

HINDS COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

CLINICAL INSTRUCTOR/
RADIOLOGIC TECHNOLOGISTS GUIDELINES

1. All Radiologic Technology Clinical Instructors are required to have a minimum of two years' experience, registered with the ARRT, understand the clinical competency system, support the educational process, and maintain current knowledge of program policies, procedures and student progress to be competent in grading and evaluating students.
2. All Radiologic Technologists are required to have a minimum of one year experience, registered with the ARRT, understand the clinical competency system, support the educational process, and maintain current knowledge of program policies, procedures and student progress to be competent in grading and evaluating students.
3. Provide students with an overview of rotation area and explain room equipment, hospital department protocol upon students' initial arrival in area.
4. Supervise 1st year and 2nd year students with either direct or indirect supervision at all times in each rotation area. Direct supervision is defined as the technologist being present and observing all student activities in the immediate area. The technologist should avoid unnecessary retake exams by correcting student errors before the exposure is made. When a student is required to perform a **repeat** radiographic examination, he/she will perform only under the **direct supervision** of the radiologic technologist.

Indirect supervision is defined as the technologist being immediately available (adjacent to the room or location where procedure is being performed) to assist the student who has been checked off on the procedure, turned in all practices and all grades on the procedure regardless of the level of student achievement.

5. Provide quality instruction of positioning, techniques, operation of equipment, patient care, etc... to students whenever necessary or refer students to clinical instructors for additional or remedial instruction.
6. Show cooperation with Radiologists, fellow technologists, and students. Display a positive and professional attitude in front of students and patients at all times.
7. Exercise patience, understanding, and tact when giving students constructive comments.

8. Technologists are asked to initial on practice slips after student performs a **practice**. . Students should inform the technologist BEFORE beginning the procedure whether it is being done for a practice or a grade. Students who perform practices should be supervised and can be assisted during the practice. However Comments on the slips are encouraged.
9. Technologists are asked to fill out a Practice/Grade Competency Evaluation sheet on any student asking to perform an exam for a grade. These will be placed in the lock boxes located in each department. Students performing an exam for a grade should be supervised but not assisted. Students performing an exam for a grade should start with the patient's entrance and finish with the patient's exit in order for the exam to be complete. Technologists' comments are encouraged. Students should use their markers on films for practices and grades. Students must collimate on all films for practices and grades. Any practice or grade turned in that is questionable will need to be explained by the initialing technologist.
10. Fill out rotation area evaluations on students at the end of each weekly rotation. Evaluations should be based upon each individual student and their capabilities at their level of training. Some students may not be performing at their level. Please let us know which students need additional or remedial help by adding comments or informing the clinical instructor. Positive and negative comments are encouraged to help the students recognize their strengths and weaknesses in each rotation area. Evaluations should be turned in to the clinical instructor or put in the Hinds locked school box located in each department. Evaluations **should not** be given to students to turn in. Students will no longer be able to view evaluations.
11. Report any problems, potential problems, questions, suggestions, or comments to the clinical instructor, clinical coordinator, or program director as soon as possible. Tardiness, Absenteeism, possible alcohol/drug symptoms, not being in rotation area on time or not staying in rotation area , dress code issues, and sleeping or laziness in area need to be report as soon as possible so an instructor can handle these problems immediately.
12. Supervise and schedule prospective student's observation time. Sign off on observation form and give back to prospective student.
13. Meet with new students on summer orientation day and orientate them to the Hospital and Radiology Department.
14. Handout student evaluation forms at the end of each clinical rotation area to technologists who have been working with and supervising the student. (Positive and Negative comments are encouraged to help students recognize strengths and weaknesses in each rotation area.) Collect student evaluation forms for the Hinds Clinical Coordinator or have the Technologists put them in the Hinds locked school box located in the department

15. Assist coordinator/director with contacting students and department with any changes in schedule or policies.
16. Provide quality instruction of positioning, techniques, operation of equipment, patient care, etc. to students whenever necessary.

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GENERAL GUIDELINES FOR ALL CLINICAL SITES

1. The student is expected to demonstrate loyalty and cooperation so that the Radiology Department may fulfill its obligations for adequate patient care and proper student training.
2. To the radiologists, the student owes loyalty and obedience in all matters pertaining to the Department of Radiology. Respect and courtesy is expected as a member of the medical profession:
 - a. Always address them by the title of “doctor”
 - b. Willingly conform to their directions
 - c. Accept their corrections

To all other physicians using the facility of Radiology, please pay them the same respect and give them prompt, cheerful service.

