MRT Clinical Placement

Orientation

PRCT 353 Orientation- Agenda

- Debrief - Orientation
- CompTracker Forms
- PRCT 353 Marking Scheme

Break

- Logbook
- Competencies
- Using CompTracker in clinical
- Instructor Visits & Support

CompTracker in Clinical Placement

- We use CompTracker extensively throughout clinical
- Student-driven initiative. This means students are responsible for creating and submitting forms in CompTracker to accomplish tasks.
- 3 main purposes
  - Completion of forms
  - Image Critique Lines (IC Lines)
  - Competencies

CompTracker Forms

1.U se of Electronic Devices

- COMPLETE

2. Site Orientation

- Form to be submitted to the Site Liaison at the start of a new rotation
- Please ensure you have submitted one last week

3. Rotation Summary

- Submitted to the Site Liaison at the end of each rotation (site dependant)
- Submitted to the Site Liaison at the midpoint and end of each semester (site dependant)
- Not required for specialty rotations ie. CT, IR, BMD, Mammography and Children's Hospital

4. Objectives Forms

- Orientation Objectives - Ongoing throughout PRCT 353
- BMD and Mammography forms to be submitted to a preceptor
- Vascular/Interventional starts in PRCT 356. See Eden brook for info.

CompTracker Forms

5. Student Performance Feedback

- Submitted weekly to a preceptor.
- Verification of attendance
- Daily goals and reflection
- Create early in the week
- Ask preceptor prior to sending it to them
- Submit within 24 hours of final shift

6. Absence Notification Forms

- Must be submitted prior to shift start
- Submitted to a clinical instructor
- Submitting evidence for excused absence must be submitted to instructor within 5 business days for approval
- Select absent option in SPF form

CompTracker Forms

7. Instructor Site Visit Form
    - Instructors will offer formative and summative feedback during (or following) a site visit.
    - Created and submitted by student PRIOR to scheduled visit
    - Set goals/document progress/suggest strategies for success
    - Evaluate your professionalism and general workflow assessment

8. Critical Incident Form
    - Form created by site liaison when incident reported by preceptor
    - Student self reflection piece
    - Signed off by Edenbrook instructor/site liaison

9. Student Report Form
    - Created by site liaison or Edenbrook instructor
    - Documents concerns and can facilitate additional support moving forward
    - Delivered to student by site liaison and/or Edenbrook instructor

Policies and Procedures

<u>Attendance:</u> Students are expected to attend all scheduled time in clinical practice.

No switching of shifts with other students is permitted.

Policies and Procedures

- Absences:
  - Students who exceed 5% (4 days) absence will not meet the required hours to pass the clinical placement course.
  - Should you exceed the allowed absences, only excused absences may be considered for make up time – with approval from clinical site.
  - Documentation for excused absences must be submitted within 5 business days to clinical instructors
  - COVID-19 related absences will be considered excused – no documentation is required

Policies and Procedures

- Absences (continued):
  - If you are absent, you must:
    - notify the site as per site protocol
    - submit an Absence Notification form to an Edenbrook instructor on CompTracker PRIOR to shift start
    - Please submit any additional information (Dr's note, other information) to clinical instructors
    - Attendance is tracked via forms in Comptracker
      - Student Feedback forms – includes attendance statement
      - Absence Notification forms

Policies and Procedures

- Appointments:
  - Must be approved ahead of time by site liaison
  - Must not exceed 2 hours off the floor
  - Must be kept to a minimum
  - If a student misses more than 2 hours of their scheduled shift, it will be considered an absence. Notification of absence form required.
  - Add all appointment time to your weekly feedback form.

CompTracker Forms

Any questions about other forms?

- Student Feedback forms
- Orientation Objective forms
- Rotation Summaries
- Attendance policy

How Do I Pass Clinical Placement?

PRCT 353

Professionalism - 20%

Case Study Assignments - 20%

Clinical Assessments - 60%

- Orientation Evaluation - 5%
- Required Logbook Lines - 15%
- Required Competencies - 20%
- Workflow Competency Assessment - 20%

*All rubrics and assessment tools are posted on Eden brook Brightspace

PCT 353 Gradeable Components

Professionalism - 20% (Rubric in Eden brook)

- Completion of course components (/20)
  - Orientation Objectives forms
  - Student Feedback forms
  - Rotation Summaries
  - Compliance with Attendance policy
- Professionalism Standards (/20)
  - Professional Appearance
  - Critical Thinking
  - Communication Skills
  - Engagement
  - Responsibility

PRCT 353 Gradeable Components

- Professionalism Standards are modeled at the workplace.

