

**Trinity Health Radiologic Technology Program
Advisory Committee Meeting Agenda
September 3, 2019 3:30 pm/Skyline Room**

In Attendance	<p>Michelle Bratton, (PD), Cindy Milkey (CI), Renae Stratton (CI-in training), Paige Brodehl (Senior student representative), Jim Coffin (Radiology Dept Manager), Karen Zimmerman (CNO/VP Pt Care), Shelley Semrau (Dir. Organizational Development), Andrea Roedecker (Coor. Strategic Development)</p> <p>Absent: Becky Hoes (Radiology Coordinator), Dawn Rubbleke (co-Lead Diag. Tech), Jane Nygaard (Community Member); Jess Anderson (co-Lead Tech); Jim Miller (Program Medical Director)</p>
Review of Minutes	<p>March 22, 2019 minutes were disseminated to Committee members in March and were approved at this meeting. PD will send those minutes to the new members as the revised SLOs were discussed at length in that meeting.</p>
Welcome	<p>PD welcomed new committee members: Shelley Semrau, Director of Organizational Development at Trinity Health, Andrea Roedecker, Coordinator of Strategic Development at Trinity Health and Renae Stratton, Clinical Instructor in training. Jess Anderson will also be joining the committee as the new co-Lead diagnostic technologist. The unique backgrounds of these new members will certainly enhance the program and provide new avenues for improvement and change. Jane Nygaard, our community member, has formally retired from the Committee. Becky Hoes and Cindy Milkey are both retiring from Trinity this year but have agreed to remain on the Committee as our community members.</p>
I. JRCERT Update	<ul style="list-style-type: none"> A. Response to ROF (June): Program’s response to the ROF, which had most of the citations that the site visitors noted during the visit was submitted in June. There was a quick review of the major changes implemented – see meeting minutes from 3-22-19 for more details, but included significant revisions to the SLOs, a Master Plan overhaul, JRCERT Curriculum Analysis updated for new course numbers, ASRT curriculum review, revisions of Policy Manual /Clinical Plan, deletion of the student handbook, and revisions to student coursework and schedules. B. The JRCERT decision for reaccreditation will not be made until the October 24-25, 2019 JRCERT board meeting. C. PD will be submitting the annual JRCERT report for 2018 which is due October 2019. D. PD noted that in reviewing the 2021 JRCERT proposed changes to their standards, the wording regarding tech supervision of students for portable/surgical procedures needs to be direct, regardless of the students’ level of proficiency and that students must wear aprons for portables. It was noted that our policy already states this, but we have been reinforcing this with students and technologists as well.
II. Master Education Plan	<ul style="list-style-type: none"> A. Didactic Curriculum: The new textbooks (Merrills) have been well-received by students for positioning. PD is looking at moving to new Physics books soon. It was noted that it does take some time to update materials when changing texts, however, the courses are updated every year to ensure materials match new editions of any text, and to incorporate any comments from the prior class on the course.

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- B. **Grading scale:** The grading scale between clinical and didactic coursework in terms of percentages was made consistent with the major program revisions after the site visit. PD reported that this change has not made a difference in any didactic grades for the students, but it may affect how the final clinical grading comes out.
- C. **Clinical Plan:** Program officials will continue to get the student evaluations of the new 1st/4th semester schedules. This year, based on comments from JRCERT, Junior students spent the first 5 weeks in class before being assigned to any clinical areas, and they won't begin advanced imaging observations until the 2nd semester and only *after* undergoing introduction to those departments' procedures and safety first. This was accomplished with moving the patient care chapter on advanced modalities to the first semester. The course concentrated on basic information, tests and patient issues for each modality. The course was supplemented by having techs from each modality speak to the students about the exams, patients, and issues that arise in those areas. The students found this very interesting, informative and seemed to like being able to ask questions specific to the areas with a working tech. The PD reported that she gained valuable insight from these techs as well. This course will be incorporated next year in the 1st semester.
Some comments from lead techs on the juniors not being in the department for the first few weeks were that 5 weeks may have been too long before sending them to clinical areas. However, PD and CI pointed out that the juniors are exactly where other classes have been in terms of what they can do at this time - chest x-rays. PD agreed that 5 weeks was too long and will change it to 4 weeks next year. PD will investigate incorporating more visits to clinical areas as a student group so new students have time to become more comfortable with diagnostic flow prior to beginning clinical rotations.
- D. **Policy Manual** – The major revisions to the Policy Manual (incorporation of the student handbook) and Clinical Plan were completed and disseminated to the Committee members for approval in June prior to the Response to Report of Findings being submitted to JRCERT. The committee reaffirmed approval of this action. The PD will send the new committee members the Policy Manual for their review as well.
- E. **Student/Tech Supervision** – PD sought further discussion on the previously discussed idea of designating a diagnostic technologist to work a few hours a week as a part time clinical instructor, so the students have a point person to go to daily as the CI's office in not physically located in the department. The CI is in the department several times daily but is not a working technologist. The students continue to request a "point" person who is more readily available. Jim mentioned that this is possibility and there are some technologists who would be outstanding in this position.
- F. **Mission Statement** – PD read the program's Mission Statement and noted that it was revised at the last meeting. Committee agreed that it continues to be consistent with the program's goals and mission.

