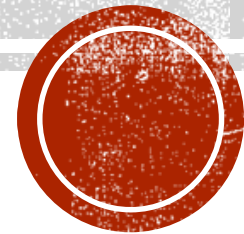


# **TRAJECSYS: A CLINICAL DOCUMENTATION SYSTEM**

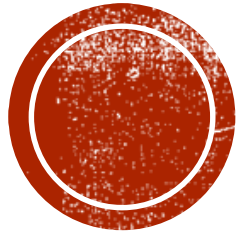
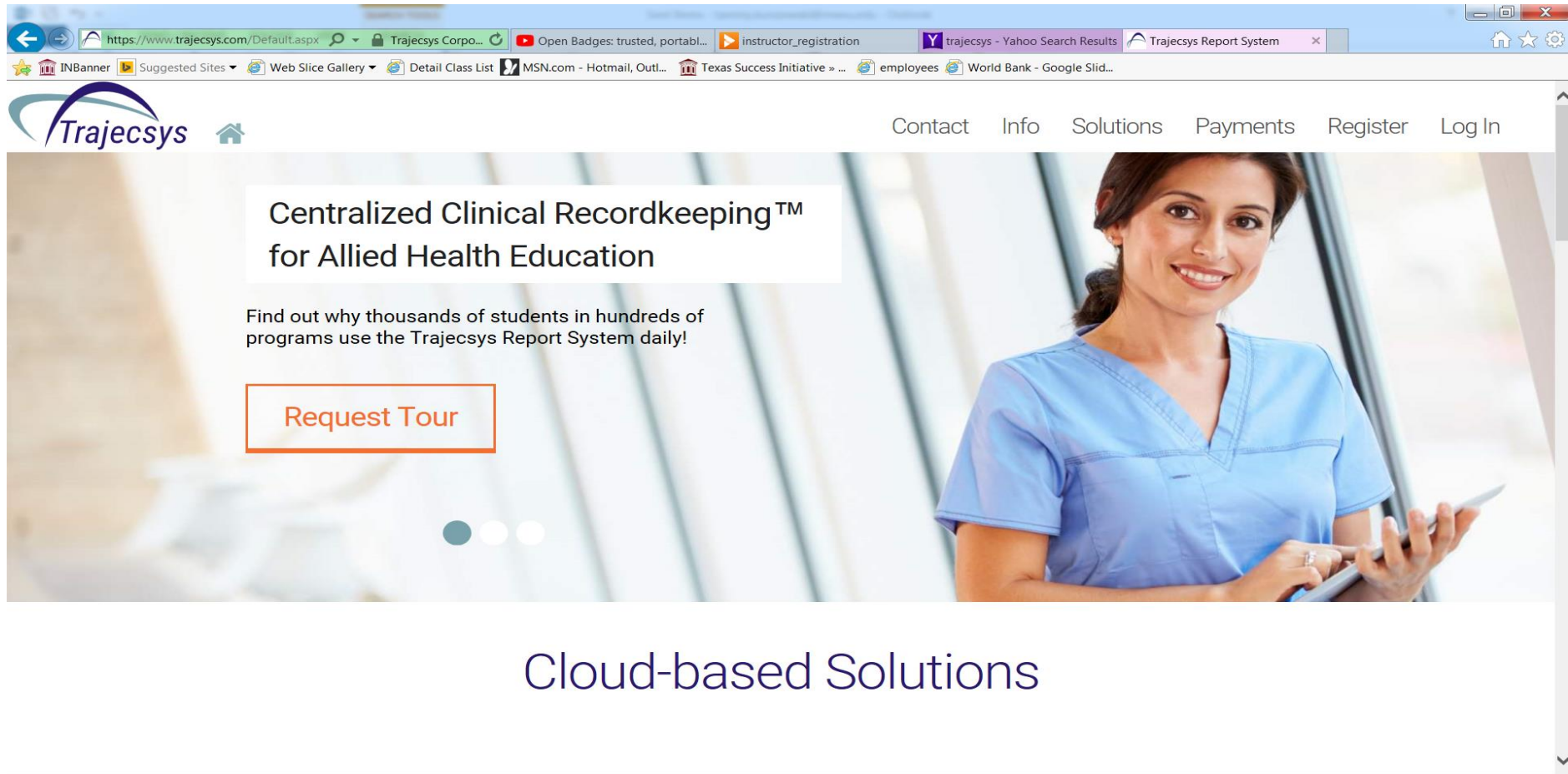
A Short Tutorial for Clinical Preceptors



