

# VALENCIA COLLEGE

## **Radiography Program**



## **Clinical Handbook** **Class of 2027**

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# VALENCIA COLLEGE

## Radiography Program

### Clinical Education Information

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## CLINICAL EDUCATION & SUPERVISION POLICY

The clinical education component is a competency-based evaluation system designed to provide the student with the clinical proficiency necessary to function as a professional in the Radiology Department. This phase of the program educates the student in the practical application of the principles and theories presented in the classroom and/or laboratory. Based on the principle that learning is a progression of behavioral changes, the following sequence of learning will help each student attain and maintain clinical competency.

All students progress through the following education plan:

1. Didactic instruction - classroom presentation and evaluation
2. Laboratory practice and evaluation with a minimum of 85% proficiency
3. Clinical participation with **direct supervision** - supervised patient practice
4. Category competency evaluation with a minimum of 85% proficiency
5. Clinical participation with **indirect supervision**
6. Final competency evaluation

As students progress through the above listed steps, the following guidelines and supervision policies apply:

1. Students may assist in departmental procedures but may not perform exams until they have successful class and lab tested exams.
2. After successful lab testing, students may perform procedures under direct supervision of a qualified radiographer. The parameters of **direct supervision** are:
  - a. A qualified radiographer reviews the request for examination in relation to the student's achievement level.
  - b. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
  - c. A qualified radiographer is present during the performance of the examination.
  - d. A qualified radiographer reviews and approves the radiographs.
3. Only after demonstrating competency (evaluation), may students be permitted to perform procedures with indirect supervision. **Indirect supervision** is defined as that supervision provided by a qualified radiographer immediately available to assist students, regardless of the level of the student's achievement. "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.
4. After passing a category competency, students will continue to perform procedures in that category to perfect their skill.
5. In support of professional responsibility for provision of quality patient care and radiation protection, **UNSATISFACTORY RADIOGRAPHS ARE REPEATED BY STUDENTS ONLY IN THE PRESENCE OF A QUALIFIED RADIOGRAPHER**, regardless of the student's level of competence.
6. **ALL MOBILE RADIOGRAPHIC PROCEDURES (PORTABLES/C-ARM) SHALL BE PERFORMED WITH DIRECT SUPERVISION, REGARDLESS OF THE STUDENT'S COMPETENCY LEVEL.**
7. Students **must not hold or support a patient during an x-ray exposure, nor hold or support an image receptor during exposure.**

In order to reduce the risk to students and patient care, adherence to the supervision policy will be the student's responsibility. The clinical education supervision policy is in - previous page - and posted at all clinical sites. If a student is observed doing any of the following, their clinical grade will be lowered a letter:

- Performing a repeat without direct supervision
- Performing a procedure that has not been competency tested without direct supervision
- Performing a portable or C-Arm procedure without direct supervision
- Performing a procedure that has been successfully competency tested without indirect supervision

## **CLINICAL EDUCATION CENTER RULES AND REGULATIONS**

In order to maintain high standards of patient care, the Radiography Program has established the following rules of conduct in conjunction with overall clinical facility rules and regulations:

1. Students must adhere to all rules and regulations set forth by the assigned clinical site. In the event of dismissal from a clinical site, the student must immediately notify the Clinical Coordinator. If the student's conduct is determined to be inappropriate, unsafe, unacceptable, or unprofessional, the student will be required to attend a formal meeting with both the Program Chair and the Clinical Coordinator. If the clinical facility declines to reinstate the student and an alternative clinical placement is not available, the student will be dismissed from the Program and deemed ineligible for readmission.
2. Students **MUST NOT** inject contrast medium or medication.
3. All patients with whom the student comes in contact will be treated with respect, dignity, and with careful attention given to patient modesty. Treat every patient as if you were the one being radiographed. All hospital records and patient records are confidential in nature. Students are expected to maintain confidentiality in a professional manner.
4. Unless otherwise instructed, any student who begins or helps begin a radiographic procedure must complete the procedure before leaving the clinical facility.
5. Each student is to perform non-technical duties (patient transporting, image retrieval, cleaning equipment, etc.) as scheduled by the clinical supervisor. Each student is required to assist in maintaining a clean department by helping to keep the radiographic room to which he/she is assigned orderly and properly supplied.
6. A student should never leave a patient unattended. Please note hospital policy for safe practices in patient supervision.
7. Clinical differences - It is the intent and objective of Radiography Program (college and affiliate hospitals) to be as uniform as possible with regard to student activities for all students. However, all clinical sites are individual and unique institutions and for this reason, there will be different

policies and responsibilities at each clinical facility. Any questions that may arise concerning these differences will be gladly answered by the college faculty.

8. Problems - Recognizing that the college and clinical affiliates conduct a joint effort in the education of students, any problem which may arise within the hospital area should first be discussed with the Clinical Instructor and clinical facility officials (clinical supervisor) before involving the college faculty (Clinical Coordinator and Program Director) in the discussion.
9. Report any accident or incident to your clinical supervisor immediately and complete the necessary paperwork.
10. Students will always present themselves as professionals in the clinical education centers.
11. Students are to be in the clinical area only when they are scheduled to be there.
12. There will be no food, drinks, or smoking allowed in the clinical area except in designated areas.
13. Students are assigned lunch periods and breaks by the clinical supervisor.
14. Students are not permitted to leave hospital grounds or assigned clinical areas without the permission of the clinical supervisor, except during lunch periods.
15. Students may not bring guests into the clinical facilities.
16. Students cannot sit in wheelchairs, on stretchers, or any other equipment designed for patient use.
17. Students may not use the clinical site's telephone or internet for personal use.
18. Report to clinical assignments in an alert and oriented condition.
19. Willful destruction or theft of clinical site property will result in Program dismissal.
20. Possession of firearms, explosives, alcoholic beverages, illegal controlled substances, or paraphernalia, as well as intoxication or consumption of such substances while on clinical site property, constitutes grounds for immediate dismissal from the Program. Students may be required to undergo controlled substance and/or alcohol testing at their own expense in case of a reasonable suspicion at their assigned clinical site. Refusal to comply, failure to complete testing, adulteration of testing samples, and/or a positive test result will result in immediate dismissal from the Program.
21. Students must notify the Clinical Coordinator in the event of any illness, injury, and/or the use of prescribed or over-the-counter medications that may impair the student's ability to perform clinical duties safely and effectively. Students will be responsible for coordinating and completing any missed clinical hours in accordance with Program requirements.
22. Fighting on clinical site property results in dismissal.
23. Insubordination to any superior could result in dismissal.
24. Conviction of a felony results in dismissal.

