

Trinity Health Radiologic Technology Program/Advisory Committee Meeting Minutes
January 7, 2020 2:00 pm

In Attendance	Michelle Bratton, (PD), Renae Stratton (CI), Paige Brodehl (Senior student representative), Jim Coffin (Radiology Dept Manager), Karen Zimmerman (CNO/VP Pt Care), Shelley Semrau (Dir. Organizational Development), Andrea Roedocker (Coor. Strategic Development); Becky Hoes (Community member), Dawn Rubbleke (co-Lead Diag. Tech); Jess Anderson (co-Lead Tech) Absent: Cindy Milkey (Community member); Jim Miller (Program Medical Director) Tammy Anderson (Staff Technologist/Part Time Clinical Instructor)
Review of Minutes	Sept 3, 2019 minutes were disseminated after that meeting and approved today.
Welcome	Becky Hoes and Cindy Milkey both retired from Trinity recently but have agreed to remain on the Committee as our community members. Welcome to Tammy Anderson as a part time clinical instructor, and part of the committee.
I. JRCERT Update	<p>A. JRCERT accreditation status: First, thank you to everyone who participated in the accreditation process and site visit. In September, the program received an accreditation of 5 years, with 2 areas deemed as still in progress non-compliant:</p> <p style="padding-left: 40px;">Objective 1.3 (Provides timely, appropriated, and educationally valid clinical experiences for each admitted student (<i>Provide assurance the program maintains a student to radiography clinical staff ratio of 1:1 always</i>)) & Objective 5.4 (Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement. (<i>Provide assurance the program analyzes student learning outcome data and PED and shares this analysis with the program's communities of interest</i>))</p> <p>A progress report on these 2 objectives and how the program is ensuring compliance is due from the PD September 1, 2020 wherein the JRCERT board will consider maintaining the 5 years accreditation or even extending it to 8 years.</p> <p>Both objectives were addressed in our Response to Findings: 1.3 by rearranging the junior students' clinical rotation schedule, delaying advanced modalities until the 2nd semester and tracking the 1:1 tech/student ratio more closely on the paper schedule. To demonstrate compliance on the specific issue of 1:1 tech ratio, the Progress report will also note that we have a Student Supervision presentation and test for all newly hired diagnostic techs, and that all current techs review the same periodically. Further, starting in 2020, all diagnostic techs and program officials will have the Student Supervision module as part of Trinity Health's mandatory health education via Health Stream. The students are informed of this policy initially and are reminded of it and the steps to follow when the technologist they are assigned to at a clinical site is unforeseeably absent. The Policy Manual section on Student Supervision has also been revised and will be included as an exhibit to the Progress Report.</p> <p>5.4 was initially addressed by revising the goal, student learning outcomes, tools and benchmarks. The committee reviewed and commented on the revisions to the SLOs in the last 2 meetings. The 2019 results from the 2nd (Jrs) and 5th (Srs) semesters were compiled and will be discussed in this meeting (See below). This committee has committed to ensuring real time discussion of the results, suggestions to improve the reporting methods for consistency, and revising benchmarks or tool to get more meaningful data. The Advisory minutes will be published on the website after approval, and all technologists will be invited to review the same.</p> <p>PD will send meeting minutes to committee members first and get approval, she will try the polling function in Outlook so that members can approve the minutes more efficiently.</p>

Trinity Health Radiologic Technology Program/Advisory Committee Meeting Minutes
January 7, 2020 2:00 pm