3. Answer all phones in the Radiology department “Radiology” and give your name.
4. Students must have their clinical notebook with clinical guidelines with them during clinical rotation. Failure to do so will result in disciplinary action.
5. Do not eat, drink or chew gum in the diagnostic areas.
6. The student will endeavor to instill within herself/himself the highest ideals and charity toward the sick. Failure to do any of the following may result in disciplinary actions.
 - a. Treat the patient in a warm, friendly, and professional manner
 - b. Explain the procedure to them and answer their questions.
 - c. Clothe them and perform the examination with the utmost regard to modesty.
 - d. Carefully watch the aged, unconscious, mentally disturbed and children.
 - e. Anticipate the patient’s needs, because they are your first concern.
 - f. Determine the requested procedure and appropriate information from the request. Maintain the patient’s confidentiality at all times.
 - g. Establish priorities with your assigned procedures and return your patient to his/her room/area in a timely manner.
 - h. Maintain a neat and clean procedure room and work area. Aid in replacing and/or replenishing all used articles before leaving the room.
7. Stay in your assigned clinical rotation area and perform procedures only in your assigned clinical rotation area.
 - a. Please do not call students out of their areas to get grades until approved by instructors.
 - b. Report to the technologist or clinical instructor before leaving the assigned clinical areas for breaks, lunch and at the end of clinical. Failure to do so may result in disciplinary actions.

- c. Report to the director or clinical instructor before leaving the assigned clinical rotation area for any reason other than breaks, lunch, class or end of clinical.

Leaving any Clinical site Radiology Department (during assigned clinical hours) without notifying the Program Director or Clinical Coordinator will result in disciplinary actions. Anytime you leave the clinical site you must clock out.

8. Reserve departmental telephone lines for business use. Ask friends and relatives to call only in emergencies. Incoming callers may be asked to leave their name, number or a message. Failure to do so will result in disciplinary action.
9. Apply rules of safe handling of the equipment and accessories as instructed at all times. Operate and maintain radiographic equipment with utmost care as instructed.
10. Immediately report any corrective or preventative maintenance needed for assigned areas, emergency rooms, portable units and equipment to the supervisor, R.T. in charge.
11. Apply radiation safety measures and regulations to yourself, your patients, and other personnel, as instructed, to prevent radiation overdose with serious effects. Demonstrate moral and legal obligations to properly apply radiation protection measures as instructed. Failure to comply with radiation safety guidelines may result in disciplinary action.
12. Obtain a written or verbal order from a physician prior to any patient exposure for all radiographs. This means that x-raying of patients, employees, students, family, pets and friends without a doctor's order is not permitted. **FAILURE TO DO SO MAY RESULT IN DISMISSAL.**
13. Refer all questions from the patient regarding radiographic findings and interpretation to the patient's physician or radiologist. Maintain strict patient confidentiality in a professional manner. **FAILURE TO DO SO MAY RESULT IN DISMISSAL.**
14. Students are bound by the same code of ethics as employees and must respect the patient's right to privacy. Do not discuss the patient or patient cases in public areas of the hospital (cafeteria, hallways, elevators, etc...). Do not falsify records and patients names should also not appear on films or reports used for student presentations. Failure to do so will result in disciplinary action.
15. If the student is injured during clinical, first report to your instructor/R.T. There will be an accident report filed **NO MATTER HOW SMALL** it may seem. Immediate care may be rendered in the emergency room if the radiologist feels it is necessary. If further attention is required, you will be referred to a private physician. Hospitals are not liable for accidents not reported **AT THE TIME THEY OCCUR.**

16. Patient accidents **MUST** be reported **IMMEDIATELY, NO MATTER HOW MINOR**. Accident reports are to be filed before the patient leaves the department and they should be reported to a radiologist.
17. Cell phones are not allowed in clinical rotation areas. Failure to turn off cell phone at clinical may result in a \$50.00 fine and/or disciplinary action.
18. During down time you should stock additional supplies, clean rooms, practice positioning, go through notes reviewing positioning & techniques, general studying of Radiology material. Under no circumstances should there be any reading of outside materials such as: novels, magazines, etc. that is not school related.
19. Sleeping during clinical hours will be reason for Dismissal.

DRESS CODE

Patients and visitors to hospitals are frequently unfamiliar with medical procedures and therefore, are prone to judge the hospital by what they see and hear. Your attire, grooming and manner can serve to reassure patients, their families and visitors that you are competent and careful in the performance of your clinical duties.

Your attire also contributes to the maintenance of a clean and safe environment for patients, visitors, staff and other students. For these reasons, the following personal appearance and hygiene requirements have been established and are a matter of all hospital policies.

