1. Once the radiograph to be evaluated has been collected on the patient, move the ADA procedure code to “COMPLETE” in Axium.
2. Pull up the procedure for grading (make enter evaluation and press the ADD DEFAULT button.)
3. The instructor swipes to approve.
D3 Radiology Competency Examination (with Self-Evaluation)
4. Select the PROVIDER (aka STUDENT) as the EVALUATOR. Notice the evaluation screen will turn a light blue.

5. In the DISCIPLINE box select “DIAG”. In the FORM box select “D3RCES” (Radiology Clinical Exam Comp). Check the COMPETENCY box. Finally, make sure the EVALUATOR box is marked “PROVIDER” (and the form is still colored light blue).

6. The STUDENT (aka the PROVIDER) should answer the questions at the top of the form. This is the student’s checklist to verify they are ready to be evaluated for the Radiology Competency
Exam. (Notice that as you progress through the questions, the complete question is shown at the bottom of the screen, compared to the short prompt where you enter a Y/N answer.)

7. When the last question is answered, the INSTRUCTOR must review the form. The INSTRUCTOR will then press the “OK” button.

8. The instructor swipes to approve.

9. The INSTRUCTOR will see the form displayed a 2nd time without the student answers visible. The instructor only needs to answer the question at the bottom of the form labeled “Competency Achieved.”
10. The INSTRUCTOR then presses the “OK” button which then prompts for the final INSTRUCTOR swipe.

11. Under the evaluations manager, there is now an entry for the Radiology Competency Exam
12. There is also an entry for the self-evaluation (In the section labeled SHOW select self-evaluations and then select the SEARCH button to refresh the screen.)

13. The end.