<p>II. Master Education Plan</p>	<p>B. Annual fee due by March 2, 2020, PD has submitted to director of radiology for payment.</p> <p>A. Didactic Curriculum: US course will not be taught anymore. See B. PD is considering adding a new course on Surgery/Portables/Other equipment in the future.</p> <p>B. Clinical Plan: Changes to the clinical schedule have been made to ensure that our students are not rotating through US on the same days as the DMS students. As such, going forward, radiography students will rotate through US in their 2nd or 3rd semesters, instead of the 5th or 6th so they can be there on Monday/Weds/Fridays (opposite the US students). The US course that had been taught and graded has also been removed from the curriculum and replaced with US reading assignment and worksheets completed prior to the rotation (like Rad Therapy & Nuclear Medicine and other modalities). The PD & CI spoke to the instructors of the US program and together concluded that it didn't make sense to have a graded course on US (which requires further formal education), when we do not have similar courses on Nuc Med or Rad Therapy, which also require further education). Instead, the PD would like to concentrate more effort into DXA, mammography, CT, IR, MRI- modalities that a radiographer might elect to train into on the job.</p> <p>C. Policy Manual – The PD & CI have begun the review of the PM and Clinical Plan, which will be disseminated to members once finalized for approval before next meeting in June.</p> <p>Application process: After scoring and working with the application process for interviews next week, PD seeks to revise prerequisites for the program to match similar hospital-based programs, mainly due to questions from applicants who already have a non-rad tech BS or Associates degree. Many other hospital-based programs require only 4 courses to apply to the clinical program-College Algebra, A & P (2 sem), written or oral communication and medical terminology. We currently require 11 courses (which historically were based on MSUs requirements). Changes would only 1 semester of physics, no required biology, chemistry, or computer science course - so we would still require 8 courses. The removed courses will still be optional/scored if completed for the college program an applicant is in. This will not change the applicant scoring process much, and even though we have fewer <i>required</i> courses the total points that an applicant can receive for grades changes very little. The changes are to ensure our applicant pool is open to persons with non-rad tech degrees that don't have as many science requirements. We are also considering a job shadow requirement of 4 hours to apply, or at least scoring a job shadow for those applicants that undertake such. We will continue to emphasize job shadowing at the MSU Intro to Rad Tech class. Members agree that this would be a valid inclusion as a prerequisite or otherwise.</p> <p>D. Student/Tech Supervision –A part-time clinical instructor as needed for the program (up to 10 hours/pay period) was approved and Tammy Anderson has been designated as such. The PD/CC are working on how to best utilize Tammy to the students' advantage.</p> <p>E. Mission Statement – We will review this at the next meeting in June.</p>
<p>III. Resource /Staff Updates</p>	<p>A. Trajecsys: Renae (CI) reported that she has been working with Trajecsys to learn more about how we can best utilize the program to reduce redundancies and paper. She has added forms for Clinical Professional Development, Monthly</p>

Trinity Health Radiologic Technology Program/Advisory Committee Meeting Minutes
January 7, 2020 2:00 pm

	<p>Evaluation and the Diagnostic Techs Evaluations of the students from their Clinical Rotations to Trajecsys. CI is also working with Customer Support to get Clinical Testing and Final Testing Forms added as evaluations. CI is also updating the students' Semester Objective Books to include the Advanced Imaging Modality Clinical Objectives that are currently in the Clinical Plan and are often forgotten by our students. The log books are often lost close to the end of semester, so hopefully by combining them, there will be less chance of that happening.</p> <p>B. Developmental Tests and Registry Review: All the required courses will be complete for the senior students by the end of March and registry review will begin during scheduled class times. The students have been set up to utilize RadTechBoot Camp for review on their own during the last semester.</p> <p>C. Tuition waiver or payback for hiring on as incentive to get more applicants and for departmental retention of students after graduation. The Director of Radiology and VP discussed ways to start a program like the nursing program as an incentive to graduates to apply for employment. Program officials would be able to market to applicants a program like this when implemented. ACTION PLAN: Karen and Jim will follow up on this issue together, as it is beyond the program's scope other than being able to offer the information as a marketing tool when seeking applicants and promoting the profession in the community.</p> <p>D. Image review with radiologist: New radiologists have joined Trinity, Dr. Amos in IR and Dr. Johnson (Mammo). ACTION PLAN: CI and PD will continue to work on scheduling more student interaction with radiologists.</p>
<p>Assessment Plan/SLOs DISCUSSION OF RESULTS 2019</p>	<p>A. Assessment Plan/SLOs: The newly revised 2nd/5th semester Assessment Plan for 2019 in its new reporting format was disseminated for discussion.</p> <p><u>General discussion:</u> All class benchmarks were met. Where possible, the revised 2019 SLOs were compared to past classes to track benchmarks and results either before the meeting or as found in the UPDATE sections.</p> <p>PD, CI, Jess and/or Dawn will form a subcommittee to improve some of the tools/forms by increasing the numerical range for more accurate scoring and breaking down some of the categories so students can be assessed more accurately for different things. At least 3 forms will be revised-The "technologist evaluation of the students" tool (6/19 benchmarks); the Clinical Performance Evaluation (4/19 benchmarks), and the Professional Development form (2/19 benchmarks). The subcommittee will discuss ways to improve these forms to collect more valuable data for assessment. Another suggestion was to set the benchmarks and results in percentages where possible to eliminate confusion on what the maximum possible score was in different tools. PD may go back and add percentages to the SLO results/benchmarks for this year.</p> <p style="text-align: center;">Discussion: 2019 SLO Results:</p> <p style="text-align: center;">GOAL 1: To graduate students who possesses effective verbal and written communication skills.</p> <p><u>Student Learning Outcome 1.1: Students will demonstrate effective patient communication skills.</u></p>

