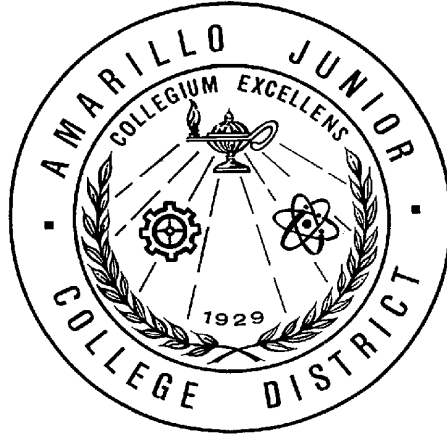


Amarillo College
Radiation Therapy
AMARILLO COLLEGE
RADIATION THERAPY PROGRAM



PROGRAM INFORMATION AND APPLICATION PACKET



Amarillo College
Radiation Therapy

Contents

INTRODUCTION	3
Frequently Asked Questions (FAQ's)	4
ABOUT THE CURRICULUM	8
TRANSFER OF CLASSES/GENERAL EDUCATION REQUIREMENTS:	8
DEGREE PLAN:	9
CLINICALS	11
COMPUTER REQUIREMENTS (hardware/software)	12
APPLICATION PROCEDURES	13
APPLICATION PROCEDURES Addendum: Civil Rights and Health Standards	17
SMARTERMEASURE ONLINE READINESS MODULE	18
Immunization Requirements:	21
APPLICATION DEADLINES:	22
APPLICATION CHECKLIST	23
STUDENT SELECTION CRITERIA	24
NON-COMPETITIVE ENTRY	25
COMPETITIVE ENTRY	26
EDUCATIONAL EXPENSE LIST	29
FINANCIAL ASSISTANCE	30
PROGRAM APPLICATION INTEREST FORM	31
ONLINE VIDEO ORIENTATION	32
KEYWORDS	32
AMARILLO COLLEGE-CLINICAL SITE VISIT (Job Shadow)	33
TECHNICAL STANDARDS/ESSENTIAL FUNCTIONS (health)FORM	35

Amarillo College Radiation Therapy

INTRODUCTION

Dear Friends:

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

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).

While there are other online radiation therapy programs available (in Kansas and Utah), their radiation therapy programs are typically 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* not-for-profit 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 <http://www.jrcert.org/find-a-program/>

*note: our academics are all online, but clinicals are at a "brick-and-mortar clinic or hospital setting.

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.

The curriculum includes didactic courses (academic 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 (2-3.5 weekdays/week, depending on the semester), and are coordinated between the college and the clinical site, and are managed online. Clinics generally run 7:45AM-5:00PM. Clinical times are not negotiable. Additionally, general education courses can be taken online through the College.

Students are expected to be full-time students. As our orientation videos describe, you can still work, but do keep in mind our program is geared for 5 semesters of being a full-time student. Classes are challenging and time-consuming, and you cannot take "a class here or class there" part-time.

*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, as well as FL, CA and MASS. Other states may have restrictions as well. Admission to Amarillo College for students outside of Texas is contingent upon college compliance with educational regulations/requirements of the state wherein the student resides. The program is not available to applicants intending to perform clinicals outside of the United States.

Sincerely,



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

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

Amarillo College
Radiation Therapy
Frequently Asked Questions (FAQ's)

- **What is Radiation Therapy?**

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

- **How much does a Radiation Therapist earn?**

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

- **What does a Radiation Therapist do?**

Radiation Therapy is a “people helping” profession and the Therapist:

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

- **Is working with radiation dangerous?**

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

- **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 or 21 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—when available (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: All of the radiographers that have completed our full-length program over the years have all stated that the radiation therapy curriculum (and radiation therapy ARRT exam) are much more challenging than what they experienced in their radiography programs. If it took you about two years to complete your radiography program, it would seem to be quite a daunting task to complete such a 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 (or even two, in the case of our full-length program) 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 may be referred to in this 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 section of the application information.

Amarillo College

Radiation Therapy

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

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

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

Online learning definitely requires different skills to be successful than what is seen with traditional face-to-face classes! While previous online coursework is not mandatory, it is recommended—and having a good working understanding of computer/internet usage is necessary. Even having taken an online class here or there does not necessarily prepare one for an entire program that is online. In the “Admissions Procedures” Section of the application packet, the applicant will typically 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. Students with little or no previous background with online classes or with a relatively low level of computer/internet skills may not be well-suited for a fully online program.

- **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 (usb-connected desktop cam, separate from the computer itself—embedded webcam on laptop will not suffice), 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 (recommend 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. A student can take as long as three years to complete the program (if circumstances such as lengthy illness, pregnancy, etc. occur). 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. Students may not attend the program “part-time”.

- **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 radiation therapy major classes begin), with the student involved in school activities (class, clinic, labs) averaging up to 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 clinicals and your study requirements. Academic courses are online and offer more flexibility, but clinical hours are set and are inflexible, and clinics are only open Mondays-Fridays typically 8-5, so evening/weekend clinicals are not typically available. 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 will require students to meet in a virtual environment with fellow students (though this can be scheduled at the convenience of the students in each small group).

Amarillo College

Radiation Therapy

- **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!

