JOHNS HOPKINS
MEDICINE,
THE JOHNS HOPKINS
HOSPITAL

DIGITAL FILM CLERK III
TRAINING PROGRAM
DEPARTMENT OF RADIOLOGY

I. DIDACTIC TRAINING = 64hrs
a. Digital Clerk II Training – 16hrs (PACS Superusers)
1. Overview of Information
2. Electronic Patient Record (EPR)
3. PACS
      i. Magic Web
      ii. Magic View
      iii. Workstations
      iv. Telnet
4. Radiology Information System (Novius) Film Management
      i. Sending images to remote workstations
      ii. Film tracking
5. Managing hard copy films
      i. CD writing (burning)
      ii. Managing outside CD
      iii. Film digitizing

b. Basic Intro to Computers – 2hrs (RIS Staff)
1. GroupWise accounts
2. RIS accounts
3. Personal Desktop
4. RAD-PI

c. Anatomy Training – 6hrs (Martha DeCarlo & Marie Wadding)
1. Medical terminology
2. Standard radiographic views
      i. Basic pathology
      ii. Review of radiographic films
3. 3D imaging

d. Patient Safety relating to Equipment - 1hrs (Janet Aker)
1. Moving patients to and from transport equipment
    i. Safety issues
        - Locking stretchers & wheelchairs
    ii. Utilizing a slider properly
    iii. Usage of immobilization equipment

e. Radiology Information System Overview - 4hrs (Peg Cooper)
1. Overview of information systems utilized in Radiology
2. Order Entry
3. Tracking
4. Department codes
5. RIS monitors
6. Overview of RIS Help Page
    i. Doctor List
    ii. PSN
    iii. Charge Master
    iv. OR schedule

f. Provider Order Entry System (POE) – 2hrs (Christine Ayers)
1. POE overview
2. POE interface with RIS

g. Exam Codes – 2hrs (Ann Seglinski)
1. Review of modality specific exam codes
2. ICD9 codes
    i. Basic definition of ICD9 codes
    ii. Entering ICD9 codes in the RIS
3. Completing a X-ray requisition

h. Patient Care - 2hrs   (Ron Langlotz or nursing staff)
    1. 2005 National Patient Safety Guidelines
        i. Two patient identifiers
        ii. Time Out
        iii. Hand washing techniques
        iv. Fall protocols
    2. Patient Safety Net (PSN)
    3. Medication Management
    4. Universal Precautions
    5. Isolation precautions
    6. Emergency Protocols
        i. Equipment
        ii. Emergency numbers
        iii. When should you call for help?
    7. Policy for gowning patients
    8. Cleaning imaging equipment & room

i. CPR Training – 8 hrs (Jay Rhine)
    1. Health Care Providers

j. Customer Service – 2hrs (Bob DeJong)
    1. Review of protocols
        i. Answering the phone
        ii. Introduction to patients
        iii. Taking verbal orders over the phone
    2. Patient identification
        i. Checking two forms of patient IDs
            - Inpatients
            - Outpatients
        ii. Missing ID bands
    3. Steps to ensuring correct exam is performed
        i. Review of requisition
        ii. Ensuring correct requisition is available
        iii. Verifying POE order from RIS monitor

k. Imaging Duties – 8hrs (Assigned per modality)
    1. Diagnostic Imaging (Part I) – 2hrs
        i. Role & responsibilities
        ii. Handling cassettes
        iii. IIP Monitors
            - Work list
        iv. CR Readers
        v. Review stations
        vi. IIP Monitors
            - Printing from IIP
            - Suspend mode
        vii. Pulling images from archive
        viii. Checking verification of completed exams (checking IIP & Y column)
        ix. Basic knowledge of laser printer
    2. MRI – 2hrs

    3. U/S – 2hrs

    4. CT – 2hrs

l. Radiation Safety – 2hrs (Sandy Moore & Jay Rhine)
    1. Basic radiation safety
        i. Wearing lead aprons
        ii. Time, distance & shielding
        iii. Film badges & posting of readings
        iv. Holding patients for imaging exams

m. MRI Safety – 1hrs (Paul Worthington)

n. Capstone of Classroom Training – 8hr (TBA)

