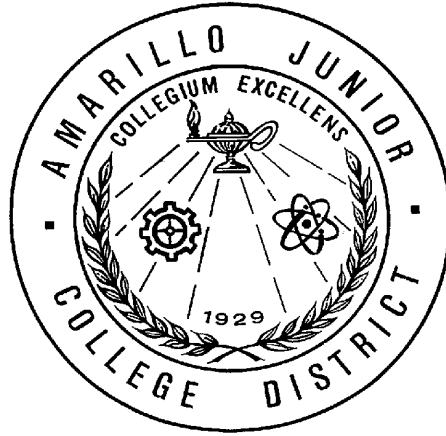


Amarillo College
Radiation Therapy
AMARILLO COLLEGE
RADIATION THERAPY PROGRAM



PROGRAM INFORMATION AND APPLICATION PACKET



Amarillo College
Radiation Therapy

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Amarillo College Radiation Therapy

INTRODUCTION

Dear friends:

Thank you for your recent inquiry into the Radiation Therapy educational program here at Amarillo College ,Amarillo Texas. Our program was founded in 1982 by Alan Burns, BS.RT(R)(T). The curriculum pattern and courses are fully accredited by the Joint Review Committee on Education in Radiologic Technology.

Radiation Therapy is the use of radiation (x-rays, gamma rays, electron beams) in the treatment of human diseases, especially cancer--not to be confused with radiography (x-ray technologist).

Local area students rotate through clinical affiliates in the Texas Panhandle and Eastern New Mexico, while distance students are responsible for locating a clinical site (once a potential clinical site is located, the college will make contacts and negotiate arrangements for students). The curriculum includes didactic courses (classroom classes), labs, and approximately 1500 clock hours of clinical time. Academic classes are 100% online (see **"Frequently Asked Questions—FAQ's—for program computer requirements"**) Clinicals (which are like an internship) take place at approved hospital and other clinical settings and are coordinated between the college and the clinical site, and are managed online. Additionally, general education courses can be taken online through the College.

While there are other online radiation therapy programs available (in Kansas and Utah), their radiation therapy programs are NOT accredited! The universities that offer these radiation therapy programs are accredited, but their radiation therapy programs themselves are NOT accredited. The JRCERT is the ONLY radiation therapy program accrediting agency. It is our understanding that we will be the first and (to our knowledge) only JRCERT accredited 100% online* radiation therapy program in the United States! To see if a program you are interested in is accredited by JRCERT, you can go to the main JRCERT web site at www.jrcert.org or you can take the short-cut directly to their "find a program area" at <https://portal.jrcertaccreditation.org/summary/accreditedprogramsearch.aspx>

Note: While there will be multiple programs listed that offer some form of "distance education" we expect to be the only program that offers 100% fully online as a primary means of delivering curriculum to all students.

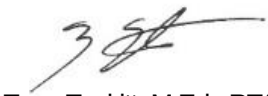
We expect to offer 2 program paths, each beginning in the fall semester of each year (late August):

- 1.) Our usual 24 month Associate Degree program – geared primarily towards students with no background as a radiographer (x-ray technologist). Note: given that applicants have typically already completed a number of general education courses, it typically takes a student 21 months to complete the radiation therapy portion of the curriculum
- 2.) A (slightly less than) 16 month** "Advanced Standing" program for applicants that are already ARRT registered radiographers (see Frequently Asked Questions (FAQ's) for info as to why 16 months...)

*Note: online distance students will be required to come to Amarillo to take their final "Exit" exams at the end of the very last semester of the program on campus. Otherwise, distance students are not required to come to Amarillo during the course of the program.

*Also Note: Current state regulations/requirements prohibit applications to our online program to students in New York state and New Jersey. Admission to Amarillo College for students outside of Texas is contingent upon college compliance with educational regulations/requirements of the state wherein the student resides. The program is not available to applicants intending to perform clinicals outside of the United States.

Sincerely,



Tony Tackitt, M.Ed., RT(T)
Program Director-Radiation Therapy
Amarillo College (806) 354-6063; tmtackitt@actx.edu

IMPORTANT: Please carefully review the "APPLICATION PROCEDURES" section of this document for detailed information on application procedures, forms, and deadlines. Anyone interested in our program can complete an application regardless of how many general education courses they have completed.

Amarillo College Radiation Therapy

Frequently Asked Questions (FAQ's)

What is Radiation Therapy?

The use of radiation (x-rays, gamma rays, electron beams) in the treatment of human diseases, especially cancer--not to be confused with radiography (x-ray technologist).

How much does a Radiation Therapist earn?

Salaries of recent graduates have ranged from \$22-25 /hr, depending on geographic location within Texas. This amounts to starting salaries of about \$50,000/year throughout most of Texas. Salaries nationwide appear to be close to these numbers.

What does a Radiation Therapist do?

Radiation Therapy is a "people helping" profession and the Therapist:

- a. prepares patients for treatment
- b. positions patients for treatment
- c. operates the therapy equipment
- d. implements treatment programs that have been prescribed by the physician
- c. provides supportive care to patients and their family.

Is working with radiation dangerous?

Working with radiation can easily be safe and effective when the Therapist has been properly trained in radiation protection procedures. The typical radiation worker receives higher radiation exposures just being outdoors, and living on planet earth than working in the field. Even at that, radiation safety practices are formally discussed in the curriculum.

Where do Radiation Therapists work?

Hospitals, outpatient clinics, doctor's offices, and educational institutions.

I'm already a radiographer. Why should I go to school for 16 months instead of 12 months, as some programs offer?

Granted, there is some crossover between radiography and radiation therapy, but that crossover only encompasses the content of a few classes—about one semester's worth of content and experience. But we feel it would do the student a disservice to bypass multiple semesters' worth of curriculum, as many programs currently allow. Hence, our 16 month program for radiographers (adding one extra semester compared to 12 month programs) allows the student to receive all of the required curriculum within a timeframe that allows the student better opportunities for success in learning the ins and outs of radiation therapy without compromising the integrity of the curriculum and rushing students through the program in this highly advanced and technologically-based field.

Think of it this way: If it took you about two years to complete your radiography program, it would seem to be quite a daunting task to complete an equally challenging program in half as much time without cutting too many corners. We used to offer a 12 month option for registered radiographers, but we found that the attrition rate was unacceptably high—with students complaining that there was just too much information to cram into such a short period of time. We STRONGLY feel that the extra semester gives students an easier first semester to adapt to the new environment, and get more accustomed to completely different clinical routines.

What is the "Application Portfolio" that is referred to in the application packet?

The application portfolio consists of all the application documents (application forms found in this packet, college transcripts, immunization records, etc.) that are to be submitted (in a manila envelope) as the first major step in the application process. Details about the forms required can be found in the APPLICATION PROCEDURES and APPLICATION CHECKLIST sections of the application information.

Amarillo College

Radiation Therapy

If I am a Distance student, will I ever have to come to Amarillo during the program??

Yes, the student will take the Final Comprehensive (Exit) Exams at the end of the program in Amarillo. No other travel to Amarillo is expected or required at this time. The student will have regular contact (including audio/visual) with program faculty throughout the program.

I haven't taken many (or any) online classes before. How can I know if I'm ready for online learning?

Online learning definitely requires different skills to be successful than what is seen with traditional face-to-face classes! While previous online coursework is not mandatory but is recommended—though having a good working understanding of computer usage is, essentially, required. In the “Admissions Procedures” Section of the application packet, the applicant will be required to complete a module that will help assess their aptitude for online learning that will be sent to the Program Director. See the Admission Procedures section of the application packet for details—including how to access the Module.

What are the computer requirements for the program?

Please see the “COMPUTER REQUIREMENTS” section for details on computer hardware and software requirements. In short, a modern computer (less than 5 years old) with updated software/browsers and plug-ins are required. An understanding of (at least) intermediate computer/internet skills is needed. Intermediate and above typing skills are necessary (greater than 30 wpm). The APPLICATION PROCEDURES section details information about taking a basic computer skills assessment required as part of the application procedures.

What degree would I earn if I completed the Radiation Therapy program?

Upon successful completion of this program, the student will be awarded an **Associate in Applied Science** degree (A.A.S.). The graduate will also be eligible to take the national ARRT certification (Registry) examination. The Amarillo College Radiation Therapy Program is professionally accredited by JRCERT.

How long does it take to become a Radiation Therapist?

A minimum of 24 months, with major coursework lasting about 21 months, regardless of previous college credits, or minimum 16 months at Amarillo College if previously certified by the A.R.R.T. with all or nearly all general education requirements previously completed. A student can take as long as three years to complete the program. However, extending the program is not advisable, and the Program Director must be consulted before deciding to extend the program beyond 21 months, as any extensions may not be logistically feasible.

I can't find my old immunization records, but I had Chicken Pox as a kid, what do I do??

Proof of vaccination or immunity (by physician note documenting the illness or by checking titers, a lab test that can verify immunity) must be documented. **Regarding Chicken Pox, If you have had the vaccine or the illness, do NOT re-vaccinate** as this could result in significant health issues!

Can I go to school part-time?

In short, no. It is the nature of health-care educational programs that the integration of academic classes with extensive clinical experiences is vital to effective education. As a result, students are generally expected to complete the program within the time-frame outlined—24 month full-length (21 months once accepted into the program), or 16 month Advanced Standing, with the student involved in school activities (class, clinic, labs) averaging around 30 hours/week, not including study time.

Can I work and go to Radiation Therapy school at the same time?

Yes, but work hours must be scheduled around your college courses. Academic courses are online and are more accessible at hours that are more flexible, but clinical hours are set and are inflexible. The therapy program is often the equivalent of a full-time job and it is best if only part-time work is attempted. While academic classes are online (and most classwork can be done at the student's convenience), there will be some group and class activities that must be completed during scheduled weekday business hours. Additionally, clinical sites for radiation therapy typically ONLY operate during normal weekday business hours. Some general education courses are offered at night as well as during the day and there are opportunities to take all required general education courses online. Some labs may be held in the evenings as well (once/week during the first three semesters of the program). There will probably not be many times available for work during regular weekday work times (M-F 8-5)

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What is the level of math required for this program?

College Algebra, Contemporary Math, or other approved math course found in the college catalog represent the minimum math requirement for completion of the Radiation Therapy curriculum. The college catalog outlines all acceptable math (and other general education) courses at http://catalog.actx.edu/preview_program.php?catoid=14&poid=2767

Are there age restrictions for students in the Radiation Therapy program.

yes, students must be at least 18 years of age to enter this program.

Who is eligible to get into Radiation Therapy classes?

Those who meet the following criteria:

- a. 18 years of age or older
- b. high school diploma or GED
- c. Possess all civil rights. Only minor traffic violations are allowed by the national certification agency. Anything beyond such minor traffic violations (for example, DUI or controlled substance violations) must be cleared through the certification agency (note-the certification agency, the ARRT, gives the national licensing examination when you graduate, and you'll need to know whether or not they'll accept your case before you enter a radiation therapy program). Contact the American Registry of Radiologic Technologists (ARRT) at 651-687-0048 extension 540 to discuss any matter that concerns you in relation to this requirement. All students will also have to undergo a criminal background check before being formally accepted into the program. The background check is typically not required until the student receives conditional acceptance into the program, but contact the program director if you have any concerns that might result in you wanting to undergo the check ahead of time just to be sure you can qualify for the program.
- d. Good health. Students will complete a form indicating health status in relation to program health requirements.
- e. For "Advanced Standing" program (just under 16 months), applicant must be an ARRT registered radiographer.

