2024 – 2025

Clinical Handbook - RAD

The policies and procedures described herein pertain to students beginning matriculation in the clinical experience component of the RAD program during the Fall 2024 semester.

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Welcome[1]

Welcome to the clinical experience component of the Radiologic Technology Program at the University of Hartford. The purpose of the manual is to provide the student, clinical instructors, clinical preceptors and clinical affiliates with the policies and procedures required for a successful clinical experience. The manual provides relevant resource information and describes the structure and function of the clinical program. The content of this manual is designed to guide the student toward achieving the mission of the Radiography program: to become an educationally prepared and clinically competent radiography professional.

Please refer to this document if you have any questions regarding clinical policies and procedures. *It is the student's responsibility to read and understand all aspects of the Clinical Handbook. Students will be strictly held to the standards described in this handbook. However, the handbook is* ***not*** *a contract between the Program and our students. We reserve the right to amend or modify these policies, rules, and procedures at any time deemed necessary.*

Radiography Program[2]

The radiography clinical curriculum is competency-based. The pre-competency, clinical competency, and re-check evaluations serve as the primary tools for quantitative assessment of individual student progress throughout the program's designated clinical internship experiences. These instruments, as well as all other assessment tools were specifically designed to ensure objectivity and consistency as they are employed by the evaluator(s) to grade the students' clinical performance. The clinical experiences are designated as RAD 220P, RAD 245P, RAD 265P, RAD 300P, RAD 325P, and RAD 370P. These clinical experiences account for 14 credits of the radiologic technology professional component curriculum.

[1] Revised 8/2023; Reviewed 8/2024

[2] Revised 7/2022; Reviewed 8/2024

The Code of Ethics for the Radiologic Technologist

The medical imaging professional is required to uphold a commitment to professional conduct in all of their actions. Students and graduates of our Program are expected to not only embody these professional standards but to participate in activities that demonstrate their commitment to superb patient care and a dedication towards life-long learning. These activities include, but are not limited to, community service, research and scholarship in healthcare, and participation in local, state, and national professional organizations in the field. In support of these endeavors and as a method of protecting the integrity of our profession, the American Registry of Radiologic Technologists (ARRT) has developed a Code of Ethics that may be used by professionals in their pursuit of technical and patient care excellence. The Radiologic Technology Program of the University of Hartford fully accepts these standards and requires all of our students to adopt them within their daily practice.

Code of Ethics*

1. The radiologic technologist conducts himself /herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

Ethics Requirements, including the Standards of Ethics and Code of Ethics is available at:
https://www.arrt.org/pages/resources/ethics-information

Clinical Affiliations and Preceptors

Advanced Orthopedics New England – Bloomfield Office
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Concentra Urgent Care
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860-922-3697 (Andrea Farley – Manager)
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Connecticut Children's Medical Center
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Rachel Kieselback:
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Connecticut Children's Medical Center – Farmington Office
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Revised: 08/10/24 (Jh)

Overview of Clinical Curriculum[3]

RAD 220P: Clinical Experience I (2 credits): The student performs radiographic procedures of the chest, abdomen, and upper and lower extremities under direct supervision. Clinical pre-competency evaluations are completed during this semester. Before starting clinical, the student will become certified in CPR and complete clinical site orientation activities. Students will start clinical in approximately the 3rd week of the semester. Clinical days are Tuesday and Thursday; start/end hours specified by the clinical site. The student will be granted 8 hours of personal time during the semester.

RAD 245P: Clinical Experience II (2 credits): The student performs radiographic procedures of the vertebral column, shoulder girdle, and axial skeleton under direct and indirect supervision. Clinical competency evaluations are initiated during this course. Clinical days are Tuesday and Thursday; start/end hours specified by the clinical site. The student will be granted 16 hours of personal time during the semester.

RAD 265P: Clinical Experience III (2 credits): The student performs all radiographic procedures including those of the skull and facial bones, and the digestive and urinary systems, under direct and indirect supervision. Clinical competency evaluations are performed during this course. This clinical course runs throughout Summer Session I. Clinical days are Monday through Friday; start/end hours specified by the clinical site. Students report to their assigned clinical site 40 hours each week. The student will be granted 16 hours of personal time during the semester.

RAD 300P: Clinical Experience IV (2 credits): The student completes additional clinical experience hours under direct and indirect supervision. Clinical competency evaluations are performed during this course. This clinical course runs throughout Summer Session II. Clinical days are Monday through Friday; start/end hours specified by the clinical site. Students report to their assigned clinical site 40 hours each week. The student will be granted 16 hours of personal time during the semester.

RAD 325P: Clinical Experience V (3 credits): The student completes additional clinical experience hours under direct and indirect supervision. The student also rotates through ancillary imaging modalities, such as ultrasound, CT, MRI, and nuclear medicine. Clinical competency evaluations are performed during this course. Clinical days are Monday, Wednesday and Friday; start/end hours specified by the clinical site. The student will be granted 24 hours of personal time during the semester.

RAD 370P: Clinical Experience VI (3 credits): The student completes additional clinical experience hours under direct and indirect supervision. The student also rotates through ancillary imaging modalities, such as ultrasound, CT, MRI, and nuclear medicine. The student is required to document all remaining clinical competency evaluations for program completion. Clinical days are Monday, Wednesday and Friday; start/end hours specified by the clinical site. The student will be granted 24 hours of personal time during the semester.

**The only exception to the required clinical hours is a class conflict at the University. A letter must be obtained from the RAD Clinical Coordinator when such a class conflict exists, in order for the student to have early dismissal from the clinical affiliate.*

[3] Revised 8/2022; Reviewed 8/2024

First Year Clinical Internship Objectives[4]

Upon completion of the first year of the clinical experience the student will:

1. Provide respect to all patients under their care during the performance of all radiographic examinations.
2. Provide basic patient care techniques essential to the completion of examinations.
3. Assesses the environmental and physical facilities readiness prior to commencing each patient examination.
4. Employ appropriate communication skills with patients in all stages of the life cycle.
5. Review each requisition as to the pertinent clinical history, patient information and appropriateness of examination ordered.
6. Manipulate radiographic, and mobile imaging equipment effectively.
7. Demonstrate correct positioning skills to correctly demonstrate the anatomical region of interest.
8. Apply the correct technical factors based upon exam ordered, patient body habitus, patient age and condition, and suspected pathologic condition.
9. Properly apply anatomical side markers to the image.
10. Demonstrate evidence of radiation protection standards for the protection of the patient and the operator.
11. Complete two (2) pre-competency evaluations under direct supervision for radiographic projections that are presented during the first semester academic coursework (RAD 215).
12. Demonstrate competency in proper patient care and the performance of radiographic examinations of the chest, abdomen, upper and lower extremities, shoulder girdle and pelvis including:
    a. Evaluation of the requisition for correct patient, examination and clinical indication according to the verified medical history.
    b. Demonstration of proper physical facilities readiness.
    c. Demonstration of proper patient-radiographer relationship.
    d. Proper manipulation of radiographic and mobile imaging equipment.
    e. Demonstration of correct positioning skills.
    f. Demonstration of evidence of radiation protection standards for the protection of the patient and the operator.
    g. Demonstration of effective patient care skills.
    h. Correct demonstration of the anatomical region of interest.
    i. Proper selection of technical factors.
    j. Proper application of anatomic side markers.
    k. Identification of artifacts and the implementation of appropriate corrective action.
13. Complete the re-check assessment process under the direction of a University of Hartford appointed clinical instructor.
14. Demonstrate accountability and responsibility for personal and professional behavior.
15. Display the appropriate interpersonal relationships with supervisors, peers, patients, radiologists and other health care providers.
16. Comply with HIPAA regulations in regards to patient confidentiality and access to private patient information.
17. Become an integral, productive health care provider at the facility to which they are assigned.