25. Gum chewing while on clinical assignment is forbidden.
26. Sleeping while on clinical assignment is strictly forbidden.
27. Do not engage in immoral conduct while on clinical assignment.
28. Do not accept any type of gratuity or “tip” from a patient or patient’s family.
29. Do not use language or manners unbecoming a professional.

## **CLINICAL COMPETENCY MASTER PLAN**

This **Clinical Competency Master Plan** has been designed to define and document clinical competencies required of Valencia radiography graduates to establish eligibility for certification with the American Registry of Radiologic Technologists.

Students must simulate the general patient care procedures listed on the **Valencia Radiography Clinical Competency Requirements Record**. Verification will be required prior to beginning the program or upon successful completion of the Patient Care in Radiography course.

Students must demonstrate the following number of radiological procedure competencies:

- 37 Mandatory
- 16 Elective
- 10 Final Competencies (Re-comps)
  - 1 Faculty Final Competency
- 64 Total Competencies

Mandatory and elective procedures are defined on the **Valencia Radiography Clinical Competency Requirements Record**. After students have successfully lab tested a procedure, they may perform that procedure under direct supervision until they are competency tested.

### **Semester Competency Requirements:**

- RTE 1804L Radiographic Clinical Education 1: Equipment Checklist, 10 Competencies
- RTE 1814L Radiographic Clinical Education 2: 15 Competencies
- RTE 1824L Radiographic Clinical Education 3: 13 Competencies, Fluoro & Surgery Checklist
- RTE 2834L Radiographic Clinical Education 4: 15 Competencies, CT/Special Rotations
- RTE 2844L Radiographic Clinical Education 5: 10 Final Competencies, 1 Faculty Final Comp

### **Final Competencies:**

Ten final competencies and one faculty final competency are required. They are printed on the second page of the purple **Master Clinical Requirements Record**. For the two mandatory (upper and lower) extremity competencies, the student may select one upper and one lower extremity from the printed mandatory or elective list. For the geriatric extremity, if the upper extremity was comped initially, then the lower extremity must be final comped (or vice versa). For the LS Spine, if a three-view procedure is performed for the initial mandatory competency, then a five view (with obliques) must be performed for the final competency (or vice versa). For the Fluoroscopy competency, if a single contrast BE procedure is performed for the mandatory competency, then a double contrast procedure must be performed for the final competency (or vice versa). For the C-Arm procedure competency, if the 2-view orthopedic procedure was comped initially, then the one view surgical must be performed for the final competency (or vice versa). For the Faculty Final Competency, the student will complete a random, routine diagnostic procedure competency with the Valencia faculty member who visits him/her in clinic.

Final competencies can only be performed during the last two clinical sessions (Clinic 4 and 5). However, final competency grades and any remaining mandatory competencies will constitute the grade for the last clinical session (5).



## COMPETENCY TESTING PROCEDURE

1. Notify a clinical evaluator immediately of the decision to be competency tested to expedite no-waiting for patient (10 minutes ahead when possible).
2. Clean and prepare room and equipment. For patients who have to change into a gown, clean and prepare room while the patient dresses.
3. Greet and identify patient, introduce yourself.
4. Escort patient to an exam room.
5. Perform procedure and process images. Clean room and complete paperwork.
6. Escort patient back to waiting area. Inform patient of post exam instructions, if applicable.
7. Upon completion of Part I- Performance of Competency, coordinate a time with Clinical Instructor (or schedule an appointment with the Clinical Coordinator or the Program Director) to complete Part II - Image Evaluation. If you need to critique with the Clinical Coordinator or Program Director, the student must bring a CD with all images.
8. In order for the competency to be valid:
  - a) Student must decide to be tested prior to beginning procedure.
  - b) Student must provide evaluator with verbal intent to comp before the start of the procedure.
  - c) Student must perform entire procedure.
  - d) Evaluator must be present in room during entire procedure.
  - e) Once procedure has begun, the student may not change his/her mind and decide not to be tested.
  - f) Form must be completed at the end of the procedure.
  - g) The clinical evaluator may terminate the competency at his/her discretion in the interest of patient care.
  - h) Regardless of the outcome, the student cannot choose to disregard the competency.
  - i) All competency forms, attempted or completed, must be submitted to Valencia faculty as documentation of the student's performance.
9. If you fail a competency test, your next attempt at that same competency will start out at a grade of 92 instead of 100. You will still need to pass with an 85% mastery level, but will not be able to receive a letter grade of "A" and you will only be able to miss a total of 7 points to pass. **All failed competency tests must be repeated and passed.** In the event you do not pass your second attempt at competency of the same exam, you will earn an F in the clinical course and be dismissed from the program.
10. The student should be prepared prior to competency testing. Any failed competency must be repeated and passed. Due to the seriousness of this matter only one failed competency per scholastic year will be tolerated. The failed exam should be practiced under direct supervision and repeated at the earliest opportunity. More than one failed competency per scholastic year will result in clinical course failure and dismissal from the program.

## **DIRECTIONS TO CLINICAL SITES**

### **ARNOLD PALMER MEDICAL CENTER (APH)**

92 West Miller Street  
Orlando, FL 32806

Contact: Stacey T/Jennie/Omar  
Phone: 321-841-1432

#### **DIRECTIONS**

From I-4, take the Kaley Street exit. Go east on Kaley Street, left on Orange Avenue, left on Miller Street, and two blocks on left. You will use your Orlando Health ID badge to access the employee parking garage.