Are classes limited in size?

Yes. Therefore, admission is **not** automatic upon completion of an application to Amarillo College (student selection process is described in detail in the section entitled "Student Selection Criteria" section of the application process). Once accepted into the radiation therapy program, students will need to apply for acceptance to Amarillo College. Thus Students Must Apply Not Only to the Radiation Therapy Program, but to the College As a Whole. It is important to note that acceptance into Amarillo College does NOT necessarily mean acceptance into the radiation therapy program. Application for the radiation therapy program is a process entirely separate from the general application to the college.

When do the Radiation Therapy classes begin?

The Radiation Specific classes begin in the Fall of each year (late August). General Education (basic non RAD) classes can be taken anytime.

Are Radiation Therapy classes offered in the evening?

Academic classes are completely online, though some class activities will take place at scheduled times on weekdays during normal business hours (8:00-5:00). Labs may take place one evening per week during semesters requiring lab courses.

Are classes offered online?

The program is preparing to be 100% online by Fall 2016. At that time, all classes are expected to be managed online only. Some labs will take place in person (at a program – approved student's clinical site), and students will show up in person for all clinical assignments at a program-approved clinical site (either in the Amarillo area or at the students preapproved distance clinical site). Some student activities will take place during scheduled times during weekdays.

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Radiation Therapy

What do I do if I want to be a Distance student, but Amarillo College doesn't have any clinical sites where I live?

In short, the applicant to investigate new potential clinical sites. If you have a site in mind, please contact the Radiation Therapy Program Director, Tony Tackitt, at mtackitt@actx.edu and provide the site's name, phone number, email, and contact person such as the **radiation oncology department director (if in a hospital) or facility manager (if an outpatient clinic)**, so that contact can be made and an information packet/forms can be sent. It is recommended that, while investigating a potential clinical site, that the applicant gather the required information from the clinical site web page and not have direct contact with the clinical site (though the applicant may need to call the clinical site reception area in order to identify and gather contact information about the radiation therapy department director)

The Program Director will then use the documents found on the program web site (**CLINICAL SITE APPLICATION**). and will make contact with the prospective clinical site to begin the clinical acceptance process. Note: clinics have the right to decline becoming a program clinical site. Likewise, a clinical site might turn out to be unable to fulfill the accreditation requirements for a program clinical site. If either of these happens, the applicant will be contacted, and will be directed to investigate locating another potential clinical site.

The applicant may only submit one clinical site at a time. If one prospective clinical site declines having students, and the Program Director will inform the student of this as soon as that information is available, THEN the applicant may pursue another prospective clinical site.

If I have already undergone a criminal background check (e.g. for a previous radiography program), do I still have to do the CBC when accepted into radiation therapy at Amarillo College?

Yes, the criminal background checks are only valid for a rather short period of time, and Amarillo College requires a specific background check. But you do NOT have to undergo criminal background check until you find out if you are accepted into the program.

Does the Program contact me to let me know if my application has been received and is complete?

No. The program typically receives a flood of applications near the application deadline, and is not able to contact applicants to give updates about completed application portfolios. In the APPLICATION PROCEDURES section, the applicant is instructed to contact the Program Director via email a few days after submitting the application portfolio to request the required "Follow-Up Visit." The Program Director will reply to the applicant's email with information about the follow-up and the status of the portfolio up to that point. Please do not submit an incomplete application portfolio.

Amarillo College
Radiation Therapy

ABOUT THE CURRICULUM/DEGREE PLANS

The AC program, like most other college-based programs, consists of courses divided into two basic groups:

1. General Academic and related courses (“Basics”)
2. Major courses (radiation therapy specific)

The major courses are further divided into three groups:

1. lecture (didactic) courses
2. labs (on-hands experience in simulated technical situations)
3. Practicum course (Clinical courses. Hands-on learning with live patient interactions at the medical affiliate)

The AC radiation Therapy program contains five Practicum courses (one for each of the five semesters) *or 4 semesters for approved Advanced Standing students (ARRT registered Radiographers only)*. During these practicum courses, the student radiation therapist will be assigned in a working radiation therapy department learning to deliver the radiation therapy treatments with direct supervision from the practicing radiation therapists at the clinical facility. Students cannot be paid for these duties.

In addition to the General Education requirements listed in the table below, the program also requires two “Related Courses”: Anatomy & Physiology I (4 semester credit hours) and Medical Terminology 1 (3 semester credit hours). Note: the relevant content of Anatomy & Physiology II is incorporated in various other courses in the program.

AAS GENERAL EDUCATION REQUIREMENTS

	Hours
COMMUNICATION ENGL 1301: Composition I	3
SOCIAL & BEHAVIORAL SCIENCES	3
LIFE & PHYSICAL SCIENCES* Or MATHEMATICS*	3
LANGUAGE, PHILOSOPHY & CULTURE* Or CREATIVE ARTS*	3
INSTITUTIONAL REQUIREMENT Speech	3
	15
* As specified in individual curricula or selected from the General Education Course List.	

Note: In order for a student to graduate from the radiation therapy program, he or she must fulfill each of the following requirements:

1. Complete each course in accordance with the general catalog with a minimum grade of “C”

Amarillo College

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2. Complete all clinical competencies for each clinical course.
3. Demonstrate skills in performing technical and treatment competencies outlined by the accrediting agencies.
4. Discharge all financial obligations to the college.
5. Make a formal application for graduation at the time specified by the Office of the Registrar.

Other degree requirements may be found in the Amarillo College Catalog at <http://catalog.actx.edu/>

The following page contains a “breakdown” of the courses in the Radiation Therapy curriculum. While the radiation (RADR and RADT) classes are expected to be taken in the order shown, the non-radiation classes may be taken in any order.

http://catalog.actx.edu/preview_program.php?catoid=13&poid=2322&returnto=495

Though the above link directs you to course lists that can fulfill all of our requirements, the following also details more about the general education course lists and requirements:

The Math requirement can be fulfilled by enrolling in any of the Mathematics courses outlined in the *Amarillo College Catalog*. http://catalog.actx.edu/preview_program.php?catoid=14&poid=2790

The Humanities/Fine Arts requirement can be fulfilled by enrolling in any of the Humanities/Fine Arts courses outlined in the *Amarillo College Catalog*.

http://catalog.actx.edu/preview_program.php?catoid=14&poid=2770 OR any from this other list as well: http://catalog.actx.edu/preview_program.php?catoid=14&poid=2763

The Social and Behavioral Science Elective can be fulfilled by enrolling in any of the Social and Behavioral science courses outlined in the *Amarillo College Catalog*. Any of these classes will work, but General Psychology is preferred, as it is more relevant to our field.

http://catalog.actx.edu/preview_program.php?catoid=14&poid=2835

Any of the SPCH classes (not the EDUC classes) from the following list will satisfy the Speech Requirement, though Interpersonal Communications is officially listed as our requirement (and is far more relevant to our field). http://catalog.actx.edu/preview_program.php?catoid=14&poid=2859

***See general catalog for courses that satisfy general education requirements:**

http://catalog.actx.edu/preview_program.php?catoid=14&poid=2767

Amarillo College Radiation Therapy

PROGRAM DEGREE PLAN FULL-LENGTH PROGRAM

SUMMER SEMESTER – FIRST YEAR

			Hours per Week			
Prefix-#	Course name	SemHrs	Class/web	lab	clinic	
HITT 1305	MEDICAL TERMINOLOGY I	3	3	0	0	
MATH X3XX	*APPROVED MATH COURSE	3	3	0	0	
ENGL 1301	FRESHMAN COMPOSITION I	3	3	0	0	
SPCH 1318	INTERPERSONAL COMMUNICATION	3	3	0	0	
TOTAL		12				

FALL SEMESTER – FIRST YEAR

			Hours per Week			
Prefix-#	Course name	SemHrs	Class/web	lab	clinic	
XXXX-X3XX	LANGUAGE/PHILOSOPHY/CULTURE	3	3	0	0	
BIOL 2401	HUMAN ANATOMY/PHYSIOLOGY I	4	3	3	0	
RADT 1191	Ethics & Law in Radiation Therapy	1	1	0	0	
RADT 1401	Introduction to Rad Therapy	4	3	3	0	
RADT 1266	Practicum I	2	0	0	15	
RADT 1205	Technical Procedures I	2	1	3	0	
TOTAL		16				

SPRING SEMESTER – FIRST YEAR

			Hours per Week			
Prefix-#	Course name	SemHrs	Class/web	lab	clinic	
RADR 2240	Sectional Anatomy for Medical Imaging	2	2	0	0	
X3XX	*APPROVED SOCIAL/BEHAVIORAL SCIENCE Elective	3	3	0	0	
RADT 1267	Practicum II	2	0	0	15	
RADT 2401	Oncology I	4	4	0	0	
RADT 1142	Quality Assurance in Radiation Therapy	1	1	1	0	
RADT 1246	Technical Procedures II	2	1	3	0	
TOTAL		14				

SUMMER SEMESTER – FIRST YEAR

			Hours per Week			
Prefix-#	Course name	SemHrs	Class/web	lab	clinic	
RADT 2407	Dosimetry I	4	4	0	0	
RADT 2271	Technical Procedures III	2	1	3	0	
RADT 2266	Practicum III	2	0	0	19	
TOTAL		8				

FALL SEMESTER – SECOND YEAR

			Hours per Week			
Prefix-#	Course name	SemHrs	Class/web	lab	clinic	
RADT 2367	Practicum IV	3	0	0	22	
RADT 2309	Dosimetry II	3	3	0	0	
RADT 2403	Oncology II	4	4	0	0	
TOTAL		10				

SPRING SEMESTER – SECOND YEAR

			Hours per Week			
Prefix-#	Course name	SemHrs	Class/web	lab	clinic	
RADT 2366	Practicum V	3	0	0	22	
RADT 1271	Technology Research	2	1	4	0	
TOTAL		5				

TOTAL SEMESTER CREDIT HOURS: 65

NOTE: Any or all courses on this official curriculum, which are in ALL CAPS may (and should, in order to better the applicants chance of acceptance into the program) be taken in ADVANCE of beginning the medical (RAD) portion of the Radiation Therapy Program, or may be taken concurrently with the RAD courses, as shown. All request for transfer credit must be approved through the Registrar's Office.