Students will report to the assigned clinical site clean and well groomed and in complete uniform. The uniform consists of:

1. Maroon/Burgundy or chocolate brown scrub suits. Proper undergarments with a visible white t-shirt will be worn under the scrubs and tucked in. The scrubs need to be kept clean and pressed.
2. Clean brown leather shoes or white leather shoes. White socks or white support hose will be worn with shoes.
3. White lab coats or solid color maroon or chocolate brown can be worn in the clinical areas. No other type of jacket will be allowed during clinical assignments.
4. Hinds ID. Badge will be worn on your lapel with your picture visible to patients and other hospital personnel. This is required to be worn during clinical in the hospital at all times. Student's film badge will be worn on the collar to measure the amount of radiation you receive while performing an examination. This badge will be issued to you each month and turned in each month to be monitored. Do not leave them in the exam rooms, in the sun or on top of a color television or microwave oven.
5. Hinds RGT patch can be purchased in the Hinds Bookstore and must be worn on the left shoulder (2 in from the seam) on the white lab coat. Students not wearing the lab coat must place the Hinds RGT patch on the left sleeve (2 in from the seam) on the uniform scrub top.
6. Student lead markers are to be brought to clinical each day. Markers are for legal reasons, it is important that every anatomical part of the body being radiographed be marked with lead markers as to whether it is a left or right side. Left and right markers are some of the most valuable equipment you will need. Carry a set at all times. These are to be purchased at the start of the training and must be replaced by you if lost. The use of other students or tech markers is prohibited.

7. Hair is an important part of a student's appearance. It must be clean, neat and worn in a manner that will not create a health or safety hazard for you and the patient. In all clinical areas, hair longer than shoulder length will be pulled completely back so that it does not fall toward the patient or pose a safety hazard when operating or working near equipment.
8. Mustaches, beards, and sideburns should be kept clean and neatly trimmed. All tattoos must be covered if visible.
9. Sculptured or artificial nails are not to be worn. Fingernails shall be no longer than 1/8 in. from fingertips. Only clear fingernail polish may be worn while performing duties.
10. Make-up should be worn in good taste. Please don't overdo.
11. No earrings are to be worn in the hospital clinical setting by males or females. Necklaces and bracelets pose a safety hazard and should not be worn. Rings are against infection control standards in some areas and should be limited to plain wedding bands only.
A simple wristwatch may be worn and is recommended.
12. The use of perfumes and scents can be annoying to both patients and co-workers and may cause allergic reaction. These are not to be worn in patient care areas.

SMOKING can be an irritant as a health and safety hazard. Students may smoke only in designated smoking areas during scheduled clinical breaks only and never in the presence of patients. Students are not to have cigarettes or smoking materials in their possession while in the patient care areas. Smokeless tobacco & Electronic cigarettes also may not be used while on duty.

FAILURE TO COMPLY WITH ANY OF THE ABOVE WILL RESULT IN DISCIPLINARY ACTION; which can lead to the student being written up, sent home, or MAY LEAD TO DISMISSAL FROM THE PROGRAM.



**RADIOLOGIC TECHNOLOGY PROGRAM
PRACTICE/GRADE COMPETENCY EVALUATION**

FOR STUDENT USE:

STUDENT: _____ DATE: _____

EXAM PERFORMED: _____

ACCESSION #: _____ CLINICAL SITE: _____

Technical Factors: _____ KVP _____ MAS _____ Focal Spot

EXAM TO BE USED AS A: PRACTICE _____ OR GRADE _____

FOR TECHNOLOGIST USE ONLY:

Were any images for this procedure repeated? _____

How many images were repeated? _____

Why were images repeated? _____

TECH COMMENTS:

Technologist signature _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

Please circle rotation area: (**EMERGENCY ROOM, EXPRESS, EVENING ER ROTATION**)

Responses should be based on the student’s knowledge and skill level only. Please do not mark the shaded areas for 1st year students, the non-shaded and shaded areas are for 2nd year students only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Demonstrates proper use of equipment in area (moving table, positioning tube, loading cassettes, etc.)	1	2	3	4	
3. Applies proper radiographic positioning appropriate to level of instruction	1	2	3	4	
4. Centers anatomy of interest to center of image receptor and applies proper collimation appropriate to level of instruction.	1	2	3	4	
5. Listens to technologists comments on positioning and makes corrections as advised.	1	2	3	4	
Technique: <i>The Student...</i>					COMMENTS
6. Demonstrates proper use of control panel. Able to set KvP, mA, time, and proper cells.	1	2	3	4	
7. Critiques patient and procedure to set and adjust technical factors.	1	2	3	4	
8. Checks images for exposure index/sensitivity ranges/levels (to ensure images are within proper ranges).	1	2	3	4	
Patient Care: <i>The Patient...</i>					
9. Explains procedure prior to exam and/or gives proper instructions to the patient during the exam.	1	2	3	4	
10. Maintain good communication skills; good eye contact, clearly explains procedures, checks for patient understanding.	1	2	3	4	
11. Attentive to all the patient’s needs. (patient cleanliness, etc.)	1	2	3	4	
12. Practices ALARA by using time, distance, and shielding and asking for the patient’s pregnancy status.	1	2	3	4	
General: <i>The Student...</i>					COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16. Performs well under pressure.	1	2	3	4	
17. Ability to evaluate finished radiographic images.	1	2	3	4	
18. Demonstrates proper use of CR/DR equipment.	1	2	3	4	

