## REMOTE CLINICAL EDUCATION POLICY

At any point, JRCERT or GVSU may update/create new policies which will require changes to the Remote Clinical Education Policy. The current JRCERT Policy states if there is a separation between the student and the instructor, this is considered remote clinical education.

The following is the GVSU remote clinical education policy for two types of remote clinical education:

1. Student is **not** physically in the clinic
	1. Only if **all** dosimetry staff (instructors) are working remotely, up to 50% of the student’s clinical **week** may be done outside of the clinical setting. This will be calculated per week, so that the overall clinical hours will not exceed 50% remote.
		1. If there is staff in the office and able to train the students, then remote clinical education will not be allowed and the student will be required to attend clinic onsite.
	2. Exceptions: COVID related reasons (case by case as approved by the program)
	3. Remote learning is not to be used for normal illness, childcare, pregnancy, travel issues, moving, etc
2. Student **is** physically in the clinic, but the primary instructor (e.g. dosimetrist) is remote:
	1. As long as there is other staff readily available (e.g. physicist) that have the necessary treatment planning skills, this type of remote learning is allowed up to 100%.

For all remote clinical education, the following requirements have to be met, otherwise the student will not be able to do remote clinical education and must return to in-person clinical education.

**Direct Supervision**

* All medical dosimetry calculations and treatment plans must be approved by a credentialed practitioner prior to implementation.
* Students have to communicate (email, phone call, etc) to their clinical instructor when a clinical plan is ready to be reviewed (that will be used for treatment), so that the dosimetrist can review and approve the plan before implementation.
* To ensure direct supervision is occurring, students and their clinical instructor must be able to log into a video conferencing system that has the capability to share screens. The video does not need to be turned on, but the screen must be shared during plan review. See Communication section.

**Communication:**

* Must use a video conferencing system to share screens (Zoom, BB Collaborate, etc)
	+ Treatment plans have to be reviewed using this system.
* Verbal Communication Frequency: At a minimum, the students and clinical instructors must be verbally communicating twice a day. The students should receive communication of the following, at the beginning of their clinical day:
	+ Expectation for planning/workload.
	+ What should be accomplished by the end of the day.
	+ When the instructor is available for questions.

**Attendance:**

* Students must follow their “Clinical Education Schedule Worksheet” that they have submitted. If their schedule changes, they still have to email the Program Director and Clinical Instructor for permission. Students are held to the same schedule restrictions as found in the handbook.
* The standard “Clinical Education Attendance Record” time sheet will still be used.
* It is also expected that students attend regular staff meetings that are now remote, as available and appropriate (tumor board, peer review, etc).

**Journals**

* In addition to attendance, students must journal a summary of their daily activity for each clinical day they remotely attend. The journal must be a Google doc, and grant both the clinical instructors and GVSU faculty access. It should include the date and 1-2 sentences summarizing the activities of the day and be completed every remote day.
	+ **Do not include patient information.** The journal will be checked by the GVSU faculty once a week.

**Planning System**

* Students must have access to the hospital’s planning system to gain clinical hours.
* Competencies and clinical hours can be gained using practice patients / non-clinical patients.

**Documentation**

* All of the standard documents (attendance, evaluations, etc) will still be collected at the end of the semester.

**Hours and Competencies**

* Both the required number of clinical education hours and number of competencies for the semester must be completed either through remote education or in-person to gain credit for the course.