[4] Revised 8/2023; 08/2024

Second Year Clinical Internship Objectives[5]

Upon completion of the second year of the clinical experience in addition to the above objectives the student will:

1. Demonstrate competency in proper patient care and the performance of radiographic examinations of the cervical, thoracic, & lumbar spine, skull, upper & lower gastrointestinal tract, urinary tract, hepatobiliary tract, C-arm fluoroscopy procedures, myelography exams, OR imaging, and other advanced procedures, including:

    a. Evaluation of the requisition for correct patient, examination and clinical indication according to the verified medical history.
    b. Demonstration of proper physical facilities readiness.
    c. Demonstration of proper patient-radiographer relationship.
    d. Proper manipulation of radiographic and mobile imaging equipment.
    e. Demonstration of correct positioning skills.
    f. Demonstration of evidence of radiation protection standards for the protection of the patient and the operator.
    g. Demonstration of effective patient care skills.
    h. Correct demonstration of the anatomical region of interest.
    i. Proper selection of technical factors.
    j. Proper application of anatomic side markers.
    k. Identification of artifacts and the implementation of appropriate corrective action.
2. Adjust technical factors based upon clinical indication, patient body habitus, patient age and status, and suspected pathologic condition.
3. Identification of pathological conditions that may be present on the resultant images.
4. Completion all PACS, RIS, HIS, and other computer procedures necessary to successfully document the examination.
5. Become an integral, productive health care provider at the facility to which they are assigned.
6. Provide human respect to all patients under their care during the performance of all radiographic examinations.
7. Employ appropriate communication skills with patients in all stages of the life cycle.
8. Complete a minimum of fourteen (14) clinical competency evaluations per semester, under direct supervision.
9. Complete the re-check process for selected competencies under the direction of a University of Hartford appointed instructor.
10. Demonstrate accountability and responsibility for personal and professional behavior.
11. Display the appropriate interpersonal relationships with supervisors, peers, patients, radiologists and other health care providers.
12. Comply with HIPAA regulations in regards to patient confidentiality and access to private patient information.

[5] Revised 8/2023; Reviewed 8/2024

RAD Clinical Standards, Procedures & Policies

The expectations for the conduct of all students are outlined in the university student handbook (*The Source*). Academic standards, procedures and policies are outlined in the RAD Program Policy & Procedure Manual. The following represent additional clinical standards, procedures and policies specific to the RAD program. Failure to comply with all program standards, procedures and policies may result in student dismissal from the program (see RAD Policy & Procedure Manual - Dismissal Policy).

Clinical Standards

Professional Behavior in the Clinical Setting[6]

Students are expected to abide by the policies and procedures of their assigned clinical affiliate. Students may be dismissed from the professional component courses in radiologic technology for behaviors deemed unprofessional at the clinical affiliate. These behaviors are presented at each affiliate's clinical orientation session. Hospital computers may only be used for database entry. Personal use is prohibited, unless said device is used for clinical documentation in Trajecsys. Unauthorized use of personal computers, cell phones, tablets or other electronic devices in the clinical setting is strictly prohibited.

Health Insurance Portability and Accountability ACT (HIPAA)

Students must have access to medical information regarding the patient's clinical history in order to effectively evaluate patients in their care and ensure that proper radiographic examinations have been ordered. According to HIPAA guidelines students are limited to information only necessary for the performance of their direct duties. Students must not discuss patient conditions by identifying their names in public areas of the medical facility, for example cafeterias or elevators, as this violates the patient's medical privacy.

Students must also be aware of HIPAA for compliance in addressing issues related to patient identification in oral and written reports presented as a component of an academic course. Students are advised that when they provide case reports they may not reveal any information about patients such as the specific birth date, patient name, location of treatment or any information that could be used to identify a particular patient.

Failure to comply with these guidelines may result in dismissal from the program.

Substance Abuse

Students will be held accountable to the University's policy on drug abuse as detailed in *The Source*, the University's student handbook. The use of illicit drugs can be detrimental to the safety of you, the people that you are with, the health care site you are at and the patients that you are interacting with. Students are reminded that drug screening is required prior to the start of clinical experience in sophomore year. A second drug screen may be performed prior to clinical rotations in CT, MRI or SONO during the fourth year of study.

[6] Reviewed 8/2022, 8/2023, 8/2024

CPR Certification

All students are required to be CPR certified. The University of Hartford Radiography Program will certify all students who do not have a CPR certification in the fall semester.

Professional Liability Insurance

All students are required to have professional liability insurance coverage prior to commencing their clinical experience. This liability coverage will be obtained by the University of Hartford.

Student Health Insurance Verification

The University of Hartford requires all students enrolled in the professional component courses to be covered by their own health insurance policy, either through outside coverage or through coverage provided by a university-approved carrier. Students must demonstrate proof of medical insurance coverage, a copy of their medical insurance card, prior to the commencement of their first clinical internship rotation. Students who do not comply with this policy will be prohibited from participating in clinical internship rotations.

Grading Policies

A syllabus for clinical courses will be distributed on the first day of each class. Each individual syllabus will contain the specific information regarding the required minimum number of clinical hours, clinical competencies, recheck evaluations, professional evaluations, clinical evaluations, and student clinical site evaluations. Each instructor will follow the same grading system, which is:

A =	94 - 100	C+ =	77 - 79
A- =	90 - 93	C =	73 - 76
B+ =	87 - 89	C- =	70 - 72
B =	83 - 86	D =	65 - 69
B- =	80 - 82	F =	below 65

All RAD clinical courses use Pass /No Pass grading as follows:

Pass = ≥77%
No Pass = <77%

Students must achieve a C+ (or Pass) grade in each RAD designated course in order to continue within the Radiologic Technology professional component curriculum.

Clinical Grievance Policy[7]

Appeals relating to a RAD program faculty member's decision in the implementation of a clinical policy can be made only on the grounds of discriminatory, unjust or capricious action.

