



MEDICAL IMAGING

2020 – 2021

CLINICAL SEMINAR POLICIES

Clinical Assignments



Students will be assigned to different clinical areas throughout the semester

- The assignment schedule is available on Edvance and/or Trajecsys
- An area may be visited multiple times during the educational process



MI STUDENT CLINICAL ASSIGNMENT SCHEDULE

June 1 - June 4, 2021

*Program Closed - Mon., May 31, 2021

Week 4

Memorial Day Holiday

IMAGING AREA	Thursday			
	Level I			
	Summer Semester			
	0730-0930	0930-1130	1200-1400	1400-1600
Main Dept. General Rad Rooms				
Main Department 1	Brown	Ferreira	Clemons	Gajewski
Fluoroscopic				
Fluoro 1	Ferreira	Brown	Gajewski	Clemons
Spring Ridge Imaging Center				
	Drescher	Drescher	Drescher	Drescher
Exeter Imaging Center				
	Guilbe	Guilbe	Guilbe	Guilbe
Leesport Imaging Center				
	Jackson	Jackson	Jackson	Jackson
Emergency Department				
ED 1	Clemons	Clemons	Brown	Brown
ED 2	Gajewski	Gajewski	Ferreira	Ferreira
ED 3	Kniezewski	Kniezewski	Hughes	Hughes
Computed Tomography				
C1	Hughes		Kniezewski	
MRI				
C1		Hughes		Kniezewski

- 30 minute lunch break

Off-Campus Imaging Centers



- **Spring Ridge Imaging Center**
2603 Keiser Blvd.
Reading, PA 19610
- **Leesport Imaging Center**
5479 Pottsville Pike
Leesport, PA 19533
- **Exeter Imaging Center**
2 Hearthstone Court
Reading, PA 19606



Clocking In and Out



- Clock in/out from clinical site
- Use computers on Main Campus, cell phones at outpatient centers
 - Share location!!
- 15 minutes

Reading Hospital School of Health Sciences – Medical Imaging Program

Clock IN 2:45 PM
1445

Site

Test Site

Clock IN

Greetings, **STUDENT TEST.**

Your program doesn't have any important announcements for you at the moment.

Clinical Seminar I Clinical Assignment



- Hands off experience
- No hands-on patient activities
- Observe and interact with RT
- Clinical Seminar I Clinical Assignment
Reflection written assignment
 - Guidelines for assignment will be provided

Dress Code



- Always remember:
 - ID Badge
 - Radiation Badge
 - Lead Markers (MI 133)
- Hospital scrubs are provided during OR, Portable, IR and Cardiac Cath lab rotations
- White or black jackets
- Clean footwear, black/white
 - *No holes, no open-toes*



Dress Code



- Grooming
 - *Hair and make-up simple and neat*
 - *Hair pulled back*
 - *No artificial nails or enhancements (including gel polish)*
 - *Odor and fragrance free*
- No excessive jewelry
 - *Small ear or nose piercings permitted*



Dress Code



- Excessive or offensive tattoos covered
- No gum chewing
- Personal items
 - Lockers are provided, you provide your own lock
 - *Limit what you bring with you*

Confidentiality Statement



CONFIDENTIALITY STATEMENT

In accordance with Hospital policy and federal regulation (HIPAA - The Health Insurance Portability and Accountability Act), all employees and students are responsible for maintaining confidentiality of information regarding patients for whom they deliver care. All employees and students are expected to maintain high standards of conduct, and are required to sign a confidentiality statement annually.

Conversing about a patient's condition or discussing personal affairs in the presence of patients or within hearing range of patients and visitors is to be avoided. Confidential information is only to be revealed as required by law or to protect the welfare of the individual or community. Any unauthorized access, possession, release, or disclosure of confidential information is inappropriate and will result in disciplinary action. Employees and students who divulge patient or pertinent hospital information are subject to dismissal.

READING HOSPITAL SCHOOL OF HEALTH SCIENCES MEDICAL IMAGING PROGRAM CONFIDENTIALITY STATEMENT

I, _____ (Medical Imaging Student), understand the importance of confidentiality and agree to refrain from divulging patient or sensitive Hospital information that I learn during my educational experiences at Reading Hospital or the School of Health Sciences. I understand that breach of confidentiality regarding patient information could result in immediate termination as well as prohibit my future participation as a volunteer within this facility.

Student Signature

Date

Patient Consent to Student Involvement



PATIENT CONSENT to STUDENT INVOLVEMENT

All students participating in medical care provided to patients have a legal responsibility to clearly identify themselves as a student. Patients have a legal right to know when a student will be involved in their care and to what level that involvement will be: observational or active participant. The right to consent to or refuse student involvement also lies with the patient.

Enrolled students must recognize that in order to provide informed consent, the patient must be in possession of all information relevant to the care being provided to them and have adequate reasoning faculties at the time their consent is given.

If the patient is a minor (17 years of age or younger), consent for student participation in that minor's care must be obtained from the parent/guardian accompanying the minor. Minors being treated through the Emergency Department or admitted as inpatients *who are unaccompanied by a parent/guardian* represent exceptions to this requirement.

If at any time, a patient or parent/guardian refuses medical treatment from a student, the student will act in a purely observatory role throughout the procedure except in emergency situations. The emergency shall be documented by the treating physician.