- **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=2790

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

Yes, students must be at least 18 years of age at the beginning of radiation therapy major course work (Fall semester of first year).

- **Do I have to complete all of the General Education classes BEFORE applying for the program?**

NO! But applicants must be eligible for acceptance (see next question) AND there are some minimum academic eligibility requirements for acceptance. Please refer to the STUDENT SELECTION CRITERIA section of this application packet for academic eligibility details. Additionally, if more students are applying for a clinical site than the clinic is willing/able to take, then there is a process for determining which student(s) is/are accepted into a clinical site. That process is also described in the STUDENT SELECTION CRITERIA section of the application packet

- **Who is eligible to get into Radiation Therapy classes?**

Those who meet the following criteria:

- 18 years of age or older (at the time of starting radiation therapy major courses)
- high school diploma or GED
- 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.
- Good health. Students will complete a form indicating health status in relation to program health requirements.

- **Are classes limited in size?**

Yes. Therefore, **admission is not automatic upon completion of an application and general acceptance to Amarillo College.** In other words, being accepted to enroll in classes at Amarillo College is a separate process from being accepted into the Radiation Therapy Program within the college. (student selection process is described in detail in the section entitled "Student Selection Criteria" section of this application packet). 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 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?**

Amarillo College

Radiation Therapy

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

- **Are classes offered online or in the evenings?**

Academic (radiation therapy specific) classes are completely online, though some class activities will take place at scheduled times (To Be Announced). Amarillo local students may be required to attend in-person labs one evening per week during the first 3 semesters of the program.

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

During the application process, prospective distance students will be given more direction/instruction relating to helping identify and secure a potential 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 Amarillo College 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 follow the steps detailed in the APPLICATION PROCEDURES Section of this packet.

Amarillo College
Radiation Therapy
ABOUT THE CURRICULUM

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

1. General Academic and related courses (“Basics”).

- *Yes, these can be transferred from other colleges/universities, if the schools are accredited and the courses are equivalent. Course transfers, and a preliminary transfer review, will be addressed during the application process.*

2. Major courses (radiation therapy specific classes that can only be taken once formally accepted into the program)

The major courses are further divided into three groups:

1. Academic (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). 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.

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.

TRANSFER OF CLASSES/GENERAL EDUCATION REQUIREMENTS:

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.

All request for transfer credit must be approved through the Registrar’s Office and Program Director.

Class transfer paperwork is typically done during the first semester of the program, though a review of anticipated transferability will be discussed with the applicant during the application process.

Amarillo College offers online options for all required general education courses. ****See general catalog for courses that satisfy general education requirements:***

http://catalog.actx.edu/preview_program.php?catoid=16&poid=3296

For classes that fulfill the **English Composition/Writing requirement:**

http://catalog.actx.edu/preview_program.php?catoid=16&poid=3268

Amarillo College Radiation Therapy

For classes that fulfill the **Mathematics requirement**:

http://catalog.actx.edu/preview_program.php?catoid=16&poid=3311

For classes that fulfill the **Language/Philosophy/Art requirement** ***pick one course from any of the following two menus:***

http://catalog.actx.edu/preview_program.php?catoid=16&poid=3299

or http://catalog.actx.edu/preview_program.php?catoid=16&poid=3293

For classes that fulfill the **Speech/Communication requirement** ***select any 1 of the 3 SPCH courses:***

http://catalog.actx.edu/preview_program.php?catoid=16&poid=3371

For classes that fulfill the **Social/Behavioral Science requirement**:

http://catalog.actx.edu/preview_program.php?catoid=16&poid=3351

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.	

DEGREE PLAN:

Please refer to the following for the course layout:

Amarillo College Radiation Therapy

RADIATION THERAPY PROGRAM DEGREE PLAN

SUMMER SEMESTER-FIRST YEAR

Hours per Week

Prefix-#	Course name	SemHrs	Class/web	lab	clinic
HITT 1305	* MEDICAL TERMINOLOGY I	3	3	0	0
MATH X3XX	*APPROVED MATH COURSE	3	3	0	0
ENG 1301	* FRESHMAN COMPOSITION I	3	3	0	0
SPCH 1318	* INTERPERSONAL COMMUNICATION	3	3	0	0
X3XX	*Approved Social/Behavioral Science Elective	3	3		
TOTAL		15			

FALL SEMESTER-FIRST YEAR

Hours per Week

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

SPRING SEMESTER-FIRST YEAR

Hours per Week

Prefix-#	Course name	SemHrs	Class/web	lab	clinic
RADR 2240	Sectional Anatomy for Medical Imaging	2	2	0	0
RADT 1267	Practicum II	2	0	0	15
RADT 2407	Dosimetry 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		11			

SUMMER SEMESTER-FIRST YEAR

Hours per Week

Prefix-#	Course name	SemHrs	Class/web	lab	clinic
RADT 2271	Technical Procedures III	2	1	3	0
RADT 2401	Oncology I	4	4	0	0
RADT 2266	Practicum III	2	0	0	19
TOTAL		8			

FALL SEMESTER-SECOND YEAR

Hours per Week

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

SPRING SEMESTER-SECOND YEAR

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

TOTAL SEMESTER CREDIT HOURS: 65

Amarillo College

Radiation Therapy

DEGREE PLAN NOTE: Asterisk () indicates a General Education type of course. These courses may be completed at any time during the program curriculum and in any order—EXCEPT that Math and English Composition (as well as a total of at least 5 of the 7 Gen Ed classes) must be completed prior to being formally accepted into the program. See Student Selection Criteria section of this document for details. Any remaining Gen Ed course may be taken concurrently while enrolling in Rad Therapy classes within the program major content.