COMMENTS: _____

1ST YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 52 _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

Please circle rotation area: (**ROUTINE**)

Responses should be based on the student’s knowledge and skill level only. Please do not mark the shaded areas for 1st year students, the non-shaded and shaded areas are for 2nd year students only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Demonstrates proper use of equipment in area (moving table, positioning tube, loading cassettes, etc.)	1	2	3	4	
3. Applies proper radiographic positioning appropriate to level of instruction	1	2	3	4	
4. Centers anatomy of interest to center of image receptor and applies proper collimation appropriate to level of instruction.	1	2	3	4	
5. Listens to technologists comments on positioning and makes corrections as advised.	1	2	3	4	
Technique: <i>The Student...</i>					COMMENTS
6. Demonstrates proper use of control panel. Able to set KvP, mA, time, and proper cells.	1	2	3	4	
7. Critiques patient and procedure to set and adjust technical factors.	1	2	3	4	
8. Checks images for exposure index/sensitivity ranges/levels (to ensure images are within proper ranges).	1	2	3	4	
Patient Care: <i>The Patient...</i>					
9. Explains procedure prior to exam and/or gives proper instructions to the patient during the exam.	1	2	3	4	
10. Maintain good communication skills; good eye contact, clearly explains procedures, checks for patient understanding.	1	2	3	4	
11. Attentive to all the patient’s needs. (patient cleanliness, etc.)	1	2	3	4	
12. Practices ALARA by using time, distance, and shielding and asking for the patient’s pregnancy status.	1	2	3	4	
General: <i>The Student...</i>					COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16. Performs well under pressure.	1	2	3	4	
17. Ability to evaluate finished radiographic images.	1	2	3	4	
18. Demonstrates proper use of CR/DR equipment.	1	2	3	4	

COMMENTS: _____

1ST YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 52 _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

Please circle rotation area: (**FLUOROSCOPY**)

Responses should be based on the student’s knowledge and skill level only. Please do not mark the shaded areas for 1st year students, the non-shaded and shaded areas are for 2nd year students only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Demonstrates proper use of equipment in area (moving table, positioning tube, loading cassettes, etc.)	1	2	3	4	
3. Applies proper radiographic positioning appropriate to level of instruction	1	2	3	4	
4. Centers anatomy of interest to center of image receptor and applies proper collimation appropriate to level of instruction.	1	2	3	4	
5. Listens to technologists comments on positioning and makes corrections as advised.	1	2	3	4	
Technique: <i>The Student...</i>					COMMENTS
6. Demonstrates proper use of control panel. Able to set KvP, mA, time, and proper cells.	1	2	3	4	
7. Critiques patient and procedure to set and adjust technical factors.	1	2	3	4	
8. Checks images for exposure index/sensitivity ranges/levels (to ensure images are within proper ranges).	1	2	3	4	
Patient Care: <i>The Patient...</i>					
9. Explains procedure prior to exam and/or gives proper instructions to the patient during the exam.	1	2	3	4	
10. Maintain good communication skills; good eye contact, clearly explains procedures, checks for patient understanding.	1	2	3	4	
11. Attentive to all the patient’s needs. (patient cleanliness, etc.)	1	2	3	4	
12. Practices ALARA by using time, distance, and shielding and asking for the patient’s pregnancy status.	1	2	3	4	
General: <i>The Student...</i>					COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16. Performs well under pressure.	1	2	3	4	
17. Ability to evaluate finished radiographic images.	1	2	3	4	
18. Demonstrates proper use of CR/DR equipment.	1	2	3	4	

COMMENTS: _____

1ST YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 52 _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

Please circle rotation area: (**AMBULATORY**)

Responses should be based on the student’s knowledge and skill level only. Please do not mark the shaded areas for 1st year students, the non-shaded and shaded areas are for 2nd year students only. Please add comments and/or concerns. Read each section carefully.

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: The Student...					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Demonstrates proper use of equipment in area (moving table, positioning tube, loading cassettes, etc.)	1	2	3	4	
3. Applies proper radiographic positioning appropriate to level of instruction	1	2	3	4	
4. Centers anatomy of interest to center of image receptor and applies proper collimation appropriate to level of instruction.	1	2	3	4	
5. Listens to technologists comments on positioning and makes corrections as advised.	1	2	3	4	
Technique: The Student...					COMMENTS
6. Demonstrates proper use of control panel. Able to set KvP, mA, time, and proper cells.	1	2	3	4	
7. Critiques patient and procedure to set and adjust technical factors.	1	2	3	4	
8. Checks images for exposure index/sensitivity ranges/levels (to ensure images are within proper ranges).	1	2	3	4	
Patient Care: The Patient...					
9. Explains procedure prior to exam and/or gives proper instructions to the patient during the exam.	1	2	3	4	
10. Maintain good communication skills; good eye contact, clearly explains procedures, checks for patient understanding.	1	2	3	4	
11. Attentive to all the patient’s needs. (patient cleanliness, etc.)	1	2	3	4	
12. Practices ALARA by using time, distance, and shielding and asking for the patient’s pregnancy status.	1	2	3	4	
General: The Student...					COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16 Performs well under pressure.	1	2	3	4	
17. Ability to evaluate finished radiographic images.	1	2	3	4	
18. Demonstrates proper use of CR/DR equipment.	1	2	3	4	