Amarillo College
Radiation Therapy
ADVANCED STANDING PROGRAM
(For ARRT Registered Radiographers Only)

SUMMER SEMESTER – FIRST YEAR (Gen Eds. generally taken in advance of program). This semester is not included as part of the 16 month program length, as these courses are mostly required prior to entrance in the program)

Hours per Week

Prefix-#	Course name	SemHrs	Class/web	lab	clinic
XXXX-X3XX	LANGUAGE/PHILOSOPHY/CULTURE	3	3	0	0
MATH X3XX	*APPROVED MATH COURSE	3	3	0	0
ENGL 1301	FRESHMAN COMPOSITION I	3	3	0	0
SPCH 1318	INTERPERSONAL COMMUNICATION	3	3	0	0
X3XX	*APPROVED SOCIAL/BEHAVIORAL SCIENCE Elective	3	3	0	0
TOTAL		15			

FALLSEMESTER – FIRST YEAR (First Semester of Major Coursework after acceptance into the program)

Hours per Week

Prefix-#	Course name	SemHrs	Class/web	lab	clinic
RADT 2401	Oncology I	4	4	0	0
RADT 1267	Practicum II	2	0	0	15
RADT 1205	Technical Procedures I	2	1	3	0
TOTAL		8			

SPRING SEMESTER – FIRST YEAR

Hours per Week

Prefix-#	Course name	SemHrs	Class/web	lab	clinic
<i>(RADR 2240)</i>	<i>(Sectional Anatomy for Medical Imaging)</i>				
RADT 2266	Practicum III	2	0	0	19
RADT 2407	Dosimetry I	4	4	0	0
RADT 2309	Dosimetry II	3	3	0	0
RADT 1142	Quality Assurance in Radiation Therapy	1	1	1	0
RADT 1246	Technical Procedures II	2	1	3	0
TOTAL		12			

SUMMER SEMESTER – FIRST YEAR

Hours per Week

Prefix-#	Course name	SemHrs	Class/web	lab	clinic
RADT 2403	Oncology II	4	4	0	0
RADT 2271	Technical Procedures III	2	1	3	0
RADT 2367	Practicum IV	3	0	0	22
TOTAL		8			

FALL SEMESTER – SECOND YEAR

Hours per Week

Prefix-#	Course name	SemHrs	Class/web	lab	clinic
RADT 2366	Practicum V	3	0	0	22
RADT 1271	Technology Research	2	1	4	0
TOTAL		5			
TOTAL SEMESTER CREDIT HOURS: 48 (33 not including Gen Eds)					

*NOTE: This curriculum assumes the radiographer has satisfactorily completed courses equivalent to Medical Terminology I and Anatomy & Physiology. If the radiographer has not completed a sectional anatomy course in their radiography program, then they will be required to take the RADR 2240, Sectional Anatomy for Medical Imaging during Spring 1st year (as listed in italics above).

While the curriculum is stated as beginning in the summer semester, qualified radiographers must have completed at least four of the five general education courses listed (including Math and English) during or prior to the first summer term with a grade of at least "B" (pending overall GPA acceptance into the program). Thus, in reality, the program begins Fall semester first year, and lasts almost 16 months once beginning major course-work. If a general education course is still remaining, the student may take that course where they live and transfer it to Amarillo College or enroll in a course at Amarillo College that satisfies the requirement. Amarillo College offers online options for each category of general education course requirement.

*See general catalog for courses that satisfy general education requirements:

http://catalog.actx.edu/preview_program.php?catoid=14&poid=2767

Amarillo College Radiation Therapy

COMPUTER REQUIREMENTS (hardware/software)

You'll need a computer headset/microphone and webcam (portable, e.g. on a laptop or clipped to computer monitor)

Printer (inkjet or other good quality printer, scanner (to upload documents/images to school online courses). Many affordable printers also function as scanners.

All applicants will need to undergo the SMARTMEASURE SELF ASSESSMENT described in the APPLICATION PROCUEURES section.

• Computer/internet

- Tablets and Mobile Phones **ARE NOT** recommended for routine online coursework, and will NOT run some vital applications for online classes. While a smartphone or tablet may be handy at times, a laptop or desktop computer is required.
- PC running Windows XP or higher (Windows 7 or higher HIGHLY recommended)
- Mac running OS X (10) or higher
- High speed internet (DSL or Cable)

• Browsers

(This is a link to Blackboard's Browser Checker: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Administrator/020_Browser_Support/Browser_Checker)

- PC running Windows:
 - Internet Explorer 9 or higher (<http://windows.microsoft.com/en-us/internet-explorer/download-ie>)
 - Mozilla Firefox 32 or higher (<https://www.mozilla.org/en-US/firefox/new/>)
 - Google Chrome 37 or higher (<https://www.google.com/chrome?brand=CHMO#eula>)
- Mac running OS X:
 - Mozilla Firefox 32 or higher (<https://www.mozilla.org/en-US/firefox/new/>)
 - Google Chrome 37 or higher (<https://www.google.com/chrome?brand=CHMO#eula>)
 - Safari 6 or higher (Steps to update automatically: <https://support.apple.com/en-us/HT201541>)

• Office/Productivity: can be selected from the following:

- Microsoft Word 2003 or higher (prefer MS Office 2003 or higher)
 - available from the AC Bookstore, [Wal-Mart](#), [Amazon](#) or [Microsoft](#)
 - [MS Office 2007 Compatibility Pack](#) allows current Office XP or Office 2003 users the ability to open, edit, save, and create files using the newer Microsoft Office file formats.
 - [MS Word Viewer](#) and [MS PowerPoint Viewer](#) allow PowerPoint presentations and Word documents to be viewed without having Microsoft Office installed.
- OpenOffice
 - Free software that allows students to create documents, spreadsheets, presentations and databases. To save as Microsoft Office file formats, students using OpenOffice must click File->Save As-> then select the appropriate Microsoft Office file type from the drop-down menu.
 - Download link: <http://www.openoffice.org/download/index.html>

• Streaming Audio/Video and Multimedia

- [Adobe Flash Player](#) (Flash is not supported by the newest versions of Firefox or Chrome—students will be prompted to allow Flash to run when it is needed)
- [QuickTime](#) (not really a required download—the web browser should prompt students to install the plug-in if needed)
- [Adobe Acrobat Reader](#)
- [Java](#) (This should also prompt the student to update if needed)

Amarillo College Radiation Therapy

APPLICATION PROCEDURES

PLEASE READ THIS SECTION CAREFULLY!

DO NOT MAIL THE ENTIRE APPLICATION PACKET, JUST THE REQUIRED DOCUMENTS DESCRIBED IN THIS SECTION!!!!!!!!!!

Applications (completed application portfolios) for the next class will begin to be accepted on the 2nd Monday in October of each year. No applications will be accepted between June 1st and the 2nd Monday in October of each year.

Admission into the Radiation Therapy program at Amarillo College is NOT automatic. The applicant must complete a "portfolio" consisting of the admissions/application documents listed below (all found on the program web site). The portfolio includes submitting written forms (via editable pdf documents), observing online orientation YouTube videos, and a required "follow-up visit."

Note: the student MUST fill out a separate application to Amarillo College in ADDITION to the application documents found here on the radiation therapy program website. Amarillo College application information and procedures (separate from the radiation therapy admission procedures) can be found on our college web site at <https://www.actx.edu/enroll/>

APPLICATION PROCEDURES (note: the applicant must be at least 18 years of age on, or before, the first-class day of any radiation therapy curriculum class).

IMPORTANT: ALL application materials, including all transcripts, must be sent in one large manila-type envelope (or any envelope or postal envelope large enough to contain all of the application portfolio documents). Please have colleges/universities send transcripts to YOU. Then, without opening their envelope, include the transcripts and all other application forms, shot records, etc., in the envelope that you will send to me. This includes transcripts from Amarillo College.

Please wait to send in your application portfolio until the portfolio is complete. Do not send application HARD-COPY documents pieces at a time. The required follow-up visit cannot be scheduled until the required portfolio have been received by the program director. Once you send your application portfolio, wait 3 to 5 days for delivery and processing, and then contact the Program Director via email to request the required "follow-up visit."

REQUIRED PORTFOLIO FORMS AND PAPERWORK:

1. **Transcripts** from all colleges/universities must be on file in the Office of the Registrar AND in the office of the Program Director by the time of the "follow-up visit" (described momentarily). Thus, TWO sets of transcripts are required of applicants: one sent to the Program Director upon application to the radiation therapy program, the other sent to the Registrar's Office upon application to the college (the applicant is not required to apply to the college until such time that they know they have been granted a formal Interview towards acceptance in the program. Once the applicant knows they will be formally interviewed for the program—which is not the same as the "follow-up visit"—then they should apply to Amarillo College (including sending transcript copies to the Registrar's Office).

- *Note: Amarillo College Health programs are revising application processes for all healthcare programs. The revisions may result in the applicant being required to apply for the college before or at the same time as applying for the program. If this is the case, the applicant will be automatically directed to apply for the college in addition to the radiation therapy program. Regardless, to apply to Amarillo College (general application) go to <https://www.actx.edu/enroll/>.*

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All students must meet the requirements of the Texas Success Initiative by taking either the THEA or the ACCUPLACER. These assessments are mandated by law, and measure skills in reading, math and writing. Accepted students are often exempt from these tests due to their previous college coursework. See <https://www.actx.edu/testing/pagesmith/12> for a list of exemptions.

2. **Immunization Requirements:** The following requirements apply to all students enrolled in health-related programs in Texas schools, which will involve direct patient contact in program affiliated medical care facilities.
 1. Students who were born on or after January 1, 1957, must show, prior to first patient contact, acceptable written evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968. Serologic confirmation (*having "titers" checked, a blood test*) of immunity to measles is acceptable. Evidence of immunity must consist of a laboratory report that indicates either confirmation of immunity or infection.
 2. Students must show, prior to program admission, written evidence of vaccination of one dose of rubella (German measles) vaccine. Serologic confirmation of immunity to rubella is acceptable. Evidence of immunity must consist of a laboratory report that indicates either confirmation of immunity or infection.
 3. Students born on or after January 1, 1957, must show, prior to first patient contact, written evidence of vaccination of one dose of mumps vaccine. Serologic confirmation of immunity to mumps is acceptable. Evidence of immunity must consist of a laboratory report that indicates either confirmation of immunity or infection.
 4. Students shall have received a complete series (three injections) of hepatitis B vaccine prior to first patient contact.
 5. Students shall have received a complete series (two injections) of varicella (Chicken Pox) vaccine, prior to first patient contact, unless the first dose was received prior to thirteen years of age or must present documentation of varicella immunity. A validated history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of vaccine. A written statement from a physician will be required to support a history of varicella disease, or the adult student may document a varicella disease history with a signature that must be notarized. **If you have had the vaccine or the illness, do NOT re-vaccinate!**
 6. One dose of tetanus-diphtheria toxoid is required within the last ten years.
 7. Students who have patient contact, must show written evidence of Influenza Vaccination prior to the seasonal flu season.
 8. Under the requirements of a law enacted by the Texas State Legislature, students who are under 30 years of age and entering higher education in the spring of 2012 or later must demonstrate proof of inoculation against bacterial meningitis.

