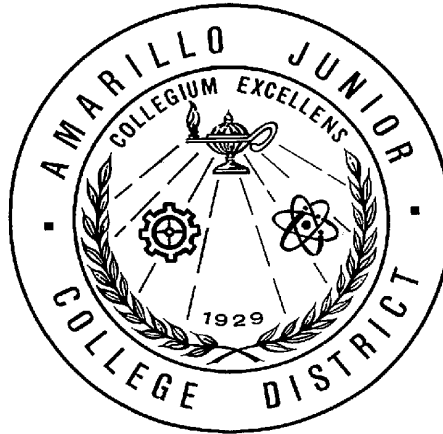

Radiation Therapy
AMARILLO COLLEGE
RADIATION THERAPY PROGRAM



**PROGRAM INFORMATION AND
APPLICATION PACKET**

Radiation Therapy



Amarillo College



Radiation Therapy

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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.

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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 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.

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.

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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. A printer, scanner, webcam (clip-cam, separate from the computer itself), and microphone are some of the hardware requirements. 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).

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

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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.

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 mttackitt@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 (better yet) hospital/clinic "Education Coordinator" or Facility Manager**, 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

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director). The applicant may initiate direct contact with the proposed clinical site if they already have established some meaningful relationship with the clinical site or its personnel (e.g. if the applicant is already working at the clinic in another capacity and already has a good relationship with influential radiation therapy staff, then it could be ok for you to establish contact before involving the program director).

The Program Director will then use the documents found on the program web site (<https://www.actx.edu/radiation/clinical-site-application-information>). 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 the radiation therapy program does NOT require you to undergo the 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 application up to that point. Please do not submit an incomplete application.

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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"
2. Complete all clinical competencies for each clinical course.
3. Demonstrate skills in performing technical and treatment competencies outlined by the accrediting agencies.

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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

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PROGRAM DEGREE PLAN FULL-LENGTH PROGRAM

SUMMER SEMESTER – FIRST YEAR

Prefix-#	Course name	SemHrs	Hours per Week		
			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

Prefix-#	Course name	SemHrs	Hours per Week		
			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

Prefix-#	Course name	SemHrs	Hours per Week		
			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

Prefix-#	Course name	SemHrs	Hours per Week		
			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

Prefix-#	Course name	SemHrs	Hours per Week		
			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

Prefix-#	Course name	SemHrs	Hours per Week		
			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.

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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
(RADR 2240)	(Sectional Anatomy for Medical Imaging)				
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

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COMPUTER REQUIREMENTS (hardware/software)

You'll need a computer headset/microphone and webcam (portable, clip-form so as to be able to be clipped away from the computer, web cam must be SEPARATE from the built-in cam on a laptop)

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, at their own expense, (\$29.99) the SMARTERMEASURE SELF ASSESSMENT described in the APPLICATION PROCEDURE section. Some exemptions may apply (e.g. successfully completing previous online courses, significant computer skills courses/work experience). Contact the Program Director if you feel you might qualify for an exemption.

• 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 newer 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)

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APPLICATION PROCEDURES

PLEASE READ THIS SECTION CAREFULLY!

IMPORTANT: IF YOU ARE A DISTANCE APPLICANT, PLEASE EMAIL THE PROGRAM DIRECTOR AS SOON AS POSSIBLE REQUESTING ADDITIONAL INFORMATION REGARDING IDENTIFYING POTENTIAL CLINICAL SITES. ALSO, BE SURE TO COMPLETE STEP 1: COMPLETING THE “PROGRAM INTEREST FORM” DESCRIBED IN STEP 1 BELOW, AS THIS IDENTIFIES YOU ARE A DISTANCE APPLICANT.

REQUIRED “PORTFOLIO” FORMS AND PAPERWORK:

SUMMARY: Complete steps 1-11, allow 3-5 days for processing, email the program director at tmtackitt@actx.edu to request the Follow-Up visit where the Clinical Site visit (and application review/acceptance process) will be discussed.

