

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
Clinical Instructors' Meeting

Minutes

Jan. 21, 2025 3PM

CAÑADA COLLEGE (in person and virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA
Lorena C.- SCVMC
Jessica L.- LPCH
Marcus S. KRWC
Loubna M.- MILP

1. Minutes 12/10/24

2. Student/Onboarding Status:

- a. Update
 - i. KRWC
 - 1. Ann Tran start 1.7.25
 - 2. Emily Ramos KMIL (start 1/14/25)
 - ii. KUC starts
 - 1. Thomas Arendt(1/21/25)
 - 2. Tahnee Riddick (1/28/25)
 - iii. LPCH
 - 1. Margot Resurreccion, Simon Wu, Hak Lee (start 1.22.25)
 - iv. Sarima Phann has left the program, will consider re starting next Fall.
 - v. Thomas Arendt, rotating to VAPA 4/8.

3. Class of 2026 update

- a. **RADT 428**
 - i. First observation/PPG **3/14/25**
 - 1. Check with Lezlee for students rotating in or out of home hospital.

4. Class of 2025

- a. **RADT 458**
 - i. First observation/PPG **3/14/25**
 - 1. Check with Lezlee for students rotating in or out of home hospital.

b. CIs/CCs

- i. **Need updated copies of licenses.**

5. Specialty Offerings

- a. SCVMC
 - i. IR, CT, MRI, Mammo, OR, Trauma

6. JRCERT (Rafael)

- a. Update

7. *STANDING ITEMS*

- a. Holidays/Vacation 2024/2025

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
Clinical Instructors' Meeting

- | | |
|---|-------------------------------|
| i. Feb. 14-17 | President's Day |
| ii. March 31 st -April 4 th | Spring Break |
| iii. April 17 th | Flex Day |
| iv. May 24-26 | Memorial Day |
| v. May 24-June 1 | Vacation (Class of 2025 ONLY) |
| vi. August 2 | Nuestral- Redwood Shore. |

JRCERT possible visits 3/27/28/25 or 4/14/15/25

A. Feb. 18th 3:00 p.m. via Zoom

CAÑADA COLLEGE
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Feb. 18, 3PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA
Jessica L- LPCH
Leilani B- KSSF
Alysen L- VAPA
Marcus S- KRWC
Manmeet-KMIL

1. Minutes 1/7/25

2. Student/Onboarding Status:

- Update
 - KRWC
 - 1. Ann Tran start 1.7.25
 - 2. Emily Ramos KMIL (start 1/14/25)- currently there
 - KUC starts- currently there
 - 1. Thomas Arendt (1/21/25)
 - 2. Tahnee Riddick (1/28/25)
 - LPCH
 - 1. Margot Resurreccion, Simon Wu, Hak Lee (start 1.22.25)
 - Sarima Phann has left the program, will consider re starting next Fall.
 - Thomas Arendt, rotating to VAPA 4/8.
 - After spring break you will have new students.

3. Class of 2026 update

- **RADT 428**
 - First observation/PPG **3/14/25**
 - 1. Check with Lezlee for students rotating in or out of home hospital.

4. Class of 2025

- **RADT 458**
 - First observation/PPG **3/14/25**
 - 1. Check with Lezlee for students rotating in or out of home hospital.
- CIs/CCs
 - **Need updated copies of licenses.**
 - 1. Veena
 - 2. Loubna

5. Specialty Offerings (need all)

- SCVMC
 - IR, CT, MRI, Mammo, OR, Trauma

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- **VAPA**
 - 2 IR, 2 CT, and 2 MRI; mammo- 1
- **LPCH**
 - 2 if interested
- **KSSF**
- **SMMC**
- **KRWC**
- **SEQ**
- **KUC-**
 - mammo

