



Student Clinical Practicum Handbook

Programs in MRI Technology

**Associate of Science in MRI Technology
Diploma MRI Technology**

**Recognized by:
The America Registry of Radiologic Technologists
(ARRT)**

**Accredited by:
American Registry of Magnetic Resonance Imaging Technologists
(ARMRIT)**

**Med Academy
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Hialeah, FL 33018
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MRI CLINICAL EDUCATION

Required Clinical Rotations:

- Clinical Externship I
- Clinical Externship II
- Clinical Externship III
- Clinical Externship IV

Clinical Education Description

The goal of clinical education at Med Academy is to enhance students' problem solving and technical skills, making them capable of handling and resolving situations of suitable patient care, environmental and department safety, effective communication, and professional and ethical behavior. Students will be trained in patient positioning, general patient care procedures in the imaging department, contrast administration, departmental protocol, and MR Safety. Content is presented progressively in competency levels through clinical performance objectives and competency exams.

Clinical Education Pre-requisites:

- Attend to the Clinical Orientation Section
- Complete Clinical Orientation on the Clinical Site
- Approved MRI Safety Questionnaire
- Have current BLS certification
- Immunizations (as required by clinical facility only)
- Drug Test (as required by clinical facility only)
- Provide all documentation for clinical assignment as requested

Course Objectives

Upon completion of the clinical education, the student will:

1. Maintain a safe work environment for patients, visitors, and health care workers.
2. Properly schedule and prescreen patients.
3. Communicate professionally with patients and staff members.
4. Use standard protocols to perform routine radiologic examinations.
5. Use Digital Imaging and Communications in Medicine (DICOM).
6. Identify when to modify a protocol and successfully perform the modification.
7. Identify the probable cause of image quality problems and recommend an appropriate solution.
8. Perform and monitor quality assurance tests.
9. Power up and shut down the system.
10. Correlate the requested exam with clinical history and reported physical exam.
11. Ensure patient safety by correlating surgical, accident, and occupational history.
12. Properly screen patients for contraindications to ordered procedures
13. Employ proper precautions to prevent disease transmission.
14. Monitor linens and supplies and restock when necessary.
15. Demonstrate an understanding of a patient's cultural, ethnic, or value system differences.
16. Speak with patients in a professional and empathetic manner to alleviate any patient concerns
17. Demonstrate professional ethics by preserving the patient's modesty.
18. Demonstrate how to give proper instructions to optimize patient comfort and cooperation.
19. Respond appropriately in emergency situations.
20. Recognize patient adverse reactions during contrast administration and act appropriately.
21. Identify and report equipment problems.
22. Adhere to national, organizational and departmental standards, protocols, policies and procedures
23. Consistently maintain patient confidentiality standards.
24. Perform safe, ethical and legal practices.

MRI TECHNOLOGY CLINICAL POLICIES

I. CPR

Policy:

It is the policy of the program to require that all students complete an approved training course in CPR prior to program completion. In addition, CPR is required by the ARRT as one of the general patient care competencies.

Procedure:

1. Incoming students will be scheduled for a CPR class during the patient care course.
2. If facilities or instructors are not available during the patient care course, students will be scheduled accordingly to participate in CPR classes sponsored by outside providers.
3. For the Program Director to certify that a student has met the eligibility requirements to take the ARRT examination (program completion), an approved CPR course must be completed and a copy of the card on file in the student's clinical file.
4. Students who have already completed a CPR course prior to the program's start must produce a current, valid card to be exempt from scheduled CPR classes. A copy will be made of the card and placed in the student's clinical file.
5. All students must have a valid CPR card before starting clinical rotations.

II. Assigned Clinical Rotations

Policy:

To ensure that all clinical activities are educationally valid and sound, it is the policy of the Program in Radiology Technology to assign students to clinical areas on a rotating basis throughout various settings and/or institutions. A clinical rotation schedule will be distributed to each student, clinical coordinator, and clinical site before starting clinical activities. Rotation schedules will define the start and end dates and area for each rotation. The Program Director must approve any changes to clinical assignments before implementation.

Students must rotate through assigned areas only. They are not permitted to be "pulled" by clinical supervisors to cover other, non-assigned rotations. Students are never to be utilized to supplement paid technical staff. Furthermore, students are not permitted to "visit" in rotations other than their assigned area.

Procedure:

1. At the beginning of each academic year, the Clinical Coordinator will prepare a clinical rotation schedule for the entire year.
2. During clinical orientation, each student will receive a copy of the rotation schedule. Copies of the rotation schedule will also be distributed to area supervisors and clinical instructors.
3. No changes to the rotation schedule can be made without the permission of the Clinical Coordinator and/or Program Director.

