

Clinical Education Records (Part 2)

All students are recorded and accessed in the Trajecsys ® program utilized by the program and obtained through the WCC Bookstore. Students are required to keep updated and accurate records of clinical attendance and performance in the system.

STUDENTS FAILING TO COMPLETE THE REQUIRED CLINICAL RECORDS BY THE LAST DAY OF FINAL EXAMINATIONS WILL RECEIVE A GRADE OF "I" WHICH WILL BE SUBMITTED TO THE WALLACE COLLEGE REGISTRAR'S OFFICE FOR THE TERM WHICH THE RECORDS ARE MISSING.

* The following are required to be present in the Clinical Education Record Database:

A. Listing of location, room assignments, clinical days and clinical hours.

* A list of all clinical days and hours will be presented to each student by the Clinical Coordinator prior to each semester.

B. Student Time System.

* Students are required to clock in at the Clinical Center daily, using the Trajecsys ® program.

C. Student logs for each clinical day.

* Procedures for filling out the student observation sheets.

1. Date: Fill in the month, day, and year.
2. Room: Use appropriate room number or room name.
3. Clinical Education Center: Fill in the name of the hospital affiliate.
4. Hours: Hours of your clinical assignment should be listed here (e.g. 7:30 AM-4:00 PM).
5. Status: Indicate whether you observed, were assisted, or performed the examination independently (I). Assisted means the student was helped with some part of the examination.
6. Identification Information: Fill in the proper identification number.
7. Examination: Fill in the type of examination performed in the assigned area (e.g. barium enema, skull, spine).
8. Technologist's Signature: At the end of each day, the log must be signed by the qualified radiographer you worked with. If you worked independently, have the supervising radiographer signs the log.

It is important and mandatory for all students to document ALL procedures observed, assisted, or individually performed each day.

In case of an absence, list the first three items above and write A absent for item (d). In the case of make-up time, list the first four items above and write Make-up Time next to hours.

Students are required to keep a daily log of all examinations observed, assisted with, or done independently during clinical assignment.

This clinical record is a requirement of the Joint Review Committee on Education in Radiologic Technology (JRCERT) for accreditation purposes. There will be no excuse for any student not having a daily record of procedures observed (O), assisted (A), or individually performed (I).

- * The observation sheet will compose ten (10) percent of the final clinical education grade in Clinical Education I-V.

D. Weekly student evaluation sheets

1. Students are evaluated at the end of each rotation by the technologists using the student performance evaluation located in the Trajecsys ® program.
2. Evaluations will be reviewed by faculty periodically.
3. The student evaluation sheets will compose 25% of the student's final clinical grade during Clinical Education II-V.

E. Clinical competency forms

1. Refer to clinical competency evaluation description which follows.
2. Clinical Competency Evaluations will compose 25% of the final clinical education grade in Clinical Education II-V.

F. Monthly clinical education procedure count record

1. Students are required to keep detailed and accurate procedure counts for various procedure categories.
2. These forms must be completed on a monthly basis and will be reviewed by the Clinical Coordinator periodically.
3. The procedure count form will compose five (5) percent of the final clinical education grade in Clinical Education I.
4. The procedure count form will compose two and one half (2.5) percent of the final clinical education grade in Clinical Education II-V.