



VOLUME 4: MEDICAL SERVICES	Effective Date: 6/1/12
CHAPTER 30: MEDICAL IMAGING	Revision Date(s):
4.30.5 RADIOLOGY STAFF TRAINING AND ORIENTATION	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PROCEDURE OVERVIEW

The California Correctional Health Care Services (CCHCS) Medical Imaging Services (MIS) staff shall complete the required hours of continuing education (CE) to maintain current certification. There shall be an ongoing educational program for the development and improvement of necessary skills and knowledge, orientation, and continuing education of all MIS employees.

II. PURPOSE

To ensure MIS staff maintains licensure by acquiring necessary continuing education units, maintain current medical technology and MIS skills, and to provide opportunities for enhancement of technical skills.

III. RESPONSIBILITIES

The Chief Executive Officer of healthcare is responsible for the implementation of this policy at the local level.

IV. PROCEDURE

A. MIS Staff Orientation and Training

1. All new MIS staff shall receive a one-week in department orientation. New MIS staff shall be oriented on necessary computer programs, voicemail, film records management, report distribution, X-ray protocols and equipment. After a one week period, new MIS employees will be required to successfully complete a list of competencies. New employees include, but are not limited to new hires, long term registry staff, permanent interim employees, office assistants/technicians, and medical assistants.
 - a. Before new employees begin work:
 - 1) Review policies and procedures for MIS.
 - 2) Review institution specific exam protocols.
 - 3) Review service unit safety program.
 - 4) Review Correctional Treatment Center (CTC) infection control program.
 - 5) Review CTC fire and disaster program.
 - b. After employees begin work:
 - 1) Attend orientation.
 - 2) Attend radiation safety education programs.
 - 3) Attend annual facility wide fire safety program.
 - 4) Participate in ongoing facility wide staff development programs.

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- 5) Receive training on all necessary department computer programs such as: Strategic Offender Management System (SOMS), Inmate Locator, electronic Unit Health Record (eUHR), and any institution specific computer programs.
 - 6) Receive training on proper film records management.
 - 7) Receive training on exam report distribution.
2. As the items in sections IV.1 a and b are completed, they must be checked off the new employee check list. Once check list is complete, it must be signed by the new employee as well as their immediate supervisor.

B. Documentation of Training

Records shall be maintained in each employee's personnel file of all orientation, CE, and training courses attended. Records retained shall include the date and time of training, title of presenter, summary of content, and signatures of those who attended.

C. Equipment Training

All radiologic technologists, including fluoroscopy, must be licensed in the State of California, and must be trained to operate the equipment safely, use proper technique charts, be able to position the patient-inmate properly, and to process the film properly. This includes physician operators of fluoroscopic equipment. Each person should be trained in the proper operating procedures for each X-ray machine that they will operate. New employees need to acknowledge receipt of this training by signature on recording documentation.

D. Continuing Education

Radiologic technologists shall complete the required hours of CE to maintain current certification.

E. Instructional Binder

The MIS department shall maintain a current "how to" instructional binder. The binder shall be updated within 48 hours after approved changes are made to the daily workflow or policy.

V. REFERENCE

- California Code of Regulations, Title 22, § 79797, Staff Development