Radiologic Technology Program

Clinical Rotation Onboarding Instructions

Updated Fall 2025

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Introduction

Students enrolled in the Cañada College Radiologic Technology Program are required to complete a series of clinical rotations as part of their professional training. Each student is assigned to a local clinical site where they will gain supervised, hands-on experience in medical imaging and patient care.

Before beginning their clinical rotation, all students must successfully complete a clinical onboarding process. This process is a mandatory requirement designed to ensure compliance with the policies, procedures, and standards of both the college and the assigned clinical site.

Please note that each clinical site maintains its own onboarding procedures, which may include background checks, health screenings, orientation sessions, and completion of specific documentation. It is essential that students follow the onboarding instructions carefully and complete all required steps by the specified deadlines to ensure timely placement and participation in their clinical rotations.

The following document outlines the step-by-step onboarding instructions for each affiliated clinical site. This document is updated on an annual basis. These guidelines are intended to help students complete all necessary requirements efficiently and begin their clinical training without delay.

The following Cañada College Staff Positions are trained in these procedures:
- Program Coodinator
- Clinical Coordinator
- Program Office Assistant
- Science and Technology Division Assistant
- Office of Instruction Executive Assistant
- Science and Technology Division Dean

In the absence of any of these personnel, an alternate designee can use this guide to assist with the onboarding of students.

✅ **Student Placement Checklist – Kaiser Redwood City (KRWC)**

Site Contacts

- Assistant Director of Nursing & Clinical Practice. Kristen Hoy – Kristen.C.Hoy@kp.org
- The Permanente Medical Group (TPMG) Administration, Quality and Safety Consultant Kaiser: Beatrice Gambony – Beatrice.Gambony@kp.org
- Manager: Heidi Ann Quadra – Heidi.A.Quadra@kp.org

📅 Placement Prep Timeline: Start 6–8 weeks prior to placement date.
Assistant Director of Nursing & Clinical Practice will review documents at the 4-week mark and notify if anything is missing.

✅ Placement Process Steps

☐ **Step 1:** Cañada Staff submits the **Student Placement Request**

- Includes student's personal info, updated resume, and full rotation syllabus. We, radiology technology program, collect them and forward them to the Kaiser.
- Submit to The Permanente Medical Group (TPMG) Administration, Quality and Safety Consultant and Assistant Director of Nursing & Clinical Practice
- Follow up 1- 2 weeks after to confirm facility has received documents.

☐ **Step 2:** Cañada Staff sends the **KRWC Student Placement Packet** to the student

- Verify whether student has previously been placed at Kaiser:
  - If **yes**, obtain **NUID (National User ID). The NUID is requested by the Kaiser Hospital Contacts**
  - If **no**, write **NA**
    - Verification of previous placement
      - Returning students: look at the student's clinical history with the program.
      - New students: ask if they have ever been employed at a Kaiser Facility.
- 📎 Placement Packet Link

✅ **Student Placement Checklist – Kaiser Redwood City (KRWC)**

☐ **Step 3:** Student downloads and completes the **KP KRWC Student Checklist**

- Checklist is included in the placement packet
- Submit completed documents to **Office Assistant or contingent program staff**

☐ **Step 4:** Review the packet

- Ensure that all requested documentation has been provided
- Immunization records are complete and correspond to page numbers on the checklist

☐ **Step 5:** OA sends completed documents to:

- Kristen Hoy, Assistant Director of Nursing & Clinical Practice – Kristen.C.Hoy@kp.org
- Beatrice Gambony, The Permanente Medical Group (TPMG) Administration, Quality and Safety Consultant – Beatrice.Gambony@kp.org

☐ **Step 6:** The Permanente Medical Group (TPMG) Administration, Quality and Safety Consultant follows up

- Verifies if any basic information is missing
- Sends immunization reminders if any will expire before rotation ends

☐ **Step 7:** Assistant Director of Nursing & Clinical Practice, confirms clearance

- Reviews packet 4 weeks after submission and confirms student is cleared

☐ **Step 8:** Student schedules **Orientation** with **Heidi Ann Quadra,** Radiology Department Manager.

- Orientation includes first-day instructions

☐ **Step 9:** Student begins on **scheduled rotation start date**

First year students (RADT 418): start is the 5th week of the semester.

Second year students (RADT 448): start the first week of August.

✅ Student Placement Checklist – Kaiser Santa Clara Satellite Clinics/Kaiser Milpitas

Site Contact: Nicole Faria, Academic Programs, Nursing Professional Development
📧 Nicole.S.Faria@kp.org

⚠️ **On Hold for a year due to facility upgrades. Check in with Nicole in 9-10 months.**

✅ Placement Process Steps

☐ **Step 1:** Request and collect documents

- Immunization records, CPR certification, and past clinical assignments are collected
- Resume from the student
- Updated Course Objectives from clinical coordinator (Lezlee Inman)
  - Provide a current syllabus for each relevant clinical course.