Questions concerning Texas immunization requirements should be directed to a private physician or the local or state health department (not to Amarillo College personnel)
3. The applicant must complete the "**Program Application Form**" which is part of this application packet. The applicant will submit the paper form as part of the application portfolio. ADDITIONALLY, the applicant will complete the same information on the same form found on the website, and submitted electronically by clicking the "submit" button at the end of the PDF document found on the program website (*see left side menu area, click on "Application Procedures", and click on the PDF document titled "Program Application Form" found in the main body of the text of this area.*
4. The applicant must sign the Division of Allied Health "**Release and Waiver of Liability**" form found in this application packet/program website.

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5. The applicant must complete the “**Information Acknowledgment Form**” found in this application packet/program website.
6. The student must view the online orientation videos and submit the “**orientation keywords**” sheet (also referred to as the online orientation sheet) as part of the application portfolio. **Orientation video links are found on the program web site in the left side menu area.**
7. **General Health:** Working in a healthcare environment requires the healthcare worker to be able to be on their feet for extended periods of time, assist in lifting patients, be able to see and read in dim lighting, be able to hear patients with soft voices, communicate effectively with patients ,etc. The applicant must have good personal health so as to not pose a safety risk to patients or personnel. The applicant must complete the “**Technical Standards**” form found in the application packet and/or on the program website. The applicant must have the ability to perform the tasks necessary to fulfill the job description of a radiation therapist. The “Technical Standards” form describes health criteria that must be met for entry into the program. Based on the information presented in the form, the program may require the student to obtain a medical release signed by a medical doctor if there is any concern regarding the applicants ability to perform the tasks as described or if there is any other concern not specified in the form that may arise that may impair or inhibit the applicant’s ability to perform as a radiation therapist and radiation therapy student. Otherwise, no additional documentation is necessary. Failure to give an honest appraisal of the health standards described in the Technical Standards form is grounds for immediate dismissal from the program. If the student’s health changes during the course of the application process or during the program, the student must contact the Program Director to document their new health status. If the student is no longer able to perform the tasks required in the Technical Standards form, the student may be required to leave the program. The program may require a medical release during the program if it is suspected that the student cannot perform the physical tasks necessary for performance of the position.
8. **Computer Requirements:** In addition to the following, see **COMPUTER REQUIREMENTS** section of the application information for details regarding computer hardware/software requirements.

Online learning requires special skills and aptitudes that may differ radically from skills needed for traditional classes. **Complete the SmartMeasure distance education readiness module,** found at <https://www.actx.edu/de/index.php?module=article&id=65>

- email your results to the Program Director (details below),
- **ADDITIONALLY**, print out a **SUMMARY** of the report and include it in your application portfolio (instructions below)
- Write (type, print and send with application portfolio) a word processing document with the title (in larger, bold print) “**SMARTMEASURE SELF ASSESSMENT**” wherein you outline your strengths and weaknesses as described in the module interpretation of your scores **AND** what you intend to do to address your potential weaknesses (total not to exceed 250 words)

Online learning is very different than traditional face-to-face learning in the classroom. A typical online learner must be a good independent learner with a lot of supportive resources, as well as skills that are different than those typically seen in traditional classroom settings. The SmartMeasure module will help identify your strengths and weaknesses with respect to your online education aptitude.

Allow AT LEAST 30 minutes to complete the module (allow an hour, just in case...). Once you get to the web site, enter the username **amarillo** and the password **student** Complete this module using a computer, NOT a mobile device (note: typing speed and reading comprehension are a couple of the many items that will be evaluated in the module).

Once you complete the module, you will have the ability to (and must) email the results to me via the following screen, where—near the top left, under your name, you will click where it says “Email Report” (see image below)

Amarillo College

Radiation Therapy

Tony Tackitt

 **Print / Download Report**

 **Email Report**

Introduction

Summary

Life Factors

Individual Attributes

Learning Styles

Reading Rate & Recall

Technical Competency

Technical Knowledge

Typing Speed Accuracy



A Guide to Interpretation of your SmarterMeasure Score

SmarterMeasure (formerly known as READI) is a tool to help you assess your readiness for learning. The **SmarterMeasure** tool is not intended to make an absolute decision as to whether or not you will succeed in your courses. However, your scores will give you an idea of your strengths in the different components **SmarterMeasure** assesses. It is strongly recommended that you communicate with someone at your school about your **SmarterMeasure** scores so that you will be informed of the resources for support which your school provides to help you succeed.

General Information

Student Name: Tony Tackitt
Date Started: July 26, 2015 @ 12:36 PM CDT
Date Completed: July 26, 2015 @ 12:57 PM CDT
of online courses: 0

IMPORTANT TIP

Use the navigation menu on the left or the buttons on the bottom of each section to navigate between each section of your results.

[Next Section](#) 

When you click on “Email Report” you will see the following screen , where you MUST enter the Program Director’s email address, tmtackitt@actx.edu , which will enable you to send the results directly to me. Unlike what I did in the example below, you MUST also check the box that will send a blind carbon copy of the results to your email address.

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 **Email Report** 

This report can be emailed to anyone. Simply enter the email addresses you would like to send this report to and an optional message to be included, and click send results.

Email Address:

Message:

☐ **Blind copy myself at tmtackitt@actx.edu**

ADDITIONALLY, You will need to print out a summary. Go to the same screen where you went to email your results. Just above the icon where you clicked to email your results, click where it says “Print / Download Report”

Check the box for “summary only” see image below) then click “Generate Report”

 **Print / Download Report** 

To download or print your report click the desired options and then click "Generate Report".

☐ **Exclude appendix in results (includes resources for support & expanded learning styles)**

☒ **Summary Only**

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- NEXT click “Print Report” where you will print the report and include it in your application portfolio

Once you have emailed the results to the Program Director and printed your report (to include in your application portfolio packet), you can continue with the module (clicking Next Section....) to see your results (though you should also have sent a copy of the results to yourself).

- Lastly, compose a Word Processing document with the title (in large font ,all caps) **“SMARTMEASURE SELF ASSESSMENT”** wherein you outline your strengths and weaknesses as described in the module interpretation of your scores AND what you intend to do to address your potential weaknesses (total not to exceed 250 words). **You will print this out and send it as part of your application portfolio.**

The results of the **SmartMeasure** Assessment will be discussed with the applicant during the required “Follow-Up Visit”

OTHER REQUIRED PORTFOLIO PROCEDURES:

1. **Civil Rights Requirement:** The applicant must possess all of his/her civil rights at the time of application and throughout the length of enrollment in the program. Anyone who has been convicted of a felony offense or ANY offense other than a minor traffic violation, will be required to document the details of the conviction with the American Registry of Radiologic Technologists (ARRT) to obtain a ruling concerning the permissibility of ARRT certification. If the ARRT rules that the felony prevents the applicant from future consideration, the application for program admission to the therapy program at Amarillo College must be denied until such time that the ARRT a reverse its position. ARRT can be reached at 651-687-0048 extension 540.
 - All students accepted into the program will also be instructed to undergo a criminal background check required by the college at approximate cost of approximately \$60. Applicants typically do **not** undergo the criminal background check (CBC) until they are conditionally accepted into the program. However, if you have any concerns about eligibility, please contact the program director for information regarding undergoing the criminal background check ahead of time, just in case there are any questions regarding eligibility.
2. **Follow up Visit:** AFTER completion of the items listed in the portfolio paperwork, the applicant will contact the program director to request a **“Follow-Up Visit.”** The follow-up visit will also include a Point Total Assessment where you will receive a written estimate of your points accumulated at the time of the follow-up (note: you can continue to accumulate more points after the Point Total Assessment until the application deadline of each year). **IMPORTANT: This follow-up visit cannot take place until ALL 7 of the application documents from above (area starting with “Transcripts”) have been turned in to the Program Director. If you live outside the 806 area code the “follow-up” can be done by phone instead of in person.**
3. A **Clinical Site Visit (job shadow)** is typically required, and will be discussed/scheduled with the student DURING the required Follow-Up visit described above. The applicant will typically visit a local radiation therapy department and observe its operation for a minimum of **4 clock hours (16 hours for Distance Applicants)**. A special form, found in this document, describes the clinical visit in more detail and will serve to document that you have completed this requirement. For local applicants, the 4 clinical hours must be all at one time in a row. For Distance applicants, the 16 hours should be done on two consecutive days. Special exemptions may be approved ahead of time by the clinical site contact person (typically department director).

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For **Distance Applicants**, the required Clinical Site Visit MUST be performed at the clinic where they intend to do their clinical training. Do NOT schedule your clinical Site Visit until you have submitted your completed application portfolio. Again, the Clinical Site Visit will be discussed during your required Follow-Up Visit with the Program Director. Distance applicants will also undergo a formal Interview with the prospective clinical site (again, to be discussed during the "Follow-up Visit"). Do not contact a prospective clinical site to schedule a clinical visit or interview prior to the Follow-up visit, as this will be discussed during the Follow-up visit.

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APPLICATION DEADLINES:

Applications are not accepted between June 1st and the 2nd Monday in October. Applications will begin to be processed the 2nd Monday of October. Do not send application portfolio's postmarked before the 2nd Monday in October.

These deadlines apply to both the full-length program and the 16 month Advanced Standing program for ARRT-registered radiographers.

Local Area students (Amarillo, Lubbock, Clovis):

- The Required Portfolio Documents (transcripts, shots, application form, waiver, information acknowledgment, keywords) must be received in one "Manila-type" folder no later than **April 15th** of each year.
- Follow-Up Visits can be scheduled for no later than **May 1st** of each year.
Clinical site visit (scheduled/discussed during the Follow-up visit) can occur no later than **May 31st** of each year.
Note: Local clinical sites have very limited clinical site visit times available. Spots for clinical site visit will be allotted on a first-come, first-serve basis. If a student is unable to schedule a clinical site visit, they will miss out on the point opportunities awarded during the site visit. It is in the best interest of the applicant to submit their completed application portfolio well in advance of any deadlines.
- Portfolio information (e.g. updating transcripts to accumulate more points) must be updated no later than **May 31st** of each year

Distance students (regardless of whether an approved clinical site exists in their local area

or not): Gaining approval of new distance clinical sites can be a time-consuming process. Allow a month for the acceptance process. Plan the deadlines below well in advance!

- The Required Portfolio Documents (transcripts, shots, application form, waiver, information acknowledgment, keywords) must be received in one "Manila-type" folder no later than **April 15th** of each year.
- Portfolio information (e.g. updating transcripts to accumulate more points/document spring semester grades—including documenting graduation for radiography applicants) must be updated no later than **May 31st** of each year. Any extra points accumulated up until this May 20 deadline can count towards points towards acceptance and fulfilling any required coursework necessary for acceptance.
- New Distance Clinical Site Visits can be scheduled no later than **May 1st** of each year.
- Interview with the clinical site must take place no later than **May 20th** of each year
- New Clinical sites must be approved by the program by **May 20th** of each year
- Applicant must be approved by the program (via academic process and by completing all phases of the application process) and by the clinical site (via **Clinical Site Visit AND interview process**) by **May 31st** of each year

All students that have COMPLETED an application for competitive entry will be notified by email of their standing* no later than June 3rd.