### **DR. P. PHILLIPS HOSPITAL (DPH)**

9400 Turkey Lake Road  
Orlando, FL 32819

Contact: Khanh Trinh/Hope Grubman  
Phone: 321-842-7149

#### **DIRECTIONS**

Take I-4 to Sand Lake Road, west on Sand Lake Road to Turkey Lake Road (first street west of I-4), left on Turkey Lake Road, 1.5 miles to Dr. P. Phillips Hospital. Park in garage, using guest parking entrance and park on the 3<sup>rd</sup> floor or higher.

### **HEALTH CENTRAL HOSPITAL (HCH)**

10000 West Colonial Drive  
Ocoee, FL 34761

Contact: Aldo Banos-Arauz  
Phone: (407) 296-1169

#### **DIRECTIONS**

West Colonial Drive, on the same side of the road as the WalMart Super Center. Students will complete orientation and receive parking permit. Park in the tan parking lot for employees (look for the red “wave”). Your Orlando Health ID will open the gate to the employee parking lot and the electronic employee entrance.

### **HORIZON WEST HOSPITAL**

17000 Porter Rd  
Winter Garden, FL 34787

Contact: Charita Brim  
Phone: (407) 407-1168

#### **DIRECTIONS**

You will use your Orlando Health ID to park in the employee parking lot which is located behind the hospital. Report to Charita in the Radiology department.

**LAKE MARY HOSPITAL**

380 Rinehart Rd  
Lake Mary, FL 32746

Contact: Erik Sommerfeld  
Phone: 321-842-5740

**DIRECTIONS**

Students may park in front of the hospital, but only in the two rows of parking closest to Rinehart Road.

**LAKE MONROE HOSPITAL/ fka CENTRAL FLORIDA REGIONAL HOSPITAL**

1401 West Seminole Blvd  
Sanford, FL 32771

Contact: Michelle Branch  
Phone: 407-324-8740

**DIRECTIONS**

Take 417 North (toll road) to exit 50 (US-17 N/US-92 E/S Orlando Dr toward Sanford) and continue to South French Avenue, then keep left at the fork in the road to West Seminole Blvd (hospital on left). Students are expected to park in either employee parking lot on the West side of the building (loading dock side). Do not park in the front of the hospital or in the Medical Arts Building parking lot.

**NEMOURS CHILDREN'S HOSPITAL**

13535 Nemours Parkway  
Orlando, FL 32827

Contact: Steve Brittingham  
Phone: 407-567-3881

**DIRECTIONS**

From 417, take exit 19 to Lake Nona Blvd. Follow Lake Nona Blvd to Nemours Parkway. Park above the third floor in the parking garage.

**OH/JEWETT ORTHOPEDIC INSTITUTE HOSPITAL (surgery rotation)**

60 Columbia Street  
(4<sup>th</sup> Floor Orlando Health Heart Institute Bldg)  
Orlando, FL 32806

Contact: Jason Burtner  
Phone: 407-643-1292

**DIRECTIONS**

Park in the garage for the Jewett Orthopedic Institute Surgery Center on the 5<sup>th</sup> floor or higher. There are lockers available for your belongings, bring a lock if you plan to use a locker. From the lobby, they will call to get someone to come down to escort you up.

**OH/JEWETT ORTHOPEDIC INSTITUTE at Winter Park (JWP)**

1285 Orange Avenue  
Winter Park, FL 32789

Contact: Adrian Alston/Ashton  
Phone: 407-643-1292

**DIRECTIONS**

Jewett Winter Park is located on Orange Avenue just east of 17-92 (Mills Ave.) on the left side. It may be difficult to turn left on Orange Avenue. Alternate ways of locating it are:

1. Heading north on 17-92, turn right on Balsh Ave, which is the first road past Einstein Bagel on the corner of 17-92 and Orange Ave. This will take you to the front entrance.
2. Heading north on 17-92, turn right into McDonalds. Go through their parking lot and out the back. You will be facing the front entrance to Jewett.

\*This is an outpatient ortho clinic, there is no cafeteria, please pack a lunch!\*

**OH/JEWETT ORTHOPEDIC INSTITUTE LEVEL ONE/ADULT ORTHO (fka Level One)**

60 Columbia Street  
(4<sup>th</sup> Floor Orlando Health Heart Institute Bldg)  
Orlando, FL 32806

Contact: Ilise Chaput  
Phone: 321-843-1179

**DIRECTIONS**

Park in the garage for the Jewett Orthopedic Institute Surgery Center on the 5<sup>th</sup> floor or higher.

**OH/JEWETT ORTHOPEDIC INSTITUTE at Spring Lake (fka OHPA)**

7243 Della Drive  
Orlando, FL 32819

Contact: Niki Banister  
Phone: 321-842-0063

Going West on Sand Lake Rd, turn right on Dr. Phillips Blvd, then turn right onto Della Drive. Park on the second floor of the Orlando Health Medical Pavilion parking garage (do not park in front of the library, you will be towed). Take the elevator up to the second floor for Suite I.

\*This is an outpatient ortho clinic, there is no cafeteria, please pack a lunch!\*

**ORLANDO REGIONAL MEDICAL CENTER (ORMC)**

52 West Underwood St  
Orlando, FL 32806

Contact: Liz Villareal  
Phone: 321-841-8105

**DIRECTIONS**

From I-4 southwest bound, take the Anderson Street exit, 82B. Turn left on Anderson Street, right on Orange Avenue. ORMC is on the right.

From I-4 northeast bound, take the Kaley Street exit, 81BC. Turn right on Kaley Street, then left Orange Ave. ORMC is on the left. Students must park on the roof of the parking garage located at 92 West Miller Street labeled D Deck. There is a shuttle available, otherwise plan for a 10 minute walk.

**OSCEOLA REGIONAL MEDICAL CENTER**

700 West Oak Street  
Kissimmee, FL 34741

Contact: Jodi Hora  
Phone: 407-518-3770

**DIRECTIONS**

From Orlando, take John Young Parkway South to Kissimmee. John Young becomes 17-92. Turn left on Oak Street, then the hospital will be on your right.