☐ **Step 2:** Office Assistant (OA) completes and combines packet

- Fill out the most recent **Student Placement Request Form**
- Combine with student resume, immunization records, and course objectives

📎 **Forms & Links:**

- [2025 Student Placement Request Form](#)
- [Course Objectives – Syllabi](#)

☐ **Step 3:** Submit combined packet to Nicole Faria, Academic Programs, Nursing Professional Development

- Office Assistant (OA), contingent staff, or the student emails complete documents to Nicole
- If the student submits the documents, they must include the OA or contingent staff in the email via Cc.

☐ **Step 4:** Follow-up

✅ Student Placement Checklist – Kaiser Santa Clara Satellite Clinics/Kaiser Milpitas

- Check in with Nicole within 1- 2 weeks if there is no response

☐ **Step 5:** Nicole sends email with details

- Includes timeline, drive link, and list of required submissions
- ⚠️ **Save the student's NUID from this email** for future placements

☐ **Step 6:** Student works with OA/contingent staff if needed

- Complete all forms and verify everything is in correct order

☐ **Step 7:** Final submission

- Student sends final completed packet to Nicole
- **Lezlee Inman (Clinical Coordinator) and Alejandra Valencia (Office Assistant) must be CC'd**

☐ **Step 8:** Orientation scheduling

- Nicole clears the student and provides potential orientation dates

☐ **Step 9:** Student attends orientation

- After orientation, student is set to begin their clinical rotation

✅ Student Placement Checklist – Kaiser Santa Clara Satellite Clinics/Kaiser Milpitas

✅ Kaiser South San Francisco (KSSF) Student Onboarding Check-Off Sheet

Primary Contact- Leilani Bitanga-**Clinical Instructor** Leilani.Bitanga@kp.org

Manager- Paul Yoshida-**Area Director of Imaging** Paul.Yoshida@kp.org

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Timeline:

Documents must be submitted **6 weeks prior** to the student's rotation start date

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1. Prepare Documents

- ☐ Complete the [KSSF Facility Requirement Coversheet](#)
- ☐ Gather all required documents from the **student's personal file**

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2. Submit Documents

- ☐ Send all completed documents to **Leilani Bitanga**, Clinical Instructor
- ☐ Check in 1-2 weeks after packet has been sent to confirm facility received documentation.
- Facility will contact Office Assistant for Social Security Numbers. This is provided verbally (not sent via e-mail)

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3. Clearance for Start

- ☐ Confirm **all student files are current and complete**
  - o Office Assistant or contingent staff verifies that all of the documents (e.g., CPR and vaccinations) are not expired and that there no missing information from any document.
- Verify that the **student is cleared to start**
  - o The Clinical Coordinator, Leilani Bitanga, notifies Radiologic Technology Assistant that the student is clear.

✅ Kaiser South San Francisco (KSSF) Student Onboarding Check-Off Sheet

- ☐ Remind student: **Orientation is completed during the first day/week** at the KSSF facility

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4. Final Confirmation

- ☐ Confirm final clearance: **Student is cleared to start**.

✅ **Kaiser Union City (KUC) Student Placement Checklist**

Site Contact:

Student Externship Point Person- Grinda Millner – 📧 Grinda.X.Millner@kp.org

Facility Director-Andrew Jacobsen- 📧 [Andy. X. Jacobsen@kp.org](mailto:Andy.X.Jacobsen@kp.org)

Manager- Malinda Chitsena- 📧 Malinda.X.Chitsena@kp.org

Clinical Instructor- Veena Singh- 📧 Veena.K.Singh@kp.org

✅ 6–8 Weeks Before Start Date: Initiate Process

☐ **Step 1:** Office Assistant submits **Placement Request** to Grinda Millner via email

- Use either the **School Placement Form** or the **Student Placement Request Form**
  - 📎 [Student Placement Request Form](#)

✅ 1–3 Weeks After Submission: Await Approval

☐ **Step 2:** Wait for approval email from Grinda Millner, Student Externship Point Person

- She will include the program email: 📧 canradtech@smccd.edu
- The email will contain detailed onboarding instructions, including **KP Learn modules**
  - ⚠️ **NOTE:** Grinda will include a **specific deadline** for onboarding packet completion

📎 [Current Onboarding Packet Link (sent by Grinda)](#)

✅ Submit Documents & Confirmation

☐ **Step 3:** Student & Office Assistant complete onboarding packet
☐ **Step 4:** Send packet back in the same email thread
☐ **Step 5:** Wait for Grinda to **confirm receipt** of the packet
☐ **Step 6:** If no confirmation after 1 week, **follow up**