- How can you be successful?
  - Show initiative! Get involved in every case.
  - Communicate with your preceptors! Set goals, ask for help, speak up if you want to do something.
  - Be punctual, respectful, and have a positive attitude.
  - Don't make excuses when given feedback or corrected. Ask for clarification when you need to.
  - Pay attention to details and learn from your mistakes.
  - Take pride in your work, and always strive for your best.
  - Have fun!

PRCT 353 Gradeable Components

Case Studies - 20%

- 5 Case Studies
  - Hand & Wrist
  - Foot & Ankle
  - Chest & Ribs
  - Pelvis & Hip
  - C & T Spine
- Completed in Quizzes in Eden brook

  *If you require accommodations, submit paperwork to instructors

PRCT 353 Gradeable Components

Workflow Competency Evaluation - 20% (rubric posted in Eden brook)

- Goal – demonstrate consistent skills, high quality images, and good, safe habits.
- An Edenbrook instructor will complete your WFC (“workflow comp”) in a general x-ray rotation.
- Evaluation is based on 5 general x-ray cases that you perform independently.
- Rubric is posted in Eden brook Brightspace.
- Check Instructor Visit Schedule posted on Brightspace for your scheduled date.

PRCT 353 Gradeable Components

- How can you be successful in your WFC Evaluation?
  - Review the rubric in Eden brook Brightspace, and strive to make those gradable components a part of your workflow.
  - Participate in every case you can during clinical – that experience contributes to your success!
  - Build a consistent workflow and good habits every day you're working in general x-ray.
  - Review feedback

Break



Logbook – IC Lines

- Consider this your x-ray “portfolio”.
- Paper copy available on Eden brook – can be printed
- Your best work will be approved for your logbook, at image critique sessions with your site liaison
- Variety of procedures
  - Based on CAMRT Competency Profile
- 190 required cases (or “Image Critique Lines”)
  - 5% of final PRCT 353 mark will be awarded for completion of 40 or more required lines
  - Required lines must be completed by the end of PRCT 358
  - Logbook lines are cumulative. You work towards completing all lines throughout all semesters
- Recorded in CompTracker, navigate your progress using CompTracker.

Logbook

How do I get exams approved in my logbook?

Step 1 – Perform an exam independently.

Step 2 – Record exam in Clinical Placement Record of Performed Exam book. Preceptor signs book to verify you performed the exam.

Step 3 – Prepare for image critique session with your site liaison(s)

Step 4 – Present & discuss the exam and images with your site liaison

If the case/images meet criteria for logbook entry, you will submit for approval in Comptracker to your site liaison.

Logbook

- Submitting an IC line for approval:
  - ✓ Site
  - ✓ Accession # *be careful you enter it correctly!
  - ✓ Procedure notes ***must*** include technical factors & body part
    - ✓ If bilateral exam indicate which side was approved
    - ✓ For ANY lines indicate body part
- Assign to site liaison who approved case during image critique.
- See tutorial on Eden brook for additional information

Logbook

Abbreviations

- * IC – lines
  - These lines indicate that there is a competency associated with that exam. A minimum of 1 line must be approved before attempting the competency. (exceptions: OR C-Arm and Fluoroscopy Specialty)
- IC with a number
  - Minimum required views
  - IC - *knee4

Logbook Line

- Any
  - Ensure you specify body part in procedure notes
    - 2 required lines per category e.g., Upper Extremity Any
- Adaptive
  - Must adapt tube angle to compensate for patient condition/position
- Trauma Spine
  - Must include cross-table lateral
- BMD - A and BMD - P
  - Assist and perform
- Simulated - (S)
  - Strive to perform, can be done in a simulated setting at the end of PRCT 358

PRCT 1: Diagnostic Exams

<u>PRCT 1: Diagnostic Exams</u> - *(CompTracker)*

- Provide students with an opportunity to practice skills and build confidence towards achieving IC lines.
- Students have opportunity to submit up to 20 exams in PRCT 1.
- Submitted to site liaison/designate or Edenbrook instructor in CompTracker