**OSCEOLA FREE STANDING ED (OFSED)**

1001 E Osceola Pkwy  
Kissimmee, FL 34744

Contact: Stacy Kungiesingh  
Phone: 321-842-1271

**DIRECTIONS**

From Orlando, take the Turnpike South to Kissimmee. Take exit 249 and turn right onto E Osceola Parkway. The free-standing ED will be on your right. Your Orlando Health ID badge should work, but you will need to stop at the desk on the first day. **\*no cafeteria, pack lunch\***

**OVIEDO MEDICAL CENTER**

8300 Red Bug Lake Road  
Oviedo, FL 32765

Contact: Brian Harvey  
Phone: 407-890-2124

**DIRECTIONS**

From Maitland Blvd, turn onto Greenwood Road, then turn left onto US 17-92/Orlando Ave. Then, turn right onto 436 East until you merge onto Red Bug Lake Road. You will turn left onto Oviedo Medical Drive.

**POINCIANA MEDICAL CENTER**

325 Cypress Parkway  
Kissimmee, FL 34759

Contact: Sherry Bennett  
Phone: 407-530-2321

**DIRECTIONS**

From the Poinciana Parkway, turn left onto Cypress Parkway. You will see Poinciana Medical Center on your left.

**SOUTH LAKE HOSPITAL**

1099 Citrus Tower Blvd.  
Clermont, FL 34711

Contact: Lori Haskins/Chelsea O'Dell  
Phone: 352-394-4071, ext. 8156

**DIRECTIONS**

Take the 408 west to the Florida Turnpike. Take the turnpike to the Clermont exit to west Rt. 50. Turn left. Continue to hospital. It is on the right up on the hill.

**ST. CLOUD REGIONAL MEDICAL CENTER**

2906 17<sup>TH</sup> Street  
St. Cloud, FL 34769

Contact: Keith Hatcher  
Phone: 407-498-3475

**DIRECTIONS**

Take I-4 to Florida Turnpike South, exit 31. Take turnpike to exit 244. Make left onto 192. Continue approximately 6 miles. After entering St. Cloud, turn right on Budinger Avenue (See ER sign). Hospital will be on your left.

**VETERANS' ADMINISTRATION HOSPITAL**

13800 Veterans Way  
Orlando, FL 32827

Contact: Amber Laflamme  
Phone: 407-631-1966

**DIRECTIONS**

From 417, take Lake Nona Blvd to Veterans Way. Should see the sign for VA Hospital. **OBSERVE 20 MPH SPEED LIMITS ON GOVERNMENT PROPERTY.** Park in the East Garage, anywhere above the 2<sup>nd</sup> floor.

**Valencia College  
Radiography Program  
Rights and Responsibilities of Students and Faculty**

**Student Rights**

1. To due process
2. To know how grades will be determined and that accurate records of progress will be maintained
3. To have clearly stated expectations, objectives, and requirements
4. To have the opportunity and resources provided to meet objectives
5. To have access to faculty according to college guidelines
6. To be taught by knowledgeable faculty
7. To be treated as individuals
8. To be evaluated objectively
9. To confidentiality
10. To have input into the decision-making process

**Student Responsibilities**

1. To prepare for class and clinical experiences
2. To avail themselves of experiences provided
3. To meet curriculum requirements
4. To pursue experiences
5. To do self-evaluation and set learning needs
6. To be self-directed
7. To be respectful and courteous
8. To treat faculty as individuals
9. To respect privacy and confidentiality
10. To demonstrate professionalism in dress and behavior
11. To respect the faculty right to due process
12. To evaluate faculty objectively
13. To be honest

### **Faculty Rights**

1. To expect students to be prepared for class and clinical experiences
2. To expect students to avail themselves of experiences provided
3. To establish curriculum requirements
4. To expect students to pursue experiences
5. To expect students to do continual self-evaluation and set learning needs
6. To expect students to be self-directed (disciplined)
7. To be respected and treated courteously
8. To be treated as individuals
9. To privacy and confidentiality
10. To expect students to demonstrate professionalism (dress and behavior)
11. To due process
12. To an objective evaluation
13. To expect honesty from students

### **Faculty Responsibilities**

1. To provide a procedure for due process
2. To provide information on how grades are determined
3. To state or outline expectations, objectives, and requirements clearly
4. To provide opportunities and resources to meet objectives
5. Maintain accessibility to students
  - a. Meet with classes as scheduled
  - b. Arrange and post schedule of office hours
6. To be competent practitioners
7. To treat students as individuals
8. To evaluate students objectively
9. To maintain confidentiality
10. To provide a forum for student input into the decision-making process



Name: \_\_\_\_\_

**MUST BE ENTERED IN TRAJECSYS****Equipment Performance Competency  
(Clinical Check-Off/Radiographic Equipment Check-Off)**

Each student is required to complete an equipment check-off in the Radiology department at their clinical location during Radiographic Clinical Education 1 (the first clinical semester) **BEFORE** they begin competency testing.

The goal of this competency is to:

- Document critical and detailed performance competency with all radiographic equipment and accessories.
- Demonstrate efficient use and proper care of all equipment.

1. Locate and demonstrate familiarity with the following items:

	Yes (1 point)	No (0 points)
X-ray tube		
X-ray table		
Anode		
Cathode		
High voltage cables		
Collimator light		
Collimator controls		
Raise/Lower table (if available)		
Move the tabletop (if available)		
Move/Lock the table and/or upright IR		
<b>Total Points</b>	/10	

2. Maneuver all overhead tube assembly to include:

	Yes (1 point)	No (0 points)
Move tube vertically		
Move tube horizontal/longitudinal		
Move tube transverse		
Set a 15 degree cephalic tube angle		
Turn the tube housing assembly		
Detent the tube to the center of table IR		
Detent the tube to the center of upright IR		
Manually collimate to 10 x 12		
Use PBL* to automatically collimate to 14 x 17		
<b>Total Points</b>	/9	

## 3. Manipulate the tube for distance changes:

	Yes (1 point)	No (0 points)
Use vertical lock to set table IR SID		
Use locks to set 40" upright IR SID		
Use locks to set 72" upright IR SID		
Use tape measure to set 40" tabletop SID		
<b>Total Points</b>	/4	

## 4. Manipulate the radiographic control panel:

	Yes (1 point)	No (0 points)
Locate main power (wall switch)		
Control panel on/off switch		
kVp selector/control		
kVp read out		
mAs selector/control		
mAs read out		
Exposure time selector/control		
Density changes (+/- or big/little man)		
Focal spot size selector		
Exposure switch		
Rotor		
Tube selector (fluoro vs. overhead)		
IR/Bucky selector (upright vs. table)		
Tube limit (backup timer) reset		
Cooling/Heat unit indicator		
Automatic exposure control/indicator		
Set a manual technique for any exam		
Set an AEC* technique for any exam		
Use an APR* to select a technique.		
<b>Total Points</b>	/19	

Total of all points from sections 1-4	/42
<b>Equipment Check-Off Score</b>	%

Each student must demonstrate a minimum of 85% mastery.