6. JRCERT (Rafael)

- Update
- March 27th/28th
- 28th they will be at school reviewing documents and interviewing students, student access at school, visit financial aid, library, offices that help the students will get visited.
- Sites- visiting 3 facilities- everyone else that day they will let us know timeframe of when the CI's will be contacted via phone on the 27th or the 28th. More details to come.
- Expectations
- How do you support students, how many do you have, do you think the capacity should be higher or lower? Where is your radiation protection policy?
- Where do you keep student documents, are they stored electronically?
- who has access to the student files (facilities)
- how can students communicate with you,
- how do students access their documentation.
- LPCH, VAPA, KRWC. Keep licenses and registration on hand.
- They look at student logs. Student to tech ratio (1:1) can be 2 techs and 1 student but not the other way around. If you are still keeping documentation on paper, it needs to be locked in an office and only certain people who are able have access to those files. JCERT wants to see the AART registration. The AART doesn't have the fluoroscopy requirement so they just follow the state requirements. Maintaining the ratio.
- Who and how are you supervising the students.
- Direct Supervision (technologist is next to the student) and
- Indirect Supervision (can be outside of the room but within ear shot and able to get to student within seconds. 2nd years can be in indirect supervision)
- Operating room and portables ALL students require direct at all times
- They will interview students, but techs as well. Ensure the techs can reiterate the ratio and direct and indirect supervision. Tour the facility and resources, and interview preceptors, clinical and staff, look at records.
- LPCH ensure to have the policy on hand- last visit 8 years ago it was located in the physicist office on the main campus. Radiation protection
- **Rafael will continue to update as he receives new information.**
- **Information has been recording.**
- **Krissy B-Bachelors in progress.**

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7. *STANDING ITEMS*

- Holidays/Vacation 2024/2025
 - March 31st-April 4th Spring Break
 - April 17th Flex Day
 - May 24-26 Memorial Day
 - May 24-June 1 Vacation (Class of 2025 ONLY)

A. Mar. 18th 3:00 p.m. via Zoom

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
Clinical Instructors' Meeting

Minutes

Mar. 18, 3PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA
Jennifer O'Laughlin
Lorena C- SCVMC
Leilani B- KSSF
Loobna C- MILP
Sharene L- LPCH
Cecilia L- VAPA

1. Minutes 1/7/25

2. Student/Onboarding Status:

a. Update

i. KRWC

1. Emily Ramos KMIL (last day 3/27/25 returns to KRWC 4/8)
2. Katelyn Cao (start 4/8/25)

ii. KUC starts

1. Thomas Arendt (last day 3/27/25 returns to VAPA 4/8)
2. Tahnee Riddick (last day 3/27/25 returns to SMMC 4/8)
3. Jady Orji (start 4/8/25)
4. Deanna Pappas (start 4/8/25)

iii. LPCH

1. Margot Resurreccion, Simon Wu, Hak Lee (start 1.22.25)

3. Class of 2026 update

a. **RADT 428**

i. First observation/PPG 3/14/25

1. Check with Lezlee for students rotating in or out of home hospital.

4. Class of 2025

a. **RADT 458**

i. First observation/PPG 3/14/25

1. Check with Lezlee for students rotating in or out of home hospital.

b. CIs/CCs

i. **Need updated copies of licenses.**

1. Veena

ii. **CI role review (Rafael)**

1. JRCERT Radiology Standards for an Accredited Program.

iii. **Standard 3.2**

- Clinical Preceptor
- Is proficient in supervision, instruction, and evaluation; Documents two years' clinical experience

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- in the professional discipline;
 - Holds current American Registry of Radiologic Technologists (ARRT) certification and registration, or equivalent², in radiography.

5. Specialty Offerings (need all)

- a. **SCVMC**
 - i. IR, CT, MRI, Mammo, OR, Trauma
- b. **VAPA**
 - i. 2 IR, 2 CT, and 2 MRI; 1-mammo
- c. **LPCH**
 - i. 2 if interested
- d. **KSSF**
 - i. 1 Or/gen rad
 - ii. 1 CT- confirm if 2 in CT- involved doing biopsies or more ER- in house scanner- biopsies and the trailer- outpatient prescheduled appointments. Normally it is 2 weeks in-house and 2 weeks in trailer.
 - iii. 1 IR
- e. **SMMC-**
- f. **KRWC-**
- g. **SEQ- CT, special Cath lab, OR**
- h. **KUC-**
 - i. Mammo, Gen Rad- clinical work
- i. **KMILP-**
 - i. 1 CT
 - ii. 1 Mammo

6. JRCERT (Rafael)

- i. **CI role review (Rafael)**
 - 1. JRCERT Radiology Standards for an Accredited Program.
- ii. **Standard 3.2**
 - Clinical Preceptor
 - Is proficient in supervision, instruction, and evaluation; Documents two years' clinical experience

7.