COMMENTS: _____

1ST YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 52 _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

Please circle rotation area: (**RADIOLOGICAL GROUP**)

Responses should be based on the student’s knowledge and skill level only. Please do not mark the shaded areas for 1st year students, the non-shaded and shaded areas are for 2nd year students only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Demonstrates proper use of equipment in area (moving table, positioning tube, loading cassettes, etc.)	1	2	3	4	
3. Applies proper radiographic positioning appropriate to level of instruction	1	2	3	4	
4. Centers anatomy of interest to center of image receptor and applies proper collimation appropriate to level of instruction.	1	2	3	4	
5. Listens to technologists comments on positioning and makes corrections as advised.	1	2	3	4	
Technique: <i>The Student...</i>					COMMENTS
6. Demonstrates proper use of control panel. Able to set KvP, mA, time, and proper cells.	1	2	3	4	
7. Critiques patient and procedure to set and adjust technical factors.	1	2	3	4	
8. Checks images for exposure index/sensitivity ranges/levels (to ensure images are within proper ranges).	1	2	3	4	
Patient Care: <i>The Patient...</i>					
9. Explains procedure prior to exam and/or gives proper instructions to the patient during the exam.	1	2	3	4	
10. Maintain good communication skills; good eye contact, clearly explains procedures, checks for patient understanding.	1	2	3	4	
11. Attentive to all the patient’s needs. (patient cleanliness, etc.)	1	2	3	4	
12. Practices ALARA by using time, distance, and shielding and asking for the patient’s pregnancy status.	1	2	3	4	
General: <i>The Student...</i>					COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16. Performs well under pressure.	1	2	3	4	
17. Ability to evaluate finished radiographic images.	1	2	3	4	
18. Demonstrates proper use of CR/DR equipment.	1	2	3	4	

COMMENTS: _____

1ST YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 52 _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

PORTABLE ROTATION

Responses should be based on the student’s knowledge and skill level only. Please do not mark the shaded areas for 1st year students, the non-shaded and shaded areas are for 2nd year students only. Please add comments and/or concerns.

Name _____	Date _____	R.T. _____			Grade _____
SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning and Technique: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Displays correct usage of portable machine (driving, locks, and tube manipulation).	1	2	3	4	
3. Applies proper radiographic positioning appropriate to level of instruction	1	2	3	4	
4. Centers anatomy of interest to center of image receptor and applies proper collimation on all projections.	1	2	3	4	
5. Listens to technologists comments on positioning and makes corrections as advised.	1	2	3	4	
Technique: The Student...	Needs Improvement	Average	Good	Excellent	
6. Properly sets techniques on portable machine.	1	2	3	4	
7. Utilizes knowledge to adapt techniques to different instances (adjusts for body size and pathology)	1	2	3	4	
8. Applies proper collimation on all projections	1	2	3	4	
Patient Care: The Student...	Needs Improvement	Average	Good	Excellent	COMMENTS
9. Explains procedure and gives proper instructions to the patient prior or during the exam.	1	2	3	4	
10. Patiently and kindly deals with comments from the patient, technologist and family members	1	2	3	4	
11. Enters and exits patients room with portable with ease and places furniture back in original position	1	2	3	4	
12. Utilizes lead shielding for patient or others who may assist in holding patient whenever needed.	1	2	3	4	
General: The Student...	Needs Improvement	Average	Good	Excellent	COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Uses Standard Precautions & Transmission based Precautions to protect the patient and him or herself	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16. Performs well under pressure.	1	2	3	4	
17. Ability to evaluate finished Radiographs	1	2	3	4	
18. Demonstrates proper use of CR equipment.	1	2	3	4	

COMMENTS: _____

1ST YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 52 _____

2nd YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT CLINICAL EVALUATION
SURGERY ROTATION

Responses should be based on the student’s knowledge and skill level only. Please add comments and/or concerns.