Trinity Health Radiologic Technology Program/Advisory Committee Meeting Minutes
January 7, 2020 2:00 pm

This is assessed by technologist feedback when assisting students with diagnostic exams (Clin Perf Eval), and on student evaluation forms from technologists from diagnostic and advanced modality rotations. **The benchmarks for both classes were met here.**

DISCUSSION/ACTION PLAN: The Goal and SLO do not need revisions. PD noted that benchmarks have been consistently met in this category for the past several years. This year it was revised to 6 instead of 3, non-random performance evaluations. Committee discussed whether the benchmarks should be raised or if the ranges available on the forms is too narrow for accurate assessment. The SLO subcommittee will work on the forms to more clearly assess specific communication skills, instead of lumping so many together for scoring, which creates a dilemma with only a maximum of 4 points available.

Student Learning Outcome 1.2: Students will demonstrate effective written and verbal communication skills.

This is assessed with student evaluations from technologists, CI grab-bag reviews, junior students' presentation of a written paper on an ethical topic, and the presentation of the senior students' research papers. **The benchmarks were all met here**, except for some individual scoring that was under the benchmark for the ethics paper/presentation. 1 student's presentation scored a 15 (instead of a 16). That student was counseled by the PD about the paper's conversational tone, and lack of presentation materials utilized.

DISCUSSION/ACTION PLAN: PD is considering options for the Research Paper tool since the timing generally falls in the 6th semester. The committee agreed that the tool shouldn't be removed, but maybe the tool for scoring could be revised to be the rubric used by the anonymous judge for the Michelle Keller scholarship which has a maximum of 100 points over 7 detailed categories on critical thinking, writing and grammar skills, relevancy, etc. and will be easy to track against past years. PD will revise the tool and benchmark to 75% (still 9 of 12 points) and tally the 2020 class, as well as track prior years against this benchmark for comparison.

UPDATE: PD amended the tool/benchmark and results and found the 2020 class met the benchmark at 83.4%, with a range of 92%-73%. This benchmark was also met in all years back to 2014.

GOAL 2: To graduate students who can apply critical thinking skills to professional practice.

Student Learning Outcome 2.1 Students will exhibit necessary critical thinking skills in the positioning and performance of patient exams.

This is assessed by the CI through performance evaluations and grab bags on positioning. **The benchmarks were met in both tools.**

DISCUSSION/ACTION PLAN: The Goal and SLOs require no revision, noting, however, if the performance evaluations are revised it may be necessary to review the benchmarks next cycle, but for now they are on track and the supervising techs and the CI are the most qualified to assess this skill in the students.

Student Learning Outcome 2.2 Students will demonstrate the ability to critically evaluate completed radiographs.

Trinity Health Radiologic Technology Program/Advisory Committee Meeting Minutes
January 7, 2020 2:00 pm

This is assessed by technologist evaluations of students during clinical rotations, and with a new image review tool during monthly image review where students are asked to critique radiographs and their critiques are assessed against the CI assessment of the same radiography and scored. **The benchmarks were met here and were exceeded, especially by the junior class.**
DISCUSSION/ACTION PLAN: Since it is a new SLO we will see what the next cycle produces before altering the tool or benchmark. There was some discussion of the inclusion details about the “n/a” in the comments (one of the choices on technologist evaluations). PD will add explanation for the n/a.

GOAL 3: To graduate students who are clinically competent entry level radiographers.

Student Learning Outcome 3.1: Students will produce images exhibiting accurate positioning and acceptable radiographic quality.

This is assessed on Trajecsys through student Performance Evaluations, CI Performance Rechecks, and CI Final Testing tools. **The benchmarks were met for each tool.**

DISCUSSION/ACTION PLAN: There was discussion about removing Final Testing as a tool and increasing the number of performance rechecks instead because final testing is generally not concluded until 6th semester. Our program requires 80% cumulative on final competency testing to *graduate*. However, an earlier SLO (3.1(2)-2018) utilized final testing scores as a tool and the benchmark was 90%. Prior to 2018 the benchmark had been 97%. Historically, this benchmark was easily met as a class even at 97%.