- **FIRST:** Review the required “Orientation Videos” at <https://www.actx.edu/radiation/application-materials> The 2 videos labeled “Admission/Application Procedures” walk you through the application process. Please fill in the “Keywords” document (can be downloaded at <https://www.actx.edu/radiation/application-materials>) as you review these videos.
 - Steps 1 and 3 are not found in the Centralized Online Application area, but are required by all applicants.
 - **Steps 4-11 are found in the online centralized application procedure**, but are also listed in this document for those Distance Applicants that are not yet required to submit an online application (in such a case, the applicant will complete steps 4-11 using paper documentation)
 - (note: the applicant must be at least 18 years of age on, or before, the first-class day of any radiation therapy curriculum class).
1. The applicant must complete the “**Program Interest Form**” which is found on the program site as a downloadable pdf at <https://www.actx.edu/radiation/application-materials> . Fill out the form **AND SAVE IT TO YOUR COMPUTER**, **THEN** SEND IT AS AN EMAIL ATTACHMENT TO THE PROGRAM DIRECTOR with the subject heading “(Your Name) Program Interest Form”. This form lets us know about your interest in our program, and gives us some important information about you and how you found out about our program. Download the form by clicking on the blue button on the web page listed above (as seen in the following screen-grab):

 **Download: PROGRAM INTEREST FORM**

2. **Bookmark our Amarillo Health Science Division Program Application web site** <https://www.actx.edu/forms/health/>
 - This site walks you through most of the steps for **online** application to radiation therapy or any other health science program offered at Amarillo College.
3. **Computer Requirements:** In addition to the following, see **COMPUTER REQUIREMENTS** section of the application information for details regarding computer hardware/software requirements.
 - **Some exemptions to the SmarterMeasure requirement may apply (e.g. successfully completing previous online courses, significant computer skills courses/work experience that can be validated, etc.). Contact the Program Director if you feel you might qualify for an exemption.**

Purchase (\$29.99) and Complete the SmarterMeasure distance education readiness module, found at <https://secure.smartermeasure.com/order/>

- email your results to the Program Director (details below),

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- **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 SmarterMeasure 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...). 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)

The screenshot shows the SmarterMeasure Score Report for Tony Tackitt. On the left is a navigation menu with a 'Color Key' showing a scale from 1 (red, Opportunity for Improvement) to 4 (blue, Strength). The main content area is titled 'A Guide to Interpretation of your SmarterMeasure Score' and explains that SmarterMeasure (formerly READI) is a tool to assess readiness for learning. It lists 'General Information' including Student Name (Tony Tackitt), Date Started (July 26, 2015 @ 12:36 PM CDT), Date Completed (July 26, 2015 @ 12:57 PM CDT), and # of online courses (0). An 'IMPORTANT TIP' box advises using the navigation menu or bottom buttons to navigate between sections. A 'Next Section' button is at the bottom right.

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.

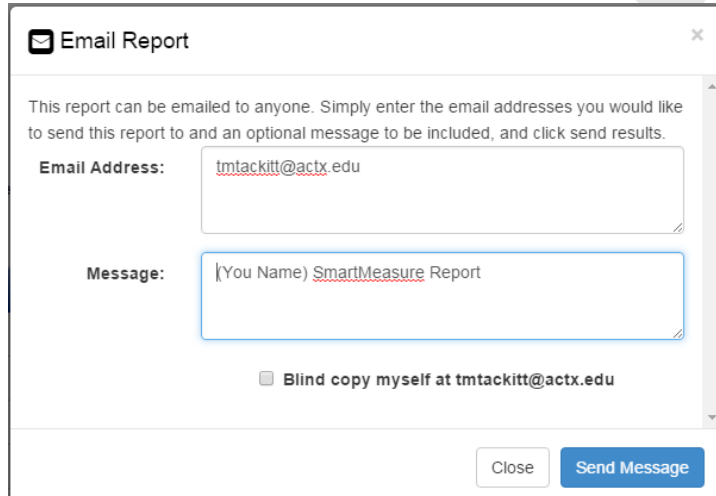
Color Key

4	Strength
3	
2	
1	Opportunity for Improvement

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.