II.   CLINICAL TRAINING = 576 hrs

Demonstrates the following skills:
a. Patient Care
1. Assist staff in moving patients to & from the imaging tables
2. Assist outpatients to & from the imaging rooms

b. Inventory
1. Basic overview of central supplies inventory
2. Responsibilities for stocking exam rooms
3. Checking expiration dates for medication

c. MRI exams

d. CT exams

e. U/S exams

f. Diagnostic Exams
1. Ordering exams
2. Tracking exams
3. Completing requisitions
4. Managing hard copy films
5. Verifying POE orders
6. Selecting patients from IIP work list
7. Handling CR cassettes
8. Portable exams
    i. Transporting cassettes to & from remote sites
    ii. Assisting technologist in positioning patients
    iii. Operating the portable equipment when necessary

g. Image Management
1. CD burning
2. Digitizing
3. Verifying images
    i. Checking in archive
    ii. Routing images to workstations

4. Instructing physicians on EPR usage
5. Troubleshooting image routing

DIGITAL FILM CLERK III
TRAINING PROGRAM
DEPARTMENT OF RADIOLOGY

I. **DIDACTIC TRAINING = 54hrs**
  a. **Digital Clerk II Training – 16hrs**
       1. Overview of Information
       2. Electronic Patient Record (EPR)
       3. PACS
               i. Magic Web
               ii. Magic View
               iii. Workstations
               iv. Telnet
       4. Radiology Information System (Novius) Film Management
               i. Sending images to remote workstations
               ii. Film tracking
       5. Managing hard copy films
               i. CD writing (burning)
               ii. Managing outside CD
               iii. Film digitizing

  b. **Anatomy Training – 6hrs**
       1. Medical terminology
       2. Standard radiographic views
               i. Basic pathology
               ii. Review of radiographic films
       3. 3D imaging

  c. **Basic Positioning – 2hrs**
       1. Moving patients to and from transport equipment
               i. Safety issues
                       1. Locking stretchers & wheelchairs
               ii. Utilizing a slider properly
               iii. Usage of immobilization equipment
       2. Imaging Equipment
               i. Moving the imaging tube & table
               ii. Operating portable equipment
       3. Basic views & landmarks (modality specific)

d. Radiology Information System Overview - 4hrs
1. Overview of information systems utilized in Radiology
2. Order Entry
3. Tracking
4. Department codes
5. RIS monitors
6. Overview of RIS Help Page
     i. Doctor List
     ii. PSN
     iii. Charge Master
     iv. OR schedule
7. Completing a X-ray requisition

e. Provider Order Entry System (POE) – 2hrs
1. POE overview
2. POE interface with RIS

f. Exam Codes – 2hrs
1. Review of modality specific exam codes
2. ICD9 codes
     i. Basic definition of ICD9 codes
     ii. Entering ICD9 codes in the RIS

g. Patient Care & Safety – 2hrs
1. Review of National Patient Safety Guidelines
2. Hand washing techniques
3. Universal Precautions
4. Emergencies
     i. Equipment
     ii. Emergency numbers
     iii. When should you call for help?
5. Isolation precautions
6. Fall protocols
7. Policy for gowning patients
8. Cleaning imaging equipment & room
9. CPR training (Health Care Providers - scheduled as separate time)

h. Customer Service – 2hrs
1. Review of protocols
      i. Answering the phone
      ii. Introduction to patients
      iii. Taking verbal orders over the phone
2. Patient identification
      i. Checking two forms of patient IDs
            1. Inpatients
            2. Outpatients
      ii. Missing ID bands
3. Steps to ensuring correct exam is performed
      i. Review of requisition
      ii. Ensuring correct requisition is available
      iii. Verifying POE order from RIS monitor

i. Imaging Duties – 8hrs
1. Diagnostic Imaging (Part I) – 2hrs
      i. Role & responsibilities
      ii. Handling cassettes
      iii. IIP Monitors
            1. Work list
      iv. CR Readers

