

STUDENT SELF SCHEDULING

Students have the responsibility to schedule themselves for clinical assignments in the Program.

Responsibility: Program Director, Students
Standard: Human Resources

First year students beginning the Program will primarily have didactic class until approximately November/December. After this introductory period, two days per week will be set aside for didactic education. The remaining three days are clinical education days.

The students shall schedule themselves in a cooperative manner to enable all students to meet clinical requirements. Each student shall rotate in terms of priority for scheduling each week. This priority shall be on a week by week basis. As an example, the first priority student chooses the areas where he or she desires clinical assignments during a particular week. The second priority student gets second choice for the week. The third priority student has the third choice and so forth. In the next week, the students move up a position so that each student successively has a turn scheduling him or herself first during a rotation. This rotation format continues throughout the year. An example of this scheduling format is found at the end of this policy.

First and second year student groups shall alternate months in priority for Fridays and weekend scheduling. During each month, one first year and one second year student may select one particular weekend day if there are sufficient technologists to supervise students. If an opening is not filled after the initial selections, a student then may schedule him or herself for an open weekend day. Makeup days on Friday and weekends are allowed only after all students have had an opportunity to choose a location for a clinical assignment

When the student schedules himself or herself in MRI, Nuclear Medicine, Radiation Therapy, Angiography, CT, Ultrasound, Cath Lab, DXA, or mammography the days should be consecutive when possible. The clinical sites outside of Regional West Imaging Services Department, must be scheduled as consecutive days.

The students must complete the self-scheduling process at least two weeks before the beginning of the next month and submit it to the designated Program official for review.

Students will be scheduling themselves for all rotations including weekends. Students are restricted from scheduling themselves for more than 10 hours per day or 40 hours in any week unless the student is voluntarily completing make up days. This includes clinical and didactic training. The instructor will determine didactic class periods.

The school week begins on Sunday and ends on Saturday. First year students may routinely schedule themselves for days off on Fridays, Saturdays, or Sundays. Second year students may routinely schedule themselves for days off on Mondays, Fridays, Saturdays, or Sundays. Scheduling a day off for any other day of the week must have the prior approval of the Program Director or a Clinical Preceptor. Second year students may not schedule themselves off for a Friday through Monday in excess of three times per term.

Weekday scheduling provides the student with experience in routine daily radiographic procedures. Examinations of the gastrointestinal and genitourinary tracts, portables, and surgery are available for student participation during this shift. Patients during the daytime shift tend to be readily cooperative, enabling the student to perform radiographic studies with relative ease.

Students will be scheduling themselves for on-campus daytime clinical rotation shifts from 7:00 AM to 4:00 PM or 8:00 AM to 5:00 PM (the later time assures that the assigned technologist will be available for supervision in that location), with an hour lunch break. The Program Director or Clinical Preceptors must approve any variation in the above shifts.

When on clinical assignment in Community Hospital in Torrington, or Morrill County Community Hospital in Bridgeport the clinical rotation shift is from 7:30 AM to 3:30 PM with an hour lunch break. The rotation shift at Box Butte General Hospital in Alliance is 8:00am - 4:30pm with a one hour lunch. The Program Director or Clinical Preceptors must approve any variation in the above shift.

Regional West Medical Center School of Radiologic Technology views the scheduling of the student on weekend shifts as essential in the development into a technologist.

Weekend shifts provide clinical education with patients that are not normally accomplished during the daytime shift. The patients done during these shifts tend to be trauma patients or patients of a critical nature requiring a higher level of critical thinking to adapt to out of ordinary situations. The student learns efficiency during this shift since additional personnel are not available. The student on this shift learns to accept greater responsibility for completing assignments than found during the weekday shift. With this philosophy, the graduate is better able to make the transition from student to technologist.

The weekend clinical rotation shifts are 7:00 AM to 4:00 PM with an hour for lunch.

Clinical education is essential to the learning student. The continuous exposure to procedures, use of organizational skills and the ability to accept responsibility increases the confidence of the student. The student performs much in the same capacity as a technologist, but always with supervision. The student exposed to this type of training needs little adjustment with the transition to the postgraduate work place.

Time outside of didactic class is to be used for clinical education. The student will be responsible for scheduling him or herself in the various areas of clinical education. The student will be required to spend a minimum number of days in each area, but can exceed

the required number of days.

After completing the minimum days in each area, the student will be responsible for scheduling him or herself for three days of clinical education per week and two days of didactic education with following exceptions: approved vacation days, or time off approved by the Program Director or Clinical Preceptor in assigned area.

The student will be required to document the number of days spent in each area of clinical education on the Clinical Tally Sheet accessed on www.onlineradschool.com. It is required that the student submit this Clinical Tally Sheet on a monthly basis.

The student must keep a tally of patients' exams in all clinical educational settings where the student participated in the exam. The student must also record the portable exams accomplished. These logs must be entered into www.onlineradschool.com. Clinical Tally sheet should be completed by the fifth day of the following month.