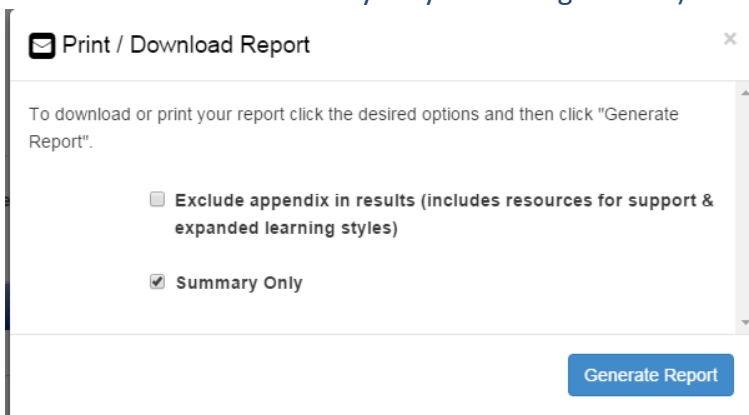
Email Address:

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

- 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) **“SMARTERMEASURE 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 **SmarterMeasure** Assessment will be discussed with the applicant during the required “Follow-Up Visit”

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4. **Apply to Amarillo College.** This is required for anyone applying for acceptance into our program that plans on living in the Texas Panhandle area while attending the program. Amarillo College application can be found at <https://www.actx.edu/enroll/> and is also linked from the Health Science web site from step 1.
- When you complete your Amarillo College application process, an AC email account will automatically be generated for you. PLEASE MAKE A NOTE TO CHECK THIS EMAIL REGULARLY, AS THIS IS LIKELY THE EMAIL ADDRESS WHERE YOU WILL RECEIVE CORRESPONDENCE FROM THE COLLEGE AND FROM THE PROGRAM.

NOTE: 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.

5. **Transcripts** from all colleges/universities must be submitted and submitting transcripts is a part of the Amarillo College Application process.
- In addition to submitting official transcripts to our Registrar's Office as part of applying to Amarillo College, please submit electronic transcripts (high resolution pic or scanned image) to the Program Director as an email attachment with the subject heading "(Your Name) Transcripts". This includes Amarillo College Transcripts, if you have attended A.C. Submit all previous college/university transcripts electronically (all in one email, using multiple attachments if necessary)
6. **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.

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Questions concerning Texas immunization requirements should be directed to a private physician or the local or state health department (not to Amarillo College personnel)

7. **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 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.
8. **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.
9. The applicant must complete the **"Information Acknowledgment Form"** found in the online application process
10. 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.**

OTHER REQUIRED PORTFOLIO PROCEDURES: *These are to be completed once the previous steps (1-11) have been completed.*

1. **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.**
2. 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)**. There are two documents to submit related to the Clinical site visit: one is a form for you to submit to the

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Program Director. The other form is an evaluation form that the clinical site staff radiation therapists submit to the Program Director.

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). **Do NOT schedule your clinical Site Visit until you have permission from the Program Director!**

For **Distance Applicants**, the required Clinical Site Visit **MUST** be performed at the clinic where they intend to do their clinical training. 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 without permission from the Program Director. A document outlining procedures and timetables for these requirements is sent to the student in conjunction with the Follow-Up Visit, but can be requested by the applicant at any time.

The required "follow-up visit" (described earlier) cannot be scheduled until your application is complete. Once steps 1-10 are complete, please allow 3 to 5 days for processing and then contact the Program Director via email (tmtackitt@actx.edu) to request scheduling the required "follow-up visit."

Typically, the Clinical Site Visit will be discussed and possibly scheduled during the required Follow-Up Visit.

