

Radiologist Assistant Educational Program Recognition
General Information, Instructions, and
Application Materials



The American Registry of Radiologic Technologists®
1255 Northland Drive
St. Paul, MN 55120

(Version 2018.07.31)

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APPLICATION

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GENERAL INFORMATION

This application for recognition of a radiologist assistant educational program incorporates the document titled *ARRT® Recognition Criteria for Radiologist Assistant Educational Programs*. That document identifies the areas to be addressed by the program in the application recognition process.

All questions regarding the application process should be directed to Director of Education Requirements, at ARRT, 1255 Northland Drive, St. Paul, MN 55120-1155, 651-687-0048, extension 3184.

The *Radiologist Assistant Educational Program Application* will be revised and implemented in 2018. Programs applying for ARRT recognition in 2018 may submit either the previous application (version 2012.07.31) or the new application (version 2018.07.31). Programs seeking ARRT recognition after 2018, may only use version 2018.07.31.

APPLICATION MATERIALS

- The application package consists of four components: Part A (General Program Information); Part B (Statement of Understanding); Part C (Supporting Documentation List); and Part D (Application Narrative).
- **Part A** (General Program Information) requests contact information for program officials and the university/college president (or equivalent), a list of currently enrolled radiologist assistant students, and a history of radiologist assistant graduate numbers.
- **Part B** (Statement of Understanding) attests to the signing program officials having read and understood the requirements for recognition of the radiologist assistant program.
- **Part C** (Supporting Documentation List) is an Exhibit Documentation List indicating the types of program records and information that should be included with the application as an appendix to demonstrate compliance with the recognition criteria.

Documentation submitted by the sponsoring organization for Part C may include public documents and internal confidential documents (e.g., technical reports, clinical facility procedure volume reports). Distribution of the materials will be restricted to ARRT Trustees, the radiologist assistant educational program evaluation committee members, and select ARRT staff. ARRT will not disclose information submitted by a program as part of the application process to any third person without the consent of the applicant.

- **Part D** (Application Narrative) requires the program to provide a summary explanation of how the program addresses each criterion. References to specific page numbers of documents included in Part C are used to support the narrative provided by the program.
- The educational program must retain a copy of all materials submitted to the ARRT.



SUBMISSION FORMAT

- Application materials must be submitted electronically. Application materials must follow the application format provided in Part D.
- An electronic version of the application materials document is available at www.arrt.org.
- A USB (thumb) drive with the completed application materials, including ALL exhibits scanned as a PDF file that is bookmarked (tabbed) to correspond to the tabs in the application (i.e. Tabs A – DD).

APPLICATION FEE

- The fee for an application submitted as an electronic PDF is \$1800.

SUBMISSION OF COMPLETED MATERIALS

- Application materials should be sent ATTENTION: Director of Education Requirements, ARRT, 1255 Northland Drive, St. Paul, MN 55120-1155.



ARRT EVALUATION AND INITIAL/CONTINUING RECOGNITION PROCESS

- Application materials for program recognition are reviewed twice annually and should be submitted by March 31 for review at the next July Board of Trustees meeting or by September 30 for review at the next January Board of Trustees meeting.
- Programs should submit a letter of intent to apply for recognition to the ARRT at least 30 days prior to submitting the application. The letter of intent allows ARRT to make arrangements for the application's review. Programs that submit an application without a letter of intent will be scheduled for review after those that did submit a letter. The Board of Trustees reserves the right to delay the review of an application to the next review cycle.
- Following receipt of the program's application for recognition, the ARRT will randomly select one or more student names from the program's list of students. The program will be notified to submit copies of all clinical documentation (e.g., daily logs, clinical journals, signed evaluation forms, etc.) for the selected student(s) through the most recently completed semester. If students have not begun clinical at the time of program application, the program will be notified to provide an explanation of the clinical documentation plan (e.g., requirements, monitoring).
- If the submitted documentation is determined to be inadequate, the program is given one opportunity to provide additional documentation of its clinical documentation requirements. If adequate documentation is not provided, the ARRT may schedule a visit to the program to review additional student files at the educational institution. The sponsor shall be responsible for all reasonable expenses directly associated with the on-site review. If adequate clinical education and/or documentation of such are not established, the program may be denied recognition or if already recognized, placed on probation or have ARRT program recognition withdrawn.
- A sponsoring institution may be contacted by ARRT and requested to provide additional clarification prior to or during the application review.
- Applicants will be informed of recognition decisions no later than 30 days after the full Board reviews the application.
- The ARRT establishes the duration of recognition for new or existing programs based on the degree of compliance with the recognition requirements. Programs may be awarded initial recognition for a maximum period of three (3) years and continuing program recognition may be granted for a maximum of five (5) years.
- If an applicant program is denied recognition, the ARRT provides the right of sponsoring institutions to appeal the decision. A formal request to appeal the decision to deny recognition must be received by the ARRT within 30 calendar days of the non-recognition notification date. Appeals letters requesting reconsideration must indicate the specific findings of ineligibility being contested, the basis upon which the findings are being contested, and must be accompanied by a \$500 appeals fee.