Name _____	Date _____	R.T. _____			Grade _____
SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning and Technique: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Demonstrates knowledge/operation of equipment	1	2	3	4	
3. Utilizes knowledge to vary techniques according to body size and pathology	1	2	3	4	
4. Demonstrates sterile technique in the surgical suite as instructed and observed the technologist	1	2	3	4	
5. Patient and kind when working with the technologist, other surgery personnel and physicians in and out of the surgical suite.	1	2	3	4	
Technique: <i>The Student...</i>	Needs Improvement	Average	Good	Excellent	
6. Demonstrates proper use of computer and C-arm <u>during</u> procedure	1	2	3	4	
7. Sets appropriate technical factors for procedures	1	2	3	4	
8. Demonstrates proper use of the computer <u>after</u> procedures	1	2	3	4	
Patient Care: <i>The Student...</i>	Needs Improvement	Average	Good	Excellent	COMMENTS
9. Is able to identify and locate equipment to be used for a specific procedure.	1	2	3	4	
10. Is able to retain previously gained information	1	2	3	4	
11. Assists technologist in keeping the work area neat & clean	1	2	3	4	
12. Demonstrates the use of radiation safety and protection to patients, fellow workers and self in the surgery suite.	1	2	3	4	
General: <i>The Student...</i>	Needs Improvement	Average	Good	Excellent	COMMENTS
13. Wears Hinds scrubs upon entering and exiting surgery area	1	2	3	4	
14. Works well with others as a team	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16. Performs well under pressure.	1	2	3	4	
17. Ability to evaluate finished Radiographs	1	2	3	4	
18. Is able to dress according to surgical suite procedures	1	2	3	4	

Was the student prepared enough at the beginning of the surgery rotation to participate? YES or NO

COMMENTS: _____

**HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT CLINICAL EVALUATION**

Please circle rotation area: (Computed Tomography)

Responses should be based on the student’s knowledge and skill level only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Assists in transfer of patients and equipment onto table	1	2	3	4	
3. Properly brings patient into scan room and positions patient on table for specified exam according to procedure and protocol	1	2	3	4	
4. Sees to patient’s safety and needs	1	2	3	4	
5. Patiently and kindly deals with patient, R.T., and other staff during procedures	1	2	3	4	
Technique: <i>The Student...</i>					COMMENTS
6. Demonstrates the operation of all equipment control panels (enters patient information)	1	2	3	4	
7. Demonstrates use of controls for table and gantry	1	2	3	4	
8. Checks images for exposure index/sensitivity ranges/levels (to ensure images are within proper ranges).	1	2	3	4	
Patient Care: <i>The Patient...</i>					COMMENTS
9. Explains procedure prior to exam and/or gives proper instructions to the patient during the exam.	1	2	3	4	
10. Maintain good communication skills; good eye contact, clearly explains procedures, checks for patient understanding.	1	2	3	4	
11. Removes patient from table and gantry upon completion of procedure and escorts patient out of area with proper post instructions	1	2	3	4	
12. Practices ALARA by using time, distance, and shielding and asking for the patient’s pregnancy status.	1	2	3	4	
General: <i>The Student...</i>	Needs Improvement	Average	Good	Excellent	COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16. Performs well under pressure.	1	2	3	4	
17. Shows continual improvement	1	2	3	4	
18. Can do basic computer tasks assigned	1	2	3	4	

COMMENTS: _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

Please circle rotation area: (Magnetic Resonance Imaging)

Responses should be based on the student’s knowledge and skill level only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Assists in transfer of patients and equipment onto table	1	2	3	4	
3. Positions patients properly, according to body part as demonstrated by techs/instructors	1	2	3	4	
4. Properly explains departmental procedure to patients as explained and observed by instructors	1	2	3	4	
5. Patiently and kindly deals with patient, R.T., and other staff during procedures	1	2	3	4	
Technique: <i>The Student...</i>					COMMENTS
6. Demonstrates the operation of all equipment control panels (enters patient information)	1	2	3	4	
7. Critiques patient and procedure to set and adjust technical factors	1	2	3	4	
8. Checks images for exposure index/sensitivity ranges/levels (to ensure images are within proper ranges).	1	2	3	4	
Patient Care: <i>The Patient...</i>					COMMENTS
9. Properly interviews (screens) and prepares patients for entrance into scan room following prescribed guidelines as explained and observed by techs/instructors	1	2	3	4	
10. Checks chart & armband of patient; addresses patient by their name	1	2	3	4	
11. Stays with patient until exam/assignment is complete and escorts patient out of area with proper post instructions	1	2	3	4	
12. Sees to patient’s safety and needs	1	2	3	4	
General: <i>The Student...</i>	Needs Improvement	Average	Good	Excellent	COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16. Performs well under pressure.	1	2	3	4	
17. Shows continual improvement	1	2	3	4	
18. Can do basic computer tasks assigned	1	2	3	4	

COMMENTS: _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

Please circle rotation area: (Special Procedures)