# 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.





# Trajecsys Website

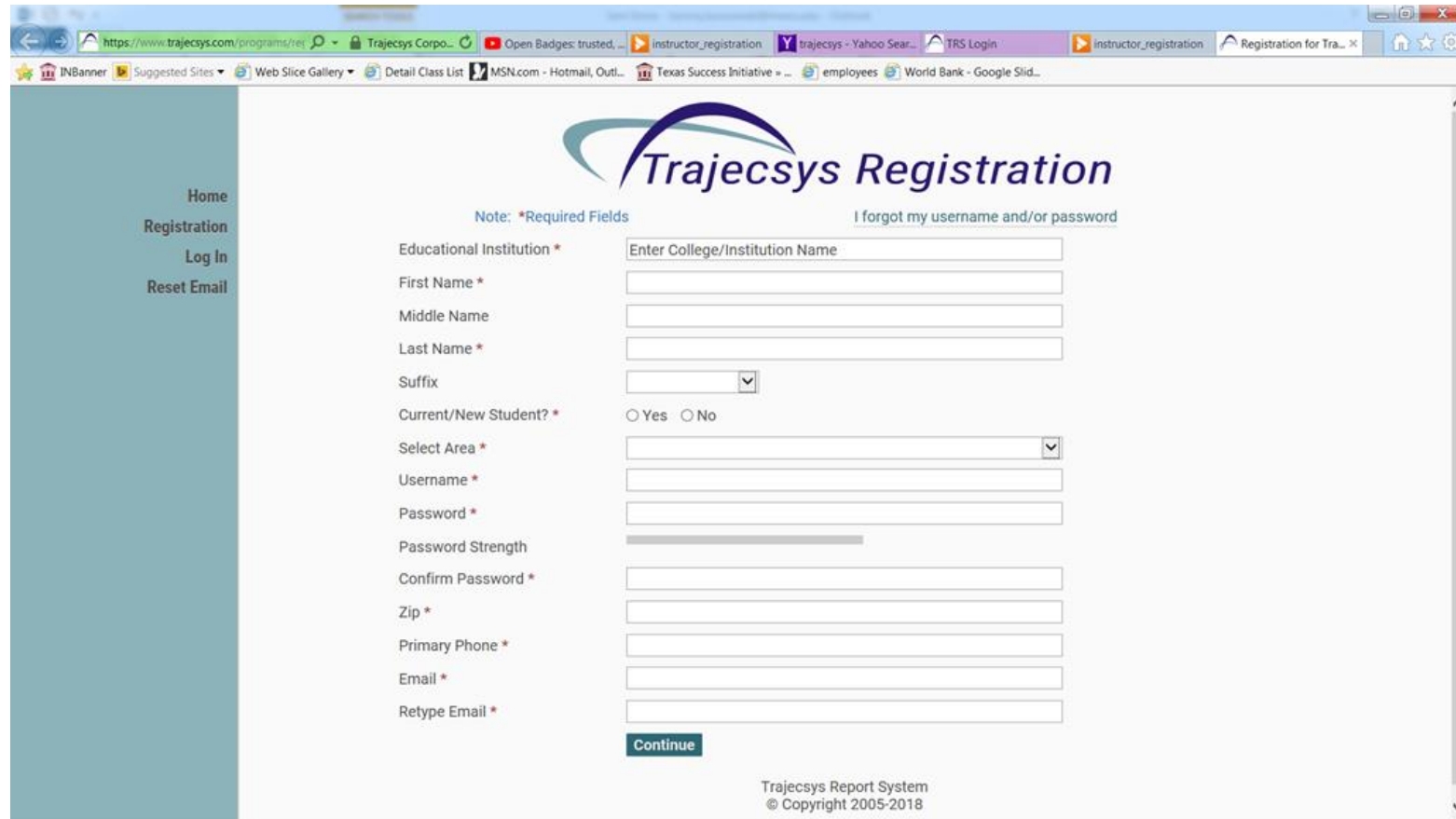
# STEP #1 – REGISTRATION TUTORIAL VIDEO



Click image above 😊



# STEP #2 – REGISTER AS A CLINICAL PRECEPTOR



The screenshot shows a web browser window displaying the Trajecsys Registration page. The browser's address bar shows the URL <https://www.trajecsys.com/programs/reg>. The page features a navigation menu on the left with links for Home, Registration, Log In, and Reset Email. The main content area is titled "Trajecsys Registration" and includes a "Note: \*Required Fields" and a link for "I forgot my username and/or password". The registration form contains the following fields and options:

- Educational Institution \* (text input)
- First Name \* (text input)
- Middle Name (text input)
- Last Name \* (text input)
- Suffix (dropdown menu)
- Current/New Student? \* (radio buttons for Yes and No)
- Select Area \* (dropdown menu)
- Username \* (text input)
- Password \* (text input)
- Password Strength (progress bar)
- Confirm Password \* (text input)
- Zip \* (text input)
- Primary Phone \* (text input)
- Email \* (text input)
- Retype Email \* (text input)

A "Continue" button is located at the bottom of the form. The footer of the page reads "Trajecsys Report System © Copyright 2005-2018".

