

**ARMSTRONG COUNTY MEMORIAL HOSPITAL
SCHOOL OF RADIOLOGIC TECHNOLOGY
POLICY AND PROCEDURE MANUAL**

Policy Title: Daylight, and Shift Differential and Holiday Assignments	Policy Number: 18 Page 1 of 3
Original Date: 4/91	Revision Date: 10/91, 6/92, 5/96, 6/98, 6/99, 12/01, 5/02, 1/03, 5/05, 6/08, 4/12, 7/12, 10/13, 6/14, 6/15, 6/17, 7/17
Last Review Date: 6/18	

The students follow a two week rotational schedule. The first and second year students have specific class and clinical days. The chart below indicates the class and clinical days during this two week rotation for the first and second year students.

Week One – First Year Students				
Monday	Tuesday	Wednesday	Thursday	Friday
<u>Class</u>	<u>Clinical</u>	<u>Class</u>	<u>Clinical</u>	<u>Class</u>
Follow Class Schedule	Follow Clinical Schedule	Follow Class Schedule	Follow Clinical Schedule	Follow Class Schedule
Week Two – First Year Students				
<u>Class</u>	<u>Clinical</u>	<u>Class</u>	<u>Clinical</u>	<u>Clinical</u>
Follow Class Schedule	Follow Clinical Schedule	Follow Class Schedule	Follow Clinical Schedule	Follow Clinical Schedule

Week One – Second Year Students				
Monday	Tuesday	Wednesday	Thursday	Friday
<u>Clinical</u>	<u>Class</u>	<u>Clinical</u>	<u>Class</u>	<u>Clinical</u>
Follow Clinical Schedule	Follow Class Schedule	Follow Clinical Schedule	Follow Class Schedule	Follow Clinical Schedule
Week Two – Second Year Students				
<u>Clinical</u>	<u>Class</u>	<u>Clinical</u>	<u>Class</u>	<u>Class</u>
Follow Clinical Schedule	Follow Class Schedule	Follow Clinical Schedule	Follow Class Schedule	Follow Class Schedule

The specific clinical and didactic schedules are posted in advance. The clinical schedule indicates room assignments and times of the clinical shift assignments. Each instructor provides a classroom schedule indicating the times of instruction and material covered during each class period. The students are also given a monthly master schedule. This calendar indicates class and clinical assignments for both classes and both instructors.

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As part of their clinical education, students will obtain experience during various daylight and evening assignments. Students are to arrive in the Imaging Services department promptly for all designated shifts. The student will report to his/her assigned room or to class. Students are provided with clinical and didactic schedules in advance. The student is under the supervision of a registered technologist during all assigned clinical shifts. The student schedule is posted at least monthly, in advance.

DAYLIGHT ASSIGNMENTS:

- 7:00 a.m. to 3:30 p.m.
- 8:00 a.m. to 4:30 p.m.
- 10:00 a.m. to 6:30 p.m.

EVENING ASSIGNMENT

- 1:00 p.m. to 9:30 p.m.

The clinical objectives for the daylight shift are as follows:

DAYLIGHT ASSIGNMENTS:

- A. The student will participate in the procedures performed during the day.
(This participation moves from a demonstration mode of observation to a practice mode of assisting the radiologic technologist. The student gradually moves into a competency level by gaining experience. This procedure is outlined in Policy 37 - Clinical Education).
- B. The student will help prepare the room and equipment for the procedures of the day.
- C. The student will practice proper medical asepsis techniques and follow standard precautions at all times.
- D. The student will communicate with patients in a professional manner.
- E. The student will recognize the physical and mental status of the patient to assist the patient in being as comfortable as possible.
- F. The student will follow directions from instructional staff, technologists, supervisors, and physicians.
- G. The student will integrate classroom knowledge into the clinical setting.

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EVENING AND WEEKEND ASSIGNMENTS

- A. Along with the daylight objectives the student will gain experience and apply knowledge when dealing with the unscheduled/emergency patient.
- B. The student will demonstrate independent judgment in organizing and prioritizing patient procedures.
- C. The student will assist and perform trauma procedures with little or no assistance.
- D. The student will choose the best positioning options and sequences in order to obtain quality images when modification of procedures is required.
- E. The student will select the appropriate equipment and image receptor maneuvers based on the patient limitation.
- F. The student will demonstrate speed and efficiency in handling emergency situations.
- G. The student will critique radiographs (under the supervision of a technologist) to determine if the images are diagnostically acceptable.

These assignments help to develop a technologist who can demonstrate problem solving skills/abilities that are necessary in order to adapt to the changing and challenging health profession. A total of 4% (84.5 hours) of the clinical hours during the second year will be spent in evening and weekend assignments. The student to staff ratio will be 1:1 during these assignments. Students may be assessed during these assignments.

Students will be scheduled off on all holidays recognized by the hospital. These include:

- | | |
|-------------------------|-----------------|
| 1. NEW YEAR'S DAY | 4. LABOR DAY |
| 2. MEMORIAL DAY | 5. THANKSGIVING |
| 3. JULY 4 th | 6. CHRISTMAS |

Students will be scheduled off (8 personal hours) in observance of their birthday. In the event that the student's birthday falls on a class day, the birthday observance will be scheduled the first clinical day (8 personal hours) following the actual birthday date (exception weekends). In the event that the birthday falls on a scheduled day off, another clinical day off (8 personal hours) will be assigned in observance of the student's birthday.