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APPLICATION DEADLINES: NOTE, THESE DEADLINES HAVE BEEN REVISED AND ARE NOT DESCRIBED IN THE ORIENTATION VIDEOS .GO WITH WHAT IS WRITTEN HERE

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

- The Required Portfolio Documentation via centralized online application (transcripts, shots, application form, waiver, information acknowledgment, keywords) **ALL ASPECTS OF THE APPLICATION PROCESS MUST BE COMPLETED AND UPDATED NO LATER THAN MAY 31 OF EACH YEAR!**
 - **See “Application Procedures” Section for application details.**
 - Some aspects of the application process can take some time to complete. For example, the applicant cannot set up the required “Follow-Up Visit” until AFTER many of the application forms (key words, information acknowledgement, etc.) have been uploaded to the online application area. And the required Clinical Site Visit (job shadow) can not be scheduled until AFTER the Follow-Up Visit. And, especially for Local/Area Applicants, there are limited VERY slots available towards the application deadline for Follow-up Visits and Clinical Site Visits, the applicant should expect that, as the application deadline draws closer, there will be fewer and fewer opportunities to schedule the required elements of the application process.
 - As a result of the limited availability of time slots for Follow-up Visits and Clinical Site Visits, a **“Priority Deadline” of April 15** is recommended as the last day an applicant can reasonably expect to submit/upload application documents and still have a reasonable expectation of being able to have time left to schedule and fulfil the Follow-Up Visit and Clinical Site Visit requirements.
 - Applications are still accepted until May 31, but the student that submits application documents closer to the deadline should not expect to be able to complete all of the elements of the application process by the May 31 deadline.
 - Portfolio information (e.g. **updating transcripts to accumulate more points**) must be updated no later than **May 31st** of each year. As this is soon after the ending of the Spring semester, applicants can send a screen-grab of their grades by the deadline to the Program Director **by email attachment and email attachment ONLY** (to be later verified with official transcripts). If the applicant is a distance student taking classes, our Registrar’s Office may not be able to process your new updated transcripts by the May 31 deadline. So, again, send verification of updated grades via email attachment to the Program Director.
 - **All students that have COMPLETED an application for competitive entry will be notified by email, and email only, of their standing* no later than June 2nd of each year.**
 - ***“Standing”: for local applicants, means whether or not they are invited to the formal interview, for distance students = conditional acceptance in the program**
 - Note: If the program has not filled either it’s local or distance application pool limit by the above-stated deadlines, the application process will continue until the enrollment limit has been reached. This is unlikely to be the case for local/area applicants (and hasn’t happened since the 1980’s)—as we historically have more applicants than we have spaces available locally. But for distance applicants, if a distance application is submitted after the deadline, the applicant will be put on a “waiting list”. The applicant is then advised to continue to seek out a suitable clinical site, and if the pool of distance applications submitted before the deadline does not result in filling in the available distance slots by Aug. 1 of each year, then a “waiting list” applicant that is eligible and has secured a clinical facility will be admitted into the program. Thus, it is worth while for distance applicants to actively seek out a suitable clinical facility if there is not already one at or near their location. The process for seeking out clinical sites is discussed in other parts of this document.
- * If a distance applicant is having difficulty securing a clinical site and is willing to move to Amarillo if they are continuing to have difficulties locating a clinical site, and if it means having a chance to enter the program as a local/area applicant, they may communicate to the Program Director that they would like to **also** be considered for a local/area position in the program. If they do so, the applicant is subject to all admission/application deadlines for local/area applicants.

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STUDENT SELECTION CRITERIA

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.

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 (required)**
- **Clinical Site Visit (required)**

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).

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.

