

Greenville Technical College Radiologic Technology Program
Clinical Education Center (NEW SITE) Check-off Sheet

CLINICAL SITE: _____

Part one: To insure that the student is properly oriented at the beginning of a new rotation/site, the student will ask the Staff technologist to:

- show student around the department
- introduce new student to radiologists
- show how films are filed in (3-day vs regular file)
- identify the location of the department protocol, procedure manual, infection control manual (Bloodborne disease policy) and the Hazards Communications (MSDS) Manual
- identify the location of the clinical binder
- give location/use of technique charts
- explain different speed screens, grids that are available
- explain general patient flow procedure

Date: _____ **R.T. Signature:** _____

Part Two: Students are to:

- put coats, purses, etc. in storage area
- be on time, have attendance documented with initials of R.T.
- check room assignment/procedures and/or technologist assignment
- warm up tube
- check linen supplies in rooms and restock (sheets, towels, pillow cases, wash cloths, and gowns.)
- check and restock other supplies needed for radiographic room
- clean table and table pad
- check cassette supply for each room and restock
- review the procedure manual, infection control manual (Bloodborne disease policy) and the Hazards Communications (MSDS) manual

Part Three:

- A. Prior to doing exams, the student will check:
- written orders/clinical information on all patients (requisition and/or chart)
 - name band on all "in-patients" and "ER-patients".
 - verify patient identification on "out-patients".
- 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 technologist 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:** _____