In the event that a student feels that an appeal is warranted, it is the student's responsibility to initiate the appeals procedure. The appeals procedure shall normally be as follows:

1. The student shall discuss the matter with the faculty member assigned to the clinical course. This meeting must take place within 10 academic days of the occurrence.
2. If the situation cannot be resolved in such a conference, the student may request in writing a meeting with the Radiography Program Director. This meeting must take place before an additional 10 academic days have elapsed.
3. If the situation cannot be resolved in such a conference, the student may request in writing a meeting with the Chair of the Department Health Sciences. This meeting must take place before an additional 10 academic days have elapsed.
4. If the situation is not resolved at this meeting, the student may take the appeal in writing to the Dean of the College of Education, Nursing, and Health Professions (ENHP). The Dean shall screen the evidence presented by the student and determine whether the appeal warrants further investigation. If so, the appeal and the evidence shall go to the Chair of the academic standing committee of ENHP.
5. The Chair shall call a meeting of the academic standing committee, and the committee shall review the appeal by hearing all the evidence presented by student and faculty member. Both the student and the faculty member will be invited to meet with the Academic Standing Committee to respond to questions concerning written material that either party has presented. The academic standing committee meeting(s) shall be convened within 20 days of receiving the charge and evidence.
6. After investigating the appeal, the committee shall submit a detailed report and recommendation(s) to the Dean of the College of ENHP. The committee shall make the final determination of the case.
7. The Dean of the College of ENHP shall inform the concerned parties of the decision(s) of the committee. There shall be no further appeal.

Attendance Requirements[8]

The rotation of students through a clinical facility enables the student to obtain the practical experience necessary to learn the skills of an entry-level radiographer/radiologic technologist. The student has the obligation to their clinical affiliate to attend their regularly scheduled days of clinical experience. Each clinical syllabus (i.e., RAD 220P Clinical Experience I) will specify the required number of clinical hours, the number of clinical competency examinations and re-check evaluations to be completed in order for a grade to be assigned for that specific clinical course. If, due to extenuating circumstances, students lack the required hours for a RAD clinical course, the student must request approval to complete these hours with the RAD Clinical Coordinator. All missed time must be made up during finals week. Any outstanding time not made up by the student will result in a decrease in their course grade according to the clinical course syllabus.

[7] Reviewed 8/2024

[8] Revised 8/2024

Students must record start time and end time using their mobile smart device by visiting www.trajecsys.com or going directly to trajecsys.com/programs/. When clocking-in/out with Trajecsys, GPS must be enabled. Timestamps that do not include an accurate GPS location (pin) are not valid. The RAD Clinical Coordinator or Program Director is responsible for reviewing and approving student clinical time records in the Trajecsys system.

In the event of a missed electronic time record (clock-in/out), students are required to complete and submit a written time exception request. Each missed clock-in and/or clock-out event requires a separate request. The completed form must be submitted to the RAD Clinical Coordinator. Once approved, the Trajecsys time record will be updated. Failure to process and submit an appropriate exception request will negate the applicable clinical hours from the student's record.

One program official, University of Hartford clinical instructor and the clinical facility preceptor, must be notified when illness or extenuating circumstances cause the student to be absent from their clinical experience. Notification to all parties must be made within thirty minutes of the scheduled starting time. Any single absence of three consecutively scheduled clinical days or longer requires a doctor's note before the student may return to the clinical area. If the student neglects to notify the clinical site and the RAD Clinical Coordinator of the absence, the final clinical experience grade may be lowered by 5 points.

TOTAL WEEKLY HOURS

Students must not exceed forty (40) hours of programmatic work (scheduled academic and clinical) per week. A week extends from Sunday through Saturday. The forty hours are determined by adding the total hours of academic classroom time, both RAD designated courses and all other University courses, and the assigned clinical internship hours per week. Students must not exceed ten (10) hours of clinical involvement per day. This includes regularly scheduled rotations as well as make up days.

JURY DUTY

The University of Hartford Radiography Program believes in fulfilling the obligations of jury duty and will support students who are called and serve. Upon receiving a summons for jury duty, the student must notify the RAD Clinical Coordinator of the days of obligation. Jury duty does not count against personal time. Students must document the required jury duty by bringing in a letter from the court documenting the dates of their service upon returning to school.

BEREAVEMENT LEAVE

A student is granted up to three funeral days. These absences are not counted as personal days. Request for additional time off can be made based on extenuating circumstances.

MILITARY LEAVE

The Radiologic Technology Program follows all state and federal regulations concerning reservist and guard military active duty. The Program Director and RAD Clinical Coordinator should be notified prior to clinical internship regarding the status of military active duty.

HOLIDAYS AND RELIGIOUS OBSERVANCES

Holidays will be observed according to the university calendar. The program recognizes that some students may have special needs in the scheduling of clinical duties because of religious beliefs and practices. Therefore, students who anticipate conflicts with regularly scheduled clinical rotations must notify the RAD Clinical Coordinator in advance of the conflicting date. The student will be able to make up the time during the semester break or at the discretion of the RAD Clinical Coordinator.

TARDINESS, ACADEMIC AND CLINICAL

Each student is required to be punctual for clinical. If for any reason: weather, transportation, illness, etc., a student is unable to be present at the scheduled starting time, the clinical facility and the RAD Clinical Coordinator should be notified as soon as possible. Permission of the affiliate's clinical preceptor is required if the student requests to leave the clinical area early. The student's outside job responsibilities, doctor's appointments, etc., are not adequate reasons for obtaining permission to leave the clinical facility early. Tardiness is assessed as being fifteen minutes past the assigned start time.

Exceptions to the clinical attendance policy include required classes that conflict with clinical hours. In this instance, the student must receive a written letter from the Radiologic Technology RAD Clinical Coordinator notifying the facility of the student's appropriate clinical schedule.

Inclement Weather Policy

In the case of delayed University opening due to inclement weather, the student is responsible for attending clinical but at the announced opening time of the University. For example, if academic classes are delayed until 10:00 a.m. then clinical will begin at 10:00. Listen to Hartford area radio stations, watch Hartford area TV stations or log onto the University's homepage at www.hartford.edu for these announcements. If the University has not announced a delayed opening, the Program Director or the RAD Clinical Coordinator has the option of declaring a delayed start to clinical. The announcement will be recorded in the voicemail of the RAD Clinical Coordinator or by email. In the event the University is closing, and the student is at the clinical site, the student should be dismissed from clinical at the closing time, i.e. at the announced 2:00 p.m. University closing. Clinical hours missed due to announced University late openings or closings are deducted from the required clinical hours for the semester. Therefore, students are not penalized for, nor do they need to make up time due to official closings for inclement weather. Students who are absent from clinical outside of these parameters must make-up the clinical time missed.