✅ **Kaiser Union City (KUC) Student Placement Checklist**

✅ Final Clearance

☐ **Step 7:** Once cleared, Grinda will email confirmation

- Radiology staff and KUC site staff will be copied
- Student is **cleared to start externship rotation**

✅ Student Placement Checklist – Lucille Packard Children's Hospital (LPCH)

Contact: Sharene Law, Clinical Instructor and Floor Supervisor– shlaw@stanfordchildrens.org

Contact: Jessica Lopez, Clinical Instructor– JeGomez@stanfordchildrens.org

Address: 725 Welch Road, Palo Alto, CA 94304

Phone: 1 (650) 497-8466 Opt 8

Timeline: Begin **4 weeks prior** to requested placement date

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📌 NOTE:

This facility **does not** require immunization records during onboarding.

However, records must be kept **up to date** and ready to send **within 1 days' notice**.

- ☐ 📷 Notify Students of Upcoming Rotation
  Send email to all students scheduled for LPCH rotation.
  Include:
    - Rotation schedule
    - o **This is provided to students by the program's Clinical Coordinator (Lezlee Inman) and / or Office Assistant (Alejandra Valencia).**
        - Deadline to contact Clinical Instructor (CI – Sharene Law) **is 4 weeks prior to the start of the clinical rotation.**
        - Program CC (Lezlee), CI, and all scheduled students
- ☐ 📧 **Clinical Instructor Sends Onboarding Information directly to the students.**
  Clinical Instructor will email students with:
    - Parking pass directions
    - Any other onboarding instructions
- ☐ 🚒 Students Complete Parking Permit
  Students must submit their **parking pass permit** before the rotation begins.
- ☐ ✅ Final Confirmation with CI (1 Week Before Rotation)
  Double check with Sharene **Clinical Instructor** to confirm that **all students are cleared**

✅ Student Placement Checklist – Lucille Packard Children's Hospital (LPCH)

and ready one week prior to their onboarding date.

✅ Student Placement Checklist – Palo Alto VA Medical Center (VAPA)

Site Contacts

- **Cecilia Lantz** Clinical Instructor– Cecilia.Lantz@va.gov
- **Radiology Supervisor:** Alysen Lin – Alysen.Lin@va.gov

📅 **Start process at least 8 weeks prior to requested placement date**

⚠️ *Note: VA onboarding is lengthy (2–3 months). Students must act promptly to meet deadlines.*

✅ Placement Process Steps

☐ **Step 1:** Send onboarding email to student

- Include **Lezlee Inman** and clinical instructors on CC
- Attach 6 required onboarding forms (see list below)

📎 Files to send to students:

- VA Form 10-9050
- Personal Data Info Sheet
- Criteria for New PIV Badges
- VA Mandatory Training for Trainees
- OF-306 (Fillable – use instead of I-9)
- Electronic Fingerprint Verification
- TQCVL Letter Template
- TQCVL List of Health Professions Trainees
  - 🔗 [Document Folder](#)

☐ **Step 2:** Student completes all required forms

- Sends completed file to **Cecilia Lantz** (Cecilia.Lantz@va.gov)
- CCs **Alejandra** and **Lezlee Inman**

☐ **Step 3:** Cecilia Lantz reviews file

✅ Student Placement Checklist – Palo Alto VA Medical Center (VAPA)

- Confirms if additional forms or training certificates are needed
- Asks student to confirm fingerprinting steps and badge appointment

☐ **Step 4:** Student responds

- Confirms **appointment dates** for fingerprinting and badge pickup

☐ **Step 5:** Student attends **badge appointment**

- Once complete, student is cleared to begin rotation at **VA Palo Alto**

✅ Student Placement Checklist – Palo Alto VA Medical Center (VAPA)

✅ Student Placement Checklist – San Mateo Medical Center (SMMC)

Primary Contact Head of Education: Akram Abdul Cader– acader@smcgov.org

Manager: Jacqueline Pelka – JPelka@smcgov.org

Clinical Instructor: Loubna Chraibi – Lchraibi@smcgov.org

Address
222 W 39th Ave
San Mateo, CA 94403

Timeline: Begin **4 weeks prior** to requested placement date

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- ☐ 📋 Send Student Declaration Form

  Office Assistant/contingent staff sends student the **Student Declaration Form**: https://forms.office.com/g/JfgRtACuCC

  📝 Remind student to return a **copy of the completed form** for program records.

- ☐ 🔍 Check OIG Clearance

  Search student's name in the OIG Exclusions Database: http://exclusions.oig.hhs.gov

  Ensure they meet **clearance requirements**.

- ☐ 🧾 Complete SMMC Student Trainee Placement Form

  Alejandra (O.A) completes form using documents from the student's personal file.