Responses should be based on the student’s knowledge and skill level only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Assists in transfer of patients and equipment onto table	1	2	3	4	
3. Demonstrates proper sterile technique and sterile tray set up	1	2	3	4	
4. Sees to patient’s safety and needs	1	2	3	4	
5. Patiently and kindly deals with patient, R.T., and other staff during procedures	1	2	3	4	
Technique: <i>The Student...</i>					COMMENTS
6. Demonstrates the operation of all equipment control panels (enters patient information)	1	2	3	4	
7. Properly programs and operates pressure injectors	1	2	3	4	
8. Demonstrates the operation of digital subtraction equipment	1	2	3	4	
Patient Care: <i>The Patient...</i>					COMMENTS
9. Explains procedure prior to exam and/or gives proper instructions to the patient during the exam.	1	2	3	4	
10. Maintain good communication skills; good eye contact, clearly explains procedures, checks for patient understanding.	1	2	3	4	
11. Checks chart & armband of patient, addresses patient by their name	1	2	3	4	
12. Practices ALARA by using time, distance, and shielding and asking for the patient’s pregnancy status.	1	2	3	4	
General: <i>The Student...</i>	Needs Improvement	Average	Good	Excellent	COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Properly performs sterile scrub technique	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16 Performs well under pressure.	1	2	3	4	
17. Ability to evaluate finished radiographic images	1	2	3	4	
18. Can do basic computer tasks assigned	1	2	3	4	

COMMENTS: _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

Please circle rotation area: (Nuclear Medicine)

Responses should be based on the student’s knowledge and skill level only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Assists in transfer of patients and equipment onto table	1	2	3	4	
3. Assists patients into room and positions patient on table	1	2	3	4	
4. Sees to patient’s safety and needs	1	2	3	4	
5. Patiently and kindly deals with patient, R.T., and other staff during procedures	1	2	3	4	
Technique: <i>The Student...</i>					COMMENTS
6. Properly adjusts camera and runs scanner equipment as demonstrated by the technologist	1	2	3	4	
7. Critiques patient and procedure to set and adjust technical factors	1	2	3	4	
8. Demonstrates proper use of computer <u>after</u> procedures.	1	2	3	4	
Patient Care: <i>The Patient...</i>					COMMENTS
9. Explains the procedures to the patient as observed by the Nuclear Medicine Technologist	1	2	3	4	
10. Checks chart & armband of patient; addresses patient by their name	1	2	3	4	
11. Stays with patient until exam/assignment is complete and escorts patient out of area with proper post instructions	1	2	3	4	
12. Sees to patient’s safety and needs	1	2	3	4	
General: <i>The Student...</i>	Needs Improvement	Average	Good	Excellent	COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16. Performs well under pressure.	1	2	3	4	
17. Shows continual improvement	1	2	3	4	
18. Can do basic computer tasks assigned	1	2	3	4	

COMMENTS: _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

Please circle rotation area: (Ultrasound)

Responses should be based on the student’s knowledge and skill level only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Assists Sonographer in manipulation of patients during exam	1	2	3	4	
3. Assists in transport of patients into exam room	1	2	3	4	
4. Sees to patient’s safety and needs	1	2	3	4	
5. Patiently and kindly deals with patient, R.T., and other staff during procedures	1	2	3	4	
Technique: <i>The Student...</i>					COMMENTS
6. Demonstrates proper use of equipment in area	1	2	3	4	
7. Critiques patient and procedure to set and adjust technical factors	1	2	3	4	
8. Demonstrates proper use of computer after procedures.	1	2	3	4	
Patient Care: <i>The Patient...</i>					COMMENTS
9. Properly interviews (screens) and prepares patients for entrance into scan room following prescribed guidelines as explained and observed by techs/instructors	1	2	3	4	
10. Checks chart & armband of patient; addresses patient by their name	1	2	3	4	
11. Stays with patient until exam/assignment is complete and escorts patient out of area with proper post instructions	1	2	3	4	
12. Sees to patient’s safety and needs	1	2	3	4	
General: <i>The Student...</i>	Needs Improvement	Average	Good	Excellent	COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16 Performs well under pressure.	1	2	3	4	
17. Shows continual improvement	1	2	3	4	
18. Can do basic computer tasks assigned	1	2	3	4	

COMMENTS: _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

Please circle rotation area: (Radiation Therapy)