*Standing: for local applicants, means whether or not they are invited to the formal interview, for distance students = conditional acceptance in the program

The application portfolio MUST be mailed to:

Tony Tackitt

Amarillo College

PO Box 447

Amarillo TX 79178

Amarillo College Radiation Therapy

STUDENT SELECTION CRITERIA

IMPORTANT: *The program will cap applications at a number 5 times what is expected to be accepted into each clinical area (example: if we accept 8 students into the local program, applications will cap at 40 completed application portfolios. If a distance clinic will accept just one student, applications to that clinical site will cap at 5).*

- *The program will ALSO cap distance education **ACCEPTED** applicants (“conditional acceptance”) at a total of 20 students for Fall 2016.*

With the implementation of our 100% online program, the Radiation Therapy Technology program accepts students based on clinical availability and other criteria described below.

The program has a long history of accepting students locally and placing them in clinical sites located within 120 mile radius of Amarillo (including clinical sites in Lubbock and Clovis, New Mexico). The program expects to take between 4-8 students locally into these local/regional clinical sites.

The program will also accept students into clinical settings outside of the traditional Amarillo service area (Amarillo, Lubbock, Clovis NM), typically referred to as “**Distance students**”. The number of students accepted into these clinical settings will be negotiated between the college and the clinical settings.

COMPETITIVE AND NON-COMPETITIVE ENTRY INTO THE PROGRAM

The details for competitive entry points are described later, but in summary, acceptance into the program is based on:

- **academic grades in coursework related to the degree,**
- **overall previous college coursework,**
- **Formal Interview**
- **Clinical Site Visit**

The radiation therapy program applicant pool will be reviewed each year to select the candidates for admission into the radiation therapy program to begin with the start of the regular fall semester in that same calendar year—typically beginning in late August.

Selection into the Amarillo College Radiation Therapy program can fall under one of two categories: Competitive and non-competitive, based on whether or not there are more students applying for a clinical site (or cluster of clinical sites) than are allowed by the clinical site(s).

If a clinical site accepts, for example, two students, and only one or two students apply to that clinical site, entry into the program for that/those students falls under the “Non-Competitive” category.

If a clinical site accepts two students and four apply to that site, then there are more students applying to that site than there are spots available, and entry into the program for those students falls under the “Competitive” category.

Note: the Amarillo area utilizes a cluster of several approved clinical sites. However, it is typical for there to still be more people applying for entry into the local area than there are clinical spots available. Thus, entry into the program for someone that lives in the Amarillo service area contained by our local/regional clinical sites in Amarillo, Lubbock and Clovis NM is still highly likely to be categorized as “Competitive.”

Thus, in any given year, it is expected that some applicants will be competing for acceptance into the program (Competitive entry) AND during the same year, other applicants may not be competing for a spot (non-Competitive entry), depending on the number of applicants for a clinical site or cluster of sites.

NON-COMPETITIVE ENTRY (Typically, Distance sites)

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Non-competitive application will typically consist of applicants seeking a distance clinical site not associated with the traditional Amarillo-Area cluster of clinical sites (Amarillo, Lubbock, Clovis).

- **IMPORTANT:** All Non-Competitive applicants (all Distance students) must submit a completed application portfolio (described in the Admissions Procedures section) **BEFORE** contacting a potential clinical site! Once applicant eligibility has been established through a review of the application portfolio during the required “Follow-up Visit” then the applicant will aid the program in locating a prospective clinical site. The program will make initial contact with the prospective clinical site(s).

Acceptance for non-competitive entry is based on completion of all application procedures as well as the applicant meeting the following criteria:

COMPLETION OF GENERAL EDUCATION AND RELATED COURSEWORK:

There are 7 general education and related courses that can be completed prior to formal acceptance into the program (described in the Degree Plan section of the application)

ACADEMIC ELIGIBILITY REQUIREMENTS (General Education and Related coursework criteria):

A Non-Competitive applicant applying for the FULL-LENGTH program must meet the following minimum criteria (as evidenced by their completed submitted application portfolio):

- Completed at least 5 of the 7 required General Education and Related courses (with the understanding that the remaining course(s) will be completed during the first 2 semesters of the program).
- Minimum of at least 4 General Education and Related courses with a grade of “A” *
- No more than 1 General Education and Related courses with a grade of “C”
 - Exception: if a student has completed all 7 Gen Eds, 2 C’s are allowed
- No Failing grades for any course used as an acceptable General Education/Related courses
- Overall college GPA * of at least 3.3 on 4.0 scale, (or 85% on 100% grading scale)
 - *If multiple transcripts are submitted (if the applicant has attended more than one college/university), only the transcript with the highest number of credit hours will be counted towards this requirement. OR, if the applicant is an ARRT registered radiographer, only the transcript where the student completed their radiography program will be counted towards this requirement.

**In cases where an applicant has taken more than one course that may fit a specific general education requirement, the course with the higher grade will be considered. Additionally, an applicant may re-take a course for a higher grade in order to meet these requirements, so long as they complete the course(s) in time to meet application deadlines.*

Other Criteria:

Upon submission of application documents (collectively referred to as the “application portfolio”), the applicant will schedule the required “Follow-Up Visit” with the Program Director. At that time, the Program Director will determine applicant eligibility for admittance to the non-competitive distance program.

If the applicant is deemed eligible, the Program Director will direct the applicant to locate a potential clinical affiliate site. Once a prospective site is identified by the applicant, the program will contact the prospective clinical affiliate to determine interest and eligibility of the proposed clinical site.

*If there is not already a distance clinical site set up in the applicant’s home area, it will be up to the applicant to investigate new potential clinical sites. If you have a site in mind, please contact the Radiation Therapy Program Director, **Tony Tackitt**, at tmtackitt@actx.edu and provide him with the site’s name, phone number, email, and contact person such as the **radiation oncology department director (if in a hospital) or facility manager (if an outpatient clinic)**, so that contact can be made and an information packet mailed out. This information can often be found on the clinicals’ web site. The Program Director will use the documents found on our program website (**CLINICAL SITE APPLICATION**). and will make contact with the prospective clinical site to begin the clinical acceptance process. Do NOT contact the clinical site directly, (though it may be necessary for you to end up calling a receptionist in order to obtain the contact information and name of the department director). Find the aforementioned information, then relay that information to the college Program Director. Note: clinics have the right to decline becoming a program clinical*

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site. Likewise, a clinical site might turn out to be unable to fulfill the accreditation requirements for a program clinical site. If either of these happens, the applicant will be contacted, and will be directed to investigate locating another potential clinical site.

The applicant may only submit one clinical site at a time. If one prospective clinical site declines having students or is found to be ineligible to have students, then the Program Director will inform the student of this as soon as that information is available, THEN the applicant may pursue another prospective clinical site.

Once a clinical site has been approved, the program will contact the prospective student and direct them to complete the required Clinical Site visit and Clinical Site Interview.

If a Clinical Affiliate already exists in the applicant's city/area, the applicant will be directed to complete the required Clinical Site visit and Clinical Site Interview during the Follow-Up Visit. Again, do not contact a prospective or existing clinical affiliate before being directed to do so by the Program Director.

A list of already approved clinical settings is found on the program web site (note: this list is expected to grow as the online program grows)

Note: If a distance student applies to the program and there is not a clinical site accessible to the student where they live, a new clinical site is needed. If that is the case, there will be a non-refundable one-time \$250 new clinical site fee assessed to the student. This fee also applies to a clinical site that has been used in the past, but is no longer a recognized clinical site by the institution (example, a clinical site had been utilized in the past by a student/students, and the site did not have students on a continuing basis and was therefore dropped as a clinical site). In short, any time a clinical site is required that is not an active clinic for the program, the applicant will be assessed the one-time \$250 new clinical site fee.

- **NOTE: Current state regulations/requirements prohibit applications to our online program to students in New York state and New Jersey. To our knowledge, other states allow online education from Amarillo College. The program is not available to applicants intending to perform clinicals outside of the United States. Admission to Amarillo College for students outside of Texas is contingent upon college compliance with educational regulations/requirements of the state wherein the student resides. The program is not available to applicants intending to perform clinicals outside of the United States.*
- *Also note: if there are more applicants for a particular distance clinical site than the clinical site is able or willing to accept, the rules described for "Competitive Entry" will apply to all applicants for that clinical site. If this circumstance occurs. Applicants will be notified via email by the Program director.*
-

COMPETITIVE ENTRY (Typically, local/area applicants living in the Texas Panhandle)

As we expect to have more applicants than we have admission slots for (at least) our local Amarillo-area program, students are selected for acceptance into the program on a point basis to be described momentarily.

A point assessment will be given to the applicant at the time of the orientation. The point assessment will provide the applicant with an informal **estimate** of the number of points they might have at the time of the interview.

The points will be determined as follows:

1. **COMPLETION OF PREVIOUS COLLEGE GENERAL EDUCATION COURSES** applicable to the Radiation Therapy AAS Degree as listed in the official Program Degree Plan.

Each completed "non-RAD" ("General Education") course will earn points based on the final grade earned.

General education/Related Courses*

Anatomy & Physiology I

Approved Math**

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A=5 points

B=3 points

C=1 point

D & below=0

A= 8 points

B= 4 points

C=1 point

D & below=0

A=7 points

B=4 points

C=1 point

D & below=0

* ALL non-RAD classes except Anatomy & Physiology I, approved math

** note: Contemporary Math 1332 is acceptable as a Math requirement.

BONUS 1 point if taking SPCH 1318 Interpersonal Communications for the speech credit, and earning a grade of "A"

BONUS 1 point if taking PSYC 2301 General Psych. for the Social/Behavioral credit, and earning a grade of "A"

2. **PREVIOUS COLLEGE EXPERIENCE** (regardless of major field)-documented by previous college transcripts

30-59 semester credit hours =1 point*

60-89 semester credit hours =2 points*

90-120 semester credit hours =3 points**

120 or more semester credit hours =4 points **

*must have maintained a 3.4 or greater overall GPA to earn these points

**must have maintained a 3.0 or greater overall GPA to earn these points

if multiple transcripts are submitted, only the transcript with the highest number of credit hours will be considered for these points.

COMPLETION OF PREVIOUS DEGREE (up to 4 points):

Completion of any other 2 year degree=1 point (in addition to points listed above)

Completion of any other 4 year degree=3 points (in addition to points listed above)

3. **COMPLETION OF ALL GENERAL EDUCATION CLASSES** with a minimum "C" grade in each class=1 point

COMPLETION OF ALL BUT ONE GENERAL EDUCATION CLASS with a minimum "B" grade in each class=3 points

COMPLETION OF ALL GENERAL EDUCATION CLASSES with a minimum "B" grade in each class=5 points

COMPLETION OF ALL BUT ONE GENERAL EDUCATION CLASSES with a minimum "A" grade in each class=5 points

4. **COLLEGE LEVEL HONORS** : to be reviewed by Program Director

Dean's list (minimum of 3.4 GPA as a full-time student): 1 point per honor up to 3 points (documentation required)

4.0 GPA: 3 points for full-time student (12 credit hours) during a long semester (fall, spring) up to 9 points

5. **CLINICAL SITE VISIT: There are two forms to take to the clinical site visit: One of those forms is used to add points to the student's point total, and is to be completed by a staff radiation therapist or multiple therapists at the clinical site. Clinical site evaluations will be sent by the radiation therapists directly to the Program Director. Any evaluations will be averaged together and are worth 0-4 points.**

All students that have COMPLETED an application will be notified by letter of their ranking no later than Memorial Day the year of application.