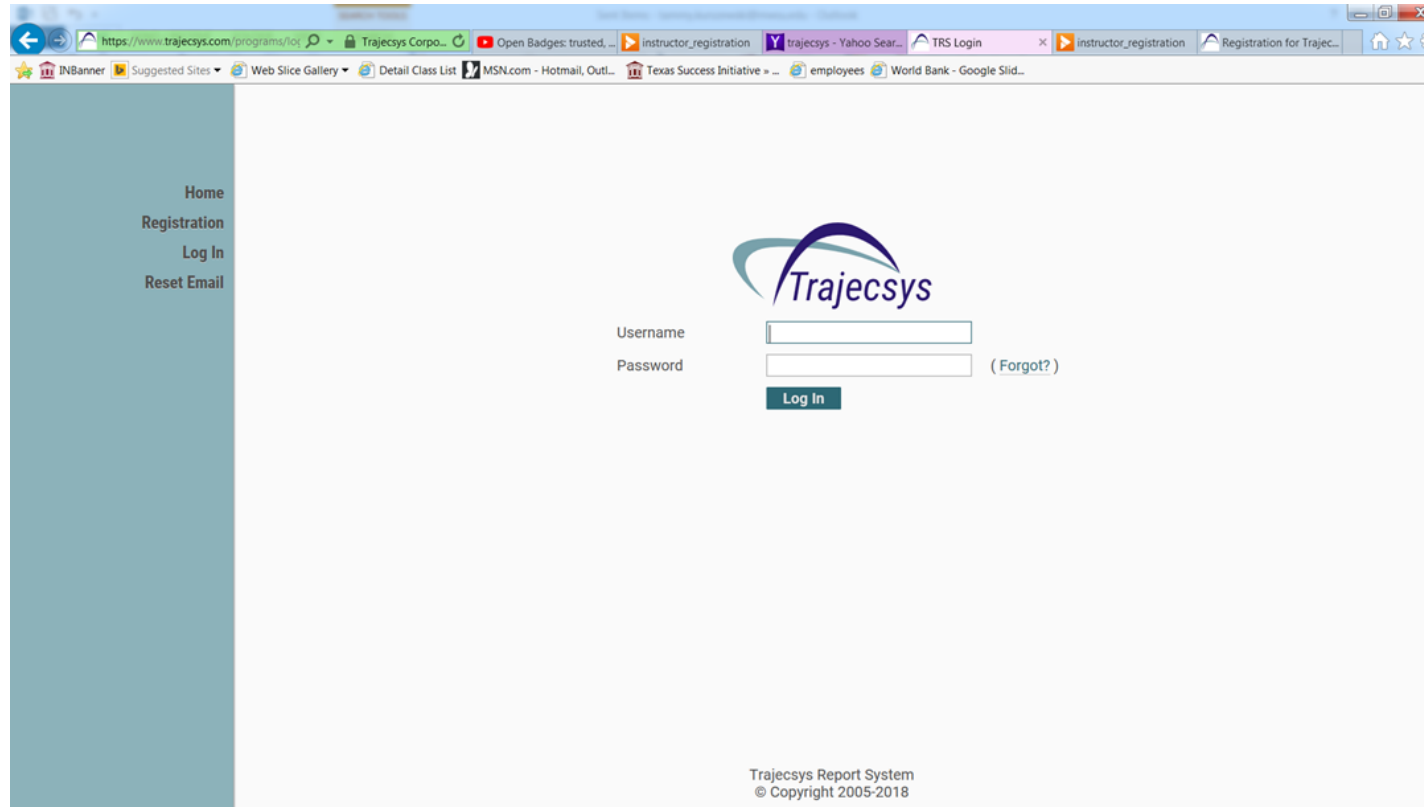


# STEP #3 – TIPS FOR COMPLETION

- 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 image above 😊





# IMAGE OF HOME PAGE

Browser tabs: instructor\_registration, trajecsys - Yahoo Search, Program Home, instructor\_registration, Registration for Trajec...

Browser address bar: <https://www.trajecsys.com/programs/inc>

Browser bookmarks: INBanner, Suggested Sites, Web Slice Gallery, Detail Class List, MSN.com - Hotmail, Outl..., Texas Success Initiative » ..., employees, World Bank - Google Slid...

**MIDWESTERN STATE UNIVERSITY** Respiratory Care

User: TAMMY KURSZEWSKI

Home  
Documents  
Approve Time Records  
Daily Logsheets  
Comp Evals  
Reports  
Send Email  
Evaluations  
Log Out  
Change Password  
User Guide

Your email is not confirmed  
[Learn more](#)

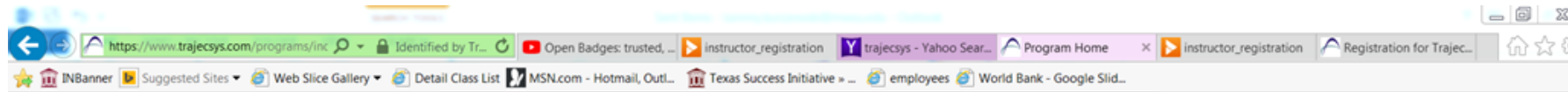
United Reg Health Care System

Trajecsys Report System  
© Copyright 2005-2016





# COMPLETING DAILY EVALUATIONS



User: TAMMY KURSZEWSKI

- Home
- Documents
- Approve Time Records
- Daily Logsheet
- Comp Evals
- Reports
- Send Email
- Evaluations
- Log Out
- Change Password
- User Guide

Your email is not confirmed [Learn more](#)

United Reg Health Care System



Click on Evaluations



# COMPLETING DAILY EVALUATIONS

User: TAMMY KURSZEWSKI

Home  
Documents  
Approve Time Records  
Daily Logsheets  
Comp Evals  
Reports  
Send Email  
Evaluations  
Log Out  
Change Password  
User Guide

Your email is not confirmed  
[Learn more](#)

**Other Evaluations**  
United Reg Health Care System

Saved for Later

Scheduled Evaluations

Unscheduled Evaluations

**Daily Evaluation**

Click on Daily Evaluation

Trajecsys Report System  
© Copyright 2005-2016



# COMPLETING DAILY EVALUATIONS

Subject: [dropdown]

Site: [dropdown]

**Personal Qualities**

Thank you for providing the MWSU Respiratory Care students with an excellent clinical experience, Your time and effort contributes to the quality of respiratory care for the future. The clinical experience is for students to apply and improve their respiratory skills and knowledge. To help us identify the student's strengths and weaknesses, please take a few minutes to complete this evaluation. Thank you for your assistance.