- a. Update – request a smart room
 - i. Schedule will be sent via email.
 - ii. 12:30 meeting with Clinical instructors
 - 1. Zoom or in person
 - 2. All clinical instructors
 - 3. Request time between 12:30-1:30 to come
 - iii. Radiation Protection Policy- KSSF- Kaiser public signage posted, but Leilani will talk to management to see where that would be located.
 - iv. LPCH- do not have it posted in the rooms- radiation protection policy on hand and that the students are made aware of the policy when they arrive.
- b. March 27th/28th
- c. Sites

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- i. KRWC- Radiation protection policy must be available
- ii. LPCH
- iii. VAPA

CI role review (Rafael)

- i. JRCERT Radiology Standards for an Accredited Program.
- ii. **Standard 3.2**
 - Clinical Preceptor
 - Is proficient in supervision, instruction, and evaluation; Documents two years' clinical experience

d. Expectations

- i. Want to talk to program managers
- ii. Past graduates

e. Sample questions-

- i. How do you feel about having students?
- ii. Who works with the students?
- iii. How much freedom do you give the students?
 - 1. Direct supervision- right next to the student
 - 2. Indirect supervision- student is more independent and set up technical factors and within ear shot if the student needs help.
- iv. If they ask you something and you are unsure then tell them you can find out.
- v. Review our website so you know what our mission and program info is on the website.
- vi. Effectiveness Data is on the website
- vii. Assessment plan is on the website.

8. *STANDING ITEMS*

- a. Holidays/Vacation 2024/2025
 - i. March 31st-April 4th Spring Break
 - ii. April 17th Flex Day
 - iii. May 24-26 Memorial Day
 - iv. May 24-June 1 Vacation (Class of 2025 ONLY)
 - v. LPCH Only 1st week send advanced 1st years? - Sharene will let us
 - vi. August 2nd, 2025 Graduation

A. Apr. 15th 3:00 p.m. via Zoom- report from JRCERT

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Apr. 15th, 2025 3PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA
Lorena C- SCVMC
Jessica- LPCH

1. Minutes 3/18/25

2. Student/Onboarding Status:

a. Update

i. KRWC

1. Ann Tran start returned to KRWC

ii. KUC starts

1. Jady O./Deanna Pappas through 6.6
2. Jady B./ Kaylani Galindo 6.9-7.17

iii. KMIL

1. Katelyn Cao through 6.6
2. Erika Bagtas 6.9-7.17

iv. LPCH

1. Luz Martinez/Garrison Chin through 5.9

v. SCVMC-

1. How many students can you take?
2. 3 students no problem, second years until construction is done.
3. Then we can draft up a plan and send it over

3. Class of 2026 update

a. **RADT 428**

i. Final observation/PPG done by 5/14/25

1. Check with Lezlee for students rotating in or out of home hospital.

4. Class of 2025

a. **RADT 458**

i. First observation/PPG done by 5/14/25

1. Check with Lezlee for students rotating in or out of home hospital.

5. Specialty Offerings

6. 3 potential onboarding for

i. SCVMC- IR, CT, MRI, Mammo, OR, Trauma

1. Trauma- 2 potential students that need to be onboarding.

ii. VAPA-2 IR, 2 CT, and 2 MRI; 1-mammo

1. Simon (returning student)
2. Andrew – new to VA

iii. LCPH-2 if interested

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1. *No current interested students, but can we start the strongest first years at children's? (Completed a clinic, strong candidates, on top of their necessities, good grades.)*

2. *If there are any students that want to go back let us know who.*

- iv. **KSSF-1** Or/gen rad, 1 CT- confirm if 2, ~~1-IR~~
- v. **SEQ-** CT, special Cath lab, OR
- vi. **KUC-** Mammo, Gen Rad- clinical work
- vii. **SMMC-1** CT, 1 mammo

7. Specialty Interviews

- a. Questions
- b. Final assignments set by 5/1/25

8. JRCERT "outcome" (Rafael)- wait for the official result- 3-4 weeks

- a. **Couple issues with the schedule, work with the school to fix that**
- b. **Why do we start the semester before the official school schedule?**
- c. **Need a contingency plan, in- case we disappear what can the school do to continue with the program**
 - i. **In progress.**
- d. **Student handbook needs to show current updates**
- e. **Assessment reports**
 - i. **One single assessment to have date to reflect 2-3 years so we can track the information.**
- f. **Site visitors send the report to JRCERT and they can disagree, but normally they do not have much to differ on.**
- g. **Contingency plan**
 - i. **Alejandra is working on drafting one- so that whoever is qualified to get the process rolling can do so if Alejandra and team are missing and students can get started **ON TIME**.**
 - ii. **Lezlee adds that having the plan is a piece because Alejandra does a great job of getting it done within her time of 18 hours, but having someone to take over that work is another piece.**
 1. **Onboarding takes up a majority of Alejandra's 18 hour/week (her position needs more hours to better fit the program).**

