TRAJEC SYS: A CLINICAL DOCUMENTATION SYSTEM

A Short Tutorial for Clinical Preceptors
OBJECTIVES

- Provide registration instructions for clinical preceptors for MSU Respiratory Care Students.
- Provide step-by-step instructions for completion of daily evaluations for students being evaluated.
- Provide step-by-step instructions for signing off required competencies in Clinical Practicum I, II, IV and V.
Centralized Clinical Recordkeeping™ for Allied Health Education

Find out why thousands of students in hundreds of programs use the Trajecsys Report System daily!

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Cloud-based Solutions

Trajecsys Website
STEP #1 – REGISTRATION TUTORIAL VIDEO

Trajecsyst
STEP #2 — REGISTER AS A CLINICAL PRECEPTOR
Registration is fairly simple, basic information.

Please note that Educational Institution is a drop down menu and you are looking to enter Midwestern State University Respiratory Care (not your hospital name).

The remainder is self-explanatory. Please remember to use and email you check occasionally. Once you have completed the process you will receive an email asking you to confirm your registration.

Check your email and confirm your registration. The email will provide a link for you to log in to the system near the end of the message. Each of the computers in the RT Department have shortcuts to Trajecsys as well on the home screen.
STEP #4 — LOG IN
Click on Evaluations
COMPLETING DAILY EVALUATIONS

Click on Daily Evaluation
COMPLETING DAILY EVALUATIONS

Click on arrow and choose your student name

Click on United Regional HCS
COMPLETING DAILY EVALUATIONS

Complete your evaluation and provide any comments

When complete, click submit
COMPLETING COMPETENCIES

Click on Comp Evals
Completing Competencies

Choose your student

Choose major study area and procedure
Skill steps are scored as acceptable automatically. If a student skill is unacceptable the preceptor should change and write in comments.
**Completing Competencies**

Scroll down about midway and you will see quality of performance, please score this area.

Click here if you need to come back and finish

Click here when done

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<table>
<thead>
<tr>
<th>Quality of Performance</th>
<th>Unacceptable</th>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>N/A</th>
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<tr>
<th>Performance Deficiencies</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<th>Other (specify in text field at right)</th>
<th>Student Signature: Student may add signature by attaching a post signature (e.g., print name, signature, or stamp). If the student does not use a post signature (e.g., print name, signature, or stamp), then the instructor will sign the form. Click on date of Form which brings up result. Scroll to bottom and click plus button (+) to add comment. Select the student signature icon at the bottom of the form and type signature in text box. Click Add to complete.</th>
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<th>Action Plan</th>
<th>Remedial work needed with evaluation repeated after remediation. Suspension of performing this procedure until remediation and acceptable evaluation is completed.</th>
<th>Remedial work needed under DIRECT Clinic supervision. Repeat evaluation is required.</th>
<th>Additional practice of this procedure needed with occasional supervision.</th>
<th>No action necessary.</th>
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Click here when done
Completing Competencies

- Skills should be practiced multiple times to ensure proficiency prior to check-off.
- Students have access to the exact list of steps in the check-off. Encourage them to review prior to asking to be checked-off.
- Do not hesitate to score a step as unacceptable if you see something amiss. This is a learning opportunity for them. They can attempt check-offs as many times as are necessary for success.
- If a student is struggling and his/her practice does not improve after constructive feedback, let us know. We are more than willing to ask the student to come work with us in the lab setting to ensure competency.
We plan to roll out additional pieces as time goes by. Look for additional information in future semesters!

If you have any questions or need any assistance, contact us!

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Thank You!!!