CONTINUED RECOGNITION ONLY

- To maintain recognition, an annual report must be submitted, along with documentation specified on the annual report form.



Application Materials for Radiologist Assistant Educational Program Recognition

Submitted By

Name of Sponsoring Institution

To
The American Registry of Radiologic Technologists (ARRT®)

Insert Date

Date



PART A: GENERAL PROGRAM INFORMATION

1. Program Information

Name of Sponsoring Educational Institution: _____

Name of Institutional Accrediting Agency: _____

Name of Program Director: _____

Academic and Certification Credentials of
Program Director: _____

Program Mailing Address: _____

Program Director E-Mail: _____

Program Director Phone: _____

Program Director Fax: _____

Program Website: _____

2. Contact Person for Questions about this Application (if different than above)

Name: _____

Title: _____

Degree/Credentials: _____

Address: _____

E-mail: _____

Phone: _____

Fax: _____

3. Medical Advisor

Name: _____

Title: _____

Degree/Credentials: _____

Address: _____

E-mail: _____

Phone: _____

Fax: _____



4. Clinical Coordinator (required if >10 total students enrolled in program)

Name: _____

Title: _____

Degree/Credentials: _____

Address: _____

E-mail: _____

Phone: _____

Fax: _____

5. University/College President (or equivalent)

Name: _____

Title: _____

Degree/Credentials: _____

Address: _____

E-mail: _____

Phone: _____

Fax: _____



6. Radiologist Assistant Student Enrollment List

| Student Name | Program Start Date | Program End Date | Primary Clinical Site(s) Name & Address |
|--------------|--------------------|------------------|-----------------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
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| 21. | | | |
| 22. | | | |
| 23. | | | |
| 24. | | | |
| 25. | | | |

7. Radiologist Assistant Graduate History

Number of Program Graduates by Year:
 (List most recent year first.)

| Year | Number |
|------|--------|
| | |
| | |
| | |
| | |
| | |



Program
Name: _____

PART B: STATEMENT OF UNDERSTANDING

Print and sign the *Statement of Understanding* provided as a part of the required application documentation. Insert the signed *Statement of Understanding* at this location as a PDF in your electronic application.

RADIOLOGIST ASSISTANT EDUCATIONAL PROGRAM
STATEMENT OF UNDERSTANDING

VERIFICATION

By our signatures below, we represent that the Applicant has read, understands, and will comply with the *ARRT® Recognition Criteria for Radiologist Assistant Educational Programs*; that all information provided by the Applicant in connection with this Application for Radiologist Assistant Educational Program Recognition is true, correct, and complete to the best of our knowledge and belief; and that, in the event of a material change in the Program after submission of this Application but before the ARRT Board of Trustees renders its decision, the Applicant will notify the ARRT of the existence and nature of any such change.

AGREEMENT

In consideration of the ARRT’s decision, if any, to grant Recognition, the Applicant acknowledges and agrees that it shall:

- A. Annually complete and submit information requested by the ARRT on the then current status of the recognized radiologist assistant educational program.
- B. Promptly report any material change in purpose, structure, or activities of the recognized radiologist assistant educational program to the ARRT.
- C. Report any material change in the scope or objectives of the recognized radiologist assistant educational program to the ARRT.
- D. Furnish any and all information that the ARRT may require to investigate whether the program complies with *ARRT® Recognition Criteria for Radiologist Assistant Educational Programs*.

Institutional Signature

Program Director Signature

Printed Name and Title (President or equivalent)

Printed Name and Title

Date Signed

Date Signed



PART C: SUPPORTING DOCUMENTATION LIST

Include the completed Exhibit Documentation List on the next page as part of your application; it will serve as a guide to the materials you present in your appendix.