Clinical Competency in Mammography[9]

In fulfillment of its mission, the University's Radiologic Technology Program provides clinical experience to students as entry-level technologists in radiography. Current criteria from the American Registry of Radiologic Technologists (ARRT) does not list mammography as an entry-level clinical requirement. While students will have academic coursework to understand the theory of mammographic imaging and aspects of mammography quality control, clinical observations in mammography are not a requirement of the program.

Dress Code[10]

Students will wear the designated uniforms during their clinical experience assignments, adhering to the following dress code:

UNIFORMS: Slate or steel gray scrubs are to be worn as the official garment for clinical internships. Scrub tops must be purchased from the University bookstore on campus. Uniforms must be clean and wrinkle free. White or black socks with matching white, gray or black shoes/sneakers are the only acceptable choice for footwear. Open-style footwear (e.g. Crocs, sandals, etc.) are not allowed. A white or gray, long-sleeved shirt or white or gray short-sleeved t-shirt may be worn under the uniform top. Jackets and sweatshirts may not be worn at clinical.

[9] Revised 2015, Reviewed 8/2024

[10] Revised 8/2022

HAIR: The student's hair should be neat and clean. Hair longer than shoulder length will be pulled back off the face.

JEWELRY: Visible jewelry, including piercings must be simple and kept to a minimum.

PERSONAL HYGIENE: All students are required to be clean and maintain appropriate personal hygiene with regard to their body, hair, and nails. No extreme styles are permitted.

PERFUME, AFTERSHAVE AND SCENTED LOTIONS: Due to patient sensitivity from medication or medical conditions, students may not wear any type of scent while in clinical. Hand and skin lotion should be labeled unscented if it is to be worn at clinical.

FINGERNAILS: Artificial fingernails are not to be worn in clinical. Fingernails should be short to medium length to avoid scratching the patient. Fingernails may be painted in subdued shades but must be in good shape. Research has shown that chipped nail polish can harbor as many germs as artificial nails.

The clinical preceptor at the student's assigned facility may require a student to leave the clinical area until the student is in compliance with the dress code. Time missed by the student for non-compliance with the dress code will be attributed to tardiness.

Universal Precautions[11]

Due to the associated risk of individuals employed in the healthcare field for contracting some infectious agent, each student will be required to review and complete orientation materials specific to their clinical education setting. These orientation materials include policies regarding universal precautions. All orientation activities must be completed prior to the student's first assigned day of clinical experience. In addition, the topic of universal precautions and the procedures and techniques employed to reduce the transmission of infectious agents are thoroughly covered in RAD 210W: Patient Care I, which is taught concurrently with the student's first clinical experience course. Relevant information on infection control and universal precautions is presented prior to the start of students' clinical experience during the first (fall) semester of the professional RAD curriculum.

Latex Allergies

Latex free products are provided at each clinical site for those students who may have a latex allergy. Students must utilize latex free products for patients who are allergic to latex. No latex products must come in contact with the patient.

Radiation Protection and Safety Standards

Occupational Radiation Protection[12]

The Program will constantly monitor the levels of radiation received by the students in all related clinical and educational activities. Every effort will be made by the Program and must be made by the student to ensure that the level of radiation exposure is kept well below those considered safe for the occupationally exposed. The student must assume responsibility for:

[11] Revised 2020, Reviewed 8/2024

[12] Revised 2020, Reviewed 8/2024

1. Maintaining personal awareness and responsibility of the levels of exposure they receive.

2. Monitoring their monthly reports in terms of established safe limits.

3. Adopting responsible attitudes, behaviors and practices regarding the clinical use of radiation to reduce their own exposure and that of their patients to the lowest achievable level (ALARA).

4. Submitting their radiation monitoring devices monthly to the Radiography Program Director or RAD Clinical Coordinator. These devices are to be worn only during the student's clinical and on-campus energized laboratory experiences and not during a personal non-occupational procedure.

5. Safeguarding their monitoring device. Lost or damaged devices are to be reported immediately to the Program Director or RAD Clinical Coordinator and will be replaced at the student's expense.

6. Wearing a monitoring device in accordance with the policy of the facility to which the student is assigned.

7. Wearing a monitoring device during all laboratory exercises utilizing the energized x-ray facility in room 215A of Dana Hall.

Occupational radiation monitoring results are available through the RAD Clinical Coordinator's office. It is the student's responsibility to check their results monthly. The student is required to initial the occupational dose report, thus indicating that they have reviewed their dosage record. Students receiving radiation exposure above 50 mrem (0.5 mSv) for a monthly report must provide a written explanation of the possible cause of exposure to the Program Director, within one week of receiving the report.

Declared Pregnancy Policy[13]

The decision to inform the program of a pregnancy is the individual student's decision. The decision of a pregnant student to remain in the program based on her pregnancy is also the individual student's decision. If the student decides to inform the program faculty of her pregnancy, notification must be in writing. Once the student has disclosed her pregnancy in writing to the Radiologic Technology Program Director, arrangements will be made with the Radiation Control/Safety Officer and/or the Radiation Physicist at her designated clinical affiliate and/or the Radiologic Technology Program Director. This meeting will allow the student and the radiation safety officer/Radiologic Technology Program Director to discuss any additional measures of radiation protection required at that facility during the course of the student's pregnancy. The Radiation Control Office or Radiation Physicist will also provide the student with a copy of the Nuclear Regulatory Commission's Guide 8.13 for the declared pregnant worker.

After receiving radiation safety counseling, the student must read and sign a form acknowledging that she received counseling and understands she must implement the appropriate measures to ensure the safety of the embryo/fetus.

Following the meeting between the student and radiation safety personnel, arrangements for the completion of the student's clinical experiences will be made through the radiography program director. With approval from the student, accommodations may be made at the clinical site in order for the student to complete her clinical rotations. At all times, the student retains the right to complete the RAD program in its entirety without modification. If appropriate modifications are agreed upon, the student may be

[13] Revised 2012, Reviewed 8/2024

required to complete make-up clinical hours to achieve required competence. The student should make every effort possible to continue with their normal classroom attendance. Completion of the program and eligibility to sit for the ARRT certification exam in Radiography is contingent upon the student's timely completion of all program requirements.

The decision to inform the program that she is no longer pregnant is the individual student's decision. A student may withdraw a declaration of pregnancy, in writing to the Program Director, at any time. Under this circumstance, the student retains the right to continue their progress in the RAD program without modification.

Undeclared Pregnancy Policy[14]

If the student chooses not to declare her pregnancy and notify the program faculty, the program will be unable to provide the necessary accommodations for the student in order to ensure proper protection to the embryo/fetus. However, it is the student's right to complete the RAD program in its entirety without modification.