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<p>III. Resource /Staff Updates</p>	<p>A. Staffing: Cindy will be retiring October 25. Renae Stratton is now training to be the Clinical Instructor as of Oct 25. Welcome Renae! Becky Hoes will be retiring this winter and will remain on the committee when available. Cindy will also remain a committee member.</p> <p>B. Developmental Tests and Registry Review: PD sought discussion on registry review materials to replace/supplement the St. Catherine’s tests that are no longer being updated (and will eventually be outdated). PD used an on-line program called RadTech Bootcamp in 2019 in a free 30-day trial. The 2019 seniors liked it and felt it would be useful during registry review and during the last few months of class. PD would like to begin using it in at least the last 6 months of a senior students’ program as an additional resource and to replace St. Cath. Tests. The cost for 6 months is \$80/student - 18 month \$100/student - 26 month \$120/student. There is a \$500 one time set up fee. After the setup we can use it every year for the months/time frame that we choose. There was some discussion that the \$80 fee per student could be included in book expenses in the future. ACTION PLAN: PD will send proposal to Jim for his review.</p> <p>C. Tuition waiver or payback for hiring on as incentive for applicants – it was discussed at the last meeting that it may be difficult to call it tuition waiver since each student does not pay the same amount, depending on where they are getting degree, or if self-pay. Karen noted that Trinity does have a program in place for nursing, and that we should investigate a similar model for radiology. It would be a nice marketing tool for students in the program, and possibly something that we could use in marketing the program to the public to increase our applicant pool. ACTION PLAN: PD to follow up with Karen and Jim on this issue by email and see if we can implement something like the nursing program to assist in retention of our current students and promoting the profession in the community.</p> <p>D. Image review with radiologist: Discussion was held about how to implement a process where the students can observe radiologist readings. In the past radiography students had been assigned to sit with a reading radiologist for a few hours but presently it hasn’t been as well received by the radiologists. Members agree that it is a valuable educational experience as hearing the radiologist read and analyze images is very important to a technologists’ skills and understanding. We discussed scheduling an image review with one of the radiologists over lunch, or maybe even when we do the monthly image review with the students in the classroom. Jim noted that the radiologists are just very busy and scheduling this type of review may be difficult. At a prior meeting Dr. Miller suggested this type of review in a group setting and Dr. Heninger would likely be interested in helping us implement this. ACTION PLAN: Renae/CI and PD will work on scheduling more student interaction with radiologists.</p> <p>E. Webpage updates are complete – comments welcome.</p>
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	<p>F. Trajecsys Report System – Policy Manual/Clin Plan/JRCERT is now on it along with more forms for student use, including the Professional Development form for semester evaluations.</p>
<p>IV. Evaluation of Assessment Plan- student progress</p>	<p>Assessment Plan/SLOs: PD noted that the revised SLOs were submitted to the JRCERT accreditation specialist and that he thought they were much improved. He did suggest the program consider reporting the results by year instead of by overall class performance. One notable SLO revision came from a JRCERT site visitor’s suggestion of removing the many measurement tools from SLO 3.2, which included all our PED information, and the JRCERT accreditation specialist agreed. This shortened and simplified the results for more meaningful discussion, as the PED information is discussed separately anyways. The 2019 revised SLOs will reflect the new reporting method di, which will be reviewed with the latest results at the next meeting after the 2/5 semester results have been added.</p> <p>2018 Results re-reviewed: The Committee reviewed a sample of the 2018 results that had been reprinted using the revised SLO reporting format. It was again noted that the 2018 class met all the benchmarks in the old SLOs except for SLO 3.2, which was “To graduate students with entry level employment skills” (which has been revised in the new SLOs). That benchmark was to graduate 100% of the students that begin the program. In 2018 this benchmark was unmet because one student withdrew from the program due to academic performance at the end of the 2nd semester. The committee discussed that academic withdrawal sometimes occurs, but is rare. In 2018 the withdrawal occurred after the student had been verbally warned about dropping below our 80% didactic grade level and had been working to improve the grade. The other students in this class did well academically and passed the registry on the 1st attempt. The student had been counseled and just could not raise her grade above 80%. With the small numbers of students per class, the instructors do spend extra time with students who need assistance with certain topics/subjects. It was also noted that there have been numerous program revisions to the curriculum since 2018 due to responses to the Report of Findings this spring and that in 2019 all students who began graduated.</p> <p>A. Program Effectiveness Data (PED) 2017-2019 class- Discussion was held on the 2019 class PED. The program met all its PED benchmarks in 2019 class. 5 of 5 students that began the program graduated, all 5 passed the exam on 1st attempt and 4 of 4 who actively sought employment were employed even before graduation. Trinity hired 3 students (1-CVI, 1-CT, 1-Diag), 1 student was hired in Bismarck and 1 student is going to dosimetry school. Relatedly, in the Program Evaluation filled out by 2019 senior students, all students felt the program adequately prepared them to perform as an entry level radiographer. Notable student comments were: to possibly incorporate an overnight shift; obtain better positioning models; doing a technique lab to better understand; more pathology images and discussion. This form is generally given to the students at their exit interview. The PD noted that she would like to give the form to the students a few days earlier so that they can give it more thought and elicit more constructive comments on the courses/rotations in the program. She will also revise the form’s language and numbering system to try to elicit more constructive comments and assess graduate satisfaction. She will have an updated form ready for the next meeting for review and comments.</p>