Comments may be added to any item by clicking comment bubble at right of the item.

**Date for which this form is being completed:** [calendar icon]

Maintains professional appearance	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	[comment bubble]
Punctuality	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	[comment bubble]
<b>Attitude</b>					
Works cooperatively with others and accepts criticism	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	[comment bubble]
Performs tasks with enthusiasm	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	[comment bubble]
<b>Communication Skills</b>					
Communicates with patient	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	[comment bubble]
Reports significant data to appropriate individuals promptly	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	[comment bubble]
<b>Initiative</b>					
Takes advantage of new clinical experiences	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	[comment bubble]
<b>Quality of Work</b>					

Submit

Click on arrow and choose your student name

Click on United Regional HCS



# COMPLETING DAILY EVALUATIONS

Subject:

Site:

### Personal Qualities

Thank you for providing the MWSU Respiratory Care students with an excellent clinical experience, Your time and effort contributes to the quality of respiratory care in the future. The clinical experience is for students to apply and improve their respiratory skills and knowledge. To help us identify the student's strengths and weaknesses, please take a few minutes to complete this evaluation. Thank you for your assistance.

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Punctuality	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	
<b>Attitude</b>					
Works cooperatively with others and accepts criticism	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	
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<b>Communication Skills</b>					
Communicates with patient	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	
Reports significant data to appropriate individuals promptly	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	
<b>Initiative</b>					
Takes advantage of new clinical experiences	<input type="radio"/> Not Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Satisfactory	<input type="radio"/> Proficient	
<b>Quality of Work</b>					

Complete your evaluation and provide any comments



When complete, click submit



# COMPLETING COMPETENCIES

https://www.trajecsys.com/programs/ink

MIDWESTERN STATE UNIVERSITY Respiratory Care

User TAMMY KURSEWSKI

United Reg Health Care System

Home  
Documents  
Approve Time Records  
Daily Logsheet  
Comp Evals  
Reports  
Send Email  
Evaluations  
Log Out  
Change Password  
User Guide

Your email is not confirmed  
[Learn more](#)

Trajecsys Report System  
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# COMPLETING COMPETENCIES

The screenshot shows a web browser window with the URL <https://www.trajecsys.com/programs/co>. The page header features the **MIDWESTERN STATE UNIVERSITY** logo and the text **Respiratory Care**. On the left, a sidebar menu lists options: Home, Documents, Approve Time Records, Daily Logsheet, Comp Evals, Reports, Send Email, Evaluations, Log Out, Change Password, and User Guide. Below the menu, it states "Your email is not confirmed" with a [Learn more](#) link. The main content area is titled "Student Competency Evaluation" and contains a form with the instruction "Please Select Student, Major Study and Procedure." The form includes four dropdown menus: \*Site (set to "United Reg Health Care System"), \*Student (set to "Please select..."), \*Major Study (set to "Please select..."), and \*Procedure (set to "Please select..."). A "Next" button is located below the dropdowns. Two orange arrows point to the \*Student and \*Major Study dropdowns, with the text "Choose your student" and "Choose major study area and procedure" respectively.






# COMPLETING COMPETENCIES

Browser tabs: https://www.trajecsys.com/programs/co, Trajecsys Corpo..., Open Badges: trusted, ..., instructor\_registration, trajecsys - Yahoo Sear..., Competency Evalu..., instructor\_registration, Registration for Trajec...

INBanner, Suggested Sites, Web Slice Gallery, Detail Class List, MSN.com - Hotmail, Out..., Texas Success Initiative > ..., employees, World Bank - Google Slid...


