Message to Adjunct and Clinical Instructors:
Thank you for making a difference

As a radiographer at one of our clinical education settings, you play a major role in helping our students apply what has been learned in the classroom to the actual patient care setting. We are grateful for the opportunity to be associated with each clinical site and its staff, and recognize that we are guests in your facility. Your priority is and should be providing excellent care for your patients. We support you in your role as caregiver, and hope to partner with you on your mission. This brochure is intended to answer basic questions about our program. As other questions arise, please feel free to speak with the clinical faculty or teaching technologist assigned to your clinical site, or call 445-9346 and ask to speak with the department chairperson.

WHAT IS THE MISSION OF THE UNIVERSITY OF SOUTH ALABAMA, DEPARTMENT OF RADIOLOGIC SCIENCES?
Our mission is to educate men and women who want to become Registered Radiographers and who wish to prepare for that career in a college setting.

WHO IS THE JRCERT?
The Joint Review Committee on Education in Radiologic Technology (JRCERT) is the only agency recognized by the United States Department of Education for accreditation of radiography, radiation therapy, magnetic resonance and medical dosimetry programs. Go to www.jrcert.org for more information.

I THOUGHT THE UNIVERSITY OF SOUTH ALABAMA WAS ACCREDITED BY ANOTHER AGENCY.
USA is accredited by the Southern Association of Colleges and Schools. However, the Department of Radiologic Sciences also chooses to meet standards for accreditation set by JRCERT.

WHAT IS THE DIFFERENCE BETWEEN CLINICAL FACULTY, TEACHING TECHNOLOGISTS AND ADJUNCT CLINICAL INSTRUCTORS?
Clinical faculty provide supervision and instruction of students in the clinical and classroom setting. Teaching technologists devote all of their time to providing supervision and instruction of students in the clinical setting. Clinical faculty and teaching technologists are employed by USA, and are assigned each semester to various clinical sites/affiliates. Adjunct clinical instructors volunteer their services in providing clinical supervision and instruction of students at the hospital or clinic in which they are employed. As volunteers, adjunct clinical instructors are essential to the overall success of the clinical education program adopted by the Department of Radiologic Science.

HOW CAN I DIFFERENTIATE BETWEEN JUNIOR AND SENIOR STUDENTS?
All students are required to wear a name tag showing their name and the year they will graduate. The year of graduation differentiates junior and senior students. Further differentiation can be seen when one refers to the clinical syllabi, which are posted in the student section of each clinic. Clinical syllabi for junior students are identified as either RAD 300, 301, or 302. Clinical syllabi for senior students are identified as RAD 403, 404, or 405. The clinical syllabus describes what is expected of each student in the clinical setting, and sets limitations on the type and degree of complexity of examinations each may perform.

WHAT ARE SOME RULES STUDENTS MUST FOLLOW?
• Dress Code – All students are required to follow the dress code set forth in the departmental student handbook, which is titled Student Reference Manual (SRM). It is available online at http://www.southalabama.edu/alliedhealth/radiologicsciences/srm.html. The SRM is reviewed with students during their first week of enrollment, and is posted on our website as a readily available document. Examples of dress code include: non-wrinkled royal blue scrubs, white or royal blue lab coat, name tag, dosimeter, hair neatly pulled back, plain white tee-shirt under the uniform, and good personal grooming. Any student reporting to a clinical facility without the appropriate uniform is to be sent home. If you send a student home, please notify clinical faculty assigned to your facility or call 445-9346 to inform department.
• Professional Demeanor – Students are expected to present themselves in a professional manner at all times. Any student who demonstrates poor professional demeanor may be sent home or to the department office immediately, with documentation forwarded to the clinical faculty or teaching technologist assigned to your clinical setting. If you send a student home, please notify clinical faculty assigned to your facility or call 445-9346 to inform department.
• Attendance – Students are expected to record their attendance in the electronic record system Trajecsys. Expected arrival and departure time are indicated on the class and clinical schedule, which is posted in the department. While the arrival time for junior students...
will vary, senior students are typically scheduled to arrive at 8:00 am.

• Punctuality – Students are expected to be in clinic ready for their rotation at the designated time. Students who arrive one minute past the designated time are considered late. Students are to call/email the clinical instructor if they will be late more than thirty minutes. Students who arrive one hour or more late for clinic are considered absent for the day and are to be sent home. If you send a student home, please call 445-9346 to inform the department.

