

# Clinical Instructor Handbook

## Clinical Orientation

Students must be oriented to clinical setting policies and procedures, including those related to health and safety. A thorough orientation assures that students are cognizant of clinical policies, and procedures. Please provide students with a clinical orientation addressing, at a minimum, the areas/items listed in this checklist. Student are required to submit a complete and signed checklist to the Clinical Coordinator by the end of **week 1**.

CLINICAL ORIENTATION CHECKLIST			
<b>Hospital Tour</b>			
	ICU & waiting area		Cafeteria
	ER & waiting area		Hospital Floors (Med. Surg, ICU, DOU, etc.
	Surgery & waiting area		Pharmacy
	Laboratory		Pre-Op/Post Op
	Respiratory		Nursery/NICU/Pediatrics
<b>Radiology Department</b>			
	Front Desk		Pt. Dressing Room
	File Room		Fire Extinguishers/Fire Alarms
	Waiting Room		Crash/Drug Care
	Introductions to Staff, Radiologists, Director		Emergency Exits
	RAD's Reading Room		Location & Operation of C-arms
	Restrooms		Location & Operation of Portables
	Lockers/Break Room		
	<b>Supplies</b>		
	Masks		Contrast
	Gloves		Syringes
	Linens (sheets, towels, blankets, pillow cases, gowns)		
	<b>Examination Rooms</b>		
	Table		Location of Oxygen & Suction
	Bucky		Emergency Shut off Button
	Chest Board		Operation of X-ray Equipment
	Control Console		Code Blue Button
	<b>Other Modalities</b>		
	Cat Scan		MRI
	Ultrasound		Interventional

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	<b>Other Modalities (continued)</b>		
	Mammography		Other
	Nuclear Medicine		
<b>Universal Precautions/Infection Control</b>			
	Gloves (1 pair/pt)		Sharps/Infectious Waste
	Gowns		Infection Control Policy
	Masks (Regular & TB)		Respiratory Precautions (types of Isolation)
	Clean Up Body Fluids		Hand Washing
<b>Review of Department/Hospital Policies &amp; Procedures</b>			
	Evacuation Plan/Fire Procedures/Emergency Preparedness Procedures		Procedure to Release Images/Making Copies for Patients
	Calling Codes (Blue, Pink, etc)		Overhead Paging
	Answering Phones		HIPPA Policy
	Department Protocol Handouts for Radiographic Procedures		Protocols for the Following Hazards: fire, electrical, chemical
<b>Student Responsibilities</b>			
	Cell Phone Use (during breaks & lunch only)		
	Explanation of Breaks & Lunch		
	<b>Facility Expectations</b>		
	Assertiveness		Students Parking Area/Instructions
	Re-stocking Rooms		Cleaning Rooms/Equipment
	Appropriate "Slow Period Behavior" (studying if allowed or anything else facility is expecting of the student during slow periods)		

As the Clinical Instructor, I verify \_\_\_\_\_  
(print student name)

has completed a clinical orientation addressing all areas/items listed above, and has had the opportunity to ask questions.

\_\_\_\_\_  
**Print Clinical Instructor Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Clinical Facility**

\_\_\_\_\_  
**Date**