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.
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/>

CLINICALS

Clinicals (Practicums) can be thought of as similar to “on the job training” that takes place at a local hospital/clinic.

Please note that, while our academics are 100% online, you still must perform “clinicals” several full days/week (2 - 3.5 full days/week, depending on the semester) at a local hospital or clinic (live, not online).

Radiation therapy clinics are typically only open Mon-Fri 7:45-5:00, so your schedule must be able to allow you to undergo clinicals during regular business hours (typically Monday/Friday during the first two semesters, and Tues/Wed/Thurs during the last year of the program plus an extra half day during the summer semester).

Clinicals extend throughout ALL semesters of the program (typically 5 semesters, with standard breaks between semesters, spring break, etc.). Pretty much like a standard health science program (radiography, rad therapy) program, clinicals tend to run 2 days/week for the first couple of semesters and about 3 days/week for the last year.

If you are a distance student, the Program Director will give you more information relating to securing a clinical site during the application process.

Expected clinical days for each semester:

- **Semester 1** (Fall 1st year: clinical start mid Sept. though orientations and classes start in late August):
 - Clinicals are Mondays/Fridays all day

Amarillo College

Radiation Therapy

- **Semester 2** (spring first year): Clinicals Mondays/Fridays all day
- **Semester 3** (summer): Clinicals Tues/Wed/Thurs all day AND Friday mornings
- **Semester 4** (Fall 2nd year): Clinicals Tues/Wed/Thurs all day
- **Semester 5**: Spring 2nd year): Clinicals Tues/Wed/Thurs all day

Note: Students are expected to be full-time students. As our orientation videos describe, you can still work, but do keep in mind our program is geared for 5 semesters of being a full-time student. Classes are challenging and time-consuming, and you cannot take "a class here or class there" part-time. Depending on the semester, students can expect to spend between 32-48 hours/week (during semesters) on classes/clinicals/and studying perhaps more depending on student time management/study skills--(and no more than 34 hours/week in clinic/classes combined, not including studying),

Amarillo area students:

Students accepted into the Amarillo local clinical settings will rotate "round-robin style" to various clinical sites in Amarillo as well as occasional rotations to a clinical facility in Clovis New Mexico and Lubbock Texas. Students must have reliable transportation with respect to rotations to these clinical sites.

COMPUTER REQUIREMENTS (hardware/software)

You'll need a computer headset/microphone and webcam (USB webcam that can sit on a desk/table, 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. Scans must be able to be saved in PDF format

All applicants will need to undergo, at their own expense, (\$29.99) the SMARTERMEASURE SELF ASSESSMENT described in the APPLICATION PROCUEURES section. Some exemptions may apply (described in the Admission/Applications procedures in this document). Contact the Program Director if you feel you might qualify for an exemption.

NOTE: The program utilizes Respondus Lockdown Browser and Respondus Monitor webcam audio/video recording of students during quizzes and exams. Students are required to be audio/video recorded during exams and quizzes. Students will also be required to routinely and regularly engage in a private social media group (a private/secret Facebook group will be created for each class of students wherein students will be required to interact with classmates).

Other compute requirements:

- **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 7 or newer
- Mac running OS X (10) or higher
- High speed internet (DSL or Cable)

Amarillo College Radiation Therapy

• 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)

APPLICATION PROCEDURES

ALL DOCUMENTS WILL BE SUBMITTED ELECTRONICALLY (save as PDF files). PAPER DOCUMENTS WILL NOT BE ACCEPTED.

Note: you must be at least 18 years old on or before the first day of classes.

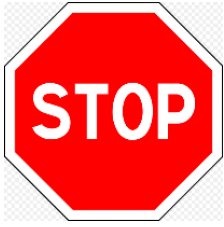
APPLICATION PART 1: The application process looks intimidating, but we take it in small chunks, so it's not so bad ☺

_____ 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" 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**

Amarillo College Radiation Therapy

_____ In the same email as the Program Interest form, **submit electronic college/university transcripts** (official or unofficial at this point in time). See FULL APPLICATION PROCEDURES for details. Do NOT send high school transcripts.



**Once this is completed, WAIT FOR EMAIL REPLY FROM PROGRAM DIRECTOR.
Program Director will verify academic eligibility**

Distance Students: Do NOT send clinical site information yet. For students living outside of the Amarillo area, the email reply from the Program Director will include information regarding whether or not there are already approved clinical sites in your area and/or give you instructions on how clinical sites are sought and secured.

NOTE: In submitting Part 1, of the application process, the applicant acknowledges and accepts the following: The program utilizes Respondus Lockdown Browser and Respondus Monitor webcam audio/video recording of students during quizzes and exams. Students must accept that, for testing security purposes, they will be audio/video recorded during exams and quizzes. Unless there is suspicious activity seen/heard on video, recordings are deleted after viewing by faculty. Students will also be required to routinely and regularly engage in a private social media group (a private/secret Facebook group will be created for each class of students wherein students will be required to interact with classmates).