COMPETITIVE ENTRY INTERVIEW POINTS. However many applicants are expected to be accepted into the local Amarillo-area program, twice that number will be invited to a final interview in Amarillo that will be held the **4th Saturday of June**. For example, if the Amarillo-Area program accepts 8 students, 16 will be invited to the interview process.

Each applicant will be interviewed by a panel of local area radiation therapists. The students should prepare for a typical job interview. The interviews will be worth ½ of the points earned by the 2nd place applicant at the time of the initial application deadline (typically somewhere between 20-35 points). The points earned during the interview will be added to the applicant's point total to determine each applicant's final point total. Additionally, if an applicant scores an AVERAGE of less than 50% of the maximum point total during the interview, 3 points will be DEDUCTED from their academic point total. And if an applicant's interview score average is 30% or less of the maximum point value for the interview, a total of 10 points will be deducted from their academic point total.

Example: if the Interview ends up being worth 10 points, and an applicant interview scores from the interview panel average 4, instead of adding 4 points to their academic point total, 3 points will be deducted from their academic point total.

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Note: If any applicant scores unanimous 0's (zero) from the entire interview panel (minimum two panelists), they will not be accepted into the program no matter what their academic point total might be.

If the applicant is accepted into the program, they will receive a "conditional acceptance"* email (**and email only!**) that must be signed and returned by a specified date

- "Conditional Acceptance" means the student will be instructed to get a TB test, CPR certification, undergo criminal background check, etc. before formal acceptance. There is no need to undergo these conditional acceptance procedures until receiving conditional acceptance.
- Acceptance is also conditional for Distance students (outside of the Amarillo service area) contingent upon placement in an acceptable clinical site.
- State authorization: Distance student admission is also contingent upon the college's compliance with any applicable educational regulations or laws enacted by those states in which the students reside.

IMPORTANT: The formal interview for the Local program is mandatory, and the date is non-negotiable. Dates for distance student interviews can be negotiated with the distance clinical site, within the bounds of the application deadline process.

NOTE: Local area applicants and any competitive admission process must have at least 18 points to be considered for the formal interview. If there are fewer applicants than there are spaces for in the local program, the interview process will still take place as described with all of the candidates having at least 18 points participating in the interview process. Though unlikely, if such a case occurs. All students passing the interview process (not receiving straight 0's from the interview panel) will be accepted into the program. In such a case, the application process will remain open until a 2nd pool of applicants are pooled for a 2nd Interview process (date and other details TBA)

If the applicant ranks beyond the allotted number of students that can be accepted after the interview process/application deadline, he or she will be placed on a "stand- by" list that retains their rank order. The stand-by applicants will be moved up in rank as any notifications are received back from those who decline their appointments or do not respond within the deadline period. If an applicant moves up into a position that makes him/her eligible for the Fall Semester Class Roster, he/she will be IMMEDIATELY notified via email and asked to either accept the appointment or decline by a deadline specified in the notification letter. **Again, such a response deadline will be strictly enforced.**

After the Fall semester begins, all portfolios of those applicants not offered a class roster appointment (received before the application deadline) will be de-activated and kept on file until the end of September of that year. Any applicant who was not accepted into the class this year may petition to have his/her portfolio reactivated to be ranked anew during the application process for the following year. This petition must be made in writing to the Radiation Therapy Program Director no later than the end of September of the current application year. Portfolios that are not thus re-activated by this deadline will be discarded. Thereafter, if an applicant decides to apply for next year or any subsequent year, a completely new portfolio must be assembled and submitted. Note: immunization records are NOT kept on discarded applications. Please ONLY submit photocopies/scanned images of immunization records. Do NOT submit original immunization records!!!

Applicants must maintain a current physical mailing address and current email address in his/her portfolio. It is the responsibility of the applicant to keep contact information current for the purpose of receiving correspondence from the Radiation Therapy Program. Not maintaining a current address with the Program Director will result in invalidation and subsequent discarding of the application. Any notification letter that is returned to the college by the post office as undeliverable will be discarded.

All vital communications will be sent via e-mail. It is critical that your e-mail address be up to date, and that you check your e-mail regularly – especially as it gets close to and after the application deadline.

Additionally, it is up to the student to update documents in relation to the student's point totals. That is, for example, it is up to the student to initiate and provide updated transcripts, etc. that can be used to bolster the student's point total. The Program Director will only require an initial set of transcripts. If the student continues with college courses during the

Amarillo College

Radiation Therapy

remaining portion of the application period, it is up to the student to send updated transcripts (or any other documentation for points) to the Program Director.

Accepted Applicants will be sent an email describing their “conditional acceptance.” If the applicant accepts the “conditional appointment” but misses any deadline for returning acceptance forms/follow-up procedures (including, at that time, documentation of CPR, TB test, etc.) , the portfolio will be considered “inactive” and the applicant will lose their “spot.” (There is no need to seek to obtain CPR certification, TB testing, and other “conditional acceptance” criteria until the applicant knows if they have been conditionally accepted into the program)

Again, please send all Radiation Therapy Application Materials (Application Portfolio) to:

Tony Tackitt
Amarillo College
PO Box 447
Amarillo, TX 79178

Amarillo College
Radiation Therapy
PROGRAM APPLICATION

INSTRUCTIONS: **PLEASE PRINT OR TYPE** (word processor or other) this application form. If the applicant's information changes after this application has been submitted, it is the responsibility of the applicant to update the information with the Program Director IMMEDIATELY. Failure to maintain current application contact information or other information could jeopardize the position of the applicant on the acceptance roster.

Social Security Number: _____ - _____ - _____ Date of Application : _____

Name of Applicant: _____
 LAST FIRST M (initial)

Home Address _____
STREET OR PO BOX

CITY _____ STATE _____ ZIP CODE _____
 Home Phone () _____ cell: () _____

Relative Contact (Emergency Contact) Name: _____

Relationship: _____ phone () _____

Email _____
(PRINT large, make underscores obvious)

How did you learn about the Radiation Therapy program at Amarillo College?

_____ Web search _____ accreditation website

_____ School counselor _____ career day

_____ Friend/relative _____ college catalog

_____ Advertisement _____ other (please describe) _____

REMINDER: DO NOT FORGET TO SUBMIT THE SMARTMEASURE DISTANCE EDUCATION READINESS MODULE!

FOR COLLEGE USE ONLY

Date Completed Application Portfolio received:

Amarillo College Radiation Therapy

Amarillo College DIVISION OF ALLIED HEALTH

STATE OF TEXAS

§
§
§

COUNTY OF POTTER

RELEASE AND WAIVER OF LIABILITY

AGREEMENT OF RELEASE made this day between AMARILLO JUNIOR COLLEGE DISTRICT ("Amarillo College")
and _____ ("Student").
print full legal name of student or applicant

In consideration of the Student being permitted to enroll in the Amarillo College Allied Health Division and the acknowledgment of the Student of the following facts:

1. That the Student will be required, as part of the normal educational process towards the Student's degree or certificate of completion to be placed in a teaching environment including, but not limited to, local medical institutions, offices of local practitioners, ambulances, medical laboratories, and other environments (hereinafter called medical affiliates), all of which are affiliated with Amarillo College for these purposes and that while in these medical affiliates, the Student may be exposed to conditions which could cause illness, bodily injury and/or death and may be exposed to patients afflicted with fatal or potentially fatal diseases processes which may be of a contagious nature; and,
2. That the Student will be first provided, as part of the normal educational process toward the Student's degree or certificate of completion, with detailed information about the nature, risks and preventive measures related to communicable diseases of a fatal or potentially fatal nature prior to assignment of the Student; and,
3. That the Student could be exposed to high risk toxic substances in the medical affiliates, but will be first provided with information concerning prevention from becoming ill with same.

Student does hereby:

1. Authorize Amarillo College officials to place the Student into the respective medical affiliates as they deem necessary for the successful completion of the Student's specific educational program;
2. Release, waive, and covenant not to sue Amarillo College, its officers, agents, employees, and persons or entities acting together with Amarillo College in its educational programs (hereinafter collectively called Releasees) from all liability to the Student for any and all loss or damage, and any claims or demands whatsoever therefore on account of injury to the person or property or resulting in death of the Student or emanating from exposure to said disease processes and toxic substances, or any of these, whether caused by the negligence of Releasees or otherwise while the Student is on or within any of the medical affiliates;
3. Indemnify and hold harmless Releasees from any loss, liability, damage or cost that the Student may incur due to the presence of the Student in or upon any of the medical affiliates or in any way observing for any purpose or participating in the educational process in said medical affiliates; and,
4. Assumes full responsibility, including any medical treatment and costs thereof, for any and all risks of exposure to communicable diseases, bodily injury, death or property damage due to negligence of Releasees or otherwise, due to Student participation in the normal educational process in the medical affiliates, or being transported to or from said affiliates.

The UNDERSIGNED expressly acknowledges and agrees that the activities described above could be dangerous and involve the risk of illness, injury and/or death and/or contracting fatal or potentially fatal disease processes and exposure to high risk toxic substances.

The UNDERSIGNED expressly agrees that the foregoing Release, Waiver, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Texas and if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The UNDERSIGNED has read and voluntarily signed the Release and Waiver of Liability and Indemnity Agreement, and agrees that no oral representations, statements or inducements apart from the foregoing written Agreement have been made.

TO BE COMPLETED BY THE APPLICANT/STUDENT:

I have read this document. I understand it is a release of all claims. I understand I assume all risks inherent in the educational process and clinical experience conducted in the medical affiliates of Amarillo College as part of my progressing toward a degree or certificate of completion as set out above. I voluntarily sign my name in agreement with everything stated above.

Dated this _____ day of _____, 20____

Signed: _____
full legal name of student

Amarillo College
Radiation Therapy

ONLINE VIDEO ORIENTATION

KEYWORDS

Contact the Program Director at tmtackitt@actx.edu to receive the links to the required online orientation videos. There will be a number of videos to watch. for each video (each section) you will have at least one but no more than three keywords. The keywords will be announced by the Program Director at various points during the video. Write down each keyword as it is stated. **Note:** keywords may be repeated from one section to another. These keywords must be turned in as part of your application portfolio to verify that you have watched and understand the information delivered during the orientations. Once you have watched the series of videos, filled out this page and turn this in as part of the required portfolio paperwork. Once the completed portfolio has been submitted, contact the program director for the required "follow-up visit"

Introduction:

1. _____ 2. _____ 3. _____

FAQs Part 1:

1. _____ 2. _____ 3. _____

FAQs Part 2:

1. _____ 2. _____ 3. _____

Degree Plan and Computer Requirements

1. _____ 2. _____ 3. _____

Admission Procedures Part 1:

1. _____ 2. _____ 3. _____

Admission Procedures Part 2:

1. _____ 2. _____ 3. _____

Student Selection Criteria:

1. _____ 2. _____ 3. _____

Other Forms:

1. _____ 2. _____ 3. _____

Expense List/Financial Aid:

1. _____ 2. _____ 3. _____

RTT as a Career Part 1:

1. _____ 2. _____ 3. _____

RTT as a Career Part 2:

1. _____ 2. _____ 3. _____

REMINDER: DO NOT FORGET TO SUBMIT THE SMARTMEASURE DISTANCE EDUCATION READINESS MODULE!