III. Student Supervision

Policy:

The clinical education portion of the curriculum is a structured competency-based program interrelated with the didactic portion of the program. Through the interaction between students, the clinical instructors and staff, and the patients to be imaged, students have an opportunity to complete mandatory and elective competencies (as defined by the ARRT) and to achieve the program's mission and goals.

The presence of students in the clinical areas is not intended to supplement or replace staff. Clinical education opportunities are provided under the supervision of qualified, licensed general MRI Technologists, clinical instructors, and clinical supervisors.

Direct supervision defined:

Until a student demonstrates clinical competency for a specific MRI Technologist procedure, all medical imaging procedures must be performed under the Direct Supervision of a licensed MRI Technologist.

The licensed MRI Technologist will review the examination request in relation to the student's achievement relative to obtaining a passing score on the clinical competency evaluation. The student possesses the necessary knowledge and skill level required to perform the examination. The MRI Technologist must remain in the room observing the student's performance. The MRI Technologist will complete a competency evaluation form as documentation of the student's ability level relative to the examination performed.

All students must work under direct supervision (a licensed MRI Technologist physically present in the examination room) until such time that they have completed a competency evaluation as described above.

Indirect supervision defined:

When a student successfully completes a competency evaluation for a particular examination, they can perform only those examinations under the indirect supervision of a qualified, licensed MRI Technologist. Indirect supervision is defined as a licensed MRI Technologist is immediately available to the student MRI Technologist in an adjacent room or in a nearby area to assist the student should the need arise. The licensed MRI Technologist is also available to answer any questions the student may have relative to the procedure and patient condition.

The student's ability to work under indirect supervision following successful completion of a competency evaluation shall be at the discretion of the supervising licensed MRI Technologist or clinical instructor. It may vary according to the area of clinical rotation.

Students may perform portable MRI Technologist procedures under indirect supervision (following successful completion of a competency evaluation) provided that a licensed MRI Technologist is readily available to assist the student should the need arise.

Although students will rotate through the operating room and complete area-specific competencies, all students in the operating room will work only under the Direct Supervision of a licensed MRI Technologist.

Suppose a student feels that the supervision policies described above are not being adhered to. In that case, written notification must be immediately submitted to the Program Director and/or the coordinator to take the necessary corrective actions. No student retaliation will be permitted following notification of policy violations.

IV. Leaving Clinical Areas

Policy:

Students are not allowed to leave their assigned clinical areas during the scheduled clinical time without the permission of the clinical supervisor or clinical instructor. Students will be assigned a lunch break by the area supervisor.

If a student leaves an assigned area without the permission of the area supervisor or clinical instructor, disciplinary action will result.

Students are not to leave their clinical areas at the end of the day until all work in progress is completed unless permission is given to the student and appropriate transfer of patient care is done. Under no circumstances are students permitted to invest more than forty hours per week in program activities consisting of class and clinical schedules combined.

V. Clinical Responsibilities

Policy:

Students are required to maintain a clean environment in their assigned clinical area/examination room. This may also include stocking of rooms and replenishment of the room linen supply. In addition, students must exercise care and fully comply with all established MRI Technologist safety standards when performing examinations.

Students are responsible for all technical, clerical, and other duties relative to the performance of their clinical duties. This includes, but is not limited to, all necessary exam paperwork and computer functions. All students will perform patient examinations and studies according to their skill level and will assist staff technologists with the following:

- a. caring for the needs of patients
- b. lifting and moving patients as necessary
- c. cleaning examination rooms and equipment
- d. emptying laundry hampers in examination rooms if necessary
- e. recording the procedure in the hospital's HIS system and completing associated paperwork.

Under no circumstances may a student eat or drink in patient areas, including MRI Technologist examination rooms. Food and beverage consumption must be done only in designated areas within the hospital. Each area supervisor will inform students of the designated area.

VI. Clinical Site Photo Identification

Policy:

During the orientation for new radiography students, appointments will be scheduled with the school and clinical site for obtaining hospital-issued photo identification badges if applicable. For security reasons, students must wear their hospital photo identification badge (if applicable) and their Med Academy badge at all times while on hospital property.

The front of the badge denoting the individual as a student must be prominently displayed at all times. If a student loses their photo identification badge, they must notify the Program Director or Clinical Coordinator immediately.

Procedure:

In the event a hospital-issued identification badge is lost:

1. The student must contact the program director or clinical coordinator immediately.
2. The program director will supply the student with a memorandum on school letterhead to take with them to the site to obtain a replacement badge.