READING HOSPITAL SCHOOL OF HEALTH SCIENCES MEDICAL IMAGING PROGRAM

PATIENT CONSENT to STUDENT INVOLVEMENT AGREEMENT

I, _____ (Medical Imaging Student), will comply with the requirement to identify myself as a Medical Imaging Student before participating in radiographic care of patients. I understand that if a minor arrives for radiologic imaging, I may actively participate in radiologic patient care only after consent for my participation has been obtained from the parent/guardian.

If medical treatment by a student is refused by a patient, or if a parent/guardian is unavailable to provide consent to participate in the care of a minor, I will assume a purely observatory role while a Registered Radiologic Technologist completes the examination.

Student Signature

Date

Interpreting Services



INTERPRETING SERVICES

Healthcare providers have a legal, ethical and humanitarian responsibility to assure qualified medical interpretation services are made available to non-English speaking patients. Reading Hospital (RH) has established the Department of Interpreting Services and telephones [Vocera](http://www.vocera.com) to contact Language Service Associates (LSA) to provide this support to hospital staff, students and patients. RH interpreting services guidelines have been established based upon parameters set forth by the U.S. Department of Health and Human Services.

READING HOSPITAL SCHOOL OF HEALTH SCIENCES MEDICAL IMAGING PROGRAM

INTERPRETING SERVICES STATEMENT (Student Copy)

I, _____ (Medical Imaging Student), have been instructed on the use of interpreting services at Reading Health Systems and Reading Hospital. I understand that once interpreting services have been identified as necessary, I may participate in radiologic patient care only in the presence of a trained medical interpreter or through the use of Language Service Associates (LSA). I understand a family member may be utilized as an alternate to a medical interpreter *only* in the case of a life or limb threatening medical emergency. Under no circumstances may a minor be utilized for interpretation services.

Student Signature

Date



Safety

Radiation Monitoring



- Students must properly wear their radiation monitoring device (badge) in clinical assignments
 - Including the energized lab and any ionizing radiation area in the hospital
- Do not:
 - Exchange radiation badges
 - Wear during personal x-rays
- Do:
 - Notify Faculty if badge is inappropriately exposed





- Radiation monitoring devices are changed monthly
 - Students are expected to promptly return previous month badges
 - A fee will be charged for any *unreturned* badges
- Radiation Monitoring Device Reports
 - Each student is required to review and initial the monthly report
 - RSO will counsel students who are at or above Level I limits



- Students arriving without their radiation monitoring badge are considered out of uniform
 - Must notify Faculty and obtain spare badge (whether lost/forgotten)
 - Non-compliance is considered unprofessional behavior and will result in corrective and/or disciplinary action
- *Students may **not** hold patients for exposures!*

MRI Safety



- MRI Safety/Video completed prior to clinical experience
- MRI Student Safety Checklist
 - Completed in 2nd and 5th semesters
 - Any positive responses reviewed with MRI supervisor
- ASRT 'Safe MRI Practices' will be completed annually
- Screened by MRI staff



General Safety

- Reporting Equipment Malfunction
- Reporting Incidents Involving Patients
- Reporting Incidents Involving Students or Staff

- Fire Emergency
 - See RH Fire Manual via intranet
 - Satellite: Call 911



Student Pregnancy Policy



- Disclosure of pregnancy is strictly voluntary
 - Upon declaring, ‘Voluntary Disclosure of Pregnancy’ form must be completed.
 - Modification of clinical assignments form must also be completed.





Contacting Faculty

- See the policy for a list of numbers including the program secretary, clinical coordinator and faculty
 - It's highly suggested that you make a copy of these phone numbers to keep in your badge holder and/or cell phone



Emergencies:

- Students in clinical assignments should contact Faculty office at 1-484-628-8904, if able
 - If not able, supervising radiographer will notify a faculty member



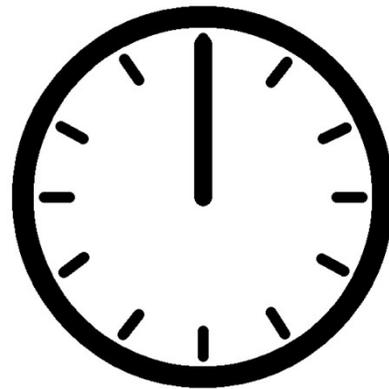
Daily Log in Trajecsys

- Must include:
 - First 3 digits of patient's MRN plus their initials
 - Ex. 123JD
 - Name of supervising professional for each clinical day
 - Level of participation / type of supervision
 - Clin Sem I = OBSERVED!!

The screenshot shows the Trajecsys web application interface. On the left is a navigation menu with options: Home, Documents, Time Exception, Logs (highlighted), Reports, Comp Evals, Send Email, Comments, and Logout. The main content area is titled "Reading Hospital School of Health Sciences – Medical Imaging Program" and "Daily Logsheet". It features a form with the following fields: *Date: 07/25/2017, *Site: Test Site, Retain values on logsheet submissions (clear), Key: hand, Repeats: 1, and Supervising Employee (New Edit Email Delete): MILLER, LAURA. Below the form is a blue "Add Logsheet" button. A red message states "No logsheets submitted at Test Site on 07/25/2017." and a link for "Last 20 records" is visible at the bottom.



- Daily logs must be entered In Trajecsys by **4 PM** the **Wednesday** following each clinical assignment





GOOD LUCK!