**MIDWESTERN STATE UNIVERSITY.**
**Respiratory Care**



User: TAMMY KURSZEWSKI

United Reg Health Care System

**Meter Dose Inhaler Competency Evaluation**

HURST, JENNIFER	Meter Dose Inhaler	10/23/2018			Comments
<b>Preliminary Steps</b>					
Acquires requisition or report		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Obtains appropriate equipment and supplies		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Inspects medical records for precautions / complications		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Verifies physician's order		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Evaluates order for compliance with AARC Clinical Practice Guidelines (DPI's are generally indicated for patients greater than 6 years of age that can achieve PIFR's of greater than 50 L/m)		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
<b>Patient Interaction and Equipment Preparation</b>					
Correctly identifies patient		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Introduces self and identifies department		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Explains procedure to patient and provides patient / family education		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Confirms patients understanding		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Washes hands and implements Universal Precautions		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Shake canister vigorously MDI canister to body temperature		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Assembles the aerosol delivery device (MDI canister and holder, spacer device, and mouthpiece or mask) without error or corrects assembly as necessary		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Checks for proper function (if new MDI dispense a dose to clear dead space and confirm presence of aerosol)		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Properly places the administration device or instructs patient on placement		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	
Instructs patient to exhale, take a slow deep breath in while actuating the MDI, continuing to inhale to TLC, perform a breath hold of 4-10 seconds (repeat as prescribed waiting at least one minute between doses)		<input type="radio"/> Unacceptable	<input checked="" type="radio"/> Acceptable	<input type="radio"/> N/A	

Skill steps are scored as acceptable automatically. If a student skill is unacceptable the preceptor should change and write in comments




# COMPLETING COMPETENCIES

Identifies alternative devices for medication delivery  Unacceptable  Acceptable  N/A

**Quality of Performance**

**Performance Deficiencies**

Excessive time needed to complete procedure  Yes  No  N/A

Broke aseptic or sterile technique  Yes  No  N/A

Significant inaccuracy noted  Yes  No  N/A

Technique may be harmful to patient  Yes  No  N/A

Incorrect procedure / sequence  Yes  No  N/A

Incorrect equipment assembly/usage  Yes  No  N/A

Unable to correctly answer questions about rationale and / or theory related to the procedure  Yes  No  N/A

Other (specify in text field at right)  Yes  No  N/A

**Action Plan**

Remedial work needed with evaluation repeated after remediation. Suspension of performing this procedure until remediation and acceptable evaluation completed.  Additional practice of this procedure needed under DIRECT clinical supervision. Repeat evaluation is required.  Additional practice of this procedure needed with occasional supervision.  No action necessary.

**Additional Comments:** (enter in text field at right)  Enter

**Student Signature:** Student may add signature by attaching a post-submission comment. To do so, student logs in using his/her user name and password. Then, go to Reports/Skill Summary. Click on date of Comp which brings up results. Scroll to bottom and click plus sign (+) next to Add Comment. Select the Student signature item at the bottom of the dropdown and type signature in text box. Click Add to complete.  Enter

Check to complete later, then click \*Submit\*

Approved  Not Approved

Scroll down about mid-way 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



# COMPLETING COMPETENCIES

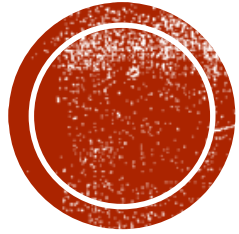
- Skills should be practiced multiple times to ensure proficiency prior to check-off.
- Students have access to the exact list of steps in the check-off. Encourage them to review prior to asking to be checked-off.
- Do not hesitate to score a step as unacceptable if you see something amiss. This is a 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.



# QUESTIONS!

- 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!
- Tammy Kurszewski, D.H.Sc., RRT-ACCS: Office (940) 397-4656 Cell (940) 631-4551
- Erica Judie, D.H.Sc., RRT-ACCS: Office (940) 397-4642
- Jessica Fino, Ed.D., RRT: Office (940) 397-4584





**Thank  
You!!!**

[www.thebodytransformation.com](http://www.thebodytransformation.com)