MRI Safety and Screening[15]

Radiography and Advanced Certificate Program students have potential access to the magnetic resonance imaging environment. To ensure the health and safety of all students, patients and general public, the University of Hartford requires all students to be properly screened for magnetic wave or radiofrequency hazards. In preparation for MRI safe practices in the clinical education setting, all students will be introduced to basic MRI Safety and must complete an individual MRI screening form during program orientation prior to the start of their professional coursework and clinical training in the RAD program. Students are required to update program officials in the event that their MR safety status may have changed during their program matriculation.

http://www.mrisafety.com/ScreeningForm.html

Clinical Procedures

Clinical Competency Evaluations[16]

RAD 220P Clinical Experience I requires the student to complete a specified number of pre-competency evaluations and clinical faculty assessments during this semester. In order to demonstrate competency in performing radiographic procedures, each student will perform 60 different clinical competency evaluations during their clinical experience II - VI internships. These examinations are graded employing the clinical competency evaluation forms. The number of examinations required per semester is published by semester in the syllabus for each clinical experience course.

The following process, which will be initiated by the student, is followed in completing the Clinical Competency and Recheck Procedure:

1. The two (2) pre-competency evaluations must be selected from the following anatomic regions: chest, abdomen, upper extremity, lower extremity, shoulder girdle and pelvis girdle.

[14] Revised 2012, Reviewed 8/2024

[15] Revised 8/2021, Reviewed 8/2024

[16] Revised 8/2024,

2. Two (2) of the pre-competency recheck evaluations will be completed by a University of Hartford clinical instructor.

3. It is the responsibility of the student to locate a suitable case for a competency evaluation. This should occur only after the student has achieved an appropriate level of experience in a clinical procedure. **Students are not eligible to demonstrate competence until the radiographic procedure has been presented and assessed during didactic (and lab) instruction.** The student must notify the Clinical Supervisor or staff Radiologic Technologist* that they would like to perform a Clinical Competency Evaluation prior to the start of a particular exam. Once the competency procedure is initiated it must be carried out to completion.

4. The student provides a Clinical Competency Evaluation form to the Technologist or Clinical Supervisor. The student completes the radiographic examination in its entirety – prepares the examination room, communicates with the patient, and completes all technical components of the examination. The student, under the direct supervision of the evaluating technologist or clinical supervisor, must perform all facets of the radiographic procedure.

5. Once the competency is started it must be completed. The exam may be stopped if the patient or student is in danger or if the student appears to be performing the wrong exam. If the student attempts to perform the wrong exam, they automatically fail the competency.

6. Upon completion of the exam, the student reviews the acquired images with the technologist or clinical instructor, who immediately completes the competency evaluation form on Trajecsys, an online clinical tracking system.

7. Students are required to achieve a minimum score of 75% on all competency evaluations. Scores under 75% must be repeated. In the event that a competency procedure needs to be repeated, the final score earned by a student will equal the average of the initial and repeat competency grade(s).

8. On a routine basis, University faculty members review a student's clinical competency case(s) during site visits. The University faculty member may also request to review other cases performed by the student.

9. The University faculty member assesses the clinical progress of the student using the Clinical Competency Recheck form on Trajecsys.

10. The RAD Clinical Coordinator reviews the forms for completeness and correctness, and they are incorporated into the student's clinical grade for that semester.

*** The Radiologic Technologist employed in this process must be certified by the ARRT for at least one year, state licensed and not on new employee probation at the clinical site.**

Background Checks and Drug Screening[17]

All students of the RAD program are required to undergo a criminal background check, fingerprinting and drug screening prior to the start of clinical experience in the Fall of sophomore year. An additional screening(s) may be required yearly and of students seeking advanced study in our CT, MRI, or Ultrasound certificate programs. The student is responsible for clearing any eligibility issues identified during the screening process. Students who are unable to resolve said items may be denied clinical placement and will not be able to complete the requirements of the RAD program. Students who have additional infractions during their follow-up screening prior to the start of senior year may be subject to program dismissal. The program utilizes a nationwide background check, fingerprinting and drug testing service, *CastleBranch.com* to facilitate the screening process. The process for obtaining a documented background check, fingerprinting and drug screen through *CastleBranch.com* is described to students during an orientation meeting that occurs prior to the start of clinical experience. Costs associated with the background check and drug screening are paid by the University with funds collected from RAD course fees.

Health Forms[18]

All students must arrange to have a physical examination performed by their family physician. The physical must be completed before any clinical experience may begin. The forms are provided to the student as part of the student orientation procedure. PDF copies of the forms must be uploaded to the *myCB Medical Document Manager* component of the student's Castle Branch account. You should be aware that all health care providers involved in direct patient care activities, which includes radiographers, are at increased risk of contracting Hepatitis B. Hepatitis B infections are spread through direct contact with an infected person's blood, body fluids or saliva. While the likelihood of you actually contracting the disease is minimized by the use of proper medical techniques (Universal Precautions), you should consult your family physician regarding your individual need for the Hepatitis B vaccination. Varicella vaccines are mandatory. A blood titer may be performed to establish the student's immunity. A two-step tuberculosis (TB) or QuantiFERON blood test must be performed on an annual basis, and results presented to the RAD Clinical Coordinator prior to the start of each clinical year. The flu vaccine is mandatory for all students. Based on University and/or clinical affiliate policy, COVID vaccination may also be required. Students have the option to decline these vaccines due to health or other personal reasons. However, vaccine declination may limit the student's eligibility to rotate at certain clinical affiliates and may require that the student wear personal protective equipment (PPE) during their clinical experience. The *myCB Medical Document Manager* is a secure, web-based tracking system, used to upload and manage all immunization and health documentation.

Clinical Assignments[19]

Students will be assigned to a specific clinical education setting or settings for semester rotations. The Radiologic Technology RAD Clinical Coordinator is responsible for arranging these rotations by semester. Within each clinical education setting specific rotations, i.e., trauma, diagnostic, portable, clinic, etc., will be arranged through the facility's designated clinical preceptor with oversight by the RAD Clinical Coordinator. Students are not allowed to switch their rotation or clinical site between themselves. Conflicts, which may occur, must be resolved through the Radiologic Technology Program Director or RAD Clinical Coordinator in agreement with the clinical education setting's JRCERT approved and designated clinical preceptor. The program director and/or RAD Clinical Coordinator reserves the right to re-assign a student, as necessary. All clinical experience rotations are scheduled in accordance with the University's academic calenda

[17] Revised 2018, Reviewed 8/2024

[18] Revised 8/2023

[19] Revised 2020, Reviewed 8/2024

Transportation to Clinical Education Settings[20]

All clinical facilities are approximately within a 60-minute radius from the main campus of the University. The University does not provide transportation to these affiliates. Each student must have their own car registered on campus, be a commuter student, use the public transportation facilities located on campus, or pay for a taxi to their assigned clinical education setting. It is a student's responsibility to pay any parking fees assessed at various clinical education settings.

Orientation for Clinical Sites[21]

Many clinical facilities require site-specific orientation before the start of clinical. This will be arranged by the RAD Clinical Coordinator and the clinical facility representative before the start of the clinical internship or on the first day.