9. GRADUATION Class of 2025

- a. **Canada Commencement** May 24th 10 a.m. on campus
- b. **Cohort Graduation** August 2nd

10. STANDING ITEMS

- a. Holidays/Vacation 2024/2025
 - i. April 17th Flex Day
 - ii. May 24-26 Memorial Day
 - iii. May 24-June 1 Vacation (Class of 2025 ONLY)
 - iv. Early mid-June **Figure out the next rotation with plenty of time in advance.**

A. **May 13th 3:00 p.m. via Zoom**

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B. Facilities updates

- i. Lorena's suggestion- Pocket cheat sheet- ask the students to put notes in their mini notebook (positioning book of notes) they have to be dedicated to updating the notebook so that they can have a pocket reference ready and handy. When they are struggling they have them look into their notes and they allow them time to review before they do an exam and after the exam they review it to see if they improved on and if they have any new things to reference from that experience.
- b. Did Sharene mention the visit? Jessica said Sharene specifically wanted to know what the feedback was.
- c. Lorena- thought the ladies were nice and relaxed, very kind and big smiles. Didn't feel like there was a lot of pressure and they would keep it casual and gaining information.
- d. JRCERT- asking for a survey of what type of meeting. CI's can send over feedback.
 - i. How they spoke to radiology staff seemed a little negative rather than a helpful feedback.

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Minutes

May 13th, 2025 3PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA
Lorena C. – SCVMC
Jessica G.- LPCH

1. Minutes 5/13/25

2. Student/Onboarding Status:

- a. Update
 - i. KRWC
 - 1. Ann Tran returned to KRWC
 - ii. KUC starts
 - 1. Jady O./Deanna Pappas through 6.6
 - 2. Jady B./ Kaylani Galindo 6.9-7.17
 - iii. KMIL
 - 1. Katelyn Cao through 6.6
 - 2. Erika Bagtas 6.9-7.17
 - iv. LPCH
 - 1. Luz Martinez/Garrison Chin returned to home hospital

3. Class of 2026 update

- a. **RADT 428**
 - i. Final observation/PPG 5/14/25
 - 1. Check with Lezlee for students rotating in or out of home hospital.
- b. **RADT 438 Summer Course**
 - i. 5 days per week 5.27-6.27
 - ii. T/TH 7.1-7.17

4. Class of 2025

- a. **RADT 458**
 - i. Final observation/PPG 5/14/25
 - 1. Check with Lezlee for students rotating in or out of home hospital.
- b. **RADT 468 Summer Course**
 - i. Specialty Rotation 6.2-6.27 (5 days per week)
 - ii. Return to home hospital/Gen Rad 6.30-7.17 (5 days per week)

5. Specialty Assignments

6. JRCERT “outcome” (Rafael)

- a. **No news yet. We are waiting for their response**

7. GRADUATION Class of 2025

- a. **Canada Commencement** May 24th 10 a.m. on campus
- b. **Cohort Graduation** August 2nd

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- i. Brunch at Mistral in Redwood Shores or San Carlos.**
- 8. Class of 2027 has officially been picked.**
 - a. RADT 400 is a hybrid class.**
 - b. 3 classes in person and the rest is online. Asynchronous.**
 - c. Give them a time on when and where he will be in person and it is not required.**
- 9. *STANDING ITEMS***
 - a. Holidays/Vacation 2024/2025**
 - i. May 24-26** Memorial Day
 - ii. May 24-June 1** Vacation (Class of 2025 ONLY)
 - iii. June 19th** Juneteenth Holiday
 - iv. July 4th** Independence Day
 - b. Please let us know if your facility celebrates holidays on a different day then our holidays as the students should not be on site.**

A. June. 10th 3:00 p.m. via Zoom

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
Clinical Instructors' Meeting

Minutes

June 10th, 2025 3PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Lorena Chavez
Leilani Bitanga