VII. Professional Demeanor

Policy:

It is the program's policy to expect each student to conduct himself or herself professionally at all times. Failure to do so will result in the appropriate disciplinary action, including probation, program suspension, and/or program dismissal. The disciplinary action taken will be at the discretion of the Program Director and will reflect the inappropriate action displayed by the student.

Clinical site policies, procedures, and rules are to be followed at all times. Any questions regarding these rules should be directed to the area supervisor or Program Director for clarification.

VIII. Clinical Equipment & Supplies

Policy:

Clinical equipment and supplies are to be used only for the purpose intended. Students are not permitted to remove any equipment or supplies from the clinical premises. Students in violation of this policy are subject to disciplinary action, including program dismissal and possible criminal prosecution. Furthermore, equipment and supplies should be cleaned and returned to their proper location following completion of the MRI Technologist procedure they are being used for.

IX. Use of Cellular Phones in Clinical Area

Policy:

Student MRI Technologists must not bring cellular telephones into the clinical areas. In addition, phones must be turned off or be placed on silent mode if they are to be stored in the student's locker. Violation of this policy will result in the assignment of probation, program suspension for repeat offenses leading up to the possible program dismissal, as this is disruptive to the learning and clinical environments; and may be hazardous to the electronic circuitry of some medical equipment.

X. Uniform Requirements and Grooming

Policy:

It is the policy of the program that students conform to acceptable standards of grooming at all times. Acceptable standards of grooming may be defined as follows:

- The uniform should be neat and clean.
- Shoes should be clean and polished at all times.
- All students must maintain a conservative hairstyle. Hair that falls below the shoulder must be fastened up or back.
- Students must be clean-shaven or facial hair must be neatly trimmed.
- Excessive use of cosmetics or perfumes is not permitted.
- Fingernails must be kept at a suitable length and neatly trimmed.
- Canvas shoes are not permitted.

For the purpose of clarification, **uniform restrictions** will be defined as follows:

- Shoes: Clogs (including those sold in uniform stores), sandals, ankle-laced, platform, open-toe, or open-backed shoes.
- Denim materials, including jeans.
- Jump suits, knickers, harem pants, and coveralls.

Students not conforming to uniform requirements will be sent home. Demerits will be issued for the first occurrence. Subsequent occurrences will result in program suspension and/or program dismissal for repeat offenses.

XI. Clinical Performance Evaluation

Policy:

The program's policy is that all students be evaluated about clinical performance at the conclusion of each assigned rotation. At the end of each clinical rotation assignment, a "Clinical Evaluation" form will be given to the area supervisor for each student. The area supervisors and clinical instructors will either complete the evaluation or may elect to have the staff technologist(s) complete it. The area supervisor will countersign all completed evaluations.

Procedure:

At the completion of each rotation assignment:

1. The Program Director or clinical coordinator will forward a Clinical Evaluation form for each student to the area supervisors.

2. The Area Supervisor and Clinical Instructor may either complete the evaluation or forward it to the staff technologist(s) working with the individual student during most of the rotation.
3. Upon completion, the area supervisor signed the evaluation and forwarded it to the Clinical Coordinator for scoring.
4. The Clinical Coordinator will meet with each student individually, at which time the student will be allowed to review the evaluation and sign acknowledging they have had an opportunity to discuss its contents.
5. Clinical evaluations will be filed, and a student may request an additional conference (in writing) to review clinical evaluations.

Any student receiving a monthly evaluation of **less than 2.5** or fails to progress according to the Clinical Performance Objectives or to complete an appropriate number of clinical competency evaluations will be placed on clinical probation.

MRI TECHNOLOGY SAFETY POLICIES

XII. MRI Safety Questionnaire.

Policy

Med Academy's policy is that all students complete a Magnetic Resonance Imaging (MRI) Safety questionnaire during the orientation period. The student must sign this questionnaire after completion, and it will be submitted to the program director for revision.

Students cannot start the Magnetic Resonance Imaging (MRI) program until Magnetic Resonance Imaging (MRI) Safety questioner approval is granted by the program director.

Procedure

All students must fill a Magnetic Resonance Imaging (MRI) Safety questionnaire during the orientation period. The program director will explain all the Magnetic Resonance Imaging (MRI) Safety questionnaire before filling it.

After Magnetic Resonance Imaging (MRI) Safety questionnaire had been filled and signed by the student, it must be submitted to the program director for revision. After a careful revision by the program director and no safety concerns in the Magnetic Resonance Imaging (MRI) Safety questionnaire, the program director will grant the student to start the Magnetic Resonance Imaging (MRI) Program. The program director must sign magnetic Resonance Imaging (MRI) Safety questionnaire as proof of approval.