\* PBL = Positive Beam Limitation (automatic collimation)

\* AEC = Automatic Exposure Control

\* APR = Anatomically Programmed Radiography (select body part)

Name: \_\_\_\_\_

Clinical Location: \_\_\_\_\_

Date: \_\_\_\_\_

### **Department Inventory**

Each student is required to complete an inventory of the Radiology department at their clinical location during Radiographic Clinical Education 1 (the first clinical semester).

Please complete the following information:

1. Where is barium stored?
  
2. Where is other contrast stored?
  
3. Which rooms are equipped with wall outlets for oxygen?

Where EXACTLY are the oxygen outlets located?

Where are ADDITIONAL oxygen tubing/masks/supplies located?

4. Which rooms are equipped with wall outlets for suction?

Where EXACTLY are the suction outlets located?

Where are ADDITIONAL suction canisters/connectors/tubing/supplies located?

5. Where are the fire extinguishers located in the department?
6. Where are the fire alarms located in the department?
7. Where are the code or emergency carts located?
8. Inventory one routine diagnostic radiography room **on a separate sheet of paper**. Include the room number and the contents of each cabinet/shelf. Be sure to include where lead shielding is stored.
9. Inventory one fluoroscopic radiography room **on a separate sheet of paper**. Include the room number and the contents of each cabinet/shelf. Be sure to include where lead shielding is stored.
10. Inventory the supply or stock room **on a separate sheet of paper**. Include the room number/location and the contents of each cabinet/shelf.

Name: \_\_\_\_\_

**MUST BE ENTERED IN TRAJECSYS****Fluoroscopy Equipment Performance Competency  
(Clinical Check-Off/Fluoroscopy Equipment Check-Off)**

Each student is required to complete a fluoroscopy equipment check-off in the Radiology department at their clinical location **BEFORE** they begin competency testing fluoroscopic procedures.

## 1. Maneuver fluoroscopy table/intensifier to include:

	Yes (1 point)	No (0 points)
Move the tabletop via table		
Move the tabletop via tower		
Tilt/Angle the table (from supine to erect)		
Install/Remove the footboard		
Install/Remove lead shielding on tower		
Center intensifier to table		
Use myelogram lock		
Lock intensifier location		
Use compression cone		
PBL vs. manual collimation		
Change magnification level		
Reverse image top/bottom		
Reverse image left/right		
Park tower		
Exposure button for single image		
Exposure button for multiple/rapid images		
Exposure button for fluoro		
<b>Total Points</b>	<b>/17</b>	

2. Locate and demonstrate familiarity with the following items:

	Yes (1 point)	No (0 points)
Set equipment for fluoroscopy		
Set equipment for overhead images		
Set up of Inficon/Digital fluoro		
Set up pre-programmed fluoro exam		
Set a manual fluoro exam		
Clear (zero) fluoroscopy timer		
Reset fluoroscopy timer alert		
Adjust AEC chamber/cell		
<b>Total Points</b>	/8	

Total of points from sections 1 & 2	/25
<b>Fluoro Check-Off Score</b>	%

Each student must demonstrate a minimum of 85% mastery.

## **Surgery Equipment/Performance Competency (Clinical Check-Off/Surgery Equipment Check-Off)**

Each student is required to complete a surgery equipment check-off in the OR at their clinical location.

### Rotation Objectives:

Under the DIRECT supervision of the supervising Technologist, the student will:

- I. General Duties
  - A. Report to the Technologist in charge.
  - B. Clean equipment as needed.
  - C. Stock areas as needed.
  - D. Check aprons and return to designated areas.
  - E. Upon leaving assigned area for more than five (5) minutes, a Clinical Instructor/Supervisor **MUST** be notified. If there are no surgical/radiology procedures scheduled/in process, report to the Clinical Instructor/Supervisor and participate where needed.
- II. Examination Objectives
  - A. Learn proper operation of all surgery equipment (C-Arms, portables, tables).
  - B. Follow and practice sterile technique when in surgery.
  - C. Properly assist in obtaining and performing required images in OR.
  - D. Identify images appropriately and send images to PACS.
  - E. Complete requisition appropriately with history.
  - F. Document exposure time or equipment use records as required.
  - G. Evaluate images for technique, positioning, anatomy, etc.
  - H. Setup/Return equipment to storage area.

### Competency Requirements:

- 1. Complete Surgery Equipment/Performance Competency.
- 2. Participate in five (5) OR procedures and record them on the attached log sheet.
- 3. Complete Surgery Competency test.
- 4. Review image and/or procedure with Valencia faculty member.

Name: \_\_\_\_\_

Clinical Location: \_\_\_\_\_

**Valencia College  
Surgery Log Sheet**

After completing the Surgery Equipment Performance Competency, each student must participate in five (5) Surgery/OR cases and log them below prior to competency testing in surgery. Once completed, submit this form to Clinical Instructor when you complete your surgery competency.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Technologist/Clinical Instructor Signature\_\_\_\_\_  
Date

\*\*Please do NOT log cysto, ERCP, or pain management cases.\*\*



Name: \_\_\_\_\_

**MUST BE ENTERED IN TRAJECSYS****Surgery Equipment Performance Competency  
(Clinical Check-Off/Surgery Equipment Check-Off)**

Each student is required to complete a surgery equipment check-off in the OR at their clinical location **BEFORE** they begin competency testing in OR.