AMARILLO COLLEGE-CLINICAL SITE VISIT

The applicant must return (fax or mail) this form as soon as the Clinical Site visit has been completed.

Each applicant seeking admittance into the Radiation Therapy program will be required to visit a Radiation Therapy Technology Department to observe its operation for a minimum of FOUR clock hours (16 for Distance applicants).

To make a clinical site visit appointment, the applicant should follow these steps:

1. Local applicants: the 4-hour clinical site visit appointment information will be given to the applicant during the required "follow-up visit". Distance applicants: you will be directed to contact your proposed clinical site, once the clinical site has submitted the Clinical Affiliate Information portfolio documentation to set up your 16 hours of clinical visitation.
 2. Please honor this appointment day and time, or call to cancel or re-schedule if necessary.
 3. Dress Code: Amarillo Area visits: Dress "business casual" or better, or where full scrub's with clean mostly white sneakers. If wearing business casual, do not wear blue jeans, tennis shoes or T-shirt type shirts. Please avoid perfumes/colognes. Female applicants should not avoid heavy make-up. Wear flats, no heels, no earrings except maximum one stud per ear. Shirts must have a collar and sleeves and dress pants, including women (no skirts or dresses). Distance Sites: Contact the clinical site for their dress preference/requirements. If no preference is given, follow the above for local area applicants. 'Better to over-dress than under-dress!'
 4. During the visitation, please remain in each designated area as assigned. if you have questions, do not hesitate to ask. Be careful, however, of asking questions while in the presence of a patient. Wait until the patient has left the area.
 5. The applicant will return this form to the Program Director as soon as you have completed the visit.
 6. The clinical site visit will count as points towards acceptance. Review the Clinical Site Visit Evaluation Form to understand how you will be evaluated. Take at least three copies of the evaluation form with you to your site visit for radiation therapists to complete and fax to me.
-

IMPORTANT Patient Privacy: By signing below, I acknowledge that I am NOT to discuss ANY potentially identifying information about any of the patients I see in my clinical site visit. I understand that patient privacy is critically (and legally) of utmost importance. Any documents relating to patient information can NOT leave the clinical site. I also understand that, for legal reasons, I am NOT to discuss or make ANY statements relating to diagnosis (what disease or other medical conditions the patients may have) or prognosis (the probable outcome of disease) with the patients, their families, or anyone that is not directly involved in treating the patient.

Name of applicant (print): _____

Date of visitation: _____ Time: from _____ to _____

Signed (applicant) _____ Date _____

**Amarillo College – Radiation Therapy Program
Clinical Site Visit Evaluation Form**

APPLICANT TO TAKE COPIES OF THIS FORM TO THE CLINICAL SITE VISIT

Each RTT that spends meaningful time with the student will complete this evaluation (up to 3 RTT's), print as many as are needed

Please fax form to : Attn: Tony Tackitt (806) 354-6076

Name of visitor (applicant): _____

Evaluating RTT (print): _____

Evaluating RTT email address (print): _____

Name of Clinical Site: _____

Date of observation: _____

Instructions: please rank each category with **5 being excellent and 1 being poor**. Please list any additional comments under the general comment section. Thanks again for your continued support of the program.

I. COMMUNICATION SKILLS

Excellent.....Poor

-Oral communication ability	5	4	3	2	1	0
-Handles questions and answers appropriately	5	4	3	2	1	0

II. INTEREST IN ROLE OF THERAPIST

-Observes activities with interest	5	4	3	2	1	0
-Presents positive, upbeat personality	5	4	3	2	1	0

III. LEVEL OF MATURITY

	5	4	3	2	1	0
--	---	---	---	---	---	---

IV. DEMONSTRATION OF WORK ETHIC

-Arrives to assigned location on time	5	4	3	2	1	0
-Follows instructions	5	4	3	2	1	0

V. PERSONAL APPEARANCE

-Consistently aware of personal hygiene	5	4	3	2	1	0
-Overall appearance (business casual clothing or scrubs)	5	4	3	2	1	0

What was your overall opinion of this student's attitude, performance, and behavior during this evaluation period. This is the only rating that really counts for points. Please check one

_____ Well above average, 'would truly look forward to working with this prospective student

_____ Above-average candidate

_____ Presents as an average overall candidate

_____ Below average, but might have some potential

_____ Well below average, and LACKS MOTIVATION to improve. Serious concerns about this applicant.

GENERAL COMMENTS:

RTT signature _____ date _____

AMARILLO COLLEGE RADIATION THERAPY PROGRAM

INFORMATION ACKNOWLEDGMENT FORM

Name: _____
 last Mi first

Date: _____

Social security number: _____ - _____ - _____

By my signature on this document, I acknowledge that i have been provided written documentation for admission into the Radiation Therapy program at Amarillo College.

In particular, I have received each of the following:

1. A list of specific criteria for admission into the Radiation Therapy program.
2. Step-by-step description of the process used to make select students for admission into the Radiation Therapy program to include notification procedures.

I understand the application process and the process by which students are selected into the Radiation Therapy program. I also understand that it is my responsibility to notify the radiation therapy program director in writing of any address or phone number changes. Amarillo College is not responsible for any student not receiving information due to out-of-date address or telephone information. I also understand that, if accepted into the program, I will have to complete the requirements stated in the "conditional acceptance" information (TB test, CPR certification, criminal background check, etc. before the program begins) and fill out a form verifying my ability to perform the physical tasks necessary while in training.

note-only applicants that have completed the admission procedure (portfolio) will receive any communications. Any applicant that does not complete a portfolio will not be considered for any communications and will not be considered for admission into the program.

applicant signature

date

Radiation Therapy
AMARILLO COLLEGE
DIVISION OF ALLIED HEALTH SCIENCES
RADIATION THERAPY PROGRAM

TECHNICAL STANDARDS/ESSENTIAL FUNCTIONS (health)FORM

The Radiation Therapy Program at Amarillo College has established technical standards that must be met by all students in the program. The following (**next few pages**) is a guideline for the prospective student so that he/she may understand the physical requirements and essential functions necessary for successful completion of the Radiation Therapy Program. This list is not intended to be all-inclusive but rather a basic outline of the basic physical demands of the educational endeavor. Each student must be able to perform and maintain the following (see details on next page) throughout their tenure in the program as well as when entering the field as a certified radiation therapist:

By my signature on this document, I acknowledge that I have been provided a list of the physical requirements for the Radiation Therapy Program, and I understand that once accepted into the program, if I am not able to perform these essential functions, I will be asked to withdraw from the program. I also acknowledged, by my signature, that I might be required, at any time during the program, to undergo physical examination, and medical clearance (from one or multiple physicians, as requested by the Program Director or other administrative personnel), if there is any reasonable question or concern regarding my abilities to perform the required physical tasks of a certified radiation therapist. By signing this document I also acknowledge that I, the applicant, understand that this form is NOT intended to describe a complete and total list of requirements, and that if I have any medical/physical condition that could impede or impair my ability to perform the tasks/duties of a radiation therapist (just as a “for instance” narcolepsy), I am bound to inform the program of my condition/situation, and that any such condition/circumstance may require additional documentation to demonstrate my ability to perform in the clinical/class/lab environment.

Furthermore, if I am currently or if I become disabled, and as Amarillo College and the Radiation Therapy Program do not discriminate on the basis of disability, I understand that I must contact the Amarillo College ACcess Center (371-5436) with the proper documentation so that proper accommodations can be made as required. If I elect to refrain from contacting the ACcess Center, or if the ACcess Center finds that accommodations are not valid for the circumstances, I realize that accommodations will not be made.

Are you able to perform all of the Essential Functions identified NEXT PAGE(s) with or without reasonable accommodations? If reasonable accommodations are required, please include a separate document description.

Circle one:

Yes / No

Signature of applicant

date

Social security #

See next pages for list of Technical Standards/Essential Functions (Requirements for radiation therapy)

Radiation Therapy

AMARILLO COLLEGE—RADIATION THERAPY PROGRAM

“TECHNICAL STANDARDS” (ESSENTIAL FUNCTIONS)

General Health: The applicant must have good personal health so as to not pose a safety risk to patients or personnel. The applicant must have the ability to perform the tasks necessary to fulfill the job description of a radiation therapist. The “Technical Standards” form describes health criteria that must be met for entry into the program. A medical release signed by a medical doctor may be required to document that the criteria can be met. Otherwise, no additional documentation is necessary. **Failure to give an honest appraisal of the health standards described in the Technical Standards form is grounds for immediate dismissal from the program.** *If the student's health changes during the course of the program, the student must contact the Program Director to document their new health status. If the student is no longer able to perform the tasks required in the Technical Standards form, the student may be required to leave the program.*

The radiation therapist must have sufficient strength and motor coordination required for the performance of the essential functions of a work day:

Physical Demands: Candidates must be able to frequently.....

1. Stand, walk, crouch, stoop, bend, balance, twist at neck and waist, and reach/grasp above shoulders, in front of body, to sides of body, and below knees.
2. Push and pull objects in excess of forty (40) pounds routinely. Includes, but not limited to: accessory equipment, wheelchairs and stretchers.
3. Lift 10-40 pounds unassisted to approximately six (6) feet from the floor and to a height of six (6) feet. Objects lifted include but are not limited to blocks, electron cones, accessory devices, and positioning aids.
4. Be independently mobile within a building and between buildings.
5. Show sufficient balance to protect and assist patient(s).
6. Push wheel chairs and stretcher from waiting areas to treatment, simulation, and nursing rooms
7. Transport, reposition, move, and assist in moving a dependent patient from a stretcher or wheelchair onto a table.
8. Must be able to move/assist in moving patients from wheelchair to treatment table and back, gurney to treatment table and back. Assist patients in walking to and from treatment areas—including assisting patients back to and into their care or other transportation vehicles.
9. Have endurance and attention to actively engage in 8 hours of patient treatment each day, 5 days a week.
10. Demonstrate fine motor coordination/dexterity to be able to grasp, handle, hold, cut, push, pull, and feel.
11. Work in confined spaces such as assisting patients in a bathroom or working in an office with several people.
12. Have full use of hands, wrists, shoulders, and work standing on feet 80% of the time.
13. Perform CPR (and obtain/maintain appropriate CPR certification).
14. Apply personal protective equipment.

Visual & Hearing: Candidates must be able to

1. Assess the patient's condition by asking questions, listening to responses, observing condition and behavior.
2. Read typewritten, handwritten, and computer information.
3. Visually evaluation simulation and portal images.
4. Visually monitor patient via TV camera/monitor.
5. Distinguish colors and opacity.
6. Depth perception in judging distances and spatial relationships.
7. Distinguish sounds and voices over background noise.
8. Hear patient communications over auditory monitoring system.
9. Hear patient and coworker in a darkened treatment/simulation room.