The Exhibit Documentation List provides functional titles for documents. The specific mechanism, title and document may vary by organization. For example, your mechanism for obtaining student feedback may be different than a course evaluation form as indicated in *Appendix G: Course Evaluation Forms*. Provide documentation related to your student feedback mechanism in Appendix G, and provide an explanation of the process and/or how it relates to criteria that list Appendix G (e.g., 3.6.5 and 3.7.4). If *Course Evaluation Forms* are discussed with the Advisory Committee include it under criterion 3.4.

Sponsoring institutions may combine some listed documents into one report, manuscript, or handbook. For example, the *College Catalog* may include the *Mission Statement*, *Curriculum*, *Course Descriptions*, etc. If a title/description is included in another document, make a reference note. For example, if the *Radiologist Assistant Curriculum* is included in the *College Catalog*, write ‘See Appendix B’ in the ‘Refer To’ column for the *Radiologist Assistant Curriculum* line.

All items (by title or subject description) in the Exhibit Documentation List (Part C) should be referenced somewhere in the application form (Part D) to support the educational program’s compliance with the recognition criteria. Other forms of documentation that you choose to include may be added to the Exhibit Documentation List (Part C).

If supporting documentation is published only on a website, this material should be printed out, scanned, and attached to the appropriate appendix provided in Part C. References to specific URLs, in lieu of printed documentation, will not be accepted.

ARRT-required forms for Appendix I and Appendix CC follow the Exhibit Documentation List. Complete these forms and include them in the corresponding appendix.

Following receipt of the program’s application for recognition, the ARRT will randomly select one or more student names from the program’s list of students (on page 4 of the application). The program will be notified to submit copies of all clinical documentation (e.g., daily logs, clinical journals, signed evaluation forms, etc.) for the selected student(s) through the most recently completed semester. If students have not begun clinical at the time of program application please provide an explanation of the clinical documentation plan (e.g., requirements, monitoring, etc.). ARRT will add these documents to Appendix Z.



EXHIBIT DOCUMENTATION LIST

| Appendix | Title/Description | Refer To: |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| A | Mission Statement/Purpose of Radiologist Assistant Program | |
| B | College Catalog | |
| C | Radiologist Assistant Program Information, Brochure, Application, and/or Program Handbook | |
| D | Radiologist Assistant Curriculum | |
| E | Course Descriptions (all RA courses) | |
| F | Course Syllabi, including course-specific grading criteria (all RA courses) | |
| G | RA Course Evaluation Forms (most recent summary for each) | |
| H | Policies and Procedures Document(s) | |
| I | Program Advisory Committee (see form on page 8) | |
| J | Program Advisory Committee Actions/Minutes | |
| K | Department, Division, Program Organizational Chart | |
| L | Program Director Job Description | |
| M | Clinical Coordinator Job Description (Required if > 10 students total) | |
| N | Program Director and Faculty Resumes | |
| O | Medical Advisor ABR Certificate and State License (copy) | |
| P | Medical Advisor Job Description | |
| Q | Clinical Education Standards, Policies, and Procedures | |
| R | Clinical Site(s) Annual Report of Medical Imaging and Interventional Procedures (with differentiation of pediatric and geriatric patients) | |
| S | Validation of TJC, AOA, or DNV Accreditation, or equivalent standards for healthcare quality and patient safety, for each Major Clinical Facility | |
| T | Clinical Facility and Program Agreement(s) for all clinical sites and all students | |
| U | Radiology Practice, Program, all Chief Preceptor(s), and Student Agreement(s) for all clinical sites and all students | |
| V | Clinical Preceptor Standards and Procedures | |
| W | Documentation of Program Official's Visits to Clinical Site(s) | |
| X | All preceptor(s) ABR Certificate(s) and State License(s) (copy) | |
| Y | Preceptor Orientation and Input Mechanism(s) | |
| Z | Clinical documentation of student(s) selected by ARRT | <i>To be provided upon ARRT request</i> |
| AA | Clinical Competence Assessment Form(s) | |
| BB | General Clinical Evaluation Form | |
| CC | Program Clinical Experience and Competence Requirements (see form on page 9-11) | |
| DD | Certificate or Letter of Recognition from ARRT-recognized Institutional Accreditor | |
| EE | Certificate or Letter of Recognition from ARRT-recognized Specialized Accreditor | |
| FF | Other | |
| GG | RA Program Outcomes Assessments | |