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	<p>B. 2017-2019 SLO results review. The 2019 class and their employers will receive post-graduation surveys in January. This will be the last class to use the former SLOs, as the same were significantly revised this summer after the JRCERT site visit. The committee reviewed the results from this class, which met all the old SLO benchmarks except for SLO 3.1 with a benchmark of individually final testing at 97% or above. When averaged together, the students met this benchmark, however, individually, 2 students did not receive 97% and underwent some remedial advisement with the CI. PD noted that old SLO 3.1 is the same as the new SLO, except that due to the grading scale changed, the new benchmark was changed to 90%.</p>
<p>V. Administrative Schedule/Open discussion</p>	<ul style="list-style-type: none"> • There was discussion on the committee’s continuing goal to make these meetings more frequent and meaningful. Scheduling can be challenging for so many people, so a subcommittee of the PD, CI and at least one other Committee member will review the SLOs after the 2/5 semesters (Jan) and after graduation (summer date for PED info) when the whole Committee cannot meet in a timely fashion. • The next Committee meeting will be in January, date to be announced in November. • There is a new imaging program in ultrasound being created at Trinity. There was some discussion of how one of our affiliated universities, Minot State University, may be adapting the Rad Tech baccalaureate degree so that the core coursework required is the same for a baccalaureate in Ultrasound. The degree track would have 2 options after the core curriculum is complete, clinicals in Radiography or Ultrasound. • There was much discussion on the program’s goal to target a larger applicant pool and retain technologists after graduation. Program officials and Trinity Health recruiters already attend local high school and college career fairs. Karen suggested that we speak to marketing and recruiting about doing more advertising to get local students interested in radiography. The PD recently spoke to the new recruiter, Melissa Weddell, and she is aware that we would like to target the junior colleges as well. The program has been getting lots of applicant inquiries who already have Associates or bachelor’s degrees in related areas. It was suggested that we try to find high schools to go talk to directly and foster interest in our field. Several members of the committee have contacts in outlying schools and will reach out to them. This is an ongoing topic. We feel we need to sell our Minot community along with the profession, to assist in attracting and retaining students in our program long term. <p>ACTION PLAN: PD to follow up with Melissa (Recruiter), Marketing (Jordan- social media) for Health News in the Minot paper, and Karen on this issue to continue to look for and implement ways to promote radiologic technology to increase interest in the occupation.</p> <ul style="list-style-type: none"> • Interviews of new applicants will be held Jan 15-16, 2020.

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VI. Student Report	Nothing reported at this meeting.
VII. College/Job Career fairs	<ul style="list-style-type: none"><li data-bbox="464 271 1919 331">• Renae and PD will attend the Future Palooza career fair at MSU on 9/12 to promote rad tech profession to high school students from the surrounding areas, with program flyers and business cards.