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.***

A prospective student may apply for both competitive and non-competitive (example, a student may prefer distance non-competitive, but if a clinical site cannot be secured and they are willing to move to Amarillo, they may revert their application to competitive local)

NON-COMPETITIVE ENTRY (Typically, Distance sites NOT IN THE Amarillo area) note: local area applicants can skip to the Competitive Entry section

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

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APPLICANTS EXPECTING TO APPLY ONLY AS A DISTANCE STUDENT CAN SUBMIT ALL APPLICATION DOCUMENTS VIA PAPER (as opposed to online forms) TO THE PROGRAM DIRECTOR, AND NOT VIA THE ONLINE APPLICATION PROCESS. IF THIS IS THE CASE, ALL FORMS (including immunizations and transcripts sealed in an envelope/envelopes from the college/university) MUST BE SENT AT THE SAME TIME, ALL IN ONE MANILA ENVELOPE

- **If you are applying for a distance site, it is likely you will be in the “Non-Competitive” Status.** Please email the Program Director, tmtackitt@actx.edu, to inquire as to whether or not you are likely to be competitive or non-competitive. Though, note that if you are a non-competitive Distance application, it is possible that another applicant might later-on also apply for the same clinical site, potentially changing your status to “Competitive.” In such a case, you will be notified by the Program Director of this change of status as soon as possible.

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

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 of program required General Education and Related courses.
- Minimum of at least 3 program 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 course
- Overall college GPA * of at least 3.0 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.*

IMPORTANT: If you are seeking to be a distance student, and a clinical site is not yet available where you are located, you should not contact a prospective clinical site until you have contacted the Program Director. If you have a site in mind, please contact the Radiation Therapy Program Director, Tony Tackitt, at tmtackitt@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 (better yet) hospital/clinic “Education Coordinator” or Facility Manager**, 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 applicant may initiate direct contact with the proposed clinical site if they already have established some meaningful relationship with the clinical site or its personnel (e.g. if the applicant is already working at the clinic in another capacity and already has a good relationship with influential radiation therapy staff, then it could be ok for you to establish contact before involving the program 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.

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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

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 per clinical site. 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

A = 10 points

B = 7 points

C = 4 points

D & below = 0 points

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

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

30-89 semester credit hours = 7 points*

90+ semester credit hours = 10 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

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Note: for GPA calculation purposes, if multiple transcripts are submitted, only the transcript with the highest total number of credits will be used for calculating these points (in the case of Advanced Standing applicants, only the transcripts from the radiography program will be used)

3. **COMPLETION OF ALL GENERAL EDUCATION CLASSES** with a minimum “C” grade in each class=5 points
COMPLETION OF ALL GENERAL EDUCATION CLASSES with a minimum “B” grade in each class=10 points
4. **COLLEGE LEVEL HONORS** : to be reviewed by Program Director. *Total Honors points cannot exceed 5 points*
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: 2 points for full-time student (12 credit hours)
5. **CLINICAL SITE VISIT: There are two forms to take to the clinical site visit (seen later in this document): One of those forms 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.**
6. **FORMAL INTERVIEW:** A formal Interview will be required for finalists in a competitive entry situation. The Interview will be discussed during the required “Follow-up Visit.” The Interview Date will vary for Distance applicants. For Amarillo-area applicants, the Interview will be on the 2nd Saturday in June. All applicants that have COMPLETED an application portfolio will be notified by **email only** as to whether or not they are invited to the formal interview no later than May 20th of each year.

COMPETITIVE ENTRY INTERVIEW. However many applicants are expected to be accepted into the local Amarillo-area program or any competitive area, twice that number will be invited to a final interview that will be held the **2nd Saturday of June**. For example, if the Amarillo-Area program accepts 8 students, 16 will be invited to the interview process.

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.

Clinical sites have the right to accept or reject students into their clinic. ***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.***

NOTE: Local area applicants and any competitive admission process must have at least 30 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 **30 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.**

CONDITIONAL ACCEPTANCE INTO THE PROGRAM

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 (if that has not already been completed), etc. before formal acceptance.

Radiation Therapy

- Acceptance is also conditional for Distance students (outside of the Amarillo service area) contingent upon placement in an acceptable clinical site as well as completing all elements of the online application.
- 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.

RE-APPLICATION: The application process starts over each year. If an applicant is not accepted into the program and wants to re-apply, they are more than welcome to re-apply for the following year.

Applicants must maintain a current physical mailing address and current email address with the Program Director. 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/email address/phone with the Program Director will result in invalidation and subsequent discarding of the application.