Students with safety issues stated in the Magnetic Resonance Imaging (MRI) Safety questionnaire will meet the program director for clarification. If, after clarification still safety considerations are a concern, a more extensive screening will be required.

If more extensive screening turned out to be negative (Magnetic Resonance Imaging (MRI) safe), students will be allowed to start the Magnetic Resonance Imaging (MRI) program.

If more extensive screening turned out positive (MRI unsafe), students will not be allowed to start the Magnetic Resonance Imaging (MRI) program.

Definitions

Magnetic Resonance Imaging (MRI) Safety Questionnaire: The Magnetic Resonance Imaging (MRI) Safety questionnaire must be completed before an individual is exposed to an external magnetic field. It is an extensive screening form used in Magnetic Resonance Imaging (MRI) to clear all individuals entering the MR suite. The Magnetic Resonance Imaging (MRI) Safety Questionnaire targets ferromagnetic foreign bodies, mechanical or magnetically activated implanted devices, or any other hazard device or equipment on the individuals.

Extensive screening: an extensive screening may include x-ray for foreign bodies, literature for implanted devices, student medical records revision related to Magnetic Resonance Imaging (MRI) safety concern.

XIII. MRI Safety Training

Policy

Med Academy's policy that all students assigned to clinical areas are to complete a Magnetic Resonance Imaging (MRI) Safety training before the start of the clinical training.

Procedures

All students before the beginning of the clinical training must attend a Safety Magnetic Resonance Imaging (MRI) training in the Clinical orientation section. During this training, the students will be educated about the safety aspects of working in a Magnetic Resonance Imaging (MRI) environment.

XIV. Jewelry & Accessories

Policy

It is a policy of Med Academy that students assigned to clinical areas, if they decide to wear any jewelry, it must be made from non-ferromagnetic materials. No digital watches are allowed during clinical training. The student must remove all accessories before entering the Magnetic Resonance Imaging (MRI) room.

Procedures

For safety reasons, if a student wears any jewelry must be non-ferromagnetic. No analog watches are to be used; in case of using a watch, digital watches will be allowed. Any accessory must be removed before coming into the Magnetic Resonance Imaging (MRI) suite; depending on the clinical site, the student will have access to a safe area to leave personal belongings; if the clinical site does not provide a locker student must leave all personal belongings in their car or home.

Any student not following this policy is subject to program suspension on the first occurrence and program dismissal on the second.

Definitions

The magnetic field does not attract Non-ferromagnetic materials; some include gold, silver, titanium, and platinum. Accessories that are not supposed to be brought into the Magnetic Resonance Imaging (MRI) suite including but not limited to keys, credit cards, cards with magnetic strips, money clips, paper clips, coins, hairpins, hair barrettes, any electronic types of equipment such as cell phone, beepers, iPods, etc.

XV. Student Pregnancy

Policy:

It is the policy of the MRI Program to comply with all federal regulations regarding disclosure of pregnancy by the student. Suppose a female student becomes pregnant (or suspects she may be pregnant). In that case, it is recommended that she notify the Program Director as soon as possible in writing. Disclosure of pregnancy status is voluntary. Every effort will be made to protect the health of the student and developing fetus. Furthermore, all enrolling females will be made aware of this policy during program information sessions.

Procedure:

1. If the student decides to disclose, the notification must be in writing and include the estimated date of conception and projected due date.
2. The Program Director will determine if the student's ability to engage in didactic and clinical education will be determined ultimately by the student and her physician. Input from the Program Director and MRI Safety Office should also be considered.
3. Following written documentation from her physician that she is permitted to continue clinical activities, the students will meet the Program Director to discuss educational options. Each pregnant student will be handled on a case-by-case basis. Option included, but are not limited to, the following:
 - a. Continue without modification
 - b. Continue with the didactic portion of the program and take a leave-of absence, with the continuation of the clinical portion of the program following delivery.

Clinical Competencies

As part of the Clinical Externship, students must demonstrate competence in the clinical activities identified below:

- Seven mandatory general patient care activities
- Eight mandatory safety requirements
- Seven mandatory quality control Procedures
- Seventeen mandatory MRI Procedures
- Ten elective MRI Procedures

General Patient Care

Students must demonstrate competence in all seven patient care activities listed below. The activities should be performed on patients whenever possible, but simulation is acceptable.

