

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

## Agenda Items

	Presenter	Time allotted
1. Student Handbook and Policies Review	All	45 min
<ul style="list-style-type: none"> <li>○ Program Learning Outcomes</li> <li>○ Clinical grading process</li> <li>○ Clinical absence and time make-up</li> <li>○ Use of gonadal shielding</li> <li>○ Practicum grading policy</li> <li>○ Re-entrance into program process</li> <li>○ Failure of core course process</li> <li>○ Addition of Mobile C-arm procedure evaluation form</li> <li>○ Clinical demerits</li> </ul>		

## Discussion

### 1. Student handbook and policies review:

The handbook needed several revisions, additions, deletions, and corrections. The team met to review and discuss the following items for the revised handbook to be published in January

- Program Learning Outcome: The old 4 program learning outcomes will be removed and replaced with the current 7 program learning outcomes
- The clinical grading process was reviewed and the order of items reviewed was changed to include an asterisk regarding students who are unable to make-up all required missed clinical time by the end of finals week. This will result in one letter grade drop for their semester grade in that practicum course
- Statement added to clarify that make-up days must be approved by the Clinical Coordinator FIRST and then by the site clinical instructor
  - Also added statement regarding mitigating circumstances that may be excused from counting as an absence
- Added statement in radiation protection rules section indicating that the use of gonadal shielding should only be utilized when it will not interfere with the purpose of the examination and when it aligns with the clinical facility policy.
- Practicum grading policy was added to the handbook for all practicum courses
- Timelines and guidelines for re-entry into the program were added. This also includes a skills simulation and testing of material required to be completed by the student.

- Identified how many courses may be failed and timeframe elapsed before student must re-apply for the program without automatic re-entry
- Clarified process if student fails core courses
- Added the Mobile C-arm Procedure Evaluation form to the handbook
- Added comment that clinical demerits could lead to failure of clinical practicum course and that prior to that happening, a counseling will be held with the student.

Meeting adjourned at 09:45am