1. Locate and demonstrate familiarity with the following items:

	Yes (1 point)	No (0 points)
OR room locations		
C-Arm storage location(s)		
Portable storage location(s)		
Printing option(s) (laser, paper, matrix)		
Apron storage location(s)		
Contrast storage location(s)		
Grid		
Grid holder		
<b>Total Points</b>	/8	

2. Demonstrate familiarity with driving and using C-Arm:

	Yes (1 point)	No (0 points)
Maneuver C-Arm/Monitor from storage to OR		
Plug in/power on		
Setup monitor and C-Arm (put name in)		
Raise/Lower C-Arm		
Boom (in/out) lock		
Lateral lock (ap/lat)		
Orbit lock (caudal/cephalic angle)		
Wig/wag lock		
Orient image (flip/rotate)		
Collimation functions		
Magnification		
Adjust technique		
Exposure controls (multiple)		
Save image(s)		
Send image(s) to PACS		
Mark/Annotate images		
<b>Total Points</b>	/16	

## 3. Demonstrate an understanding of sterile procedures:

	Yes (1 point)	No (0 points)
Understands how to properly drape equipment		
Maintains sterile field		
<b>Total Points</b>	/2	

Total of all points sections 1-3	/26
<b>Surgery Check-Off Score</b>	%

Each student must demonstrate a minimum of 85% mastery.

## **CT Equipment/Performance Competency (CT Check-Off)**

Each student is required to complete a CT equipment check-off in the CT department at their clinical location.

### **Rotation Objectives:**

Under the DIRECT supervision of the supervising CT Technologist, the student will:

1. Establish a rapport with the patient.
2. Assist in acquiring a thorough history from the patient.
3. Demonstrate knowledge of patient preparation requirements.
4. Assist patients onto the table and into the gantry.
5. Identify the parts that compose the CT unit.
6. Operate the computer.
7. Image anatomical cross-sectional images.
8. Discuss display functions, data storage, image processing, scanning protocols for different body parts, contrast injector preparation and function, and use of oral/IV contrast media.
9. Identify basic cross-sectional anatomy.

### **Assignment:**

1. Review Bontrager, Chapter 21 (CT).
2. Complete CT Questionnaire.
3. Contact Valencia faculty to complete cross-sectional anatomy quiz. Anatomy which may be included on quiz includes:
  - a. Liver
  - b. Spleen
  - c. Stomach
  - d. Pancreas
  - e. Abdominal Aorta
  - f. Inferior Vena Cava
  - g. Colon
  - h. Gall Bladder
  - i. Kidney
  - j. Ribs
  - k. Sternum
  - l. Heart
  - m. Lung
  - n. Occipital Bone
  - o. Frontal Bone
  - p. Orbital Globe
  - q. Hemispheres
  - r. Ventricles

Name: \_\_\_\_\_

**MUST BE ENTERED IN TRAJECSYS**  
**CT Questionnaire**

1. What are the indications for using IV contrast in scanning the brain and abdomen?
2. What are the advantages of using an oral contrast agent?
3. Explain how a CT image is produced:
4. What is the importance of priming the power injector?
5. Why does the tube need to be warmed up before scanning?

## Valencia College Radiography Program Student Clinical Evaluation

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Clinical Site: \_\_\_\_\_

Evaluator: \_\_\_\_\_

**Check the most appropriate response to each of the following statements:**

5=Consistently   4=Often   3=Occasionally   2=Rarely   1=Never	5	4	3	2	1
<b>Professional and Ethical Behaviors</b>					
1. Arrives to the clinical site on time; prepared to start; reports to the supervisor; and has time card, markers, radiation badge, and technique book. <b>Comment:</b>					
2. Is dressed professionally and adheres to the college and clinical site dress code. <b>Comment:</b>					
3. Is dependable and cooperative. Assists the staff by stocking rooms with supplies/linens and maintaining room cleanliness and organization. <b>Comment:</b>					
4. Demonstrates an eagerness to learn and perfect clinical skills. Hard-working and a self-starter. <b>Comment:</b>					
5. Displays professional conduct, language, and mannerisms toward patients and staff. <b>Comment:</b>					
6. Demonstrates sensitivity to cultural differences when interacting with patients and staff. <b>Comment:</b>					
7. Collaborates with other professionals while performing clinical skills. <b>Comment:</b>					
8. Displays ethical behaviors while performing clinical procedures. <b>Comment:</b>					
<b>Effective Communication Skills</b>					
9. Demonstrates professional interpersonal communication and is respectful <b>Comment:</b>					
10. Listens to instructions and follows directions. <b>Comment:</b>					
11. Accepts constructive criticism and makes changes as needed. <b>Comment:</b>					

12. Demonstrates appropriate and accurate written documentation in the patient record and maintains patient confidentiality. <b>Comment:</b>					
13. Shows concern for patients' well-being and effectively responds to their needs. <b>Comment:</b>					
<b>Clinical Procedures and Patient Care/Safety</b>					
14. Displays knowledge about equipment operation and is careful to apply skills when using it. <b>Comment:</b>					
15. Comprehends procedures and is consistent in the accurate performance of the exams. Demonstrates the ability to alter improper technical factors and/or positions. <b>Comment:</b>					
16. Tells the technologist of intent to competency test <u>prior</u> to starting the exam. <b>Comment:</b>					
17. Documents a thorough patient history and checks patient ID. <b>Comment:</b>					
18. Follows direct supervision requirement on all portable exams and all exams not competency tested on. <b>Comment:</b>					
19. Demonstrates critical thinking in efforts to solve problems during complex clinical procedures. <b>Comment:</b>					
20. Has room prepared <u>prior</u> to exam and cleans room <u>after</u> the exam. <b>Comment:</b>					

Grading Scale:

A 93-100

B 85-92

C 76-84

Total Points Earned: \_\_\_\_\_

Total Points Possible: \_\_\_\_\_

Final Grade: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_



# VALENCIA RADIOGRAPHY PROCEDURE LOG SHEET

Student Name: \_\_\_\_\_ Clinical Site: \_\_\_\_\_

[illegible]



Student: Key

Field:

(last 5 digits of MRN)