APPLICATION PART 2:

All of Part 2 can be worked-on/gathered simultaneously, not one after the other.

All Documents and forms must be scanned as separate documents—saved as PDF's, no pics—and sent all at the same time in one email, not via several emails

Distance Students note: The Program Director will start the process of seeking a clinical site for you, if there is not one already available, once the Program Director receives the email with the following attachments (once this info has been sent you may request information relating to securing a clinical site): **Keywords Document, Student Health Form, Immunizations (and SmarterMeasure email or exemption documentation—to be described a bit later)**

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.

_____ Distance Students: Reply to email from Program Director with potential distance site information, once the above documents have been emailed to the Program Director (details given in email from Program Director)

_____ **Gather and submit as email attachments to Program director the following**

_____ **Keywords document** (view orientation videos found on program application web site where you found this document)

_____ **Student Health Form** ("Technical Standards" Form, found later in this document that outlines health requirements of the program)

Amarillo College Radiation Therapy

_____ **SmarterMeasure** online preparedness report/self-evaluation (or exemption documentation, described later on. This form will be sent separate from the other documents)

_____ ****Immunizations** (see IMMUNIZATION REQUIREMENTS section for individual required immunizations for application)

_____ 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 (series of 3 shots, over several months) series must be completed before school starts

_____ **Apply to Amarillo College** <https://www.actx.edu/enroll/> to receive your college id# (there is no fee for applying to the college). Be sure to submit **OFFICIAL transcripts** from ALL colleges/universities to college Registrar during this process! The unofficial transcripts or scanned transcripts sent to the Program Director in PART 1 will not be sufficient for the Registrar's Office. Once your application to the College is complete, within 3-10 business days, you will receive a letter from the college stating that you are accepted to the college, and the letter will give you your college id#. **SAVE THIS id#, AS YOU CANNOT COMPLETE YOUR APPLICATION, MUCH LESS REGISTER FOR CLASSES, WITHOUT THIS NUMBER!**

Note: acceptance to the college does NOT mean acceptance into the program. The program application is separate from the college application.

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/tsi-assessment> for exemptions.

_____ **Begin/complete Amarillo College Allied Health electronic application at** <https://www.actx.edu/forms/health/> this application will require you to upload some of the same documents you will email to the Program director ('sorry for the repetition!).

Bookmark this page, as you will be going back to it a few times to submit required documents (generally ,the same ones you will be sending to the Program Director via email....I know, it's repetitious. Sorry! In this process you will also "sign-off" on other required elements such as waiver form, civil rights, etc. This process will prompt you to apply to Amarillo College (which is described in the next step)

IMPORTANT NOTE: This Allied Health application seems to prompt you to complete a background check and CPR certification, but you can **SKIP** that until such time as you are formally accepted into the program! In other words, don't do anything yet that would cost you money ☺



End of Part 2 At this point, send an email to the Program Director stating you have completed ALL of the above steps and want to request the required "Follow-up Visit." The Program Director will reply with optional dates/times for the follow-up and will send a document outlining the Clinical Site Visit (job shadow) and Interview process—to be discussed in more detail during the Follow-up Visit.

Amarillo College Radiation Therapy

APPLICATION PART 3: Follow-Up Visit, Job Shadow, Interview

When Part 2 is complete, send email to Program Director stating Part 2 is complete and request the required Follow-up visit. **please allow 3 to 5 days for processing after submitting Part 2, and then contact the Program Director via email (tmtackitt@actx.edu) to request scheduling the required “follow-up visit.”** The Job Shadow and Interview are typically described during the follow-up visit

- _____ Follow-up visit complete (via phone for those outside of 806 area code, face-to-face if in 806)
- _____ Clinical Site Visit (Job Shadow) complete
- _____ Interview complete (For Amarillo and Lubbock applicants, the date for the interview will be described during the Follow-up Visit).

Here's some details regarding Part 3:

1. **Follow up Visit:** Once Part 2 is complete (and not before!), email the Program Director requesting the required “Follow-Up Visit.” For distance students, the visit is done by phone. For those living in the 806 area code, it is done in person. The visit takes about 30 minutes and is casual.

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 of the application documents from above (Part 1 and Part 2) 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 (typically) 2 full days. There are two documents to submit related to the Clinical site visit: one is a form for you to submit to the Program Director. The other form is an evaluation form that the clinical site staff radiation therapists submit to the Program Director.

The two days should be done on two consecutive days but can be completed up to a week apart. Special exemptions may be approved ahead of time by the clinical site contact person (typically department director).

Do NOT schedule your Job Shadow until you have permission from the Program Director! Note: some clinical distance sites may require you to undergo background check (and, depending on the state, drug screening) before you can complete the job shadow and or interview.

- * For **Distance Applicants**, the required Job Shadow **MUST** be performed at the clinic where they intend to do their clinical training. Again, the Job Shadow will be discussed during your required Follow-Up Visit with the Program Director. *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 applicant.*
- 3. **Interview:** **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 Job Shadow 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. Interviews for Amarillo Local applicants will take place in early June (described in Student Selection Criteria portion of this document). Interviews for**

Amarillo College Radiation Therapy

Lubbock UMC students will take place at a time/date to be announced. Lubbock UMC interviews typically take place in May of each year.