• Early departures – Students may request an early departure for valid reasons. Students must request an early departure from the clinical faculty, teaching technologist or the department supervisor. Early departures are granted on a case-by-case basis. Students must notify the clinical faculty of all early departures. Students who leave their clinical rotations one hour or more before their designated departure time are considered absent for the day.

• Lunch – Students who are in clinical rotation more than 5 hours receive a 45-minute lunch. The clinical instructor or teaching technologist designates the time in which students will go to lunch.

• Clinical Observation Record – Students are required to bring their “yellow sheets” (Weekly Clinical Education Observation Form) anytime they are in a clinical rotation. Students must record all examinations they are involved in, and have the forms signed by the clinical faculty, teaching technologist or any radiographer who has been ARRT registered for 2 years and who observes the examination. Forms should be signed as the examinations are being performed, and on the day they were performed. Radiographers should not sign examinations recorded from a previous day. When signing the form, adjunct clinical instructors should note any errors observed in the appropriate box.

• Cell Phones – Students are not permitted to have cell phones in patient care areas. Students are not permitted to use cell phones during their clinical rotations. If there is a problem, please notify the clinical faculty or teaching technologist at your facility.

• Internet Usage – Students, like employees, are not to use the internet for personal business during their clinical rotation.

WHAT DO I DO IF A STUDENT BECOMES ILL?
Students who are too sick to perform their clinical duties should be sent home by the clinical faculty, teaching technologist or department supervisor. The student should notify their clinical faculty immediately.

WHAT DO I DO IF A STUDENT INJURES THEMSELVES AT THE CLINICAL SITE?
• Students are required to carry their own health insurance. If a student injures themselves during clinical rotations, they should report to their physician or Student Health on the main campus. An incident report must be filled out any time a student is injured in their clinical rotation. Students may choose to seek immediate treatment at an emergency facility under their health care coverage.

• If the injury is a needle stick, they should follow the instructions set forth by the Biomedical Safety Committee. Each student receives a card explaining the Post-Exposure Prophylaxis (PEP) Program and steps to be taken should a needle stick occur. If you have any questions, please call 445-9346 to notify the departmental secretary who, in turn, will notify the clinical faculty or teaching technologist assigned to your clinical site.

WHAT IS DIRECT AND INDIRECT SUPERVISION?
• A student must be under direct supervision if they have not completed a competency on the examination being performed. Direct supervision includes having a radiographer present in the room while the examination is being performed.

• A student may perform examinations under indirect supervision once they have successfully performed a competency on the examination. Under indirect supervision, a radiographer must be immediately available to assist students if needed.

• In either case, all diagnostic images performed by a student must be approved by a supervising radiographer before a patient may be released.

WHAT IS THE POLICY WITH REGARDS TO REPEATING RADIOGRAPHIC IMAGES?
If a student has to repeat a radiograph, the student must be DIRECTLY SUPERVISED by a radiographer regardless of the level of competency the student has achieved.
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HOW ARE THE STUDENTS GRADED IN CLINICAL EDUCATION?
The clinical faculty or teaching technologists formally evaluate students three times during the fall and spring semester, and twice during the summer semester. Each student is required to record all examinations they perform on their weekly clinical observation form. Clinical faculty, teaching technologist and adjunct clinical instructors record any errors the student may make on these forms. The student’s final grade is derived from their performance in equipment manipulation, positioning, technical factors, transfer of knowledge, patient care and radiation safety. A student’s grade is affected by consistently making errors or by making a major error during the performance of examinations. In addition to these categories, student are also evaluated in other areas including motivation, initiative, critical thinking skills, and overall clinical ability. Clinical instructors and teaching technologists evaluate students based on their own observations as well as input from adjunct clinical instructors. Therefore, adjunct clinical instructors play an important role in the evaluation process. Clinical evaluations are maintained in each student’s file.

WHAT IS A CLINICAL COMPETENCY?
A clinical competency is an important step in the student’s journey to achieving entry-level skills appropriate to a registered radiographer. A competency is the result of a student’s demonstrated ability via direct observations to perform a specific radiographic examination independently, and with a minimum of errors. Student must achieve a minimum score of 85% (3 or fewer errors) on a given competency to be recognized as clinically competent for that examination. Students may also be asked to demonstrate clinical competency on a previously successful competency examination when, in the opinion of an adjunct clinical instructor, clinical faculty or teaching technologist, the student exhibits an inability to perform again the same examination.

HOW DO I KNOW IF A STUDENT HAS SUCCESSFULLY PERFORMED A COMPETENCY?
A listing of completed competencies is maintained by clinical faculty assigned to your facility and is available in the student section at each clinic. The competency status of each student is listed on this form.