Y	N	<b>A. FACILITY PREPARATION</b>
		Cleaned/prepared exam room with appropriate disinfectant
Y	N	Properly positioned table/tube for exam
Y	N	Obtained any/all supplies needed for procedure
Y	N	<b>B. PATIENT PREPARATION &amp; COMMUNICATION</b>
		*Properly followed hand hygiene protocol ( <b>FOAM IN</b> )
Y	N	Introduced self to patient
Y	N	*Implemented proper universal precautions (gloves, gown, mask)
Y	N	Identified & verified proper patient (ID bracelet/DOB)
Y	N	Clearly explained procedure to patient and asked for any questions
Y	N	*Inquired about pregnancy status, if applicable (females 10-60)
Y	N	*Obtained and documented patient's history prior to exam
Y	N	Properly gowned and removed obscuring objects (zippers/jewelry)
Y	N	Maintained patient's modesty and provided comfort measures
Y	N	*Provided appropriate assistance to the patient during procedure
Y	N	<b>C. EXAM</b>
		Selected appropriate IR (grid/non-grid, table top/bucky, etc)
Y	N	Oriented IR appropriately (portrait/landscape, if applicable)
Y	N	Verified appropriate tube/IR alignment (including angulation)
Y	N	Selected appropriate SID
Y	N	Positioned patient appropriately during procedure
Y	N	*Applied shielding, if appropriate/applicable
Y	N	Central ray was centered appropriately during procedure
Y	N	*Collimated appropriately during procedure
Y	N	*Placed appropriate marker(s) based on facility protocol/location
Y	N	*Selected appropriate technique for procedure
Y	N	*Provided appropriate breathing instructions
Y	N	*Visually observed the patient before and during exposure
Y	N	<b>D. POST EXAM</b>
		Spoke & listened to the patient in a concerned/professional manner
Y	N	During fluoro/portable procedures, used lead aprons & gloves
Y	N	*Completed procedure in a timely manner
Y	N	Provided appropriate assistance for age/pathology from table/room
Y	N	Released patient giving post procedure instructions, if needed
Y	N	Cleaned work area after procedure completed
Y	N	*Properly followed hand hygiene protocol ( <b>FOAM OUT</b> )
No	Yes	<b>Is there any reason this student should NOT be granted this competency? If Yes, a comment is required to please clarify.</b>

Technologist:

## Image Evaluation Questions

1. What are we looking at? Projection/Position (PA Chest)
2. How is your patient positioned? (erect/supine, no rotation, shoulders...)
3. Does your image show that you positioned your patient correctly?  
How do you know/What proves that on your image? (SC joints equidistant)
4. What is the textbook Central Ray for this position? (T7 & MSP)
5. Did you center your image correctly? How do you know?
6. What is the textbook technique? (kVp range and ball-park mAs)
7. What was the exposure index for your image? Is it in range?
8. Tell me some anatomy?
9. Was **your** correct marker demonstrated INSIDE the light field?
10. Did you collimate appropriately/Is collimation demonstrated on your image?  
(proof the collimation did not exceed IR and/or collimated adequately)
11. Procedure questions typically only apply to fluoro/OR type exams. (For example, I would ask, "You don't know anything about the patient or the doctor/RA. Tell me how you would set up the room for this procedure. For a BE, you would have the table flat with the foot board on. You would have linen and chux on the table. Get the BE bag and tip...)

Semester: \_\_\_\_\_

**Valencia College Radiography Program Professionalism Report**

Student Name: \_\_\_\_\_ Clinical Facility: \_\_\_\_\_

Clinical Instructor: \_\_\_\_\_ Clinical Coordinator: Julie Kloft

	Circle Yes/No	Possible Deduction	Assigned Deduction
<b>Maintained professional appearance</b> A warning (0 points) <b>may</b> be issued for correctable offenses (hair worn down, excessive jewelry).	Y N	0-5 points	
<b>Displayed professional conduct</b> A warning (0 points) <b>may</b> be issued for minor offenses.	Y N	0-10 points	
<b>Used professional communication</b> (verbal and non) A warning (0 points) <b>may</b> be issued for minor offenses (slang or body language).	Y N	0-10 points	
<b>Personal electronic device used in clinic</b>	N Y	10 points	

	Circle Yes/No	Possible Deduction	Assigned Deduction
<b>Completed clinical paperwork by due date</b>	Y N	5 points	
<b>Maintained Certified Profile account compliance</b>	Y N	10 points	
<b>Exchanged radiation dosimeter by due date(s)</b>	Y N	5 points	

Faculty Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Clinical Instructor Signature

STUDENT\_ VERIFIED\_

<b>RADIOLOGICAL PROCEDURES</b>	<b>Competency</b>		
<b>CHEST AND THORAX</b>			
<b>Mandatory:</b>	<b>Date</b>	<b>MRN</b>	<b>Critiqued</b>
Chest, routine (2 v)			
Chest, pediatric ( $\leq 6$ yrs) (2 v)			
Chest, geriatric ( $\geq 60$ yrs) (1 or 2 v)			
Chest, w/c or stretcher (2 v)			
Ribs			
<b>Elective:</b>			
Chest decubitus/lordotic/oblique (1 v)			
Sternum			
<b>ABDOMEN</b>			
<b>Mandatory:</b>	<b>Date</b>	<b>MRN</b>	<b>Critiqued</b>
Abdomen Supine (KUB) (1 v)			
Abd Series (decub/upright) (2 v)			
<b>Elective:</b>			
Small Bowel Series			
Intravenous Urography (IVP)			
<b>EXTREMITIES</b>			
<b>Mandatory:</b>	<b>Date</b>	<b>MRN</b>	<b>Critiqued</b>
Finger (3 v)			
Hand (3 v)			
Wrist (3 v)			
Forearm (2 v)			
Elbow (3 v)			
Humerus (2 v)			
Shoulder (2 v)			
Trauma Shoulder (Y or transthoracic) (2 v min)			
Foot (3 v)			
Ankle (3 v)			
Tibia-Fibula (2 v)			
Knee (3 v)			
Femur (2 v)			
Hip (2 v)			
Trauma Hip (cross-table lat.) (2 v)			
Trauma: Upper Extremity (non-shoulder) (2 v)			
Trauma: Lower Extremity (2 v)			
Extremity, pediatric ( $\leq 6$ yrs) (2 v)			
Extremity, geriatric ( $\geq 60$ yrs *upper or lower)(2v)			
<b>Elective:</b>			
Scapula (2 v)			
Axillary OR Grashey Shoulder (2 v)			
Clavicle (2 v)			
Toes (3 v)			
Os Calcis (2 v)			
Weight-bearing Ankles/Feet (2 v)			
Weight-bearing Knees (1 v)			
Intercondylar Fossa (1 v)			
Patella (2 v)			
Wrist (4 v to include navicular or carpal canal)			