If you the interview process goes well, proceed with the remaining steps below when directed by the Program Director... if your clinical site is not “competitive” (described in Student Selection Criteria section of this document), and has accepted you as a student, proceed with the final steps below (see Student Selection Criteria section of this document for details regarding “competitive and non-competitive” clinical sites)

- _____ Background Check
- _____ Drug Screening (if required)
- _____ CPR certification (or re-certification) wait for acceptance
- _____ TB test –wait for acceptance

Information on how to obtain background, drug screening are found in the full application description on the next pages. Information on CPR and other requirements will be sent in an email if you are conditionally accepted into the program.

APPLICATION PROCEDURES Addendum: Civil Rights and Health Standards

When making your Health Science Central Application (in Part 2), you will be prompted to sign off on the Civil Rights Requirement

Civil Rights Requirement: The applicant must possess all of his/her civil rights at the time of application and throughout the length of enrollment in the program. Anyone who has been convicted of a felony offense or ANY offense other than a minor traffic violation, will be required to document the details of the conviction with the American Registry of Radiologic Technologists (ARRT) to obtain a ruling concerning the permissibility of ARRT certification. If the ARRT rules that the felony prevents the applicant from future consideration, the application for program admission to the therapy program at Amarillo College must be denied until such time that the ARRT a reverse its position. ARRT can be reached at 651-687-0048 extension 540.

- All students formally **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.*** Other costs once accepted along these lines include TB test, CPR certification, and flu shot. The student will be given directions relating to these requirements when accepted. Distance applicants may also be required to undergo drug screening or other measures required by their state of residence.

Also during Part 2, the applicant will be prompted to submit a “Technical Standards form relating to General Health and the health requirements of the program: 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 later on 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 prior to or while in the program 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

Amarillo College

Radiation Therapy

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. See the Technical Standards form for details.

SMARTERMEASURE ONLINE READINESS MODULE

In addition to the following, see **COMPUTER REQUIREMENTS** section of the application information for details regarding computer hardware/software requirements.

Online learning is very different than traditional face-to-face learning in the classroom, **ESPECIALLY A COMPLETE ONLINE ACADEMIC PROGRAM**. 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. **Online classes typically take more time than traditional classes, and require the student to have excellent self-discipline and time management skills.** The SmarterMeasure module will help identify your strengths and weaknesses with respect to your online education aptitude.

SmarterMeasure is a computer readiness testing module that examines applicant skills and readiness for online coursework.

- Some exemptions to the SmarterMeasure requirement may apply (e.g. successfully completing **AT LEAST TWO** previous online courses with a course grade of "A" (documentation required*). We use BlackBoard online class management system. Experience with BlackBoard is preferred but not mandatory.
- *Documentation of multiple previous online courses can include letters of reference (emails) from college/university faculty stating the courses were taken online, or taking courses from an institution (e.g. University of Phoenix) that is completely online. Grade verification via official or unofficial transcripts are required. Documentation that the classes were completed online is required and is non-negotiable.

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

- Read through the above-cited web page, then when you are ready, click on the button that says **Begin as First Time User** (This will prompt you for your payment)
- Complete the module
- email your results to the Program Director (details below),
- **ADDITIONALLY**, you will have the opportunity to receive a **SUMMARY** of the report from SmarterMeasure that you will email to the Program Director
- In addition to the **SUMMARY** Report, you will (in the same email) send a typed word processing document that you will title "SMARTMEASURE SELF ASSESSMENT" wherein you outline your strengths and weaknesses as described in the module interpretation of your scores **AND** what you intend to do to address your potential weaknesses (total not to exceed 250 words). You will email this along with the Summary Report to the Program Director.
- Please make the subject heading for this email **“(your name) SmarterMeasure Summary and Self Assessment”**


Allow AT LEAST 30 minutes to complete the module (allow an hour, just in case...).


Amarillo College Radiation Therapy

Complete this SmarterMeasure module using a computer, NOT a mobile device (note: typing speed/accuracy 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)

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

Color Key

4

3

2

1

Strength

↑

Opportunity
for
Improvement

A Guide to Interpretation of your SmarterMeasure Score

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

General Information

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

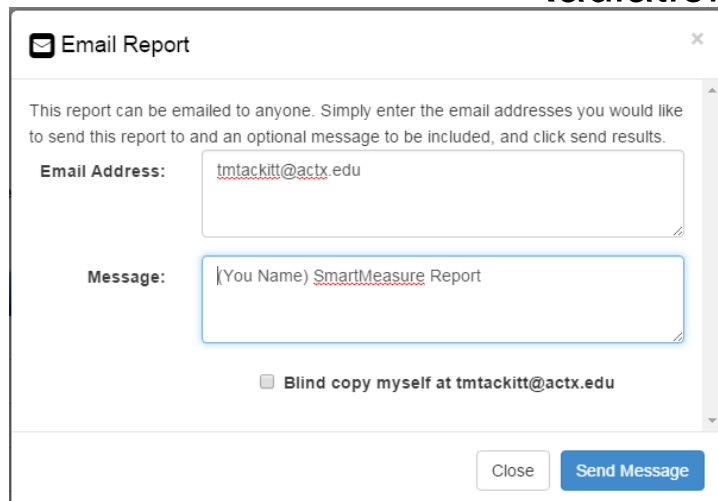
IMPORTANT TIP

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

[Next Section >](#)