APPENDIX CC: Summary of Clinical Experience and Competence Assessments

| Procedure | Experience Documentation | | | Actual Number Completed | Competence Assessment Date |
|----------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------|------------|-------------------------|----------------------------|
| | Mandatory or Elective | Minimum and Maximum Number of Repetitions | | | |
| Gastrointestinal and Chest | | Min | Max | | |
| Esophageal study – must fluoro and image the esophagus, may be with UGI | Mandatory | 20 | 50 | | |
| Swallowing function study (participate in procedure and provide initial observations to radiologist) | Mandatory | 10 | 50 | | |
| Upper GI study | Mandatory | 20 | 50 | | |
| Small bowel study – direct the study and spot TI | Mandatory | 10 | 25 | | |
| CT colonography | Elective | 10 | 20 | | |
| Enema with barium, air, or water soluble contrast | Mandatory | 20 | 50 | | |
| Nasogastric/enteric and orogastric/enteric tube placement – may not require image guidance | Mandatory | 10 | 25 | | |
| T-tube cholangiogram | Elective | 5 | 15 | | |
| Post-operative GI study | Elective | 5 | 15 | | |
| Chest fluoroscopy | Elective | 5 | 15 | | |
| Genitourinary | | Min | Max | | |
| Antegrade urography through existing tube (e.g., nephrostography) | Elective | 5 | 15 | | |
| Cystography, voiding cystography, or voiding cystourethrography, with a minimum of 10 bladder catheterizations | Mandatory | 15 | 30 | | |
| Retrograde urethrography or urethrocystography | Elective | 5 | 15 | | |
| Loopography through existing tube | Elective | 5 | 15 | | |
| Hysterosalpingography – imaging only | Elective | 5 | 15 | | |
| Hysterosalpingography – procedure and imaging | Elective | 20 | 50 | | |



| Procedure | Experience Documentation | | | Actual Number Completed | Competence Assessment Date |
|--------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------|------------|-------------------------|----------------------------|
| | Mandatory or Elective | Minimum and Maximum Number of Repetitions | | | |
| Invasive Nonvascular | | Min | Max | | |
| Arthrogram with a minimum of 5 shoulder and 5 hip | Mandatory | 20 | 50 | | |
| Therapeutic joint injection | Elective | 10 | 20 | | |
| Diagnostic joint aspiration | Elective | 10 | 20 | | |
| Therapeutic bursa aspiration and/or injection | Elective | 10 | 20 | | |
| Lumbar puncture with or without contrast | Mandatory | 10 | 50 | | |
| Cervical, thoracic, or lumbar myelography – imaging only | Mandatory | 5 | 15 | | |
| Thoracentesis with or without catheter | Mandatory | 20 | 50 | | |
| Placement of catheter for pneumothorax | Elective | 20 | 25 | | |
| Paracentesis with or without catheter | Mandatory | 10 | 40 | | |
| Abscess, fistula, or sinus tract study | Elective | 5 | 20 | | |
| Injection for sentinel node localization | Elective | 5 | 20 | | |
| Breast needle localization | Elective | 20 | 40 | | |
| Percutaneous drainage with or without placement of catheter (excluding paracentesis and thoracentesis) | Elective | 15 | 30 | | |
| Change of percutaneous tube or drainage catheter | Elective | 5 | 15 | | |
| Thyroid biopsy | Elective | 20 | 50 | | |
| Superficial lymph node biopsy | Elective | 10 | 50 | | |
| Liver biopsy (random) | Elective | 20 | 50 | | |
| Invasive Vascular | | Min | Max | | |
| Peripherally inserted central catheter (PICC) placement | Mandatory | 10 | 30 | | |



| | | | | | |
|---------------------------------------------------|-----------|------------|------------|--|--|
| Insertion of non-tunneled central venous catheter | Elective | 20 | 50 | | |
| Insertion of tunneled central venous catheter | Elective | 30 | 50 | | |
| Port injection | Elective | 5 | 15 | | |
| Extremity venography | Elective | 5 | 15 | | |
| Post-Processing | | Min | Max | | |
| Perform CT post-processing | Elective | 5 | 15 | | |
| Perform MR post-processing | Elective | 5 | 15 | | |
| Total Number of Cases | _____/500 | | | | |

Chief Preceptor Signature

Program Director Signature

Date

Date

Student Signature

ARRT ID#

Date



PART D: APPLICATION NARRATIVE

Each ARRT criterion is identified in Part D and followed by a suggested list of resources that may demonstrate how a program meets that criterion.