    Include verification of:
    - Tuberculosis (QuantiFERON, Chest X-ray, or PPD)
    - Hepatitis B
    - TDAP
    - Varicella
    - MMR
    - Seasonal Flu (if applicable)

✅ Student Placement Checklist – San Mateo Medical Center (SMMC)

- Fit Testing (if applicable)

- COVID-19

- **BLS – AHA certified for Healthcare Providers**

- ☐ 📧 **Contact Akram for Clearance Confirmation**

   Alejandra (O.A) contacts **Akram Abdul Cader** to ensure student is cleared for the scheduled start date.

- ☐ 📬 **Receive Student Clearance from Akram**

- ☐ 📅 **Send 1st Day Instructions to Student**

   Alejandra (O.A) forwards **1st day instructions** to the student once clearance is received.

- ☐ ✅ **Student is Cleared to Begin Rotation**

✅ Student Placement Checklist – Santa Clara Valley Medical Center (SCVMC)

📷 **Key Contacts:**

- **Lorena Chavez** (Clinical Instructor) – Lorena.Chavez@hhs.sccgov.org
- **Melanie Plares** (Imaging Supervisor) – Melanie.Plares@hhs.sccgov.org
- **Diane Tiernan** (Director of Diagnostic Imaging) – Dianne.Tiernan@hhs.sccgov.org

Address: 751 S Bascom Ave, San Jose, CA 95128

📅 **Timeline:** Send documents **2 weeks prior** to start date

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✅ **Pre-Start Process**

☐ **Step 1:** Office Assistant/contingent staff completes **SCVMC Onboarding Requirements that are found in the Onboarding Packet below.**

- The required information is located in the student immunization files
  - ○ **Students upload this information to the CastleBranch web site. CastleBranch is an outside vendor who contracts with our district to collect immunization information and background checks for students enroll in health allied and nursing program.**
    - 📎 [Onboarding Packet](#)

☐ **Step 2:** Office Assistant/contingent staff reviews and ensures all onboarding requirements are fully completed

☐ **Step 3:** Office Assistant/contingent staff completes and signs the **SCVMC Verification Form**

- Form is included in the onboarding packet linked above
- Send to **Lorena Chavez, Clinical Instructor** at least 2 weeks before student start date

☐ **Step 4:** Office Assistant/contingent staff checks in with Lorena Chavez, **Clinical Instructor** 1-2 weeks after documents have been sent to ensure documents were received

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✅ Student Placement Checklist – Santa Clara Valley Medical Center (SCVMC)

✅ Final Approval

☐ **Step 6:** Lorena Chavez, **Clinical Instructor,** sends the **clearance email**

- Student is officially approved and set to begin rotation

✅ Student Placement Checklist – Sequoia Hospital

Placement System: MyClinicalExchange.com

Primary Contact: Education Coordinator and Vocera Administrator, Alexis Leary –

alexis.leary900@commonspirit.org

Manager: Michael Monteiro (email address pending) or Helen Monk –

Helen.Monk@commonspirit.org

Clinical Instructor: Nicole Hoffert – Nicole.Hoffert@commonspirit.org

Address

170 Alameda de las Pulgas

Redwood City, CA 94062

Timeline: Begin placement process **8 weeks prior** to the requested start date

- ☐ 🔐 Log in to MyClinicalExchange

  Login using your email with **Multifactor Authentication**.
  - o Locate the "Choose your Account" section of the page.
  - o Select "Student Login"
    - Students will need to create an account

- ☐ 📄 Create a New Request

  Select **"Traditional Requests"** → click the **"New Request"** button.

- ☐ 🏥 Submit to Sequoia Radiology

  Submit the request to **Sequoia Hospital** → select **Radiology**.

- ☐ 🕓 Enter Rotation Details (Start and End Dates)
  - o **The start and end clinical dates are found in the students' clinical calendars.**

    Fill out all drop-downs including:
      - Student rotation dates
      - Days/hours the student is scheduled
      - **Submit for approval**

✅ Student Placement Checklist – Sequoia Hospital

📌 NOTE:

If there are any errors (especially with **total hours**), the system won't let you proceed.

- ☐ ⌛ **Wait for Approval from Alexis Leary**

  Do not proceed until approval is received.

- ☐ 📨 **Notify Student About Registration & Payment**

  Send student details on **how to register and pay** through MyClinicalExchange.

  Instruct them to **follow up once payment is complete**.

📌 NOTE:

Students **must pay in full** before they can be scheduled.

- ☐ 📅 **Schedule the Student**

  Once payment is confirmed, schedule the student for approved dates/times.

- ☐ 📝 **Document Upload & OA Attestation**

  Student uploads all required documents to their profile.

  OA **reviews and attests** that documents are complete and student is ready.

- ☐ 📫 **Receive Clearance from Alexis**

  Alexis confirms clearance.

  Student is now **ready to begin their rotation**.