UPDATE: Since this information is still available for tracking, PD will continue to utilize the information in this non-SLO benchmark by placing all non-SLO Program benchmarks and results at the end of the annually reported SLO results so that is easily accessible for tracking and discussion.

Student Learning Outcome 3.2: To graduate students with effective radiation protection practices for self, patients and healthcare team.

This is assessed on Trajecsys through Performance Evaluation criteria entered by supervising diagnostic techs and student evaluations by technologists. **The benchmarks were met.**

DISCUSSION/ACTION PLAN: This is a new SLO so there are no past results for comparison, but it is nice to see that the benchmarks were met here. There was a suggestion to revise the Radiation Protection language in the tools to also include Patient Safety, since advanced modalities rotations like MRI are included in the technologist/student evaluation forms. PD will detail why a technologist marked n/a when it appears in the comments.

GOAL 4: To graduate students who possess ethical and professional behaviors necessary for an entry level radiographer.

Student Learning Outcome 4.1: Students will demonstrate professionalism and ethical behavior.

This SLO is assessed by student evaluation forms from technologists, Professional development forms by the CI and an Ethics clinical that all students participate in that is scored with a rubric by the PD & CI. **The benchmarks were all met here.**

Trinity Health Radiologic Technology Program/Advisory Committee Meeting Minutes
January 7, 2020 2:00 pm

	<p>DISCUSSION/ACTION PLAN: It was noted that it is a bit confusing to see the benchmark maximum score of 3 instead of 4 points, and that at a glance it looked like a benchmark had not been met. This prompted more discussion about how to format the common forms used as tools more consistently for ease of discussion and comparison.</p> <p>UPDATE: PD tracked this back 5 years and the benchmark has consistently been met.</p> <p><u><i>Student Learning Outcome 4.2: Students will demonstrate professionalism with the healthcare team.</i></u></p> <p>This SLO is assessed by student evaluation forms from technologists and professional development forms by the CI. The benchmarks were met in this SLO.</p> <p>DISCUSSION/ACTION PLAN: No changes necessary.</p> <p>UPDATE: These benchmarks/tools used to be in SLO 1.2 and were tracked back to 2015 by PD. Benchmark for tool 1 (3 for seniors or 100%) was not met in 2015 and 2017 (ranged between 2 and 3) wherein it is noted that remedial discussion was had with individual students. Benchmark for tool 2 has been met since 2015. This is again one of the forms we want to revise to add more depth to the scaling system to hopefully get more accurate data.</p> <p>CONCLUSION: The 2019 SLO results will be revised and disseminated to the committee members again, but overall the new reporting format was successful. PD will create a form tracking previous years' results where possible so going forward comparing results will be more easily assessed.</p> <p>B. Program Effectiveness Data (PED) 2019 class: This information will not be available for review until the next meeting, as the 6-month employer and prior student program evaluations will be sent out this month. PD asked Shelley about using electronic fillable surveys by email to hopefully get more and faster responses to the surveys. Shelley noted that the information would also be more easily tracked and compared as well in the electronic forms.</p> <p>ACTION PLAN: PD to follow up with Shelley in Organizational Development by getting her the forms so Shelley can assess which electronic survey system to utilize.</p>
<p>V. Administrative Schedule/Open discussion</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The next Committee meeting will be in June after the graduating class has taken the registry, date to be determined. UPDATE: Next meeting scheduled for June 2 at 2 pm. <input type="checkbox"/> We will be conducting 10 interviews January 15th for up to 6 positions. We had 13 applicants this year. Interviews were scheduled for 11 (2 applicants changed their mind- one got into our US program, and the other wants to apply to US next year.) Another interviewee took a position in Bismarck and cancelled. Last year we had 8 interviews out of 11 qualified applicants. <input type="checkbox"/> Lead technologist Dawn recognized that the 2020 class of students have been working hard and that most of them were just about done with their clinical exam writeups. Congratulations to this class for being hard workers.
<p>VI. Student Report</p>	<p>Paige reported that the students are interested in the tuition reimbursement discussions, as the time is nearing to seek out employment opportunities. Karen noted that the new graduates would be able to participate in such an opportunity if it is approved, even if it is after May when they graduate.</p>