General Patient Care Procedures	Pass	Failed	Date Completed	Verified By
CPR				
Vital Signs (Blood Pressure, Pulse, Respiration)				
Sterile Technique				
Standard (Universal) Precautions				
Transfer of Patient				
Care of Patient Medical Equipment				
Venipuncture				

MRI Safety Requirements

Students must demonstrate competence in all three areas of MRI Safety listed below.

MRI Safety Requirements	Pass	Failed	Date Completed	Verified By
Screening Patients, Ancillary personnel, and equipment				
Identify MRI Zones				
Static Field				
Radiofrequency Field				
Time-Varying Magnetic Field				
Patient Monitoring				
Contrast Media Safety				
Emergency Situations				

Quality Control Procedures

Students must demonstrate competence in all seven quality control activities listed below.

Quality Control Procedures	Pass	Failed	Date Completed	Verified By
Signal to Noise				
Center Frequency				
Transmitter Gain or Attenuation				
Geometric Accuracy				
Equipment Inspection (e.g., Coils, Table, Door Seals)				
Monitor Cryogen Levels				
Room Temperature				

MRI Procedures Requirements

Students When performing the MRI Procedures, the students demonstrate appropriate

Patient Care Skills:

- Patient Identification: Identify the patient with more than one source (name, picture ID, wrist band)
- Patient assessment and safety: patient interview, MR safety questionnaire assessment, and anti-noise devices
- Standard (Universal) precautions
- Patient communication: clear and concise directions for patient to understand and follow
- Patient monitoring: monitor the patient during the procedure
- Caring disposition: demonstrate compassion and empathy for the patient's condition and vulnerable state. Exhibits understanding, knowledge, and gentle care.
- Post examination follow-up: assist the patient off the table; communicate proper post-examination instruction; direct patient to dressing area/exit, and clean exam room.

MRI Skills:

- Evaluation of the doctor's order: type of exam, patient history,
- Equipment manipulation: coil selection, table, control panel, restrain devices
- Position skills: patient position, landmark selection, patient comfort
- Protocol selection: proper protocol and pulse sequence selection depending on physician indications and patient conditions
- Anatomic coverage: demonstrate required anatomy-anatomic structures optimally
- Parameter optimization: good SNR, high resolution, good image contrast, and acceptable scan time
- Performance speed: exam performed within reasonable time frame within the consideration of the level of difficulty of the procedure and patient condition
- Anatomy identifier: ability to identify anatomic structures in MR image

Mandatory MRI Procedures Requirements

Students must demonstrate competence in all 17 mandatory MRI Procedures; mandatory procedures must be performed in actual patients.

MRI Procedures List

MRI Procedure	Mandatory	Elective	Pass	Failed	Date Completed	Verified By
Head & Neck						
Brain	✓					
IAC	✓					

Neck MRA	✓					
Pituitary	✓					
Head MRA	✓					
Spine						
Cervical	✓					
Thoracic	✓					
Lumbar	✓					
Thorax						
Abdomen & Pelvis						
Abdomen	✓					
MRCP	✓					
Musculoskeletal						
Hand/Wrist	✓					
Hip	✓					
Ankle/Hind Foot	✓					
Shoulder	✓					
Fore Foot	✓					
Knee	✓					
Special Imaging Procedures						
Image Post Processing	✓					

Elective MRI Procedures Requirements

Students must demonstrate competence in 10 elective procedures to be selected from a list of 24 MRI procedures; up to 5 of the ten electives procedures can be simulated.

MRI Procedures List

MRI Procedure	Mandatory	Elective	Pass	Failed	Date Completed	Verified By
Head & Neck						
Face/Soft Tissue Neck		✓				
Trigeminal		✓				
Posterior Fossa		✓				
Temporal Lobe		✓				
Orbit		✓				
Spine						
Sacrum/Coccyx		✓				
Brachial Plexus		✓				
Thorax						
Chest		✓				
Breast		✓				
Heart		✓				
Thoracic MRA		✓				
Abdomen & Pelvis						
Abdominal MRA		✓				
Soft Tissue Pelvis		✓				
Musculoskeletal						
Temporomandibular Joint		✓				
Humerus		✓				
Forearm		✓				
Femur		✓				
Lower Leg		✓				

Elbow		✓				
Finger/Thumb		✓				
Bony Pelvis		✓				
Special Imaging Procedures						
MRV		✓				
Extremity MR Angiography		✓				
Spectroscopy		✓				

Clinical Externship Grade

Grading Criteria:

The final grade will be based on:
Attendance: 25%
Quarterly Evaluation 25%
Clinical Competencies 50%

Grading System:

Score / Final Average:	Letter Grade:
94% - 100%	A
85% - 93%	B
75% - 84%	C
Below 75%	F
Incomplete	I
Withdraw	W

Clinical Attendance

Course Attendance:

Attendance to Clinical Externship is mandatory. Students must complete an average of 16 hours per week during this class.