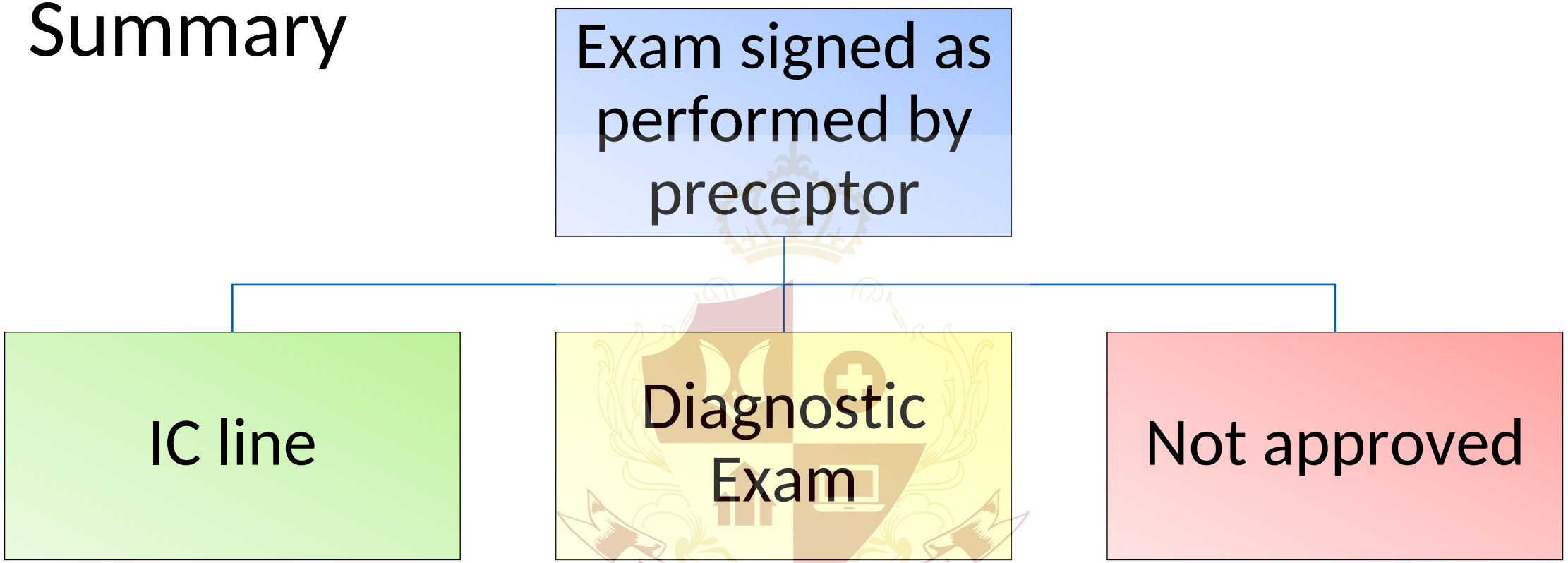
Let's look at the Diagnostic Exam Section in CompTracker together.

Diagnostic Exams - criteria

To qualify as entry into CompTracker exams must include:

- Signature by preceptor in the student “Record of Performed Exams” book.
- Diagnostic images as per site protocol.
- Visible student marker.
- All required anatomy.
- Complete critique by student (correct recommendations for improvements, patient condition, rationale for best imaging possible)

Summary



- Students are responsible for ensuring signoff in performance record for **all** performed exams being brought to image critique.

Logbook- Record of Performed Exams

Accession #	Site	LMP	Shield	Procedure	Date	Technical Comment	Tech Signature (Verify Performed)	Logbook Y/N	Diagnostic Exam	Initial	Logbook Location

Ensure you are recording technical factors & Exposure Index (EI) number for each case to discuss at Critique!

Logbook

Image Critique FAQ

- When / how often are image critique sessions scheduled with my site liaison?
  - Frequently
  - 1 hour/week (or more)
  - Can be scheduled ahead of time, sometimes done “on the fly” during downtime

Logbook

Image Critique FAQ

- Is an image critique session with my site liaison an evaluation?
  - No!
  - Image critique requires practice and will result in TONS of learning
  - Expect your first few critique sessions to go slow, as you learn and improve
  - Study those procedures you've performed so you're prepared!

Logbook

Image Critique FAQ

- How do I know what I need to achieve for my logbook?
  - Run a Remaining Requirements report in Comptracker
  - Refer to Logbook *(posted in Eden brook)*
  - 190 required lines total
  - Remember, this is cumulative over all of clinical placement

