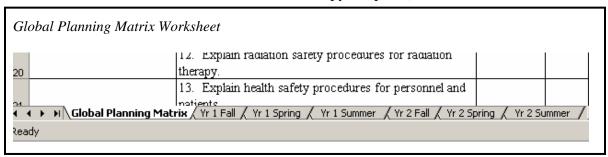
Program Planning Templates

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.)



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.

	pal Playning Matrix	В	С	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	RTT 10
5						
6						
7	Orientation to Radiation Therapy					
8		Objectives				
		Discuss the policies and procedures of the				
9		educational program.				
		Discuss the policies and procedures of clinical				
10		education settings.				
		3. Identify the responsibilities of a radiation therapy				
11		student.				
		Identify library/Internet resources pertinent to				
12		radiation oncology.				
		5. Discuss the responsibility of patient, staff and				
13		facility confidentiality.				
		6. Identify the role of other health science professions				
14		that participate in the patient's total heath care.				
		7. Explain the relationship of health care providers in				
15		the integrated care of cancer patients.				
		8. Discuss the philosophy and mission of health care				
16		delivery systems and educational programs.				
		Define cancer management principles and radiation				

	"Global Planning Matrix"	Worksheet
	515	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 M	latrix / Yr 1 Fall / Yr 1 Spring / Yr 1 Summer / Yr 2 Fall / Yr 2 Sp

On the Global Planning Matrix worksheet, from column C to column AF are the headings representing two academic years (Year One and Year Two), with each academic year consisting of three academic semesters (Fall, Spring and Summer).

The worksheets are "windowed" so that columns A and B are fixed, allowing horizontal scrolling to view columns that extend to the right of the viewing area.

Но	rizontal Scrolling				_						_	_	_			٦	
	А	В	Αυ Α	V AV	VΑX	AY.	ΑZ	BA	BE	BŒ	9C B	EBF	BŒ	3HBI	BJBI	< B	
1												П	П				\
2	Notation Key	I ='s Introduce										Γ	П	П	工	\perp	
3		R ='s Reinforce		\perp						\Box	\perp	\perp	Ц	Ш	\perp	\perp	
4		M ='s Mastery	\perp	\perp	┖	Ш		RTT 104	Ш	Ц	\perp	Ш	Ц	Ш	\perp	Щ	/
5			10 1	1 12	13	14	15		1	2	3 4	5	6	7 8	9/10	1	
6			$\overline{}$	$\overline{}$								\Box	H	77	Т	Т	
	Orientation to Radiation			Т					П			П	П	П	\top	\top	
7	Therapy											\perp	Ш		\perp		
8		Objectives											П		\perp		
		Discuss the policies and procedures of the										П	П	П	T		
9		educational program.						0	Į I				П				
		2. Discuss the policies and procedures of clinical					Ī		П			П	П	П	Т	\top	
10		education settings.						0				L	Ш		\perp		

When scrolling vertically, rows 1 through 5 are fixed, keeping Year, Semester and Course Number headers visible while you scroll to view the full range of content topics and list of objectives.

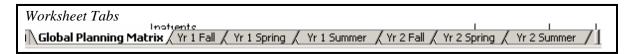
	Vei	rtical Scrolling														
		Name Box A	В	С	D	E	F G	H		JÞ	(L	M	N	0	Р	G
/	1					П	Т	Т	П	Т	Т			П	П	
l /	2	Notation Key	I ='s Introduce	Year One		П	I	Ι	П	I	I	П			\Box	_
l /	3		R ='s Reinforce	Fall Semester		Ц	1	L	Ц	\perp	\perp	Ц		\perp	\Box	_
1/	4		M ='s Mastery		RTT 101	Ц	4	╀	Ш	4	4	Ш	4	4	\dashv	_
//	5			Lecture Week		1	2 3	4	5	6 7	7 8	9	10	11	12	13
/		\	49. Define units of radiation measurement and provide			$ \ $			Ш			П				
	215		an example of its application.		0							Ш				
	216					П			П			П				
	217	Radiation Therapy Physics														
1	218		Objectives			П	Τ	Т	П	Т		П			Т	
			Compare and contrast atomic structure and			П	T	Т	П	Т	Т	П			Т	_
1		<i> </i>	composition among the elements, including but not			Н			Н			Н				
11			limited to particles (their location, energy level and						Ш			П				
١١	219	, , , , , , , , , , , , , , , , , , ,	charge), atomic number and mass number.		n				Ш			П				
1 \	220		Compare isotope, isotone, isobar and isomer.		0	H	†	†	H	†	T	H	一	\top	\top	-
\	221		Explain nuclear stability and types of radioactive		0	П	Ť	T	Ħ	Ť	T	П	1	\top	T	-
I			,	-		-	+	+	-	+	+	-	_	_	+	-

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.)

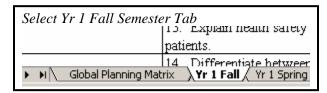
Gle	obal Plannin	g Matrix	x Worksi	heet					
	С	D	Е	F	G	Н	I	J	K
	Year One								
	Fall Semester					Spring Semester			
	RTT 101	RTT 102	RTT 103	RTT 104	RTT 105	RTT 201	RTT 202	RTT 203	RTT 2

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.



Each semester worksheet includes the same major content topics and instructional objectives found on the Global Planning Matrix.