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

Amarillo College Radiation Therapy



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:

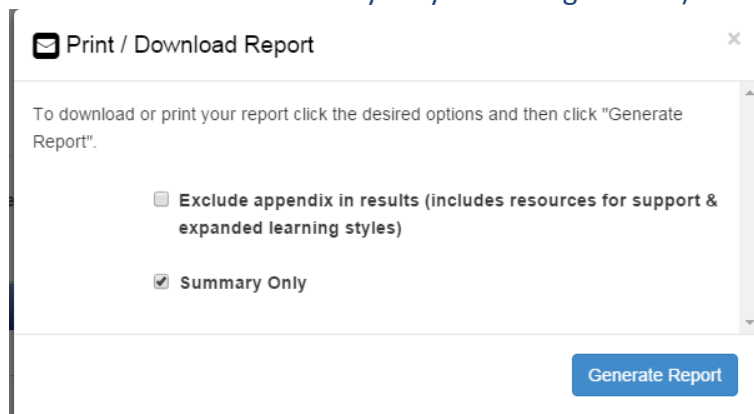
Message:

☐ Blind copy myself at tmtackitt@actx.edu

Close Send Message

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

Generate Report

- **NEXT click “Print Report” where you will print the report for your own records**

IMPORTANT:

Compose a Word Processing document with the title (in large font, all caps) **“(your name) SmarterMeasure Summary and 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).

Send this document as an email attachment to an email addressed to the Program Director along with your email of your summary report.

To repeat, you will send an email with your summary report AND an attached document addressing your perceived strengths AND weaknesses according to the report. Please make the subject heading for this email **“(your name) SmarterMeasure Summary and Self Assessment”**

Amarillo College Radiation Therapy

The results of the **SmarterMeasure** Assessment will be discussed with the applicant during the required "Follow-Up Visit"

Immunization Requirements: The following requirements apply to all students enrolled in health-related programs in Texas schools, which will involve direct patient contact in program affiliated medical care facilities.

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

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

Amarillo College
Radiation Therapy
APPLICATION DEADLINES:

Priority Deadline** to submit Part 1 and Part 2 documents: **April 15 of each year**

Final Deadline to update all documents (complete Parts 1,2,3 except Interview*): **May 31 of each year**

See "Application Procedures" Section for application details.

***Interview for Amarillo applicants typically occurs on the first Saturday in June. Program Director will specify Amarillo interview date during the required Follow-Up Visit. All Amarillo applicants are advised to be prepared to attend the interview on the first Saturday in June.**

**** "Priority Deadline"**

- 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 related to **Part 2** and still have a reasonable expectation of being able to have time left to complete Part 3: scheduling and completing the Follow-Up Visit and Clinical Site Visit requirements, etc.
- Applications are still accepted until May 31, but the student that submits application documents after April 15, should **not** expect to be able to complete all of the elements of the application process by the May 31 deadline.
- **Note:** While Part 2 should be completed by April 15, transcripts can be updated to add more academic points until the May 31 final deadline. As this is soon after the ending of the Spring semester, applicants can send a **screen-grab or pic** 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 1st of each year**. "Competitive Entry" is described in the Student Selection Criteria section of this document.

Please be mindful that application processes can take time to complete (obtaining transcripts, immunization records, etc.). Please plan for delays on receiving information related to your application.

APPLICANTS IN NON-COMPETITIVE CLINICAL SETTINGS (described in Student Selection Criteria section of this document), WHICH ARE TYPICALLY DISTANCE STUDENTS, MAY RECEIVE DEADLINE EXTENSIONS (see below), though no new distance applications can expect to be started after May 31

• Note: If the program has not filled either its 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. It is worth noting that seeking new clinical sites after the May 31 deadline will not be a high-priority issue

Amarillo College Radiation Therapy

APPLICATION CHECKLIST

THIS CHECKLIST IS FOR YOUR PERSONAL USE to keep track of your application progress, DO NOT SEND THIS FORM TO THE PROGRAM DIRECTOR.

See ADMISSION PROCEDURES SECTION FOR DETAILS

Application procedures can take time to secure (getting transcripts, immunization records, etc.). Please allow plenty of time before deadlines for these procedures!

PART 1: To Be Turned in BEFORE Contacting the Program Director before the Required Follow-Up Visit OR Submitting prospective clinical sites (distance students)

_____ Submit Program Interest Form

_____ Submit electronic transcripts



PART 2:

_____ Keywords document

_____ Student Health Form

_____ SmarterMeasure (summary statement and self-assessment emailed to Program Director, OR exemption verified)

_____ 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 (series of 3 shots, over several months) series must be completed before school starts

_____ Apply to Amarillo College <https://www.actx.edu/enroll/> including submitting **OFFICIAL transcripts**

_____ Begin/complete Amarillo College Allied Health electronic application at <https://www.actx.edu/forms/health/>



PART 3

_____ Follow-up visit complete (via phone for those outside of 806 area code, face-to-face if in 806)

_____ Clinical Site Visit (Job Shadow) complete

_____ Interview complete (For Amarillo and Lubbock applicants, the date for the interview will be described during the Follow-up Visit).

