St.

Parking: Students are supposed to park in the large lot in front of the hospital as close
to Western Avenue as possible. There generally is a shuttle bus that runs
continuously although it is not a long walk.

Meals: The hospital has a cafeteria.

The radiology department is located on the first floor next to the ER. This is a typical
large hospital radiology department that is involved in both in-patient, out-patient, and
ER patient exams. Fluoroscopy exams are done here. Students should have ample
opportunity for portable exams and gain some experience in surgery. The department
has both DR and CR imaging systems.

This is a primary site for Rose State radiography students so you will be working with
them.

Standard student hours are 7 AM to 3 PM for day rotations and 3 PM to 11 PM for
evening rotations.

MERCY HOSPITAL

Clinical Instructor: Kourtnei Storm (CI)

Contacts: Rachel Jordan (CT)
Paul Wehnberg (MRI)
Misty McGalliard (IR)

Phone: 405-752-3642 (Diagnostic department)
405-755-1515 (Main Hospital – can ask to be transferred to needed department)

Location: 4300 W Memorial Rd, OKC, OK 73120

Parking: Students should park in the employee parking area.

Meals: The hospital has a cafeteria.

The radiology department is located on the first floor. If you come in through the ER entrance, you will need to take the elevator up one floor. This is a typical large hospital radiology department that performs in-patient, out-patient, and ER patient exams. Fluoroscopy exams are done here. You should have ample opportunity for portable exams as well. They use CR and DR imaging.

During your second year you may be assigned to a rotation in CT, CL, and/or MRI.

OU and Rose State radiography students also do clinical rotations here.

Standard student hours are 7 AM to 3 PM for day rotations.

MERCY HOSPITAL – COLETTA (Mammography)

Clinical Instructor: Sue Polson (CI, Breast Center Manager)

Phone: 405-752-3557

Location: 4401 McAuley Blvd, OKC, OK 73120

Parking: Students should park in the employee parking area.

Meals: The hospital has a cafeteria.

The department is located on the first floor.

Standard student hours are 8 AM to 4 PM for day rotations.

OKLAHOMA HEART HOSPITAL (NORTH)

Clinical Instructor: Farrah Schmidt
Phone: 405-608-3480

Location: 4050 W. Memorial Road, OKC, on the south side of Kilpatrick Turnpike
next to Mercy Hospital

Parking: Students are supposed to park in the employee parking area that is
behind the hospital.

Meals: The hospital does have a cafeteria.

As its name implies the Oklahoma Heart Hospital's primary expertise is heart disease. Therefore, almost all imaging is oriented to support cardiology studies in some way. Because of this, you will find there is not the wide variety of exams that you usually see at other large hospitals. However, it is an excellent facility, and you can gain valuable experience there.

The department is located on the second floor. The hospital uses CR imaging. As a second year student you may be assigned there for a CT rotation. Again, most CT exams are cardiac studies, and you may not have the opportunity to test-out on our program required exams. If this happens, do not worry because you will have another CT rotation somewhere else.

You will be given a student Heart Hospital badge to wear during the time you are assigned there. **Be sure to turn it in the last day you are there.**

No other radiography schools send students to the Heart Hospital so you have it all to yourself.

Standard student hours are 7 AM to 3 PM.

OKLAHOMA SPORTS AND ORTHOPEDIC INSTITUTE (OSOI) – EDMOND

Clinical Instructor: Shelby Ray
Phone: 405-478-7111

Location: 13401 N. Western Ave., Suite 301, OKC, in the new St. Anthony Healthplex just south of the Kilpatrick Turnpike/W. Memorial Road. The office is on the third floor and can be most easily accessed by entering the building through the Outpatient entrance then taking the elevator. Therefore, when parking it would be more convenient to park on the Western Ave. side of the building where the Outpatient entrance is located.

Meals: There is no cafeteria in the building. The OSOI office area does have a break room with a refrigerator and microwave. There are fast food places in the general area, but you may not have time to go to them depending on traffic and distance.

This office has one exam room which is DR. Various physicians who are in the OSOI group rotate through the office during the week. You may have more contact with them than with physicians at OUPB or POB. This is a pure orthopedic and sports medicine environment so you may find exams a little different than in other places that use routine exam protocols. This office tends to be busy most of the time.

There are no other radiologic technology program students at OSOI.

Standard student hours are 8 AM to 4 PM. As is with most clinics the workload is totally dependent on the number of physicians seeing patients. During slow periods, if there are no duties that you could be assisting with, take advantage of the quiet time to study. However, in this environment you may find that the RTs have administrative duties that you have not seen elsewhere, and if they ask you to help, you should do so gladly.