	(A)	(B	С	D	E	F	G H		J	ΚĮ	. M	N
	Notation Key	I ='s Introduce	Year One		П	\perp	\perp	Γ	П	\perp	\perp	Г
		R ='s Reinforce	Fall Semester		Ц	4	4	╀	Ц	4	\perp	┖
		M ='s Mastery		RTT 101	Н	4	+	╀	Н	4	+	╄
			Lecture Week		1	2 :	3 4	. 5	6	7 8	3 9	11
					Ш		\perp	\perp	Ш	\perp	\perp	
	Orientation to Radiation				П	T	Т	Т	П	Т	Т	Г
	Therapy				Н	4	4	\perp	Ш	\perp	\perp	╙
		Objectives			Ш	\perp	\perp	\perp	Ш	\perp	\perp	L
		Discuss the policies and procedures of the			Н				П			
		educational program.		0	Ш			\perp				
		Discuss the policies and procedures of clinical					T	Π	П	T	T	
)		education settings.		0								
		3. Identify the responsibilities of a radiation therapy		0	П	Т	T	Т	П	T	Τ	
1		student.			Н				П			
		4. Identify library/Internet resources pertinent to			П	Т	Т	Т	П	Т	Т	П
2		radiation oncology.		0	Н				П			
		5. Discuss the responsibility of patient, staff and			П	T	Т	Т	П	Т	Т	П
3		facility confidentiality.		l n					П			

You'll notice that in the individual semester worksheets are columns following each course identified as "Lecture Week 1-15." These columns are intended to assist in planning when a given objective is to be covered in the semester.

Yr 1 Fa	ll Semester W	Vorkshee	et																	
	С	D	Е	F	G	Н	П	J	K	L	М	N	0	Р	Q	R	S	T	U	V
																			Τ	Γ
	Year One																		Τ	İ
	Fall Semester																		Τ	Γ
		RTT 101																RTT 102	<u>!</u>	Ι
	Lecture Week		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		1	2
				Г															Т	Τ
			L	L															\perp	\perp
																			Т	Т

How the Global Planning Matrix Works

The Global Planning Matrix worksheet is used to decide when and where individual objectives fall within the program sequence. Let's use the example of the objective "Discuss the policies and procedures of the educational program" for RTT 101. Not only is this objective introduced here, but students are expected to demonstrate Mastery of this objective in RTT 101.

Note: The Notation Key, I = Introduce, R = Reinforce, M = Mastery is a starting point when identifying not only when objectives are planned in the curriculum, but also to indicate the emphasis or weighting of objectives in the overall program plan. You can use any notation scheme that works best for you and your faculty.

The notation "I –M" on the Global Planning Matrix worksheet is inserted in the worksheet cell C9, representing the "Discuss the policies…" objective included in RTT 101.

Global Planning Matrix Worksheet

Select the Yr 1 Fall Semester Tab

Notation Key	I ='s Introduce	Year One			Τ
·	R ='s Reinforce	Fall Semester			Ī
	M ='s Mastery	RTT 101	RTT 102	RTT 103	
Orientation to Radiation Therapy					-
	Objectives				_
	Discuss the policies and procedures of the educational program.	(I - M			
	Discuss the policies and procedures of clinical education settings.				

This notation is automatically duplicated in the YR 1 Fall worksheet under RTT 101

	15. Explain nealth safety														
	patients.														
▶ ▶I \ Global Plan	14_Differentiate hetween														
YR 1 Fall	<u> </u>														
Worksheet															
				Ш	_	Ш	_	_	Ш	\perp			ш	_	
Notation Key	I ='s Introduce	Year One		Н	+	Н	+	╀	Н	₩	_		\vdash	\dashv	_
	R ='s Reinforce	Fall Semester	DTT 101	Н	+	Н	+	╀	Н	₩	⊢		\vdash	\dashv	_
	M ='s Mastery		RTT 101	Н	+	Н	+	+	Н	+	\vdash		\vdash	\dashv	_
		Lecture Week		1 :	2 3	4	5 6	7	8 9	<u>/ 10</u>	11	12	13	14	15
				Н	+	Н	+	╀	Н	\perp	_	Ш	\vdash	\dashv	_
Orientation to Radiation Therapy						П									
11101 upy	Objectives			H	t	Н	T	t	H	+	T		\sqcap	\forall	_
	Discuss the policies and procedures of the			П	t	П	1	T	Ħ	十			П	ヿ	_
	educational program.		I-M	N		П									
	Discuss the policies and procedures of clinical	—	1 - WI	М	+	Н	+	+	H	+	\vdash	Н	\vdash	\dashv	_
	1		_			П									
	education settings.		0	Н	+	\vdash	+	╀	\vdash	+	\vdash	\vdash	\dashv	\dashv	_
	Identify the responsibilities of a radiation therapy		0	П		П									
	student.			Н		П									

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.

				Ш	ш	4	\perp	\vdash	4	╀
Notation Key	I ='s Introduce	Year One		Ш	Ш	\perp	丄	Ш	_	┸
	R ='s Reinforce	Fall Semester		Ш	Ц	\perp	丄	Ш	\perp	┸
	M ='s Mastery		RTT 101	Ш	Ц	\perp	丄	Ш	\perp	┸
		Lecture Week		1	2 3	3 4	1 5	6	7 8	9
						\perp	\perp	Ш		
ientation to Radiation					П	Т	Т	П	Τ	Γ
Therapy						丄	L	Ш		
	Objectives							Ш		
	Discuss the policies and procedures of the				Ц	I	Τ	П	Τ	Γ
	educational program.		I - M	П	RN	v1	<u>\</u>	Ш		
	Discuss the policies and procedures of clinical				H	7	Т	П	Τ	Γ

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.

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

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.