The application narrative should reflect the educational program's compliance with ARRT's recognition criteria through an explanation with reference to specific sections or statements within supporting documents provided in the appendix (Exhibit Documentation List).

References cited must specify page numbers (if appropriate) within the documents provided in the appendix.

If there are no existing reports or documents to support compliance with a criterion, an explanation as to why no documentation exists must be provided in the comment area of Part D.



Section 1 Introduction and Curriculum

Candidates for ARRT certification as a Registered Radiologist Assistant (R.R.A.®) must successfully complete a radiologist assistant educational program that is recognized by ARRT. ARRT will recognize radiologist assistant educational programs that meet the criteria noted herein. The goal of these criteria is to reinforce the educational expectations underlying ARRT certification.

- 1.1 The radiologist assistant educational program must show that it provides appropriate upper division coursework that leads to a minimum of a baccalaureate degree or post-baccalaureate certificate and that addresses the topics listed in the *ARRT® Content Specifications for the Registered Radiologist Assistant Examination*. These topics are presented in a format suitable for the instructional planning of upper division coursework in the *ASRT Radiologist Assistant Curriculum*.

Upper-division coursework is coursework awarded an academic designation equivalent, at minimum, to courses typically required in the final two years of a baccalaureate program. Such courses provide specialized and in-depth coverage of content and that emphasize problem-solving and analytical thinking skills. These courses build upon the foundational knowledge, skills and abilities obtained through radiography education, certification, and experience. Such coursework requires the student to synthesize topics from a variety of sources, including the coursework previously received through a radiography program. Radiologist assistant coursework requires the academic and clinical application of theories and methods of patient assessment, patient management, patient education, and radiology procedures performance, as well as systematic analysis of the quality of patient care delivered within the radiology environment. Radiologist assistant courses must lead to the development of specific intellectual and professional skills that underlie the performance of radiologist assistant responsibilities.

Supporting Documentation:

- Appendix B: College Catalog
- Appendix D: Radiologist Assistant Curriculum
- Appendix E: RA Course Descriptions (all courses)
- Appendix F: Course Syllabi (all RA courses)
- Appendix L: Program Director Job Description
- Appendix N: Program Director and RA Faculty Resumes
- Appendix DD: Certificate or Letter of Recognition from ARRT-recognized Institutional Accreditor

| Documentation | | Provide explanation below to support compliance |
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| Appendix | Page | |
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Section 2 General Requirements

2.1 The educational program must be offered through a post-secondary institution accredited by an institutional accreditor recognized by ARRT and must document to ARRT compliance with the requirements in Section 3.

Institutional accreditors must be recognized by the Council on Higher Education Accreditation (CHEA) and/or the United States Department of Education (USDE) and if such recognition is as a National Institutional Accrediting Organization, must have a scope of recognition inclusive of radiologic technology or allied health in order to be recognized by ARRT.

Supporting Documentation:

Appendix DD: Certificate or Letter of Recognition from ARRT-recognized Institutional Accreditor

| Documentation | | Provide explanation below to support compliance |
|---------------|------|-------------------------------------------------|
| Appendix | Page | |
| | | |

2.1.1 The educational program assumes responsibility for the quality of didactic and clinical education presented to each student.

Supporting Documentation:

Appendix C: Radiologist Assistant Program Information, Brochure, Application and/or Program Handbook

Appendix H: Policies and Procedures Document(s)

Appendix Q: Clinical Education Standards, Policies, and Procedures

Appendix T: Clinical Facility and Program Agreement(s) for all clinical sites and all students

Appendix U: Radiology Practice, all Chief Program Preceptor, and Student Agreement(s) for all clinical sites and all students

Appendix V: Clinical Preceptor Standards and Procedures

Appendix W: Documentation of Program Official’s Visits to Clinical Site(s)

Appendix Y: Preceptor Orientation and Input Mechanism(s)

| Documentation | | Provide explanation below to support compliance |
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| Appendix | Page | |
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Section 3 Clinical Education Documentation

3.1 Educational programs must document to ARRT’s satisfaction that each candidate for Registered Radiologist Assistant (R.R.A.[®]) certification, at the time of application to ARRT, has received clinical education that meets the requirements noted in this section.

