

RTU Student Internship Site Preceptor Guidance

You have been asked by a student of RTU to be a designated “preceptor” for this student's clinical internship. This document was prepared to assist you in acting as a coordinator.

The ultimate goal of the student internship is to provide the student with a broad swath of clinical experience that is relevant to the duties and knowledge base of a clinical medical dosimetrist. The internship should last for a period of time that provides the student sufficient opportunity to complete all the competencies that require clinical time. The student is expected to fulfill competency requirements in the following areas:

1. Radiation Protection and Radiation Safety
2. Diagnostic Imaging and Quality Assurance
3. Body-site-specific Imaging
4. Instrumentation and Quality Assurance
5. Radiation Therapy Physics
6. Treatment Planning
7. Special Procedures

A list of competencies can be provided by the student, or requested via email to info@rtuvt.edu. Review them with the understanding that it is expected that students may not be able to complete every competency based on factors such as equipment availability.

If you agree to be a preceptor, your site will be provided with a clinical affiliation agreement. Please fill out this form with your student and, if possible, any other preceptor or credentialed practitioner on-site.

The types of assistance that your student will need should not interfere with your clinical responsibilities. We understand that it is no small task to supervise and coordinate for a student, and sincerely appreciate your contribution to the student's successful experience.

If you have any questions about the internship or the content of this document, please contact Mellonie Brown-Zacarias, M.E.T., CMD, R.T.(T.), Medical Dosimetry Program Director, at mbrown@rtuvt.edu. You may also contact Betsy Datema, Director of Administrative Services, at bdatema@rtuvt.edu.

As a Preceptor...

- ✓ Prior to beginning, the student will need training on your site's policies and procedures, including health and safety, patient privacy, confidentiality, and any other relevant matters.
- ✓ Review the list of competencies to get an idea of what the student will need to do.
- ✓ The student would benefit from a brief, preliminary schedule covering the hours the student may work, a clear delineation of your availability, and a general overview of the clinical environment (e.g. "Tomo is only available after 4:00" or "chart rounds take place every Wednesday at 10:00")
- ✓ For every mandatory competency, a Mandatory Competency Evaluation Form must be completed. The form can be found on the RTU website at www.rtuvt.edu
- ✓ **All direct patient contact activities performed by the student must be performed under the direct supervision of a credentialed practitioner.**
- ✓ You will be asked to sign-off on completed competencies when...
 - The student has successfully and satisfactorily completed an activity.
 - The student has demonstrated competence.
 - The student provides a reasonable explanation as to why the competency cannot be completed.
- ✓ It is the student's ultimate responsibility to ensure that all necessary competencies are signed and all Mandatory Competency Evaluation Forms have been provided to RTU.
- ✓ All deliverables have documentation, evidence, or discussion in the student's journal. Please have the student show you the journal during evaluations and prior to signature—you do NOT need to review the actual content, but just check to ensure the student has been keeping up with the journal.
- ✓ Please help the student arrange to work with equipment or other resources.
- ✓ Please provide for the student to be supervised when they are performing competencies. The students are directed to always be supervised by a credentialed practitioner. You may supervise the student yourself, or you may arrange for an appropriate responsible person to supervise and then countersign that person's signature. **All direct patient contact activities performed by the student must be performed under the direct supervision of a credentialed practitioner.**

Your student may ask...

- ✓ to be allowed to sit in on or to view physics or medical procedures
- ✓ to be allowed to review documents such as technical specifications, commissioning data, or treatment plans.
- ✓ to perform certain procedures (with appropriate supervision)
- ✓ questions on clinical procedures in your clinic
- ✓ for signatures on a regular basis