Student must turn in the attendance log and the procedures login a monthly basis

The attendance log must include the date, starting and ending time, the total number of hours per day and must be signed by the supervising technologist.

- The procedures log must include: a procedure performed, date, start and completion time, scan type, and if it was observed (O) or performed under direct Supervision (DS) or indirect Supervision (IS).

Students must complete the clinical training within a twelve (12) months period unless unusual circumstances occur. The Program Director must approve extensions to the length of training due to unusual circumstances.

If a student does not complete the required number of hours during the scheduled time, three (3) things might happen:

- First, the student will have to find his place to complete the remaining hours. The school must approve the clinical site and obtain an affiliation Agreement or
- Second, the student must pay an additional \$500 fee to the school for every extra month required for the student to complete the training or
- Third, the student will be withdrawn from the program.

Attendance Reports:

Clinical attendance logs must be completed daily. Students not recording attendance daily in the attendance log will count as an absence.

The attendance log is to be at the clinical site at all times. Under no circumstances (except if requested by a school official), the student will remove the attendance log from the facility. For example, suppose the attendance log is not at the clinical site at the time of clinical coordinator

visit. In that case, the attendance for that period will not count, and the student will be marked absent.

If a student is attending more than one facility, the student must have an individual attendance log for each site.

The procedures log must be completed daily. Therefore, students who do not complete the procedures log daily will also be considered absent for those days, even if the attendance log is completed.

Students accumulating three (3) absences will be subject to disciplinary action. Additionally, students failing to comply with the above process on three (3) occasions will automatically be terminated from the program.

Course Schedule:

The clinical hour's schedule depends on the assigned facility hours of operation. School guarantees clinical hours during weekdays, Monday through Friday during office business hours (7 am to 5 pm). Students will select the facility, day, and time they desire to attend. Med Academy will decide student schedules based on availability.

Clinical Performance

Quarterly Performance Evaluation

Every three months, the student will be evaluated by the clinical supervisor. This evaluation includes:

- Punctuality
- Readily and availability
- Uniform and appearance
- Professionalism and manners
- Interest in learning and improvement
- Environmental care

Affiliated Clinical Sites

- University of Miami (UMHC)
- Bascom Palmer Hospital
- Hialeah Hospital
- Memorial Health System
- Mount Sinai Medical Center
- Larkin Community Hospital
- Unlimited Diagnostics
- Lakes Radiology
- Medical City
- Universal Imaging
- Doral Medical Imaging
- La Colonia Medical Center
- Diagnostic Medical Imaging
- Vital Imaging

Clinical Site Orientation

Every student will receive a clinical orientation every time the student starts a clinical rotation in a new affiliated clinical site. This orientation will be conducted by the clinical coordinator and the clinical site student supervisor.

The clinical orientation will include:

- Introduction to the staff members and managers
- Tour of the facility
- Review of the clinical site privacy policy
- Review of the general institution health and safety plans
- Review of allergic reactions policies and procedures
- Review of the MRI safety policies and procedures
- Review of the MRI equipment and patient protection

Clinical Site Visit Report

A clinical site visit report will be completed by the clinical coordinator every time he or she visits the clinical site. This report will include:

- Was the student present at the clinical site on schedule day
- Was the student properly dressed according to the school uniform policy
- The clinical instructor and other staff members provide positive feedback from the student
- Is the student showing progress on training and performing to the level of training
- Is the student providing satisfactory patient care according to the level of training
- Is the student taking care of the equipment and maintaining a clean environment

Student Guidelines

- Wear School uniform at all times
- Wear School ID Badge at all times
- Wear Facility ID badge (If required)
- No cell phones, tablets, or any other electronic device is permitted in the patient care area.
- Students in need of making a phone call must ask for permission and step out the patient care area.

Notifications

- Students must notify the clinical coordinator in advance of any schedule change.
- The clinical coordinator and clinical instructor must approve any schedule change.
- Students must also notify the clinical coordinator and clinical instructor if not attending to training on any particular day(s).

