Santa Rosa Junior College  
Radiologic Technology Program  

PRE-ROTATION FORM  

Fill out this form and submit to your new clinical instructor during your orientation session.  

Student's Name: ____________________________________________________________  

<table>
<thead>
<tr>
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<th>Question</th>
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<tbody>
<tr>
<td>1</td>
<td>How long have you been in the Radiology program?</td>
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<td>2</td>
<td>Where were your previous rotations and how long at each place?</td>
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<td>3</td>
<td>Which positioning skills have you had up to this point?</td>
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<td>4</td>
<td>Which positioning skills will you have had by the end of this rotation?</td>
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<td>5</td>
<td>Which procedures do you feel comfortable performing?</td>
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<td>6</td>
<td>What competencies do you need to be checked off during this rotation?</td>
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Student Orientation to Clinical Facilities

All students must be oriented to the clinical education center where clinical experience is provided and to specialized areas such as Surgery, Emergency Care, Intensive Care, Coronary Care, and Pediatrics. It is the responsibility of the Clinical Instructor to provide this orientation either personally or by arrangement. Students must call to schedule an orientation session prior to beginning a new clinical assignment.

Orientation will at least include the following as they apply to the clinical site:

1. **Parking Regulations**: location, permits, day/evening, safety measures
2. **Cafeteria Procedures**: time and duration of meal and breaks and provisions for students bringing lunch
3. **Restroom Facilities**: locations
4. **Personal Storage Areas**: locker facilities and/or proper location for books, coats, bags and valuables
5. **Safety Procedures**: fire regulations, codes, security, reporting incidents, disaster plan, infection control guidelines, universal precautions
6. **Notification Procedure**: in case of absence or tardiness
7. **Mobile Units**: C-arm and portable machines
8. **Ancillary Equipment and Supplies**: location of grids, contrast media, immobilization devices, protective aprons/devices, lead markers, emergency cart, and linens
9. **Accessory Items**: needles, syringes, tourniquets, I.V. tubing, emesis basins, bandaging material, etc.
10. **Special Equipment**: operation of monitors, oxygen, I.V.s, etc.
11. **Introduction to Key Personnel**: radiologist(s), chief technologist, staff technologists, key ancillary staff
12. **Conference Facilities**: location for rooms, regulations, staff meetings
13. **Student Assignments and Information**: postings, posted student schedule, reject bin, lunch/breaks, weekend/evening policy, assignments and expectations
14. **Resource Materials:** radiographic positioning texts, teaching library

15. **Orientation to Department:** routines, patients transportation, procedure manual, equipment operation, patient requisitions

16. **Radiographic Equipment:** all rooms, phototiming devices, technique charts

17. **Darkroom or Digital Processing Unit:** film, processing, and duplicator

18. **Communications During Clinical Assignment:** emergency contact, making outside phone calls, visiting patients, contacting other students, confidentiality of patient records

19. **Hospital Information:** history, bed capacity, administrative personnel telephone protocol

20. **Hospital Tour:** orthopedic clinic, women’s center, other ancillary departments

21. **File Room:** jackets, color codes, I.D. system, paperwork, procedures

22. **Unusual/Non-Routine Positions:** shoulders, knees, etc.

23. **HIPAA in-service**

**Clinical Instructor:** At completion of this orientation, please sign this form and keep a copy for your records.

**Student:** Keep a copy of this form and submit for verification upon request.

________________________  ______________________
Clinical Instructor Signature       Date