Mental/Concentration Demands: Candidates must be able to

1. Concentrate for extended periods of time.

Radiation Therapy

2. Focus on a task for an extended period of time.
3. Learn and retain new information.
4. Apply theoretical concepts underlying the clinical practice of radiation oncology.

Manual Dexterity/Fine Motor: Candidates must be able to

1. Perform manipulative skills such as positioning patients and equipment.
2. Program and operate equipment by setting control panel, using a keyboard, manipulating dials, button, knobs, switches, and levers.
3. Input data into the paper and/or electronic treatment record.
4. Detect changes in environmental odor, temperature, and color.

Communication Skills: Candidate must be able to.....

1. Audibly communicate with clarity in person to exchange accurate information on a one-to-one basis, in a small group, large classroom setting, or large group.
2. Communicate effectively in written and spoken English.
3. Detect, interpret, and appropriately respond to verbal and non-verbal communication, acoustically generated signals (call bells, monitors, phones, alarms)
4. Use therapeutic communication: attending, clarifying, coaching, and facilitating, and using and responding to nonverbal communication.
5. Communicate effectively, efficiently and appropriately with peers, faculty, supervisors, other professionals, patients, and their significant others.
6. Demonstrate sufficient observational skills to collect data on patient performance, and assure patient safety during treatment activities.
7. Gather, analyze and correctly interpret information.

Exposures: Once accepted into the program, candidates may be exposed to....

1. Blood, body fluids, and infectious disease..
2. Potentially hazardous ionizing radiation and radioactive materials.
3. Electrical hazards.
4. Moderate noise from mechanical equipment.
5. Other hazardous materials, toxic substances, and irritating particles.

Personal Traits: Candidates must be able to frequently.....

1. Work within clinical environments, which involve exposure to persons with physical & mental disabilities; and to pain, grief, death, stress, communicable diseases, blood and body fluids, toxic substances, noxious odors and irritating particles.
2. Work with a diverse patient population including persons of various ages, ethnic, racial, religious, alternative lifestyle, and socioeconomic backgrounds without prejudice or repulsion.
3. Conduct oneself in accordance with professional ethics.
4. Exhibit teamwork skills and a spirit of cooperation and respect for peers, faculty, supervisors and other professionals, patients and their significant others.
5. Work around others and alone.
6. Modify behavior/performance in the classroom or the clinic after feedback from the instructor or clinical supervisor.
7. Show problem-solving ability sufficient to organize and complete multiple tasks accurately and within assigned periods.
8. Independently initiate routine job tasks.
9. Respond independently, effectively and quickly to an emergency.
10. Demonstrate competency in clinical judgment and safety precautions.
11. Maintain poise and flexibility in stressful or changing conditions.
12. Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.
13. Interpret instructions furnished in oral, written, diagrammatic or schedule form.

Radiation Therapy

14. Carry out detailed, simple to complex written or oral instructions.
15. Comprehend medical records, documents, evaluations, manuals, journals, instructions in use and maintenance of equipment, safety rules, and procedures.
16. Interact compassionately and effectively with the sick or injured.
17. Function safely, effectively and calmly in stressful situations.
18. Prioritize multiple tasks.
19. Maintain personal hygiene consistent with tasks.
20. Display ethical/conduct standards consistent with standards of the profession.
21. Develop and maintain a productive working rapport with patients, staff, faculty, and other students.

Radiation Therapy

APPLICATION CHECKLIST

THIS IS FOR YOUR PERSONAL USE, DO NOT MAIL THIS FORM BACK TO THE PROGRAM DIRECTOR.

Important instructions:

1. Gather up/fill out all data from SECTION A (below) and mail or hand-deliver in a single manila packet.
2. Unless hand-delivered to me, **allow one week for delivery of documentation**, then call me (806-354-6063) or (BETTER YET) email me (tmtackitt@actx.edu) to request the required follow-up visit.
3. During the follow-up, we will assign a time/date for your clinical visit and discuss any other necessary paperwork. We will also go over transcripts and assign "points".

Your portfolio will not be considered complete until you have turned in/verified the following items.

I have turned in/documented the following (again, use this as your own personal checklist, do not submit this form):

SECTION A: To Be Turned in BEFORE Contacting the Program Director before the Required Follow-Up Visit

_____ All transcripts have been turned in to Program Director from any previous college, including Amarillo College.

Note: to update transcripts for future point considerations, you will need to send an updated official transcript.

_____ (Immunizations)

_____ Tetanus/Diphtheria immunization (tetanus must be within the last 10 years)

_____ Measles

_____ Mumps

_____ varcella (chicken pox) **Important: Do not re-vaccinate for chicken pox.**

_____ Hepatitis B (see "Admission Procedure" section for details)

_____ Program Application form (both paper form and electronic PDF form)

_____ "Release and Waiver of liability" form

_____ Information Acknowledgment form

_____ Keywords sheet for online orientation

_____ General health (Technical Standards) document signed

_____ **SmartMeasure** (distance education readiness module) completed, as per admission procedures instructions

once SECTION A is completed and the application portfolio has been submitted, the applicant should wait about a week, then contact the program director – preferably via email – to request the required follow-up visit (below)

SECTION B Can Be Turned in/Documented during or after the Follow-Up Visit

_____ follow-up _____ Date of follow-up visit

_____ Clinical visitation _____ Date of visitation

_____ Interview (especially for distance applicants) _____ Date of Interview

APPLICATION DEADLINES: See the **APPLICATION DEADLINES** section for details on deadlines. The bulk of application requirements (portfolio documents) must be completed by early April, and—especially in the case of distance applicants—a significant amount of pre-approval with respect to grades and clinical sites that can take a lengthy period of time to work-out must be obtained by the deadline. Additionally, the program has caps on how many applications will be accepted, so early submission of application (though no earlier than 2nd Monday of October) is advised.

All students must meet the requirements of the Texas Success Initiative by taking either the THEA or the ACCUPLACER. These assessments are mandated by law, and measure skills in reading, math and writing. Accepted students are often exempt from these tests. See <https://www.actx.edu/testing/pagesmith/12> for a list of exemptions.

Radiation Therapy

EDUCATIONAL EXPENSE LIST

Estimate: Updated Fall 2015. Current tuition rates for all categories of students (and descriptions of residency requirements for certain tuition categories, example out-of-state tuition) can be found in the *Amarillo College Catalog* online at <http://catalog.actx.edu/content.php?catoid=14&navoid=606>

When calculating your tuition rates, you will need to take into account which “tier” applies to you--whether or not you are a resident of the Amarillo Junior College District (basically, a resident within the Amarillo city limits), out of district (within Texas, but outside of city limits), or out of state.

IMPORTANT: In the estimation of full-length program costs below, semester credit hours INCLUDE ALL General Education and Related Courses. Your actual cost may be significantly less than this, as many applicants have completed many if not all general education classes prior to acceptance into the program. Additionally, if you are enrolling in the 16 month program your costs will be even lower.

Summer First Year*	tuition and fees (12 semester hours)	\$1005.00
general education only	textbooks	\$440.00
before formal program acceptance		

SEMESTER TOTAL \$1445.00

*this semester is general education only, and will likely not factor into student costs as applicants have completed most if not all of these courses prior to program acceptance.

Fall 1st year	tuition and fees (16 semester hours)	\$1340.00
1 st semester as rad th major	textbooks	\$550.00
	malpractice insurance	\$60.00
	radiation dosimeter badge	\$40.00
	clinical software (one-time fee)	\$80.00
	SEMESTER TOTAL	\$2070.00

Spring 1st year	tuition and fees (14 semester hours)	\$1,172.00
	Textbooks	\$230.00
	malpractice insurance	\$60.00
	radiation dosimeter badge	\$40.00
	SEMESTER TOTAL	\$1502.00

SUMMER 1st year	tuition and fees (8 semester hours)	\$670.00
	Textbooks	\$28.00
	malpractice insurance	\$60.00
	radiation dosimeter badge	\$40.00
	SEMESTER TOTAL	\$798.00

FALL 2ND year	tuition and fees (10 semester hours)	\$837.00
	Textbooks	\$50.00
	malpractice insurance	\$60.00
	radiation dosimeter badge	\$40.00
	SEMESTER TOTAL	\$987.00

SPRING 2ND year	tuition and fees (5 semester hours)	\$418.00
	Textbooks	0.00
	malpractice insurance	\$60.00
	radiation dosimeter badge	\$40.00
	SEMESTER TOTAL	\$518.00

FULL-LENGTH PROGRAM TOTAL TUITION + FEES: \$5442.00; INCLUDING ALL COSTS: \$7320.00
(including ALL general education, which will not apply to most students, also including textbooks and supplies)

Excluding General Education. Est: Tuition & Fees: **\$4841** (includes all expenses listed above)
 Total for 16 month program (out of state) ALL costs excluding gen eds. est: \$7532.00

Radiation Therapy

FINANCIAL ASSISTANCE

Financial assistance may be described as any means of reducing a student's educational costs. such costs include direct expenses (e.g. tuition, fees, textbooks, supplies) and indirect expenses (e.g. room and board, transportation, personal expenses).

Assistance is available to many students through state, federal, and local government; through many private sources, such as industrial, service, civic, and fraternal groups; as well as directly through colleges and universities.

The objective of the Financial Aid Office at Amarillo College is to provide financial assistance to students who, without such assistance, would not be able to pursue higher education. The financial assistance offered at Amarillo College is in various forms, including loans, scholarships, grants, campus employment, or a combination of these.

Awards are contingent on available funds and are made on the basis of financial need, scholastic achievement, or other qualifications required by the donors of the funds. The financial need of a student is the difference between the reasonable expenses of an academic year and the amount which a student and his/her family can reasonably be expected to contribute toward these expenses.

Amarillo College requires students who apply for financial assistance, in any form, to submit a Free Application for Federal Student Aid (FAFSA) form. The form may be obtained from high school counselors, the Financial Aid Office at Amarillo College or online at www.fafsa.ed.gov.

Students planning to request financial assistance should be advised that the application process can be tedious and requires several weeks to complete. Therefore, students should apply as early as possible as application deadlines are set well in advance of the beginning of the school year.

Ask about these major sources of funding when you contact the Financial Aid Office:

1. Amarillo College foundation scholarships
2. Stafford loans
3. Pell Grant
4. Workforce investment Act
5. supplemental educational opportunity Grant (seoG)
6. Texas Public educational Grant
7. College Work-study Program
8. Texas Rehabilitation Commission assistance
9. veteran's assistance
10. scholarships (the radiation therapy program at Amarillo College does offer a scholarship, the Anthony Tozzi Memorial Scholarship, to one or two second-year students each year)

Amarillo College accepts credit card (visa, MasterCard, Discover, American express) payment for tuition, fees, and textbooks.

For Amarillo College financial aid information, please go to <https://www.actx.edu/fin/>

College financial aid contact information: <https://www.actx.edu/fin/index.php?module=article&id=398>

Amarillo College also has resources that can aid and assist the student with respect to general money-management and career services (including resume construction and job interview techniques) at <https://www.actx.edu/money/>