

RADIOLOGIC TECHNOLOGY RECORD MAINTENANCE SYSTEM

The following documents where certain information is recorded for the radiologic technology program.

1. Program Occupational Radiation Exposure Report

Radiation Exposure Reports are kept on file in the Program Director's office. Specific reports for individual students will be generated at the end of the two-year period and include the student's dose accumulated during the education period on request.

2. Affective and Technical Skills Evaluation

This evaluation form is completed and reviewed by the student and clinical preceptor twice throughout each semester (except for the first semester) and is stored in the student's master clinical folder.

3. Clinical Competency Evaluation Grade Sheet

The student initiates this form when he/she feels competent in an examination category such as "Extremities" or "Cranium" The student shall ask the clinical preceptor or other qualified technologist to evaluate his/her competency. These forms, with appropriate comments, will be stored in the student's master clinical folder.

4. Examination Record Form

This form indicates those exams the student has been evaluated on within each competency category. The original examination record form is stored in the student's master clinical folder.

5. Disciplinary Action/Counseling Report

The clinical preceptor or radiology faculty can initiate a report if at any time during the student's clinical session, a specified negative event occurs. The report will be kept in the student's master clinical folder.

7. Clinical Hours Sheet - Monthly/Yearly

Each student signs in and out at their perspective clinical site on a timecard. At various times throughout the semester, program faculty will record the student's time on the student's yearly time file. Total hours ahead or behind are indicated. This form is stored in the students' master clinical folder.

8. Merit/ Demerit Forms

When students receive merits or a demerit, a written record of the occurrence(s) are kept on file in the students master clinical folder.

9. Quarterly Film Badge Reports

These reports are initialed for each student assigned to a clinical education site and are stored in a three-ring binder in the Program Director's office. Students will be shown their report and initial the report within 30 days of receipt of the data.