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.. If the student continues with college courses after submitting the initial application (which commonly occurs), it is up to the student to send/upload updated transcripts (or any other documentation for points) to the Program Director. Any time any documents are updated, the applicant must contact the Program Director by email advising the program director of the updated documentation.

If the applicant's point total is sufficient for acceptance into the program (or the applicant is non-competitive and has completed all application criteria), the applicant 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."

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 submit via the online application area described in the admissions section..
2. Once the application is complete, 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 submitted/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

- _____ Submit transcripts to Registrar's Office (and submit electronic transcript as described in admission procedures section as an email attachment to Program Director)
- _____ Immunizations
 - ___ Tetanus/Diphtheria immunization (tetanus must be within the last 10 years)
 - ___ Measles
 - ___ Mumps
 - ___ varicella (chicken pox) **Important: Do not re-vaccinate for chicken pox.**
 - ___ Hepatitis B (completed series of 3 shots, over several months) series must be completed before school starts
- _____ Program Interest Form
- _____ Information Acknowledgment form
- _____ Keywords sheet for online orientation
- _____ General health (Technical Standards) document signed
- _____ **SmarterMeasure** (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 several days, 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 visit _____ Clinical Visit
- _____ 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 May 31, but HIGHLY recommend early submission by May 1st. And 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 Sept. 1 of each year) 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.

Amarillo College

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

Amarillo College

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/>

Amarillo College
Radiation Therapy

**THE REMAINING PAGES ARE SAMPLE FORMS. SUBMITTABLE FORMS CAN BE FOUND AT THE
PROGRAM APPLICATION WEB SITE AT <https://www.actx.edu/radiation/application-materials>**

PROGRAM APPLICATION INTEREST FORM

SAMPLE ONLY, SUBMIT THE FILLABLE PDF DOCUMENT FOUND AT

<https://www.actx.edu/radiation/application-materials>

This form is for the purpose of initiating contact with the program director as you are starting the application process. Upon submitting this document as instructed below, you will receive an email confirmation of your interest in the program. INSTRUCTIONS: PLEASE TYPE in this application form, print and submit to the Program Director (please scan in and send as an email attachment to Tony Tackitt at tmtackitt@actx.edu

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
ONLINE VIDEO ORIENTATION
KEYWORDS

SAMPLE ONLY, SUBMIT THE FILLABLE PDF DOCUMENT FOUND AT

<https://www.actx.edu/radiation/application-materials> or in the Health Science Central Application website

Contact the Program Director at mtackitt@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. _____

SAMPLE ONLY, SUBMIT THE FILLABLE PDF DOCUMENT FOUND AT

<https://www.actx.edu/radiation/application-materials> or in the Health Science Central Application website

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 _____

SAMPLE ONLY, SUBMIT THE FILLABLE PDF DOCUMENT FOUND AT

<https://www.actx.edu/radiation/application-materials> or in the Health Science Central Application website

**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 _____

<https://www.actx.edu/radiation/application-materials> or in the Health Science Central Application website

INFORMATION ACKNOWLEDGMENT FORM

Date: _____

~~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.~~

- ~~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.~~

~~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

SAMPLE ONLY, SUBMIT THE FILLABLE PDF DOCUMENT FOUND AT

<https://www.actx.edu/radiation/application-materials> or in the Health Science Central Application website

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)

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. *If a deficiency is perceived while in the program, a medical release from a medical doctor may be required.* 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 evaluate 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.
10. Vision (corrected) to 20/20
11. Hearing rated at normal or mild on audiogram (if any doubt, a hearing test can be required.
Ranges of acceptable described at
http://www.hopkinsmedicine.org/hearing/hearing_testing/understanding_audiogram.html)

Mental/Concentration Demands: Candidates must be able to

1. Concentrate for extended periods of time.
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.~~
- ~~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.~~

Students will make the Clinical facility and the Clinical Coordinator and Program Director aware of any and all changes in health during the program that can impact satisfactory fulfillment of these requirements. Depending on circumstances, changes in health conditions may require the student to withdraw from the program.