

# Southwestern Community College Radiography Orientation Form

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Clinical Site:** \_\_\_\_\_

To orientate new students please go over the following checklist to ensure a smooth transition into a new clinical site. Each student will complete this checklist when rotating to a new clinical site. Please check off each item as it is completed. The student and Clinical Instructor should sign and date the form. Once completed, the form should be returned to the Clinical Coordinator.

- A. **Introduction** \_\_\_\_\_
- 1. Staff \_\_\_\_\_
  - 2. Radiologist(s) \_\_\_\_\_
  - 3. Department Supervisor(s) \_\_\_\_\_

- B. **Department Tour**
- 1. Radiography Rooms-including location of oxygen & suction \_\_\_\_\_
  - 2. Reading Area \_\_\_\_\_
  - 3. File Room \_\_\_\_\_
  - 3. Darkroom \_\_\_\_\_
  - 4. Special Modality Areas \_\_\_\_\_
  - 5. Reference Materials-including Policy & Procedure Manuals \_\_\_\_\_
  - 6. Location of Fire Extinguishers \_\_\_\_\_
  - 7. Location of Crash Carts \_\_\_\_\_

- C. **Hospital or Clinic Tour**
- 1. CCU \_\_\_\_\_
  - 2. ICU \_\_\_\_\_
  - 3. ER and waiting area \_\_\_\_\_
  - 4. Surgery and waiting area \_\_\_\_\_
  - 5. Cafeteria \_\_\_\_\_
  - 6. Central Supply \_\_\_\_\_
  - 7. Pharmacy \_\_\_\_\_
  - 8. Business Office \_\_\_\_\_
  - 9. Out-Patient Services \_\_\_\_\_
  - 10. Hospital floors or clinics \_\_\_\_\_
  - 11. Laboratory \_\_\_\_\_

- D. **Parking Instructions** \_\_\_\_\_

**E. Review of Department/Hospital Policies and Procedures**

- 1. Evacuation plan \_\_\_\_\_
- 2. Calling Codes \_\_\_\_\_
- 3. Radiographic Exam Protocols \_\_\_\_\_
- 4. Answering telephone \_\_\_\_\_
- 5. Registering patients \_\_\_\_\_
- 6. Film filing \_\_\_\_\_
- 7. Procedure for release of films \_\_\_\_\_
- 8. Operation of x-ray equipment \_\_\_\_\_
- 9. Darkroom Procedures \_\_\_\_\_

Clinical Instructor \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_