Logbook

Image Critique FAQ

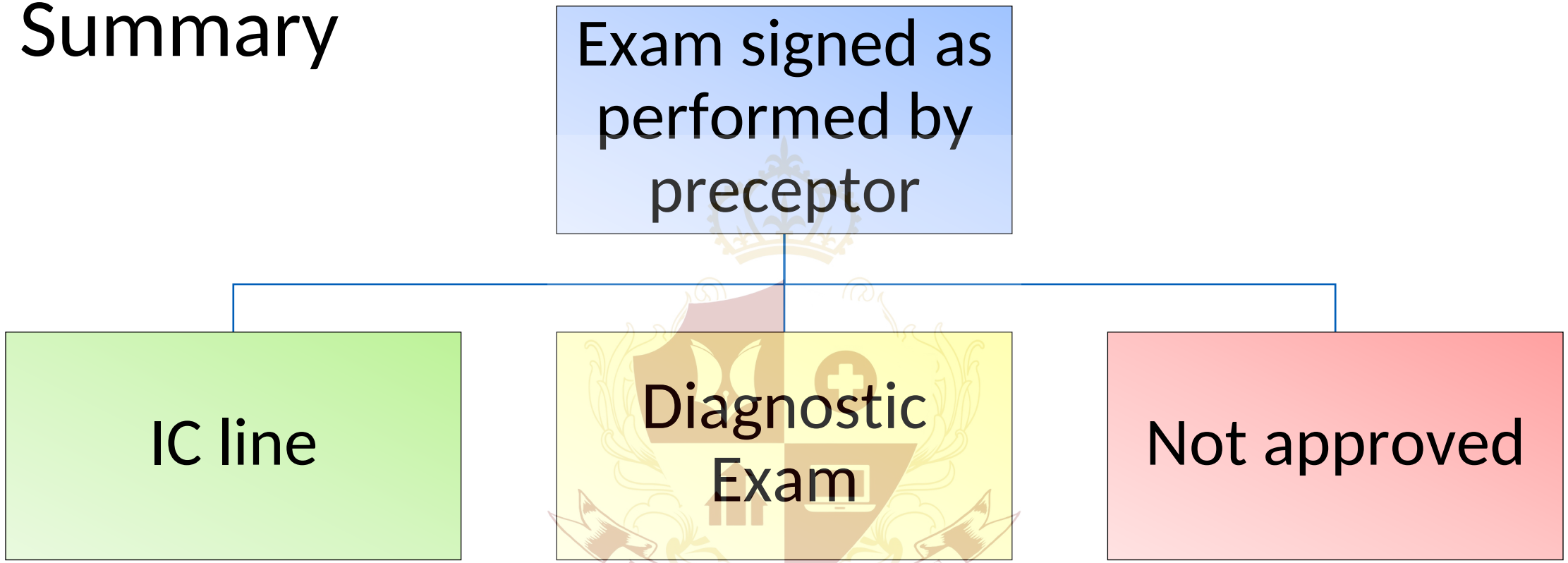
- What do I do once I have the required number of approvals for a certain exam?
  - Run a Remaining Requirements report in Comptracker – complete exams turn green!
  - Refer to Logbook *(posted in Eden brook)*
  - Keep practicing!

Logbook

Image Critique FAQ

- How do I prepare for image critique sessions?
  - Review resources
    - Image Critique Handbook
    - Bontrager
    - Radiographic Image Analysis
  - Review the Comptracker How-To videos *(posted in Eden brook)* for step-by-step instructions to submit logbook lines.

Summary



- Students are responsible for ensuring signoff in performance record for **all** performed exams being brought to image critique.

Competencies

Refer to the Logbook for complete list (*posted in Eden brook*)

Use the search bar in Comptracker. Type “COMP-” and all the procedures that require a comp will be listed

20 required competencies

- 5% of final PRCT 353 mark will be awarded for completion of 3 or more required competencies
- Attempt as many as possible in PRCT 353
- Required competencies must be completed by the end of PRCT 358

6 additional competencies

- Additional competencies ONLY reflected in your PRCT 358 mark
- Not required to pass program requirements

Competency exams can be completed at any time during the semesters.

Competencies

- Students are complete competency assessments throughout the clinical placement.
- Variety of procedures
  - Based on CAMRT competency profile
- All procedure data is stored in Comptracker
- Competencies consist of two steps:
  - Step 1 - Perform the procedure under the supervision of a lead preceptor.
  - Step 2 - Complete a case review with your site liaison.

Competencies

How do I challenge Step 1 of a competency?

- Once the corresponding IC* line is signed off you can start challenging the competency
- Ensure a lead preceptor can evaluate you for the exam.
- Submit a COMPETENCY FORM STEP 1 in CompTracker to that lead preceptor.
- Perform the exam independently, with the skills consistent of an entry-level technologist.
- Preceptor can fill out the form on your handheld device, or on the website.
- Preceptor evaluates if Step 1 is complete or incomplete.