CLINICAL FORMS



3418 West 84th Street, Suite 106 Hialeah, FL 33018

Student Evaluation of Clinical Affiliates (Form 303)

Clinical Site: _____

Student Name: _____

Date: _____

SA - Strongly Agree

A - Agree

N - Neutral

D - Disagree

SD - Strongly Disagree

Question	SA	A	N	D	SD
Does the clinical site provide an educational environment?					
There is a clinical preceptor in charge of the student in the clinical suite?					
Was the clinical instructor ready and available during clinic hours?					
Was the clinical instructor prepared and has sufficient knowledge for training me?					
Does the clinical instructor provide me with clear, specific feedback about my performance?					
Was I made aware of the expectations and requirements of the clinical clinic rotation?					
Was the number of patients scheduled daily appropriate for learning?					
Was the equipment used for training proper for training?					
Were you exposed to a variety of clinical procedures?					

Comments:



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Clinical Competency Procedure (Form 304)

Student Name: _____ Date: _____

Evaluated by: _____ Procedure: _____

Pass Equivalent (6.66) Fail (0) Competency Grade: _____

Item #	Description	Pass	Fail
1	Patient Identification: Identify the patient with more than one source (name, picture ID, wrist band)		
2	Patient assessment and safety: patient interview, MR safety questionnaire assessment, and anti-noise devices		
3	Standard (Universal) precautions		
4	Patient communication: clear and concise directions for patient to understand and follow		
5	Patient monitoring: monitor the patient during a procedure		
6	Evaluation of the doctor's order: type of exam, patient history,		
7	Equipment manipulation: coil selection, table, control panel, restrain devices		
8	Position skills: patient position, landmark selection, patient comfort		
9	Protocol selection: proper protocol and pulse sequence selection depending on physician indications and patient conditions		
10	Anatomic coverage: demonstrate required anatomy-anatomic structures optimally		
11	Parameter optimization: good SNR, high resolution, good image contrast, and acceptable scan time		
12	Performance speed: exam performed within reasonable time frame within the consideration of the level of difficulty of the procedure and patient condition		
13	Anatomy identifier: ability to identify anatomic structures in MR images		
14	Caring disposition: demonstrate compassion and empathy for the patient's condition and vulnerable state. Exhibits understanding, knowledge, and gentle care.		
15	Post examination follow-up: assist the patient off the table, communicate proper post-examination instruction, direct patient to dressing area/exit, clean exam room		

Comments:



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Clinical Site Orientation (Form 305)

Clinical Site: _____ **Date:** _____

Student Name: _____

1. Introduction to staff members and management.	<input type="checkbox"/>
2. Tour of the facility.	<input type="checkbox"/>
3. Review of clinical site privacy policy.	<input type="checkbox"/>
4. Review of general institution health and safety plans a. Employee first aid b. Material Safety Data Sheet c. Fire plan d. Evacuation plan e. Disaster	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Review of allergic reaction policies and procedures. a. Supervising physician contact information b. Allergic reaction kit c. Vital sign monitoring equipment d. Oxygen access e. Suction equipment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Review MR Safety policies and procedures. a. Screening process b. MR safety questionnaire c. Reference Manual for MRI d. MR compatible equipment e. MR patients dress code	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. Review of MRI equipment, and patient protection. a. MRI Scanner b. RF Coils c. Patient table d. MR Compatible Stretcher and or wheelchair e. Patient protection equipment (insulating pads, anti noise devices) f. Contrast media and IV kit	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Clinical Preceptor: _____

Date: _____



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Student Clinical Performance Evaluation (Form 306)

Evaluation Period: _____

Student Name: _____

Date: _____

Evaluated by: _____

Grade: _____

SA - Strongly Agree (10) A – Agree (7.5) N – Neutral (5) D – Disagree (2.5) SD - Strongly Disagree (0)

Question	SA	A	N	D	SD
The student was on time for clinical training.					
The student was readily available during clinic hours.					
The student wears the complete uniform and looks professional during clinical hours.					
The student displayed a courteous and professional manner to patients.					
The student displayed a courteous and professional manner to staff members.					
The student shows interest in learning during the clinical training.					
The student was on time back from breaks.					
The student shows improvement during this clinical training period.					
The student took good care of the equipment during training.					
The student maintained a clean environment in the MRI area during training.					