1. Minutes 5/13/25

2. Student/Onboarding Status:

- a. Update
 - i. **KRWC**
 - 1. Jadyn Orji returned
 - ii. **KSSF**
 - 1. Deanna Pappas returned
 - iii. **KUC**
 - 1. Jadyn B./ Kaylani Galindo 6.9-7.17
 - iv. **KMIL**
 - 1. Erika Bagtas 6.9-7.17
- *On hold 10-12 months for build out of new room.
- v. **LPCH**
 - 1. Will start first students from the class of 2026 on July 1
 - a. Megan Ho
 - b. Emily Ramos

3. Class of 2026 update

- a. **RADT 438 Summer Course**
 - i. 5 days per week 5.27-6.27
 - ii. T/TH 7.1-7.17
- b. All students need one final PPG at the end of their rotation. **DUE 7.11.25**
- c. Three students did not pass classes. Two (who failed one each) will retake their final exams. The retake is scheduled for 6/23. They are currently suspended from clinic and will return providing exams are passed.
- d. One failed two classes and they will be given an opportunity to return in the Fall of 2026.

4. Class of 2025

- a. **RADT 468 Summer Course**
 - i. Specialty Rotation 6.2-6.27 (5 days per week)
 - ii. Return to home hospital/Gen Rad 6.30-7.17 (5 days per week)
- b. All students need one PPG at the end of their specialty rotations **DUE 7.3.25**

5. JRCERT (Rafael)

- a. Final Report and responses

6. Class of 2027

- a. Accepted 15 students (+ one returning) for a total of 16.

CAÑADA COLLEGE
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- i. Rafael update- total 16. Rafael has had two lectures; his first impression is that it will be a good class. **On paper** GPAs are high, many 4.0s. Essays and LORs look good.
Rafael had in person meeting, good first impression.

- b. RADT 400 is a hybrid class

7. GRADUATION Class of 2025

- a. **Cohort Graduation** August 2nd

8. *STANDING ITEMS*

- a. Holidays/Vacation 2024/2025
 - i. June 19th Juneteenth Holiday
 - ii. July 4th Independence Day
- b. Fall Rotations are in progress
 - i. Awaiting spring semester grades to finalize

- A. July 8th 3:00 p.m. via Zoom**

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
Clinical Instructors' Meeting

Minutes

August 18th, 2025 1PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Jennifer O'Laughlin
Lorena Chavez
Shareen Law
Leilani Bitanga

1. Minutes 6/10/25

- a. No July meeting due to limited attendance.

2. Student/Onboarding Status:

- a. Update-
 - i. Class of 2026 rotates to new clinical site 8/25/25- onboarding in progress.
 - 1. Onboarding update-Alejandra
 - ii. Class of 2027 first clinical day 9/11.
 - iii. Onboarding update-Alejandra Lezlee
 - 1. **SCVMC-** all set per Lorena. Lorena needs pictures from Ann and Emily.
 - 2. **LPCH-** all set, Shareen/Jessica will reach out to students.
 - 3. **KSSF-Leilani** in process with reviewing documents, states she did not receive the info for the second years. Lezlee resent info (it was e mailed 7.1.4.25)

3. Class of 2026 update

- a. **RADT 448 Fall Course**
 - i. 3 days per week MWF
 - 1. Contracts/Ancillary comps needed in the first 2 weeks

4. Class of 2027

- a. **RADT 418 Fall Course**
 - i. 2 days per week T/Th
 - 1. Contracts/Ancillary needed comps in the first two weeks.

5. JRCERT (Rafael)

- a. Update Rafael not present

6. GRADUATION Class of 2025

- a. **Cohort Graduation**
- b. Exams/Hiring
 - i. Discussed pass rates and job prospects.
 - ii. Leilani shared that for KSSF students may not apply prior to receiving their CRT licenses as the system kicks out the application and they need to apply again.

7. PPGs/Evaluations

- a. Discuss consistency and accuracy of scoring.
- b. Review scoring levels
 - i. Jennifer asked us to review weighting of each category.
 - ii. Reviewed accuracy of score levels.

8. *STANDING ITEMS*

CAÑADA COLLEGE
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a. Holidays/Vacation 2025

- | | |
|---|--------------------------------|
| i. Sept. 1st | Labor Day |
| ii. Oct. 8 th | Flex Day |
| iii. Nov. 27-28 | Thanksgiving Holiday |
| iv. Dec. 18 th /19 th | End of Fall semester clinicals |

A. In person advisory meeting

- a. **Date TBD-Rafael**

B. Facilities updates