Competencies

- Info tab in Comp Tracker includes detailed explanation of criteria for assessing step 1 competency attempts.
- Please familiarize yourself with all categories before attempting step 1 of a competency.
- Please submit a competency form for *EVERY* attempt!

Competencies

How do I achieve Step 2 of a competency?

- Step 2 (case review) to be completed within 5 business days of performing the case.
- Ensure your site liaison(s) is aware you need to review Step 2.
- Study and prepare for Step 2. The case review involves multiple theory questions including, but not limited to:
  - Image critique
  - Anatomy & positioning questions
  - Technical factor discussion
  - Patient Care questions
  - Pathology questions
- Submit a Step 2 competency in CompTracker to your site liaison who reviews the case with you.
- Site Liaison evaluates if Step 2 is complete or incomplete.
- Must achieve a minimum of 80% to be successful (70% CT)

Competencies FAQ

Competencies FAQ

What happens if my preceptor signs my step 1 attempt as Incomplete?

- Submit the attempt in Comptracker to show your effort, and receive valuable feedback you can use to improve on your next attempt
- Reflect, study, practice, prepare, ask questions
- Try again!
- Unlimited attempts!

Competencies

Competencies FAQ

What happens if I am not successful in answering at least 80% of the questions in the competency review (*aka Step 2*)?

- Submit the attempt in Comptracker to show your effort, and receive valuable feedback you can use to improve on your next attempt
- Reflect, study, practice, prepare, ask questions
- Start the process over – perform another procedure with a lead preceptor
- Unlimited attempts!

Competencies

Competencies FAQ

How are logbook lines and comps different?

- Logbook lines are assessed primarily on image quality (positioning, centering, collimation, marker placement, exposure)
- Competencies are assessed as a complete exam – your performance with the patient, your knowledge and ability to evaluate your images and discuss the case.
- Logbook lines represent your BEST images
- Competencies require high quality images but are also an assessment of your overall performance and knowledge.
- Images acquired during step 1 comps may be eligible for entry as an IC-line or Diagnostic Exam.

Competencies

Competencies FAQ

How do I prepare for competency reviews?

- Review resources
  - Image Critique Handbook
  - Bontrager
  - Radiographic Image Analysis
  - Pathology
  - Patient Care
  - Radiation Protection

- Review the Comptracker How-To videos *(posted in Eden brook)* for step-by-step instructions to submit Competency Step 1 and Competency Step 2 forms.

Logbook & Competencies

How do my logbook lines and competencies contribute to my clinical mark in PRCT 353?

- During instructor visits, we will discuss progress and help you set goals.
- The expectation is that you will achieve required logbook lines and competencies in PRCT 353.
- Minimum expectations for PRCT 353 are 40 required logbook lines and 3 required competencies
- Must complete required logbook lines and required competencies to pass PRCT 358.
- Additional competencies will contribute to your final mark in PRCT 358.

Almost done……..

Do we need a break?

Questions?

Tracking my Progress in Clinical Placement

- You will learn how to use CompTracker to help you track your progress in clinical
- It takes time use the resources provided
  - PowerPoints
  - How to videos
  - Ask your classmates
  - Reach out to an instructor!
- If you are using the CompTracker App you MUST sync daily.

CompTracker Reports

Remaining Requirements Report

- Quick overview of remaining IC lines and required competencies
- Great tool for planning image critique session

Logbook/Skill/Competency - by area, with student detail

- Detailed count of number of IC lines and all remaining competencies

Duplicate Accession Number Report

- Ensures entering accession numbers correctly

Accession Number Match Report

- Ensures step 1 and step 2 competency forms match

Instructor Visits

- Scheduled during each semester. Instructors will give feedback, help set goals, review expectations.
- 2 in person visits scheduled per student in PRCT 353
- Instructors will schedule any assessments in advance
- Instructor visit schedule posted in Eden brook (subject to change)
- Student to complete Part 1 of Instructor Visit form prior to scheduled instructor visit
  - Reflect on Logbook progress, Competency progress, professionalism, and preceptor feedback received.
  - Outline upcoming schedule and set goals
  - Create an action plan to meet those goals
- Instructor will complete Part 2 of form following visit.

Additional Support in Clinical Placement

- When questions and concerns arise, be sure to use available resources for assistance.
    - Clinical Instructors (PRCT 353)
        - Additional visits (virtual or in-person) can be arranged
    - Education Coordinator
    - Site Liaisons
- Student Development and Counselling
    - On-campus or virtual appointments available
    - On-line wellness programs

PRCT 353 Orientation

Communication is the key to success!

Reach out with questions and check Eden brook & email daily for updates!