Supporting Documentation:

- Appendix Q: Clinical Education Standards, Policies, and Procedures
- Appendix BB: General Clinical Evaluation Form
- Appendix CC: Program Clinical Experience and Competence Requirements Form

| Documentation Appendix | Page | Provide explanation below to support compliance |
|---------------------------|------|-------------------------------------------------|
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| | | |

3.2 Program Director.

3.2.1 The Program Director should hold ARRT registration in Radiography (R) or Radiologist Assistant (R.R.A.). If the Program Director is not registered in Radiography (R) or as a Registered Radiologist Assistant (R.R.A.), an institutionally Authorized Faculty Member who is certified in Radiography or as a Registered Radiologist Assistant (R.R.A.) must be responsible for evaluating the didactic and/or clinical effectiveness.

Supporting Documentation:

In the narrative, identify the Program Director or Authorized Faculty Member [if the program director is not registered in Radiography (R) or as a Registered Radiologist Assistant (R.R.A.)]



- 3.2.2 The Program Director is responsible for overall program effectiveness to include:
- implementation of ARRT-recognized RA curriculum
 - student advising
 - evaluation of student learning and program effectiveness outcomes.

Supporting Documentation:

Appendix L: Program Director Job Description

| Documentation Appendix | Page | Provide explanation below to support compliance |
|------------------------|------|-------------------------------------------------|
| | | |

- 3.2.3 The Program Director works collaboratively with the Medical Advisor to assure clinical experience effectiveness (See 3.3.1).

Supporting Documentation:

Appendix L: Program Director Job Description

| Documentation Appendix | Page | Provide explanation below to support compliance |
|------------------------|------|-------------------------------------------------|
| | | |

3.3 Medical Advisor.

- 3.3.1 The Medical Advisor, along with the Program Director, must verify that the clinical education available through the preceptorship is:
- of appropriate quality (clinical site has a variety and volume of examinations to allow students an opportunity to participate in at least the minimum number of required repetitions),
 - depth (patient population presents with a range of characteristics (e.g., pediatric, adult, geriatric) and conditions (e.g., trauma, outpatient, critical)).

Supporting Documentation:

Appendix L: Program Director Job Description
 Appendix M: Clinical Coordinator Job Description (If > 10 students total)
 Appendix P: Medical Advisor Job Description
 Appendix R: Clinical Site(s) Annual Report of Medical Imaging and Interventional Procedures (with differentiation of pediatric and geriatric patients)

| Documentation Appendix | Page | Provide explanation below to support compliance |
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3.3.2 The Medical Advisor must be a diplomate of the American Board of Radiology (ABR), or equivalent in the appropriate discipline, and must possess a current license to practice medicine.

Supporting Documentation:

Appendix O: Medical Advisor ABR Certificate and State License (copy)

| Documentation Appendix | Page | Provide explanation below to support compliance |
|---------------------------|------|-------------------------------------------------|
| | | |

3.3.3 The Medical Advisor is appointed to the Program Advisory Committee and participates in the Program Advisory Committee meetings.

Supporting Documentation:

Appendix I: Program Advisory Committee Form

Appendix J: Program Advisory Committee Actions/Minutes

| Documentation Appendix | Page | Provide explanation below to support compliance |
|---------------------------|------|-------------------------------------------------|
| | | |

3.3.4 The Medical Advisor contacts each new preceptor to facilitate an understanding of the program goals and the role of the clinical education site, and serves as a resource for the clinical preceptor(s).

Supporting Documentation:

Appendix P: Medical Advisor Job Description

| Documentation Appendix | Page | Provide explanation below to support compliance |
|---------------------------|------|-------------------------------------------------|
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3.4 Program Advisory Committee

Educational programs must maintain a Program Advisory Committee composed of the Medical Advisor, faculty, preceptors, employers, and student and/or graduate representatives to assist the Program Director in ensuring program quality. The Program Advisory Committee must have a mechanism to gather input from preceptors, graduates, and employers. The Advisory Committee must meet at least annually.