SPINE AND PELVIS		Competency		
Mandatory:		Date	MRN	Critiqued
	Cervical Spine (*3 or 5 v)			
	Thoracic Spine (3v)			
	Lumbosacral Spine (*3 or 5 v)			
	Trauma Spine (cross-table lat.) (1 v min)			
	Pelvis (1 v)			
Elective:				
	Scoliosis Series (2 v)			
	Flexion/Extension or Lateral Bending Spine (2v)			
	Sacrum and/or Coccyx (2 v)			
	Sacroiliac Joints (3 v)			
	Inlet/Outlet Pelvis (2 v)			
	Judet Pelvis (2 v)			
HEAD				
Mandatory:		Date	MRN	Critiqued
	Paranasal Sinuses (Skull/Facial) (3 v min)			
Elective:				
	Skull (3 v minimum)			
	Facial bones (3 v minimum)			
	Nasal bones (3 v)			
	Orbits (3 v minimum)			
	Mandible (3 v minimum)			
FLUOROSCOPY				
Mandatory:		Date	MRN	Critiqued
	Barium Enema (Single or Double) (2 v min)			
Elective:				
	Upper GI Series (2 v minimum)			
	Esophagus (1 v minimum)			
	Cystography/VCUG/RP (1 v minimum)			
	Myelography/LP (1 v minimum)			
	Arthrogram (1 v minimum)			
SURGICAL				
Mandatory:		Date	MRN	Critiqued
	C-Arm Procedure (*2 plane ortho or surgical)			
Elective:				
	ERCP			
PORTABLE				
Mandatory:		Date	MRN	Critiqued
	Portable Chest (1 v)			
	Portable Abdomen (1 v)			
	Portable Orthopedics (hardware) (2 v)			
Elective:				
	Portable for PICC/PEG/T/NG Placement (1 v)			

- The MINIMUM number of views for each procedure is indicated where available.
- Please see Clinical Handbook for additional information regarding procedures marked with an asterisk (\*).

Valencia College

**Radiography Program**  
**Master Clinical Requirements Record**

STUDENT \_\_\_\_\_

VERIFIED \_\_\_\_\_

<b>PATIENT CARE LAB CHECK OFFS</b>	
<b>Mandatory:</b>	<b>Completed Date</b>
Hand Washing	
Wheelchair Transfer	
Stretcher Transfer	
Sterile Gloving	
Vitals	
Oxygen/Pulse Ox	
Foley	
Vials	
Ampules	
Venipuncture	
Rad Room	
<b>SERVICE-LEARNING PROJECTS</b>	
<b>Mandatory:</b>	<b>Completed Date</b>
Transport	
Radiology	
<b>CLINICAL CHECK OFFS</b>	
<b>Mandatory:</b>	<b>Completed Date</b>
Equipment	
Fluoroscopy	
Surgery	
CT	

<b>RADIOLOGICAL PROCEDURES</b>	<b>Final Competency</b>
<b>Mandatory:</b>	<b>Completed Date/MRN</b>
Abdomen Series, 2 views (decub/upright)	
Upper Extremity (mandatory list)	
Lower Extremity (mandatory list)	
Extremity, geriatric (≥60 yrs *upper or lower)	
Cervical Spine (*3 or 5 views)	
Lumbosacral Spine (*3 or 5 views)	
Head (mandatory or elect list)	
Fluoroscopy, 2 views (BE or UGI)	
C-Arm Procedure (*2 plane ortho or surgical)	
Portable Chest	
Faculty Final Comp ±	

±The Faculty Final Comp must be done during Clinic 5, at your primary clinical assignment.

**\*For final competencies marked with an asterisk, you will final comp the opposite of what you originally completed. If you do an upper extremity for your initial Geriatric Extremity comp, you will do a lower extremity for your final Geriatric Extremity comp. If you do a 3 view lumbar spine for your initial competency, you must do a 5 view lumbar spine for your final. If you do a single plane c-arm procedure for your initial competency, you must do a two plane procedure for your final competency. Of course, you can do more views than the minimum, meaning you can do two 5 view lumbar spine or two 2 plane c-arm procedures.**

# VALENCIA COLLEGE

READ THE FOLLOWING STATEMENT BEFORE SIGNING

## Verification of Receipt of Radiography Program Student Handbook

I, \_\_\_\_\_ received a copy of the Radiography Program Student Handbook and understand that I am responsible for the ALL of the information therein. I agree to abide by all of the rules, policies, and procedures of the program and of Valencia College, and that is it my responsibility to ask a faculty member if there is anything I do not understand or have concerns about.

I am also aware that this handbook is intended as a guide, that policy and procedure described herein may be changed during my participation in the program and that I will be notified of and responsible for any new or modified information.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**AGREEMENT TO TERMS****READ THE FOLLOWING STATEMENT BEFORE SIGNING**

I have received the Radiography Program Clinical Handbook and it has been explained to me. I agree to review the handbook and affirm that I will be responsible for all the data therein. I am aware of its content and have an understanding of all that is required of me and I agree to abide by all of the rules, policies and procedures of the program and of Valencia College.

I am aware that in order to continue in the Radiography Program, I must maintain satisfactory progress (as outlined in the Student Handbook) and maintain a "C" average in each Radiography course.

I am also aware that both the Student and Clinical handbooks are intended as guides and that policies and procedures described herein may be changed without notice.

After reading and studying the Clinical Handbook, remove this page and submit to your Program Director.

---

SIGNATURE OF STUDENT

---

WITNESS

---

PRINT NAME

---

PRINT NAME

---

DATE

---

DATE

Distribution: Student, Department File