Clinical Policies

Direct vs. Indirect Clinical Supervision of Students[22]

Until a student achieves and documents competency (completion of clinical competency evaluation) in any given procedure, all clinical assignments must be carried out under the direct supervision of a qualified radiographer. The parameters of direct supervision are:

1. A qualified radiographer reviews the request for examination in relation to the student's level of achievement

2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge and level of expertise

3. A qualified radiographer is present during the actual performance of the procedure

4. A qualified radiographer reviews and approves the radiographic images produced.

5. Once a student has demonstrated competency in a certain procedure, they shall perform further similar procedures on additional patients without the direct supervision of a staff radiographer. When under such indirect supervision, patients must still be monitored to ensure that the student's level of competence is appropriate for the condition of the patient. Even under indirect supervision, a staff technologist must be immediately available to the student, should a situation warrant the additional expertise of the registered technologist.

   All surgical and mobile procedures must be completed under direct supervision, regardless of the student's competency level.

[20] Revised 7/2022, Reviewed 8/2024
[21] Revised 9/2023
[22] Revised 7/2022, Reviewed 8/2024

Repeating Radiographic Images[23]

Whenever a student is performing a repeat radiograph a registered technologist will be present in the radiographic room to supervise the procedure. This includes any examination whether the student has passed their clinical competency evaluation on this examination or not. The repeated projection must be recorded on the *Repeat Form* and signed by the supervising technologist.

Approving Radiographic Images[24]

A registered technologist or radiologist must review all radiographic imaging procedures completed by a student before the patient is released from the department. Failure to do so on the part of the student must be reported to the RAD Clinical Coordinator.

Holding Patients[25]

Student radiographers will not hold patients during radiographic procedures. This complies with current radiation protection guidelines. If a patient requires assistance to maintain a position for a procedure, mechanical restraining devices (cushions, etc.) should be employed. Otherwise, a relative or friend who is not pregnant or non-radiology (non-pregnant) personnel may assist the patient. Protective lead gloves and apron should be provided, and the assistant should not be exposed to the primary beam.

Radiographic Procedures Documentation

Students must document all exams performed via Trajecsys, an electronic clinical tracking tool.

Identification Badges

Each student must arrive at the clinical affiliate site wearing their school and clinical site ID badges and dosimeter. Additionally, each student must come prepared with their lead markers to use when positioning patients. The student will receive one school ID badge, dosimeter and set of lead markers. Students are responsible for the cost(s) associated with the replacement of lost items.

Lunch Break[26]

The student is required to take one half-hour break for lunch for every eight-hour clinical experience rotation. Students are not allowed to skip lunch and leave clinical early. It is the student's responsibility to clock out and back in from lunch break, via Trajecsys. Lunch assignments are the responsibility of the clinical education setting's supervisor. In addition, students should be allowed one fifteen-minute break, either in the morning or in the afternoon, for each eight-hour clinical experience rotation. The clinical education setting's supervisor should also schedule breaks.

Student or Patient Accidents

A student injured as a result of their direct participation of their assigned duties during their clinical experience may receive treatment through the emergency services provided at their affiliate or their personal physician. Payment for such services is the student's responsibility, as students are not the hospital's or clinic's employees. In addition, an incident report regarding the nature of the accident must

[23] Revised 7/2022, Reviewed 8/2024

[24] Revised 7/2022, Reviewed 8/2024

[25] Reviewed 8/2024

[26] Revised 7/2022, Reviewed 8/2024

be completed by the student and forwarded to the department manager. An additional copy must be forwarded to the Radiologic Technology Program Director.

In the event that a student is involved in a procedure where a patient is injured, the student must inform the supervising technologist of their conduct during the procedure. An incident report must be completed by the student to properly reflect the mechanism of injury. A copy of the incident report must be forwarded to the department manager of the affiliate as well as the Radiologic Technology Program Director. An incorrect exam being performed, or incorrect patient being imaged also warrant the preparation and forwarding of an incident report.

Employment as a Technologist Aide

Connecticut's licensure law for Radiologic Technologists DOES NOT ALLOW unlicensed radiographers to operate ionizing radiation emitting equipment unless directly related to an activity associated with an academic/clinical practice while they are enrolled in an accredited program. Therefore, while students are enrolled in the University of Hartford's Radiologic Technology Program and are unlicensed, they cannot be employed as radiologic technologists/radiographers.

University of Hartford Radiologic Technology Program students who are employed in medical facilities as a radiology (technologist) aide must comply with the following practices:

1. They are NOT to take exposures as a component of their responsibility as a radiology aide.
2. They must be issued and wear a separate radiation-monitoring device issued by the facility at which they are working and not the one worn for clinical internship.
3. As radiology aides they are employees of the hiring facility and are NOT covered by the University's liability insurance policy.
4. They must notify a program official regarding their hired status as a radiology tech aide and sign the program's waiver regarding work as a radiology tech aide stating that the University of Hartford is not responsible for the student's actions while employed as a tech aide.
5. This agreement applies to positions as computed tomography aides or MRI tech aides as well as radiography tech aides.

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APPENDIX

Pre-Competency Evaluation

IMAGING PROCEDURE: _____

STUDENT: _____ DATE: _____

FACILITY: _____ PT. ID # _____

Instructions: Utilize the following scale to assess the student's performance of the medical imaging procedure.
*The student must achieve a minimum grade of **34** points to demonstrate procedure pre-competency.*

1. Performs the task with difficulty **2. Satisfactorily meets expectations** **3. Above/exceeds expectations**

		1	2	3
1.	Prepares room and/or equipment for appropriate exam.			
2.	Introduces self to patient.			
3.	Verifies identity of patient according to clinical site protocol.			
4.	Verifies exam request with patient history.			
5.	Explains procedure to the patient using age-appropriate language.			
6.	Demonstrates compassion and concern for the patient's modesty and comfort.			
7.	Ensures safety of patient and others during radiographic procedure.			
8.	Demonstrates correct positioning skills.			
9.	Practices radiation protection for patient, self and coworkers.			
10.	Utilizes anatomical markers.			
11.	Evaluates the patient's condition and modifies the exam as necessary.			
12.	Properly manipulates equipment and controls.			
13.	Correctly demonstrates the anatomical region of interest.			
14.	Communicates effectively with radiologist, radiographers and others.			
15.	Accepts constructive criticism and responsibility for errors.			
	Total			

Total _____**/45**

Comments

Technologist Signature _____ Date _____

Student Signature _____ Date _____

University of Hartford Radiography Program

First Year Student Professional and Clinical Evaluation

Student _____ Clinical Site _____

Clinical Supervisor _____ Date _____

Grading: Utilizing the following grading system consider the student at their current first year level of clinical experience and skill development. Please consult the syllabus for more information about the student learning objectives for this clinical experience.