ORTHO CENTRAL – NORMAN

Clinical Instructor: Shelby Hopkins
Phone: 405-928-7340

Location: 3400 W. Tecumseh Road, Suite 101, Norman, OK just west of the Norman Healthplex which is at the intersection of Tecumseh Road and I-35 (west side). You may park in the east parking lot, but you probably should leave the spaces closer to the entrance for the patients. The Ortho Central office is located on the first floor and is immediately to your right as you pass through the main entrance of the building.

Meals: There are no eating facilities in the building though the office does have a break room with a microwave and refrigerator. The Norman Healthplex has a cafeteria where you can go if you have the time. There are also some fast-food places just west of Ortho Central.

This office has two exam rooms both of which are DR. This is a pure orthopedic and sports medicine environment so you may find exams a little different than in other places that use routine exam protocols.

There are no other radiologic technology program students.

Standard student hours are 8 AM to 4 PM. As is with most clinics the workload is totally dependent on the number of physicians seeing patients. During slow periods, if there are no duties that you could be assisting with, take advantage of the quiet time to study. However, in this environment you may find that the RTs have administrative duties that you have not seen elsewhere, and if they ask you to help, you should do so gladly.

OU MEDICAL SYSTEM – CHILDREN’S HOSPITAL

Clinical Instructor: Kaylee Wilkins, Stephen Corley

Contacts: Patricia Hill (evening)
Linda Patrick (CT)
Talina Kendrick (MRI)

Phone: 405-271-8001, ext. 35086 or 35065

Location: 1200 Everett Drive, OKC. It is located in Everett Tower between NE 13th Street and Stanton L. Young Blvd east of N. Phillips Ave. within the OU Medical Center campus

Parking: Designated student parking for **all** OU Medical System clinical rotations is the parking lot east of the Harold Hamm Diabetes Center Building. This parking is free. You will need a parking pass that will be given to you prior to your rotation. Be aware that the campus police will give you a ticket if you park in an unauthorized area. If you are assigned to an evening rotation, there is a shuttle service available to take you safely to your car. You are not authorized to park in any of the garages while rotating on the OU campus.

Meals: There is a cafeteria on the first floor very close to the ER.

The “department” consists of an exam room in the ER and a fluoroscopy room also on the first floor. Follow the signs to Radiology, and the receptionist can direct you from there. Students typically are assigned to a week in the following: ER, fluoroscopy, surgery/portables, and the new clinic located on the third floor. Obviously, this is a pediatric environment, and you will probably notice the RTs are more meticulous in performing the exams. They tend to work in teams so you will have to exert some initiative if you are going to get much “hands-on” or complete a test-out.

When you are assigned here for a day rotation, you will meet Michelle Blakely, the day clinical instructor. She will make the weekly clinical assignments and give you a tour of the department.

If you do an evening rotation here, the assigned schedule will not be as structured as during the day. The clinic will be closed, and there will be no fluoroscopy exams or surgery so you will most likely spend your time in ER and doing portable exams.

Of note: both OU and Rose State send students to Children’s Hospital so you will be working with them. Also, this is a designated “senior rotation” so you will be in your second year when you go there. This means you should have a good amount of experience and training at that point and can concentrate your energies working with the children.

Standard student hours are 7 AM to 3 PM for day rotations and 3 PM to 11 PM for evening rotations.

OU MEDICAL SYSTEM – OU MEDICAL CENTER (OUMC)

Clinical Instructor: Anastasia Trobaugh (day)

Contacts: Donnie Wright (Diagnostic/ CT Manager)
Carson Respicio (MRI)
Corey Griffin (IR)

Phone: 405-271-8626 (Diagnostic Radiography)
405-271-8896 (MRI)

Location: 700 NE 13th Street, OKC, on the corner of NE 13th Street and Lincoln Blvd. within the OU Medical Center campus

Parking: Designated student parking for **all** OU Medical System clinical rotations is the parking lot east of the Harold Hamm Diabetes Center Building. This parking is free. There is a shuttle service available. **You will need a parking pass** that will be given to you prior to your rotation. Be aware that the campus police will give you a ticket if you park in an unauthorized area. You are not authorized to park in any of the garages while rotating on the OU campus during the day. However, if you are on an evening rotation, you may pull a ticket and park in the P1 (Patient Parking) parking garage. You will not be charged. **The parking garage is available for evening shift rotations only.**

Meals: There is a cafeteria located on the ground floor.

The radiology department is located on the second floor. This is a typical large hospital radiology department that is involved in both in-patient, out-patient, and ER patient exams. Fluoroscopy exams are done here. Students should have ample opportunity for portable exams and gain some experience in surgery. OUMC has the only Level 1 trauma center in the state of Oklahoma. You definitely will spend time during your rotation in the ER and should gain some valuable experience. The department uses both DR and CR imaging systems.