Amarillo College Radiation Therapy

STUDENT SELECTION CRITERIA

How are students formally accepted into the program?

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.

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

Please note: academic eligibility MUST be established no later than the May 31 application deadline (though waiting until such a late date makes it less likely a distance student would be able to secure a clinical site)

All program applicants must meet the following minimum criteria (as evidenced by their completed submitted application portfolio) by the final application deadline:

- **Completed at least 5 of the 7 of program required General Education and Related courses (6 courses for Advanced Standing applicants, if applicable). At least two of those classes MUST include transferable Math and English(composition) courses. *In other words, the first semester of the program Degree Plan is listed as a summer semester. This 1st semester lists 5 General Education courses. Thus, 5 General Education courses must be completed before being able to enroll in radiation therapy major courses in the Fall semester.***
- **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 fulfilling this requirement.**
- **Minimum of 30 points (using the academic point scale seen later on in this section)**

***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.**

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 3-4 Amarillo-area students and 1-2 Lubbock students (at UMC clinical site).

The program will also accept students into clinical settings outside of the traditional Amarillo service area, typically referred to as “**Distance students**”. The number of students accepted into these clinical settings will be negotiated

Amarillo College

Radiation Therapy

between the college and the clinical settings, following the guidelines set for by JRCERT accreditation. Most distance clinical sites limit enrollment to 1 student per site.

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)/accreditation.

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.

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-Amarillo)

NON-COMPETITIVE ENTRY

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

Non-Competitive simply means, as an example, if a distance clinical site has only one student applying for that site, the student is not competing with other students for that site. This simplifies matters, and if the student meets the academic eligibility requirements of the program (described in the Student Selection Criteria portion of this document) and the student successfully completes the Interview and Job Shadow process, the student will be accepted into the program!

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).

- **If you are applying for a distance site, it is likely you will be in the “Non-Competitive” Status.** Though, note that if you are a non-competitive Distance applicant, 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. If there is only one application for a clinical site by the May 31 deadline, then the clinical site is considered “non-competitive.”

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 (see Admission Procedures Part 2 for a few details)

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.

- ***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.***
-

Amarillo College Radiation Therapy

COMPETITIVE ENTRY

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

“Competitive Entry” refers to a clinical setting where there are more students applying for a clinical site or sites than are allowed to be accepted into that site or sites. This consistently applies to Amarillo local applicants and often to Lubbock (UMC clinic) applicants.

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 (“Follow-up Visit”). The point assessment will provide the applicant with an informal **estimate** of the number of points they might have at the time of the Follow-up Visit.

Applicants for any Competitive Entry clinic must still meet academic eligibility requirements previously described at the beginning of the Student Selection Criteria portion of this document.

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 (the 7 General education and related courses outlined in the Degree Plan)

- **A = 10 points (14 for Anatomy & Physiology)**
- **B= 7 points (8 for Anatomy & Physiology)**
- **C= 4 points**
- **D & below= 0 points**

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

30-89 semester credit hours = **7 points (with 3.4 or greater overall GPA)**

90+ semester credit hours = **10 points ((with 3.0 or greater overall GPA)**

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 7 GENERAL EDUCATION CLASSES** with a minimum “C” grade in each class=**5 points**
COMPLETION OF ALL 7 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)
Semester with a 4.0 GPA: as a **full-time student** (12 credit hours. 9 for summer term) = **2 points** (one time only)

5. **CLINICAL SITE VISIT (Job Shadow)**: 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 1st 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 by end of day June 1st of each year**

Amarillo College Radiation Therapy

Amarillo COMPETITIVE ENTRY INTERVIEW. However many applicants are expected to be accepted into the local Amarillo-area program or any competitive area, a minimum of twice that number will be invited to a final interview that will be held the **1st Saturday of June, 2017 (contact Program Director for date for any given year beyond 2017).** For example, if the Amarillo-Area program accepts 4 students, at least 8 will be invited to the interview process.

Lubbock (UMC hospital) and any potentially competitive entry distance site Interview date: TBA (Late May)

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.

The Interview Panel for all clinical sites (local and distance) will be comprised of radiation therapists from the clinical sites. ***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.***

The Interview can add and even subtract points from your academic total. The Interview can also result in not being selected to the program regardless of academic point totals. Read further for details...

Each applicant will be interviewed by a panel of local area radiation therapists. The students should prepare for a typical job interview. The interviews will be worth ½ of the points earned by the 2nd place applicant at the time of the initial portfolio submission deadline (see Application Deadlines Section for deadlines). Thus the value of the Interview varies from year to year. The points earned during the interview will be added to the applicant's point total to determine each applicant's final point total. Additionally, if an applicant scores an AVERAGE of less than 50% of the maximum point total during the interview, 6 points will be DEDUCTED from their academic point total. And if an applicant's interview score average is 33% or less of the maximum point value for the interview, a total of 15 points will be deducted from their academic point total. Example: if the Interview ends up being worth 10 points, and an applicant interview scores from the interview panel average 4, instead of adding 4 points to their academic point total, 6 points will be deducted from their academic point total.

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

Points allotted for Job Shadow are described in the job shadow evaluation form.

