Radiology Meeting – 5/21/2025 Time: 2:30p Location: A-125

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| Meeting called by | Rendy Petrin, Program Director |
| Type of meeting | Radiology Team Meeting |
| Facilitator | Rendy Petrin, Program Director |
| Note taker | Rendy Petrin, Program Director |
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Attendees: Rendy Petrin Program Director, Coleen Kubetschek Clinical Coordinator, Michael McNiskin Program Coordinator

Please read: Agenda

Agenda Items

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| --- | --- | --- |
|  | Presenter | Time allotted |
|  |  |  |

* Class and meeting Schedules Rendy 5 min
* 1st year orientation day slides All 5 min
* 1st year 1st week agenda All 10 min
* 2nd year program evaluation All 5 min
* One on One meetings Rendy 5 min
* Supplies for new labs All 10 min
* MRI safety presentation All 5 min
* Dosimeters for new labs All 10 min

Discussion

* Rendy asked everyone to keep their Outlook calendars up to date with their class schedule and meeting schedules.
  + **All agreed**
* The 1st year’s orientation day slides were reviewed and revised. We have our agenda ready for June 23rd 9a-1p
* Also reviewed and revised the new 1st year student’s first week of the program. The content of each day was reviewed and revised. MRI safety will be done by Rendy on August 27th at noon. Mike will give a college lab overview on August 29th at noon. Coleen updated the first week schedule and sent out to everyone.
* During this summer session, we will distribute a program evaluation to the graduating 2nd year students. Mike will have them fill it out during one of his classes
  + **Rendy will get the evaluation form to him**
* Rendy indicated that he will schedule one on one meeting with Mike and Coleen on a monthly basis. These meetings are for Mike and Coleen to have personal time with Rendy and they should set the agenda for what to discuss. If nothing needs to be discussed in any month, Coleen and Mike may choose to cancel that particular meeting
  + **Rendy will send out first meeting to be scheduled in June**
* Discussed what supplies are needed for the new labs. We will need minimum of 2 adult manikins and 1 child. Will also need 3 sets of positioning sponges.
  + **Mike will get quotes for the manikins and what the shipping lead time will be to receive them in time for July. Rendy will check with Tamra to see if we need 3 quotes and also how much money we have to spend.**
* Rendy will do the MRI safety presentation for the new first year students on August 27th at noon
* Discussed whether students should have a separate dosimeter to use in the college lab, or use the same one they will wear when at their clinical sites. It was agreed that we should get a separate one for the college labs for them to wear which they will leave at the college. Thereby if there is an exposure, we would know if it happened at the clinical site or at the college.
  + **Mike to order additional set of dosimeters for students to use when at the college lab.**
* No further discussion and meeting adjourned at 3:15p