Responses should be based on the student’s knowledge and skill level only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Assists in transfer of patients and equipment onto table	1	2	3	4	
3. Properly brings pt into scan room and positions pts on table for specified exam according to procedure and protocol	1	2	3	4	
4. Sees to patient’s safety and needs	1	2	3	4	
5. Patiently and kindly deals with patient, R.T., and other staff during procedures	1	2	3	4	
Technique: <i>The Student...</i>					COMMENTS
6. Properly lines patients up to landmarks as properly demonstrated by therapists	1	2	3	4	
7. Sets up treatment room according to patient’s treatment	1	2	3	4	
8. Demonstrates proper use of computer after procedures.	1	2	3	4	
Patient Care: <i>The Patient...</i>					COMMENTS
9. Explains procedure prior to exam and/or gives proper instructions to the patient during the exam.	1	2	3	4	
10. Maintain good communication skills; good eye contact, clearly explains procedures, checks for patient understanding.	1	2	3	4	
11. Removes patient from table upon completion of procedure and escorts pt out of area with proper post instructions	1	2	3	4	
12. Practices ALARA by using time, distance, and shielding and asking for the patient’s pregnancy status.	1	2	3	4	
General: <i>The Student...</i>	Needs Improvement	Average	Good	Excellent	COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16 Performs well under pressure.	1	2	3	4	
17. Shows continual improvement	1	2	3	4	
18. Can do basic computer tasks assigned	1	2	3	4	

COMMENTS: _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT CLINICAL EVALUATION

MISSISSIPPI SPORTS MEDICINE

Responses should be based on the student’s knowledge and skill level only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: <i>The Student...</i>					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Demonstrates proper use of equipment in area (moving table, positioning tube, loading cassettes, etc.)	1	2	3	4	
3. Applies proper radiographic positioning appropriate to level of instruction	1	2	3	4	
4. Centers anatomy of interest to center of image receptor and applies proper collimation on all projections.	1	2	3	4	
5 Listens to technologists comments on positioning and makes corrections as advised.	1	2	3	4	
Technique: <i>The Student...</i>	Needs Improvement	Average	Good	Excellent	COMMENTS
6. Demonstrates proper use of control panel. Able to set KvP, mA, time, and proper cells.	1	2	3	4	
7. Critiques patient and procedure to set and adjust technical factors.	1	2	3	4	
8. Checks images for exposure index/sensitivity ranges/levels (to ensure images are within proper ranges).	1	2	3	4	
Patient Care: <i>The Patient...</i>	Needs Improvement	Average	Good	Excellent	
9. Explains procedure prior to exam and/or gives proper instructions to the patient during the exam.	1	2	3	4	
10. Maintain good communication skills; good eye contact, clearly explains procedures, checks for patient understanding.	1	2	3	4	
11. Attentive to all the patient’s needs. (patient cleanliness, etc.)	1	2	3	4	
12. Practices ALARA by using time, distance, and shielding and asking for the patient’s pregnancy status.	1	2	3	4	
General: <i>The Student...</i>	Needs Improvement	Average	Good	Excellent	COMMENTS
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16 Performs well under pressure.	1	2	3	4	
17. Ability to evaluate finished radiographic images.	1	2	3	4	
18. Demonstrates proper use of CR/DR equipment.	1	2	3	4	

COMMENTS: _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____

HINDS COMMUNITY COLLEGE – RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT CLINICAL EVALUATION
TRUSTCARE EXPRESS

Responses should be based on the student's knowledge and skill level only. Please add comments and/or concerns. Read each section carefully.

Name _____ Date _____ R.T. _____ Grade _____

SKILL	Needs Improvement	Average	Good	Excellent	COMMENTS
Positioning: The Student...					
1. Initiates response to perform procedures and tasks.	1	2	3	4	
2. Demonstrates proper use of equipment in area (moving table, positioning tube, loading cassettes, etc.)	1	2	3	4	
3. Applies proper radiographic positioning appropriate to level of instruction	1	2	3	4	
4. Centers anatomy of interest to center of image receptor and applies proper collimation on all projections.	1	2	3	4	
5 Listens to technologists comments on positioning and makes corrections as advised.	1	2	3	4	
Technique: The Student...					
6. Demonstrates proper use of control panel. Able to set KvP, mA, time, and proper cells.	1	2	3	4	
7. Critiques patient and procedure to set and adjust technical factors.	1	2	3	4	
8. Checks images for exposure index/sensitivity ranges/levels (to ensure images are within proper ranges).	1	2	3	4	
Patient Care: The Patient...					
9. Explains procedure prior to exam and/or gives proper instructions to the patient during the exam.	1	2	3	4	
10. Maintain good communication skills; good eye contact, clearly explains procedures, checks for patient understanding.	1	2	3	4	
11. Attentive to all the patient's needs. (patient cleanliness, etc.)	1	2	3	4	
12. Practices ALARA by using time, distance, and shielding and asking for the patient's pregnancy status.	1	2	3	4	
General: The Student...					
13. Wears Hinds ID badge and dosimeter.	1	2	3	4	
14. Practices hand hygiene.	1	2	3	4	
15. Accepts constructive criticism with a positive attitude.	1	2	3	4	
16 Performs well under pressure.	1	2	3	4	
17. Ability to evaluate finished radiographic images.	1	2	3	4	
18. Demonstrates proper use of CR/DR equipment.	1	2	3	4	

COMMENTS: _____

2ND YEAR STUDENTS TOTAL POINTS ACHIEVED OUT OF 72 _____