Both OU and Rose State students rotate through Presbyterian Tower.

Standard student hours are 7 AM to 3 PM for day rotations and 3 PM to 11 PM for evening rotations.

You may be assigned to a MRI rotation here during your second year.

OU MEDICAL SYSTEM – OU PHYSICIANS' BUILDING (OUPB)

Clinical Instructor: Brian Boyle

Phone: 405-271-1654 (Front desk)
405-271-1693 (Department)
405-271-8001, ext 35860 (Brian Boyle – voice mail)

Location: 825 NE 10th Street, OKC, on the corner of NE 10th and N. Phillips Ave. within the OU Medical Center campus

Parking: Designated student parking for **all** OU Medical Center clinical rotations is the parking lot east of the Harold Hamm Diabetes Center Building. This parking is free. **You will need a parking pass** that will be given to you prior to your rotation. Be aware that the campus police will give you a ticket if you park in an unauthorized area.

Meals: The clinic has a cafeteria on the same floor as the radiology department. The radiology department does have a nice staff break room with a refrigerator and microwave. The cafeterias at Children's Hospital or Presbyterian Tower are available, but you may find them a little too far away to walk with only a half hour lunch break.

The OUPB radiology department is located on the first floor (you enter the building on the second floor). It does a full range of exam types including fluoroscopy so is an excellent rotation to gain experience. The department has four exam rooms and is only CR at this point using the same system as the rest of the OU Medical Center radiology departments. It does tend to stay busy.

Both OU and Rose State students rotate through OUPB.

Standard student hours are 8 AM to 4 PM.

OUPB MRI:

You should arrive there by 8am. Kacy is the supervisor but Becky is my CI. They are located in the radiology dept on the 1st floor. If you walk all the way through the x-ray core there is a door next to Room 5, that will lead you right to MR. They are controlled access so all you have to do is knock on the glass door.

OU MEDICAL SYSTEM – OU Surgery Center

Clinical Instructor: Autumn Trout

Phone: 405-271-4700 (Front desk)
405-764-4487 (Department)
405-271-8001, ext 35860 (Brian Boyle – voice mail)

Location: 700 NE 10th Street, OKC, Just East of the Harold Hamm Diabetes Center Building, within the OU Medical Center campus

Parking: Designated student parking for **all** OU Medical Center clinical rotations is the parking lot east of the Harold Hamm Diabetes Center Building. This parking is free. **You will need a parking pass** that will be given to you prior to your rotation. Be aware that the campus police will give you a ticket if you park in an unauthorized area.

Meals: The radiology department does have a staff break room with a refrigerator and microwave. The cafeterias at Children's Hospital or Presbyterian Tower are available, but you may find them a little too far away to walk with only a half hour lunch break.

Standard student hours are 7 AM to 3 PM.

OU MEDICAL SYSTEM – PRESBYTERIAN PROFESSIONAL OFFICE BUILDING (POB)

Clinical Instructor: Kimbra Boggs

Phone: 405-271-8181

Location: 711 Stanton L. Young Blvd., OKC, on the corner of Stanton L. Young and N. Phillips Ave. within the OU Medical Center campus.

Parking: Designated student parking for **all** OU Medical Center clinical rotations is the parking lot east of the Harold Hamm Diabetes Center Building. This parking is free. **You will need a parking pass** that will be given to you prior to your rotation. Be aware that the campus police will give you a ticket if you park in an unauthorized area.

Meals: There is not a cafeteria in the building. However, you are close enough to the OUMC cafeteria to make use of it if you desire.

The POB radiology department is located on the first floor of the building. It is small but does have two exam rooms. It has the same CR equipment as the rest of OU Medical Center. Exams tend to be weighted heavily toward orthopedic types. There is no fluoroscopy.

OU students rotate through POB.

Standard student hours are 8 AM to 4 PM.

Southwest Orthopedics (SOS)

Clinical Instructor: Ragen Brown
Rebekah Mapel
Mary Ann Stanford

Phone: 405-632-4468 ext 1016

Location: 8100 South Walker Avenue Oklahoma City OK, 73139

Parking: Northwest parking lot (left of building)

Meals: No cafeteria, there is a break room with microwave and refrigerator.

Will need a door code, changes often, so you will need to get that when you go through orientation.

No other students rotate at this location

Standard student hours are 7 AM to 3 PM.

You will be required to complete a student packet prior to rotating here, after completion you will be contacted by phone from HR.