2. Diagnostic Imaging (Part II) – 2hrs
      i. Review stations
      ii. IIP Monitors
            1. Printing from IIP
            2. Suspend mode
      iii. Pulling images from archive
      iv. Checking verification of completed exams (checking IIP & Y column)
      v. Basic knowledge of laser printer
3. Other Modalities – 4hrs

j. Radiation & MRI Safety – 2hrs
1. MRI safety
2. Basic radiation safety
      i. Wearing lead aprons
      ii. Time, distance & shielding
      iii. Film badges & posting of readings
      iv. Holding patients for imaging exams

k. Capstone of Classroom Training – 8hr

II. CLINICAL TRAINING = 201 hrs

Demonstrates the following skills:
a. Patient Care
1. Assist staff in moving patients to & from the imaging tables
2. Assist outpatients to & from the imaging rooms

b. Radiology exams
1. Ordering exams
2. Tracking exams
3. Completing requisitions
4. Managing hard copy films
5. Verifying POE orders
6. Selecting patients from IIP work list
7. Handling CR cassettes

c. Portable Rotation
1. Transporting cassettes to & from remote sites
2. Assisting technologist in positioning patients
3. Operating the portable equipment when necessary

d. Inventory
1. Basic overview of central supplies inventory
2. Responsibilities for stocking exam rooms
3. Checking expiration dates for medication
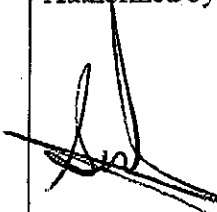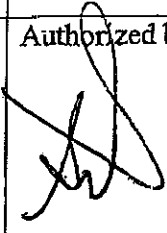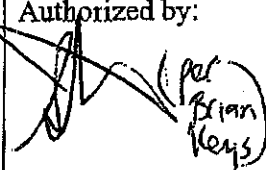
e. Image Management
1. CD burning
2. Digitizing
3. Verifying images
   i. Checking in archive
   ii. Routing images to workstations
4. Instructing physicians on EPR usage
5. Troubleshooting image routing
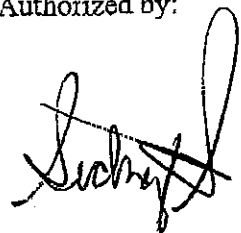
32308 Sidney
33048 Corey

Digital Film Clerk

Competency Check List and Record

	Authorized by:	Date:

1. Order Entry and Tracking in the RIS.
• Placing an exam order
  o Select proper PAT COM #
  o Enter information into the appropriate fields
  o Select appropriate dept. location
  o Select appropriate ordering physician ID
  o Save order
• Tracking an exam order
  o Track to appropriate department
  o Track appropriate procedure
  o Track appropriate location
  o Track appropriate Ordering Doctor
  o Enter appropriate ICD-9 code
  o Enter events in tracking (if needed)
	(signature)	Sept 3, 2004

2. Install CD for the purpose of copying and/or sending images to appropriate destination. • Access DICOM files • Recognize different types of CD media (CD-R, CD-RW, etc.) • Recognize destinations	*(signature)*	Sept 13, 2004
3. Digitize film for the purpose of film reading, copying, and archiving. • Operate film digitizer • Digitize single and multiple film exams • Manipulate images • Network to appropriate location • Burn CD	*(signature)* (per Brian Keys)	Sept 13, 2004

Carrie Oliver

		Authorized by:	Date:
4.	Networking images to reading stations for the purpose of reading and viewing films by radiologist. • Using a Telnet Session • Using the RIS		10/6/04
5	Verify image transfers • Using RIS • Using Telnet Session to Magicstore • Using Magicweb • Using EPR • Using workstations	Authorized by:	Date: 10/8/04
6.	Make prints, reprints or CDs for Radiology customers. • Printing procedures specific to each area • Print in the proper format • Document in RIS • Demonstrate making copies	Authorized by:	Date: 10/8/04
7.	Locate, track and retrieve digital images. • Using RIS • Using Telnet Session to Magicstore • Using Magicweb • Using EPR • Using workstations	Authorized by:	Date: 10/6/04
8.	Demonstrate an understanding of RIS/PACS terminology. • Use and understand RIS/PACS terminology for effective communication about digital imaging studies.	Authorized by:	Date: 10/6/04

Carrie Olsen

	Authorized by:	Date:
9 Operate film digitizers • Login to application • Register patient demographics • Select single of multiple films • Select image quality parameters • Manipulate images (Mirroring, Rotation, Masking, Centering, etc.) • Save data locally • Send to appropriate destination (archive, workstation, etc.) • Copy digitized images to CD	*Sucht* (signature)	Sept. 13, 2004
10. Other duties may be included as technology develops		