HOW OFTEN IS THE COMPLETED COMPETENCY LIST UPDATED?
The completed competency list is updated throughout each semester. An even more up-to-date listing can be obtained from clinical faculty or a teaching technologist during the mid- or later part of each semester.

WHO CAN PERFORM COMPETENCIES WITH STUDENTS?
- Clinical faculty, teaching technologists employed by USA and designated adjunct clinical instructors may perform competencies with students. They must be present in the room throughout the entire examination/procedure.
- Any radiographer who has been registered for two years may perform portable and surgery competencies. They must be present throughout the entire examination/procedure.

WHAT ARE SOME CIRCUMSTANCES IN WHICH A STUDENT MAY FAIL A COMPETENCY, OR THE COMPETENCY IS RENDERED VOID?
- Student commits more than three errors during the performance of the examination.
- Student commits a major error during the performance of the examination (Note: A major error is defined as an error which will/would result in an image being judged to be unusable for its intended purpose, e.g., failure to invert the feet on an A.P. pelvis or improper beam angulation for a particular study.)
- Student fails to set a manual technique for the examination.
- Student asks for a technique prior to performing the examination.
- Student confers with a radiographer or another student prior to performing the examination.
- Student refers to textbook/manuals (Merrill’s/pocket atlas) prior to performing the examination.
- Student fails to demonstrate proficiency in the examination, even if they do not make any errors. (e.g., senior student requires extended amount of time to complete study of hand even though no errors were observed.)
- Student is not observed by clinical faculty, teaching technologist or a designated adjunct clinical instructor during the entire examination.
- Student performs a competency other than those designated on the clinical syllabus for their level of education.
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When can I expect to see students at my clinical site?
A semester at USA requires 15 weeks to complete. In the summer, the semester is usually nine weeks in duration. The fall Semester generally begins in late August and ends in early December. The Spring Semester begins in early January and ends in early May. The Summer Semester usually begins in late May and concludes in late July. The periods between these times are referred to as break periods, which are the times students will not be present in the clinical site. Likewise, students are not assigned to clinical during holidays recognized by the University.

How do I become an adjunct clinical instructor?
- In order to become an adjunct clinical instructor, you must first be ARRT registered for two years. If you have been registered for two years and are interested in becoming an adjunct clinical instructor, you can discuss your interest with a faculty member or teaching technologist assigned to your clinical site.
- Each clinical facility has an allotted number of adjunct clinical instructors, and those individuals can perform competencies. The number of adjunct clinical instructors needed at each clinical site is evaluated on a regular basis. A current list of adjunct clinical instructors is maintained in the student section at each clinical site.

Do I have to have proof of ARRT status to become an adjunct clinical instructor?
Yes. When you become a clinical adjunct, a form has to be completed and includes the program you graduated from, the date of graduation and a copy of your ARRT card. Once completed, the form is forwarded to the department chairman for approval.

Who can sign the yellow examination records for students (Weekly Clinical Observation Form)?
Any registered radiographer may sign for the examinations they supervise.

There are times when a student wants to perform a competency examination and the designated adjunct clinical instructors are busy, or are not available. What should be done?
While every effort is made to accommodate students who are ready to perform a competency examination it is sometimes beyond the control of the facility to ensure that a designated adjunct clinical instructor is available to perform the competency. In such cases, the student must be informed that he/she will be unable to perform the exam as a competency at this time. However, under direct supervision, the student should be encouraged to perform the exam to strengthen his/her clinical skills with the intent of being even better prepared to perform the same exam when appropriate personnel are present.

How could I contact clinical faculty?
Donna Cleveland  dcleveland@southalabama.edu
Cathy Cooper  ccooper@southalabama.edu
Misty Davis  tDavis@southalabama.edu
Jared Farris  jfarris@southalabama.edu
Chucri Jalkh  cjalkh@southalabama.edu
Dr. Charles Newell  cNewell@southalabama.edu
Dale Smith  dasmith@southalabama.edu

Where Do I Refer Someone Who Is Interested in Learning More About the Radiologic Science Program at the University of South Alabama?
Information about our program can be obtained by visiting our web site at www.southalabama.edu/alliedhealth/radiologicsciences

We may also be contacted at:  
University of South Alabama  
College of Allied Health Professions  
Department of Radiologic Sciences  
5721 USA Drive North, HAHN 3015  
Mobile, AL  36688-0002  
Telephone:  (251)  445-9346  
Fax:  (251)  445-9347  
Email:  radsci@southalabama.edu

Revised 2/25/15