Students will be required to attend a 3-hour compliance orientation with Kaye Brock in the HR department. Each student that rotates at SOS will also be required to talk with credentialing department for background checks.

SSM HEALTH ST. ANTHONY MIDWEST

Clinical Instructor: Tu Nguyen
Lead Tech: Tu Nguyen
Phone: 405-610-8018 (Cath lab)

Location: 2825 Parklawn Dr, Midwest City, OK 73110

Parking: Students should park in the employee parking areas located on the attached map on the north side of National.

Meals: The hospital has a cafeteria located on the first floor on the north side of the hospital.

The Cath lab department is located on the first floor. After you enter through the Main entrance, continue straight to past the front desk and make a left. Follow the pathway until you see 3 guest elevators. Go around the elevators to the back side and you will see 3 employee elevators. Straight ahead is the cath lab, which will require a badge to open the door. Ring the doorbell to be allowed in.

There are three rooms that can perform cardiac and interventional procedures on in-patient, out-patient, and ER. Procedures can include hearth angiograms, peripheral angiograms, implants, EP cases, etc.

Standard student hours are 7 AM to 3 PM for day rotations.



ST. ANTHONY SHAWNEE HOSPITAL

Clinical Instructor: Randall Medley (day)
Kelly Coffelt (evening)

Phone: 405-878-8145

Location: 1102 West McArthur, Shawnee OK, across the street from Oklahoma Baptist University. Drive east on I-40 from OKC. You can exit south on Highway 177/270 (Exit 181) which is a four-lane highway that runs west and south of Shawnee. Exit east on West McArthur going past St. Gregory's University then through a short tunnel under a runway of the Shawnee Airport to the intersection with Saratoga. You should easily see St. Anthony Shawnee Hospital to your left. If you miss Exit 181 or just want to go another way, continue to the next exit (Exit 185) which is Kickapoo Street. Go right (south) until you come to West McArthur then turn right (west). Continue through the Oklahoma Baptist University campus until you come to the hospital on your right.

Parking: There is a large parking area in front of the hospital (north side looking at OBU) as well as to the west where the new addition is. However, this is primarily for patients, and it is usually full during the day. Across the west side street there are a number of medical buildings, and there is parking available there. It is a very short walk.

St. Anthony Shawnee Hospital is a smaller hospital, but the department performs the typical routine exams including fluoroscopy as well as supporting surgery and ER.

St. Anthony Shawnee Hospital has always had the most stringent orientation and immunization requirements of any clinical site we send students to. We are required to do their orientation here at Metro Tech prior to your going there. This is accomplished by your reading the orientation material and signing forms and taking open-book tests. You will be given an orientation book several weeks in advance of your rotation that will include forms to be signed plus an open-book test to be completed.

The department has both DR and CR imaging systems. CT rotations are also available. There are no other radiography students.

Standard student hours are 7 AM to 3 PM for day rotations and 3 PM to 11 PM for evening rotations.

VA MEDICAL CENTER

Clinical Instructor: Craig Testa (day)
Contacts: Emma Osagie (Vascular Intervention)

Phone: 405-456-3975 (Diagnostic department)
405-456-5450 (Vascular Intervention)

Location: 921 NE 13th Street, OKC, on the north side of the street across from the Children's Hospital

Parking: There is a designated parking area two blocks east of the medical center. There is shuttle service between the medical center and the parking area. If you are assigned to an evening rotation, you may use the large patient parking lot just north of the medical center. Typically, the gate is not monitored at night.

Meals: There is a cafeteria on the first floor of the medical center.

The VA Medical Center always seems to be one of the favorite clinical rotations for our students. This is primarily because it is busy, and you should get a lot of experience.

The department is located on the second floor. There are several exams rooms. This is an excellent rotation to gain fluoroscopy experience. You will be given a student badge to wear.

Very important: No less than five working days prior to the start of your rotation to the VA you must go there to process through their HR department to obtain a student badge and parking permit. You must bring two forms of ID and proof of automobile insurance. You will be fingerprinted and photographed. You will have to do this prior to every rotation you might have at the VA with the only difference being that you should not be fingerprinted again. Office hours for this process are 9 to 11 AM and 1 to 3 PM.

Parking around the VA is an issue. For this visit you can try parking in the patient parking lot north of the hospital. There will be gate guards. If they will not let you enter, explain that you are there to process through HR and ask them to call the Radiology Department at 456-3975. Once you are in the building, go to the Radiology Department on the second floor. Someone in the department will escort you to HR.

OU radiography students rotate through the VA as well. During your second year you may be assigned to a rotation to vascular intervention.

Hours are 8 AM to 4 PM for day rotations.