STUDENT SELF SCHEDULING

Students are responsible for scheduling themselves for clinical assignments in the Program.

Responsibility: Program Director, Clinical Coordinator, Students
Standard: Human Resources
JRCERT 2021 Radiography Standard(s): 4.4, 4.5

First year students beginning the Program will primarily have didactic class until approximately October/November. 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 cooperatively to enable them 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. Makeup days on Friday and weekends are allowed only after all students with required hours 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 with off-campus clinical education schedule being assigned by random draw.

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 over 10 hours per day or 40 hours in any week unless they voluntarily complete approved make-up days. This includes clinical and didactic training. Program instructors will determine didactic class periods.

The school week begins on Sunday and ends on Saturday.

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, Clinical Coordinator, or a Clinical Preceptor 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 - 4:00pm with a one-hour lunch. The Program Director, Clinical Coordinator, or a Clinical Preceptor must approve any variation in the above shifts.

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 at Regional West Medical Center ~~and~~ are 7:00 AM to 4:00 PM with a one-hour lunch.

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 clinical education sites. The student will be required to spend a minimum number of days in each site but can exceed the required number of days.

After completing the minimum days in each clinical education site, 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 the following exceptions: approved vacation days, observed holidays, breaks, or when ill..

The student must document the number of days spent in each clinical education site on the online clinical management software. The student must keep a tally of patients' exams in all clinical education settings where the student participated in the exam. These logs must be entered into the online clinical management software. .

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Signature
Stephanie Cannon, MSRS, RT(R)(ARRT)
Program Director

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Signature
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)
Director of Imaging Services

Reviewed: 12/27/99, 7/05/07, 11/3/11, 6/14/12, 3/21/13, 1/20/17, 1/26/18, 1/24/19, 9/30/21, 2/6/23
Revised: 8/20/01, 8/28/01, 3/28/02, 6/4/04, 9/28/06, 10/12/06, 5/3/07, 3/27/08, 11/3/11, 1/17/2014, 2/6/15, 02/26/16, 4/27/2020, 2/17/22, 2/22/24

EXAMPLE OF STUDENT SELF SCHEDULING

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

Month 1

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

Month 2

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