1. Unacceptable progress
2. Less than adequate progress
3. Satisfactory progress
4. Proficient progress

	Patient Care	**1**	**2**	**3**	**4**	**NA**
1	Checks orders and reviews with RT to ensure clinical indication is appropriate to the requested exam					
2	Obtains history from patient and properly records the information					
3	Speaks professionally to the patient, in an audible tone of voice					
4	Follows site protocol regarding patient identification before the exam is performed					
5	Gives good directions while positioning the patient					
6	Shows concern for the patient's needs and maintains a safe environment					
7	Follows standard precautions and cleans and tidies room before and after each patient					
	Radiography Abilities/ Work Performance/ Use of Equipment , Appropriate to year of study					
8	Applies basic equipment principles to produce images					
9	Marks and identifies all images appropriately					
10	Utilizes proper collimation and radiation protection					
11	Demonstrates proper use of patient transport equipment (WC, Stretcher, etc.)					
12	Strives for understanding of the control panel; and/or makes proper technique selections					
13	Able to properly position patient for diagnostic purposes					
14	Shows knowledge of daily hospital/office policies and HIPAA regulations					
15	Consistently incorporates suggestions for improving clinical performance					
	Professionalism	1	2	3	4	NA
16	Arrives on time and promptly begins assignments - does not frequently leave early or arrive late					
17	Follows dress code and comes prepared for the clinical experience					
18	Interacts and deals effectively with supervisors, peers, patients and other employees					
19	Accepts advice and takes responsibility for actions - uses advice constructively					
20	Maintains composure in all situations					
21	Has a positive attitude, refrains from negative talk or actions					

TOTAL _____

Comments:

Evaluator Signature: _____ Date: _____
Student Signature: _____ Date: _____

University of Hartford

Professional Development and Clinical Performance Evaluation

Student:_____ **Clinical Site: _____**

Evaluator: _____ **Date: _____**

4. Excellent **2. Average** **0. Not Demonstrated**
3. Above Average **1. Below Average** **N/A. Not Applicable**

	Patient Care	**Points**
1	Checks orders and reviews with RT to ensure reason - diagnosis is relative to exam	
2	Obtains detailed history from the patient and properly records the information	
3	Speaks professionally in an audible tone of voice: clearly/distinctly with sufficient volume	
4	Follows site protocol regarding patient identification before exam is performed	
5	Uses appropriate rad protection - shielding and proper collimation	
6	Shows concern for patient's needs and maintains a safe environment throughout procedure	
7	Refers to patient by proper name and communicates well, shows sufficient concern	
8	Follows standard precautions and cleans and tidies room before and after each patient	
9	Student responds appropriately during critical situations	
	Radiographic Abilities/ Work Performance/ Use of Equipment	
10	Demonstrates knowledge of radiographic equipment	
11	Selects and properly adapts technical factors based on the clinical situation	
12	Demonstrates proper use of patient transport equipment (WC, Stretcher, etc.)	
13	Performs exams effectively and efficiently to increase patient comfort	
14	Works independently with focus on task at hand	
15	Mark images correctly during exam - proper post process	
16	Able to obtain quality images for level reached - properly positions patient	
17	Does not unnecessarily repeat tasks/images - able to modify routine based on pt. condition	
18	Shows knowledge of daily hospital/office policies and HIPAA regulations	
19	Consistently utilizes suggestions for improving performance	
	Professionalism	**Points**
20	Arrives on time and promptly begins assignments - does not frequently leave early or arrive late	
21	Follows dress code and comes prepared to clinical	
22	Shows initiative - uses time appropriately when department is slow - ex. practices positioning	
23	Stays with assigned tech and notifies them when leaving the area	
24	Interacts and deals effectively with supervisors, peers, patients and other employees	
25	Maintains composure in all situations	
26	Accepts advice and takes responsibility for actions - uses advice constructively	
27	Has a positive attitude, refrains from negative talk or actions	
28	Communicates /works well with healthcare team/ helps others when available	
	TOTAL POINTS	

Comments:

Evaluator Signature: _____ Date: _____
Student Signature: _____ Date: _____

Revised 5/23/16

Clinical Competency Evaluation

Imaging Procedure:_____

Student: _____ Date :_____

Facility: _____ Pt ID #: _____

Instructions: Utilize the following scale to assess the student's performance of the medical imaging procedure.
The student must achieve a minimum grade of 75% to demonstrate procedure competence.

F	D	D+	C	C+	B	B+	A	A+
Below 60%	60%	65%	70%	75%	80%	85%	90%	95-100%

Passing Grade

General Performance – The student:		
	Score	**Comments**
a. evaluated the requisition/order/history prior to procedure		
b. prepared equipment & set-up room as applicable		
c. identified and confirmed the correct patient		
d. introduced themselves and established rapport with patient		
e. appropriately questioned patient (LMP, symptoms, etc.)		
f. asked patient to remove necessary jewelry and/or clothing		
g. provided patient with clear and appropriate instructions		
h. implemented all possible radiation protection methods		
Average		

Imaging Evaluation – The student:						
Projection/Procedure	A.	B.	C.	D.	E.	F.
i. properly positioned the patient/part						
j. properly aligned the source/part/receptor						
k. included appropriate image identifiers/markers						
l. applied sufficient beam collimation						
m. utilized proper radiographic exposure factors						
n. included all required anatomical parts on image						
Average						
	Total Average:			**Final Grade:**		

Additional Comments:_____

_____

Evaluator Signature:_____ Student Signature:_____

Clinical Competency Re-Check

Student:_____ Facility: _____

Competency Date Range: _____ Re-Check Date: _____

Evaluated Procedures: _____

Instructions: Utilize the following scale to assess the student's current competency level. Select two objectives from each area that are applicable to competency evaluations attained by the student during the specified date range.

F	D	D+	C	C+	B	B+	A	A+
Below 60%	60%	65%	70%	75%	80%	85%	90%	95-100%

Passing Grade

1. Radiation Protection/Patient Safety (select at least two)		
The student was able to:	**Percentage**	**Comments**
1.1) describe the methods of patient dose reduction used.		
1.2) identify alternative methods of patient dose reduction.		
1.3) describe the methods of personnel dose reduction used.		
1.4) identify alternative methods of personnel dose reduction.		
1.5) describe how patient safety was safeguarded during exam.		
1.6) identify alternative lower dose imaging modalities.		
Average	%	

2. Anatomy & Pathology (select at least two)		
The student was able to:	**Percentage**	**Comments**
2.1) identify pertinent anatomic structures.		
2.2) utilize anatomic evaluation criteria to assess exam quality.		
2.3) identify areas of anatomic abnormality or pathology.		
Average	%	

3. Technical Adaptation/Critical Thinking (select at least two)		
The student was able to:	**Percentage**	**Comments**
3.1) confirm why the ordered exam matched the clinical indication.		
3.2) describe how exam was adjusted based upon the indication.		
3.3) adjust technical factors to improve image quality.		
3.4) identify and correct positioning/technical errors, artifacts, etc.		
3.5) describe methods of improving exam's diagnostic capability.		
Average	%	
Final Grade	%	

Additional Comments:_____

_____

Evaluator Signature:_____ Student Signature:_____

Clinical Rotation Evaluation

-Midterm-

Student:_____ Facility: _____

Clinical Supervisor: _____ Semester: _____

Assessment of Clinical Supervisor (Check One)

The clinical supervisor:	Strongly Agree (4)	Agree (3)	Somewhat Agree (2)	Disagree (1)	Strongly Disagree (0)
1. Provides direct clinical instruction to me.					
2. Is readily available for guidance and support when needed.					
3. Effectively communicates with me regarding my clinical performance.					

