

Greenville Technical College LGR Radiologic Technology Program  
Medical Office/Imaging Center (NEW SITE) Check-off Sheet

**CLINICAL SITE:** \_\_\_\_\_

IF APPLICABLE TO SITE. To insure that the student is properly oriented at the beginning of a new rotation/site, the student will ask the clinician/technologist to:

**Part one:**

- show student around the front office/x-ray department
- give location/use of technique charts
- explain different speed screens, grids that are available
- explain general patient flow procedures
- show student patient examination rooms
- introduce new student to physicians and staff
- identify the location of the office protocol, procedure manual, infection control manual (Bloodborne disease policy) and the Hazards Communications (MSDS) Manual
- Identify location of Clinical Binder
- show location of supplies relative to patient care/imaging

**Date:** \_\_\_\_\_ **Clinician Signature:** \_\_\_\_\_

**Part Two: Students are to:**

- be on time, have attendance documented with initials of clinical personnel
- clean patient examination/imaging rooms
- restock patient examination/imaging rooms (sheets, towels, pillow cases, wash cloths, and gowns.)
- clean lab area (if applicable) and restock venipuncture supplies
- check for newly received supplies and distribute
- review the procedure manual, infection control manual (Bloodborne disease policy) and the Hazards Communications (MSDS) manual
- Perform QA equipment checks as per office protocol (Lab, sterilizer, refrigerator, etc.)

**Part Three:**

- A. Prior to doing exams/procedures, the student will check:
- written orders/clinical information on all patients
  - verify patient identification
- B. Prior to leaving clinical site, the student will:
- finish exam in which the student is involved if possible.
  - communicate pertinent information regarding patient to personnel if leaving department prior to the end of a procedure.
  - clean and re-stock room. (if possible)

I, \_\_\_\_\_, have been oriented to the new site and have completed the tasks above today and will continue to do these daily tasks during this rotation. I have read the procedure manuals, infection control manual, and the OSHA policies on bloodborne pathogens and MSDS. I will use Standard Precautions on all patients and practice up-to-date infection control procedures.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_