Comments:



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Clinical Instructor Evaluation Form (Form 307)

Clinical Site: _____ **Clinical Instructor:** _____

Date: _____

SA - Strongly Agree A – Agree N – Neutral D – Disagree SD - Strongly Disagree

Question	SA	A	N	D	SD
The instructor was on time for the clinic.					
The instructor was readily available during clinic hours.					
Was the instructor responsible for including conference time in this clinic (rotation)?					
The instructor displayed a courteous and professional manner toward me.					
The instructor displayed a courteous and professional manner toward the patient.					
I was made aware of the expectations of the clinic instructor at the appropriate time in the clinical rotation.					
The instructor provided me with clear, specific feedback about my performance.					
The clinic instructor made a point of observing some of my clinical skills.					
The instructor taught performance skills by assisting in the use of instruments and giving demonstrations.					
The instructor taught thinking skills, for example, by asking hypothetical questions, by asking me to make predictions, or by providing explanations for conditions observed in patients.					
The instructor had expertise in the clinic areas assigned.					

Comments:



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Clinical Site Visit Report (Form 308)

Clinical Site: _____ **Date:** _____

Student Name: _____

Topic	Yes	No
1. The student was at the clinical site assigned on the visited day	<input type="checkbox"/>	<input type="checkbox"/>
2. The student was properly dressed according to school uniform policy	<input type="checkbox"/>	<input type="checkbox"/>
3. The clinical instructor provided positive feedback of the student	<input type="checkbox"/>	<input type="checkbox"/>
4. Staff members provided positive feedback of the student	<input type="checkbox"/>	<input type="checkbox"/>
5. The student is showing a process in training	<input type="checkbox"/>	<input type="checkbox"/>
6. The student is capable of performing MRI procedures according to the level of training	<input type="checkbox"/>	<input type="checkbox"/>
7. The student provides satisfactory patient care according to the level of training	<input type="checkbox"/>	<input type="checkbox"/>
8. The student displayed a courteous and professional manner to patients and staff members.	<input type="checkbox"/>	<input type="checkbox"/>
9. The student takes care of the equipment	<input type="checkbox"/>	<input type="checkbox"/>
10. The student maintains a clean environment	<input type="checkbox"/>	<input type="checkbox"/>

Student Feedback:

Clinical Coordinator Signature: _____

Date: _____



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Clinical Preceptor Evaluation of Clinical Affiliate (Form 309)

Preceptor Name: _____

Clinical Facility: _____

Date: _____

Purpose: The purpose of this evaluation is to provide feedback to Med Academy from a faculty member (clinical instructors) about the learning environment, program curriculum, clinical education, student expectations, and other pertinent elements necessary for optimal program function. This evaluation is used as a performance improvement tool and to ensure that faculty is constantly involved in program development.

Question	Exceeds Standard	Meets Standard	Below Standard
Does the affiliated clinical site provide an adequate educational environment? Comments:			
Does the affiliated clinical site support faculty members and clinical preceptors to accomplish the program missions? Comments:			
Are clinical preceptors aware of the program's mission, objectives, curriculum, and outcomes? Comments:			
There is a clinical preceptor in charge of the student in each of the clinical sites? Comments:			
Is the number of patients scheduled daily at the clinical site appropriate for learning? Comments:			
Is the equipment used for clinical externship proper for training? Comments:			
Are the students exposed to a variety of clinical procedures? Comments:			



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Clinical Orientation Section Acknowledgment Form (310)

Student Name: _____

As a student of Med Academy, I certify attending to the Clinical orientation section where the following topics were explained to me:

- a) Copy of the Clinical Practicum Handbook was provided to me.
- b) Clinical policies listed in the Clinical Practicum Handbook were explained to me.
- c) Must wear the school uniform to all clinical activities.
- d) Must wear ID at all times while being at the clinical sites.
- e) Must wear facility ID at all times while being at the clinical sites (When applicable).
- f) Agree not to use a cell phone or any other electronic device in the patient care area.
- g) Protect patient confidentiality
- h) Adhere to the clinical site policies and procedures.
- i) Comply with safety regulation
- j) Maintain the attendance and procedures log up to date.
- k) Understand that the Clinical Training must be completed within a twelve (12) months period unless unusual circumstances occur.
- l) Understand and comply with the satisfactory academic process. To avoid any difficulties, keep your grade and evaluations above 75%.
- m) Maintain the clinical standards and understand the measures taken if I do not maintain these standards.
- n) Demonstrate competency in clinical procedures covered in the length of the course.
- o) Understand that for graduation; I must complete all specified clinical requirements for the program of study, which includes:
 - Complete all clinical hours listed on the Enrollment Agreement.
 - Maintain a satisfactory progress evaluation throughout the entire clinical training.
 - Demonstrate competency in all clinical procedures covered in the length of the course.
- p) Understand that if clinical hours and competencies are not completed in a timely manner:
 - The school will charge \$500.00 per additional month required to complete clinical hours or competencies.

I was informed and advise on all of the above items.

Student's Signature

Date

Clinical Coordinator

Date