

Program Planning Templates

The following Excel resource templates are available for use by program directors and program faculty:

- Bachelor of science in radiologic sciences.
- Computed tomography.
- Cardiac interventional and vascular interventional.
- Limited x-ray machine operator.
- Magnetic resonance.
- Mammography.
- Radiation therapy.
- Radiography.
- Radiologist assistant.

Each file consists of a series of linked worksheets beginning with a Global Planning Matrix. (The file used in this illustration is the Radiation Therapy template.)

Global Planning Matrix Worksheet

20	12. Explain radiation safety procedures for radiation therapy.			
21	13. Explain health safety procedures for personnel and patients.			
◀ ◀ ▶ ▶ \ Global Planning Matrix / Yr 1 Fall / Yr 1 Spring / Yr 1 Summer / Yr 2 Fall / Yr 2 Spring / Yr 2 Summer /				
Ready				

In column A of this worksheet lists major content topics taken directly from the ASRT curriculum, in this case the first content area is “Orientation to Radiation Therapy.” Column B lists the objectives for each content area, also taken from the ASRT curriculum. The objectives list in column B take up many rows; in this radiation therapy example, the objectives extend to row 518 in column B.

Global Planning Matrix Worksheet

	A	B	C	D	E	F
1						
2		Notation Key	I =s Introduce	Year One		
3			R =s Reinforce	Fall Semester		
4			M =s Mastery	RTT 101	RTT 102	RTT 103
5						
6						
7	Orientation to Radiation Therapy					
8		Objectives				
9		1. Discuss the policies and procedures of the educational program.				
10		2. Discuss the policies and procedures of clinical education settings.				
11		3. Identify the responsibilities of a radiation therapy student.				
12		4. Identify library/Internet resources pertinent to radiation oncology.				
13		5. Discuss the responsibility of patient, staff and facility confidentiality.				
14		6. Identify the role of other health science professions that participate in the patient’s total health care.				
15		7. Explain the relationship of health care providers in the integrated care of cancer patients.				
16		8. Discuss the philosophy and mission of health care delivery systems and educational programs.				
		9. Define cancer management principles and radiation				

“Global Planning Matrix” Worksheet

515	30. Document knowledge of the institution’s procedures in response to emergencies, disasters and accidents.
516	31. Apply strategies that assure professional development at a level of clinical practice consistent with acceptable standards.
517	32. Demonstrate quality assurance procedures for all treatment delivery equipment and accessories.
518	33. Evaluate outcomes to continually improve radiation therapy services.
519	
520	
521	
522	

Global Planning Matrix / Yr 1 Fall / Yr 1 Spring / Yr 1 Summer / Yr 2 Fall / Yr 2 Sp

For each academic semester, a series of five course reference numbers are listed. The reference numbers can be easily edited to reflect the course numbering system unique to your program. (Programs that are organized on an academic quarter system can copy and paste columns and worksheets from the original template to reflect a quarterly program sequence.)

Global Planning Matrix Worksheet

	C	D	E	F	G	H	I	J	K
Year One									
Fall Semester						Spring Semester			
	RTT 101	RTT 102	RTT 103	RTT 104	RTT 105	RTT 201	RTT 202	RTT 203	RTT 204

The other worksheets in the template represent each of the six semesters (Yr 1 Fall – Yr 2 Summer). Course reference numbers for each semester are duplicated from the Global Planning Matrix worksheet.

Note: Changes to course reference numbers on the Global Planning Matrix are automatically carried over to the correct semester worksheet.

Worksheet Tabs

<i>Institute</i> Global Planning Matrix / Yr 1 Fall / Yr 1 Spring / Yr 1 Summer / Yr 2 Fall / Yr 2 Spring / Yr 2 Summer /

You should first concentrate on the Global Planning Matrix worksheet. Go through the list of objectives, identifying when and where individual objects are incorporated in your program plan. There may be objectives that are repeated or duplicated in multiple courses in your curriculum. Involving all program faculty in filling in the planning matrix will be helpful.

After you and your faculty have identified the course or courses that include individual objectives, the next step is to use the Lecture Week columns on the individual semester worksheets to identify when in a given semester objectives are planned for delivery.

In our example, “Discuss the policies and procedures of the educational program” was identified as an objective to be included in RTT 101. This objective is to be introduced (I) and mastered (M) by students in RTT 101. The YR 1 Fall worksheet indicates that content related to this objective will be introduced (I) in week 1, reinforced (R) in week 2 and student mastery (M) is expected in week 3.

<i>YR1 Fall Semester</i>		Year One													
Notation Key	I =s Introduce	Fall Semester													
	R =s Reinforce	RTT 101													
	M =s Mastery	Lecture Week	1	2	3	4	5	6	7	8	9	1			
Orientation to Radiation Therapy															
	Objectives														
	1. Discuss the policies and procedures of the educational program.		I	M											
	2. Discuss the policies and procedures of clinical														

Suggestion: After you and your faculty have gone through the extensive list of objectives on the Global Planning Matrix worksheet, identifying the semesters and courses in which objectives appear, go to the individual semester worksheets. For the objectives that are *not* indicated as being planned for a given semester, select and delete the worksheet rows that contain the unused objectives. This will make the individual semester worksheets much easier to navigate and easier to print. An additional benefit is that an individual semester worksheet will focus on the objectives designed for that semester only.

Example: select Row 10. Then select Edit > Delete to remove from the semester worksheet.

		Lecture Week			
5					1 2
6	Orientation to Radiation Therapy				
7					
8	Objectives				
9	1. Discuss the policies and procedures of the educational program.			I-M	I F
10	2. Discuss the policies and procedures of clinical education settings.			0	
11	3. Identify the responsibilities of a radiation therapy student.			0	
	4. Identify library/Internet resources pertinent to				

Keep in mind that you can make this planning template as simple or as comprehensive as you wish. Consider color coding cells to represent quizzes and exams, or code clinical-related activities vs. lectures, workshops or simulations.

Establishing the planning sequence for your program using the templates is a very time and labor-intensive effort. Once established, however, maintaining and updating your program matrix will prove to be worth the initial effort.