Signature
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Program Director

Signature
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Director of Imaging Services

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02/26/16, 4/27/2020

EXAMPLE OF STUDENT SELF SCHEDULING

Below is an example of a schedule to explain the process:

Month 1

Sunday 1 st & 2 nd yr clinical	Monday 2 nd yr clinical	Tuesday 2 nd yr clinical	Wednesday 1 st yr clinical	Thursday 1 st yr clinical	Friday 1 st & 2 nd yr clinical	Saturday 1 st & 2 nd yr clinical
1st Yr Priority Choice Student 6 2nd yr Second Choice Student 6	Student 1 Student 2 Student 3 Student 4 Student 5 Student 6	Student 1 Student 2 Student 3 Student 4 Student 5 Student 6	Student 1 Student 2 Student 3 Student 4 Student 5 Student 6	Student 1 Student 2 Student 3 Student 4 Student 5 Student 6	1st Yr Priority Choice Student 1 Student 2 Student 3 Student 4 Student 5 Student 6 2nd yr Second Choice Student 1 Student 2 Student 3 Student 4 Student 5 Student 6	1st Yr Priority Choice Student 1 2nd yr Second Choice Student 1
1st Yr Priority Choice Student 1 2nd yr Second Choice Student 1	Student 2 Student 3 Student 4 Student 5 Student 6 Student 1	Student 2 Student 3 Student 4 Student 5 Student 6 Student 1	Student 2 Student 3 Student 4 Student 5 Student 6 Student 1	Student 2 Student 3 Student 4 Student 5 Student 6 Student 1	1st Yr Priority Choice Student 2 Student 3 Student 4 Student 5 Student 6 Student 1 2nd yr Second Choice Student 1 Student 2	1st Yr Priority Choice Student 2 2nd yr Second Choice Student 2
1st Yr Priority Choice Student 2 2nd yr Second Choice Student 2	Student 3 Student 4 Student 5 Student 6 Student 1 Student 2	Student 3 Student 4 Student 5 Student 6 Student 1 Student 2	Student 3 Student 4 Student 5 Student 6 Student 1 Student 2	Student 3 Student 4 Student 5 Student 6 Student 1 Student 2	1st Yr Priority Choice Student 3 Student 4 Student 5 Student 6 Student 1 Student 2 2nd yr Second Choice Student 1 Student 2	1st Yr Priority Choice Student 3 2nd yr Second Choice Student 3
1st Yr Priority Choice Student 3 2nd yr Second Choice Student 3	Student 4 Student 5 Student 6 Student 1 Student 2 Student 3	Student 4 Student 5 Student 6 Student 1 Student 2 Student 3	Student 4 Student 5 Student 6 Student 1 Student 2 Student 3	Student 4 Student 5 Student 6 Student 1 Student 2 Student 3	1st Yr Priority Choice Student 4 Student 5 Student 6 Student 1 Student 2 Student 3 2nd yr Second Choice Student 1 Student 2 Student 3	1st Yr Priority Choice Student 4 2nd yr Second Choice Student 4
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REGIONAL WEST MEDICAL CENTER
SCHOOL OF RADIOLOGIC TECHNOLOGY
POLICY 722.8.20.45
06/18/97

Month 2

Sunday 1 st & 2 nd yr clinical	Monday 2 nd yr clinical	Tuesday 2 nd yr clinical	Wednesday 1 st yr clinical	Thursday 1 st yr clinical	Friday 1 st & 2 nd yr clinical	Saturday 1 st & 2 nd yr clinical
2nd Yr Priority Choice Student 5 1st yr Second Choice Student 5	Student 6 Student 1 Student 2 Student 3 Student 4 Student 5	Student 6 Student 1 Student 2 Student 3 Student 4 Student 5	Student 6 Student 1 Student 2 Student 3 Student 4 Student 5	Student 6 Student 1 Student 2 Student 3 Student 4 Student 5	2nd Yr Priority Choice Student 6 Student 1 Student 2 Student 3 Student 4 Student 5 1st yr Second Choice Student 6	2nd Yr Priority Choice Student 6 1st yr Second Choice Student 6
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2nd Yr Priority Choice Student 1 1st yr Second Choice Student 1	Student 2 Student 3 Student 4 Student 5 Student 6 Student 1	Student 2 Student 3 Student 4 Student 5 Student 6 Student 1	Student 2 Student 3 Student 4 Student 5 Student 6 Student 1	Student 2 Student 3 Student 4 Student 5 Student 6 Student 1	2nd Yr Priority Choice Student 2 Student 3 Student 4 Student 5 Student 6 Student 1 1st yr Second Choice Student 1	2nd Yr Priority Choice Student 2 1st yr Second Choice Student 2
2nd yr Priority Choice Student 2 1st yr Second Choice Student 2	Student 3 Student 4 Student 5 Student 6 Student 1 Student 2	Student 3 Student 4 Student 5 Student 6 Student 1 Student 2	Student 3 Student 4 Student 5 Student 6 Student 1 Student 2	Student 3 Student 4 Student 5 Student 6 Student 1 Student 2	2nd Yr Priority Choice Student 3 Student 4 Student 5 Student 6 Student 1 Student 2 1st yr Second Choice Student 2	2nd Yr Priority Choice Student 3 1st yr Second Choice Student 3
2nd Yr Priority Choice Student 3 1st yr Second Choice Student 3	Student 4 Student 5 Student 6 Student 1 Student 2 Student 3	Student 4 Student 5 Student 6 Student 1 Student 2 Student 3	Student 4 Student 5 Student 6 Student 1 Student 2 Student 3	Student 4 Student 5 Student 6 Student 1 Student 2 Student 3	2nd Yr Priority Choice Student 4 Student 5 Student 6 Student 1 Student 2 Student 3 1st yr Second Choice Student 3	2nd Yr Priority Choice Student 4 1st yr Second Choice Student 4