Points from the Interview and Job Shadow process will be combined with academic points to give a final point total for each applicant. Should any accepted applicants withdraw their application (or not complete final requirements within a stated deadline they will receive) then any other applicants will move up a position, and could be in a position to move into an accepted spot.

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.

CONDITIONAL ACCEPTANCE INTO THE PROGRAM

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

Amarillo College

Radiation Therapy

- 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."
- 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.

RE-APPLICATION: Applications start over each academic 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. Some basic documents may be carried over (contact information, etc.) but an applicant for any given year must abide by the application procedures and guidelines for the year for which they are applying.

Amarillo College

Radiation Therapy

EDUCATIONAL EXPENSE LIST

Estimate: Updated for 2017-18 academic year. 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=16&navoid=709>* For exact tuition/fee schedule, once in the web site, click on "Tuition and Basic Fees" link.

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. Costs listed below do not reflect computer hardware/software, annual TB test/flu shot, CPR certification, background check/drug screening (if required), and printing costs (printing documents). Textbook costs are estimated (as costs may vary significantly from institution to institution and online)

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 meaningfully less than this, as many applicants have completed many, if not all, general education classes prior to acceptance into the program.

Summer First Year*	tuition and fees (15 semester hours)	\$1,335.00
general education only before formal program acceptance	textbooks	\$550.00
	SEMESTER TOTAL	\$1885.00

*this semester is general education only, and will likely not factor into student costs as applicants have completed at least 5 of General Education courses prior to starting formal radiation therapy major coursework in the Fall semester.

Fall 1st year	tuition and fees (16 semester hours)	\$1,424.00
1 st semester as rad therapy major	textbooks	\$650.00
	malpractice insurance	\$55.00
	radiation dosimeter badge	\$40.00
	clinical software (one-time fee)	\$150.00
	Lab Fee (RADT 1205 and RADT 1401)	\$40.00
	SEMESTER TOTAL	\$2359.00
Spring 1st year	tuition and fees (11 semester hours)	\$979.00
	Textbooks	\$230.00
	malpractice insurance	\$55.00
	radiation dosimeter badge	\$40.00
	Lab Fee	\$20.00
	SEMESTER TOTAL	\$1324.00
SUMMER 1st year	tuition and fees (8 semester hours)	\$712.00
	malpractice insurance	\$55.00
	radiation dosimeter badge	\$40.00
	Lab Fee	\$20.00
	SEMESTER TOTAL	\$827.00
FALL 2ND year	tuition and fees (10 semester hours)	\$890.00
	malpractice insurance	\$82.50
	radiation dosimeter badge	\$40.00
	SEMESTER TOTAL	\$1012.50
SPRING 2ND year	tuition and fees (5 semester hours)	\$445.00
	malpractice insurance	\$82.50
	radiation dosimeter badge	\$40.00
	SEMESTER TOTAL	\$567.50

FULL-LENGTH PROGRAM **Resident of District TOTAL:** **\$7975** (6090.00 when not including 5 Gen Eds in Summer 1st yr);

FULL-LENGTH PROGRAM **Non-District TOTAL:** \$10,779 (\$10,125 when not including 5 Gen Eds in Summer 1st yr);

FULL-LENGTH PROGRAM **Out-of-State TOTAL:** \$14,930; (\$13,325 when not including 5 Gen Eds in Summer 1st yr);

Completing all 7 Gen. Ed courses prior to enrolling in RAD Therapy major courses would further reduce costs an estimated \$1100

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 multiple 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/>

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 _____

(if writing, write 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) _____

I am interested in becoming a _____ student:

_____ distance only _____ Amarillo only _____ Lubbock only

_____ would be willing to be/move wherever I could be a student

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

Amarillo College
Radiation Therapy
ONLINE VIDEO ORIENTATION

KEYWORDS

SAMPLE ONLY, SUBMIT THE FILLABLE PDF DOCUMENT FOUND AT

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

The links to the required online orientation videos can be found at our application web site at <https://www.actx.edu/radiation/application-materials>. 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 PDF DOCUMENT FOUND AT

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

AMARILLO COLLEGE-CLINICAL SITE VISIT (Job Shadow)

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 period of two days.

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

1. Local applicants: the Job Shadow 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 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. Review the **Clinical Site Visit Evaluation Form** that follows 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: The following information is also given during the "Follow-up visit" prior to the Job shadow. 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. DO NOT DISCUSS ANY INFORMATION RELATED TO YOUR EXPERIENCE TO ANYONE OUTSIDE OF THE RADIATION THERAPISTS AT THE CLINICAL FACILITY. Local clinical sites may also require additional training/instruction related to patient privacy.

Name of applicant (print): _____

Date of visitation: _____ Time: from _____ to _____

Signed (applicant) _____ Date _____

SAMPLE ONLY, SUBMIT THE 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. Serious concerns about this applicant.

GENERAL COMMENTS:

RTT signature _____ date _____

SAMPLE ONLY, SUBMIT THE 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 evaluation simulation and portal images.
4. Visually monitor patient via TV camera/monitor.
5. Distinguish colors and opacity.
6. Depth perception in judging distances and spatial relationships.
7. Distinguish sounds and voices over background noise.
8. Hear patient communications over auditory monitoring system.
9. Hear patient and coworker in a darkened treatment/simulation room.
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.