Assessment of Clinical Site/Staff (Check One)

The clinical site/staff:	Strongly Agree (4)	Agree (3)	Somewhat Agree (2)	Disagree (1)	Strongly Disagree (0)
4. Provided an adequate orientation to the facility.					
5. Maintain a welcoming and supportive environment for learning.					
6. Provide access to procedures appropriate to my learning needs.					
7. Provide direct and indirect supervision appropriate to my level of competence.					
8. Are knowledgeable and skilled at clinical instruction.					

9. What do you like **BEST** about your clinical experience at this site so far? _____

_____

_____

10. What do you like **LEAST** about your experience at this site so far? _____

_____

_____

Clinical Rotation Evaluation

-Final-

Student:_____ Facility: _____

Clinical Supervisor: _____ Semester: _____

Assessment of Clinical Supervisor (Check One)

The clinical supervisor:	Strongly Agree (4)	Agree (3)	Somewhat Agree (2)	Disagree (1)	Strongly Disagree (0)
1. Provided direct clinical instruction to me.					
2. Was readily available for guidance and support when needed.					
3. Effectively communicated with me regarding my clinical performance.					

Assessment of Clinical Site/Staff (Check One)

The clinical site/staff:	Strongly Agree (4)	Agree (3)	Somewhat Agree (2)	Disagree (1)	Strongly Disagree (0)
4. Provided an adequate orientation to the facility.					
5. Maintained a welcoming and supportive environment for learning.					
6. Provided access to procedures appropriate to my learning needs.					
7. Provided direct and indirect supervision appropriate to my level of competence.					
8. Was knowledgeable and skilled at clinical instruction.					

9. What were the **STRENGTHS** of the clinical site and staff? _____

_____

_____

10. Were there any areas of the clinical site that could be improved? _____

_____

_____

UNIVERSITY OF HARTFORD
Radiologic Technology Program
Clinical Competency Examinations

Name _____ Clinical Years: _____

Mandatory Clinical Competency Exam	Eligible for Simulation	Date Completed	Grade
Chest			
Pediatric* Chest (Age 6 or younger)			
Chest AP (Wheelchair or Stretcher)			
Portable Chest			
Abdomen Supine			
Abdomen Upright			
Abdomen Decubitus	✓		
Portable Abdomen			
Portable Orthopedics			
Finger(s)			
Thumb			
Hand			
Wrist			
Forearm			
Elbow			
Humerus			
Trauma Shoulder or Humerus (Scapular Y, Transthoracic or Axial) *			
Shoulder (Non-trauma)			
Clavicle			
Trauma Upper Extremity (Non-Shoulder) *			
Toe(s)			
Foot			
Ankle			
Calcaneus			
Tibia-Fibula			
Knee			
Patella			
Femur			
Trauma Lower Extremity*			
Hip			
Cross Table (Horizontal Beam Lateral Hip (Patient Recumbent)	✓		
Pelvis			
Cervical Spine			
Cross Table (Horizontal Beam Lateral Hip (Patient Recumbent)	✓		

* **Trauma:** requires modifications in positioning due to injury with monitoring of the patient's condition (ARRT, 2022)

Mandatory Clinical Competency Exam (49)	**Eligible for Simulation**	**Date Completed**	**Grade**
Thoracic Spine			
Lumbar Spine			
Sacrum and/or Coccyx			
Ribs			
Esophagus Study (Not Swallowing Dysfunction Study)			
Upper GI Series or Barium Enema			
Small Bowel Series			
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)			
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)			
Skull			
Sinuses			
Geriatric* Chest			
Geriatric* Upper Extremity			
Geriatric* Lower Extremity			
Geriatric* Hip			
Geriatric* Spine			
Elective Clinical Competency Exams **Eleven required; 2 of 11 must be Pediatric**	**Eligible for Simulation**	**Date Completed**	**Grade**
Upper Airway (Soft Tissue, Neck)	✓		
Decubitus Chest	✓		
Scapula	✓		
Sternum	✓		
Bone Age			
Leg Length Exam			
Swallowing Dysfunction Study/Modified Barium Swallow (			
Intravenous Urography			
Voiding Cystography			
ERCP			
Operative Cholangiography			
Arthrogram			
Myelogram			
Hysterosalpingography (HSG)			
AC Joints	✓		
SC Joints	✓		
SI Joints			
Flexion/Extension Spine			
Scoliosis Series			
Nasal Bones	✓		
Mandible	✓		
Facial Bones	✓		
Orbits	✓		
Zygomatic Arches	✓		
Temporomandibular Joints (TMJs)	✓		

***Geriatric Patient** (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)

Elective Clinical Competency Exams **Eleven required; 2 of 11 must be Pediatric**	**Eligible for Simulation**	**Date Completed**	**Grade**
A minimum of 2 of the following must be completed.			
Pediatric Exam- Abdomen 6 years or younger			
Pediatric Exam- Mobile Study 6 years or younger			
Pediatric Exam- Upper Extremity 6 years or younger			
Pediatric Exam- Lower Extremity 6 years or younger			
Pediatric Exam – Head 6 years or younger			
Pediatric Exam – Contrast Media (With or Without Fluoroscopy)			

Clinical Instructor Evaluation

Student: _____ Facility: _____

Clinical Instructor: _____ Semester: _____

Please use this form to evaluate the performance of the clinical instructor (University of Hartford faculty member) who visited your clinical site this semester.

(Check One)

The clinical instructor:	Strongly Agree (4)	Agree (3)	Somewhat Agree (2)	Disagree (1)	Strongly Disagree (0)
Routinely and consistently visited my clinical site this semester.					
Appeared to have a thorough knowledge of the subject matter.					
Demonstrated patience and enthusiasm when working with me.					
Constructively critiqued my radiographic and patient care skills.					
Appropriately motivated and encouraged me to do my best work.					
Provided me with valuable feedback that assisted me in improving my skills.					
Was fair in their evaluation and grading of my clinical performance.					
Dressed, looked, and acted professionally.					
Generally represented the University of Hartford in an appropriate manner.					

Overall, I would rate this clinical instructor's quality of instruction as: (circle one)

Excellent (4) **Good (3)** **Fair (2)** **Poor (1)**

Additional comments regarding the clinical instructor: _____

_____

_____

_____

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