Supporting Documentation:

- Appendix G: Course Evaluation Forms (most recent summary for each RA course)
- Appendix I: Program Advisory Committee Form
- Appendix J: Program Advisory Committee Actions/Minutes
- Appendix K: Department, Division, Program Organizational Chart
- Appendix L: Program Director Job Description
- Appendix M: Clinical Coordinator Job Description (Required if > 10 students total)
- Appendix V: Clinical Preceptor Standards and Procedures
- Appendix Y: Preceptor Orientation and Input Mechanism(s)

| Documentation Appendix | Page | Provide explanation below to support compliance |
|---------------------------|------|-------------------------------------------------|
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3.5 Clinical Agreement

3.5.1 There must be a formal written agreement(s) among the educational program (or the institution(s) of which it is a part), the student, the radiology practice, and practice/clinical facility (or facilities) with which the Preceptor is associated. To promote continuity of education within the clinical site, the agreement must be with the radiology practice rather than with an individual radiologist within the practice. The radiology practice agreement must include the Preceptor’s duties (see Section 3.6 Preceptor Qualifications and Duties), or reference the Preceptor agreement if Preceptor duties are not included in the facility agreement.

Supporting Documentation:

Appendix T: Clinical Facility and Program Agreement(s) for all clinical sites and all students

Appendix U: Radiology Practice, Program, all Chief Preceptor(s), and Student Agreement(s) for all clinical sites and all students

| Documentation Appendix | Page | Provide explanation below to support compliance |
|------------------------|------|-------------------------------------------------|
| | | |
| | | |

3.5.2 The responsibilities of each of the parties must be indicated within the agreement(s) and must address, at minimum, all of the items noted in Sections 3.4 and 3.5 of this document.

Supporting Documentation:

Appendix T: Clinical Facility and Program Agreement(s) for all clinical sites and all students

Appendix U: Radiology Practice, Program, all Chief Preceptor(s), and Student Agreement(s) for all clinical sites and all students

Appendix CC: Program Clinical Experience and Competence Requirements Form

| Documentation Appendix | Page | Provide explanation below to support compliance |
|------------------------|------|-------------------------------------------------|
| | | |
| | | |
| | | |



3.5.3 The agreement must be signed by a representative of each of the parties (i.e., clinical facility, educational institution, chief preceptor, student) who is authorized to enter into legal agreements on behalf of the entity.

Supporting Documentation:

- Appendix L: Program Director Job Description
- Appendix M: Clinical Coordinator Job Description (If >10 students total)
- Appendix T: Clinical Facility and Program Agreement(s) for all clinical sites and all students
- Appendix U: Radiology Practice, Program, all Chief Preceptor(s), and Student Agreement(s) for all clinical sites and all students

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3.5.4 One radiologist within the radiology practice must be designated as the Chief Preceptor.

Supporting Documentation:

- Appendix V: Clinical Preceptor Standards and Procedures
- Appendix X: All Preceptor(s) ABR Certificate(s) and State License(s) (copy)
- Appendix Y: Preceptor Orientation and Input Mechanism(s)

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3.5.5 Liability insurance coverage for the student must be addressed.

Supporting Documentation:

- Appendix Q: Clinical Education Standards, Policies, and Procedures
- Appendix T: Clinical Facility and Program Agreement(s) for all clinical sites and all students
- Appendix U: Radiology Practice, Program, all Chief Preceptor(s), and Student Agreement(s) for all clinical sites and all students

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3.5.6 Physical resources (e.g., learning resources, clinical space, personnel protective equipment, personnel radiation monitoring) must be addressed.

Supporting Documentation:

- Appendix Q: Clinical Education Standards, Policies, and Procedures
- Appendix R: Clinical Site(s) Annual Report of Medical Imaging and Interventional Procedures (with differentiation of pediatric and geriatric patients)
- Appendix T: Clinical Facility and Program Agreement(s) for all clinical sites and all students
- Appendix U: Radiology Practice, Program, all Chief Preceptor(s), and Student Agreement(s) for all clinical sites and all students

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3.6 Preceptor Qualifications and Duties

3.6.1 Preceptors must be ABR certified or equivalent with appropriate practice privileges. (See 3.3.2 for definition of comparable qualifications.)

Supporting Documentation:

Appendix X: All Preceptor ABR Certificate(s) and State License(s) (copy)

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3.6.2 Preceptors must agree to commit the time and effort required to assure that the student receives a clinical education of depth and scope consistent with the ARRT’s Role Delineation.

Supporting Documentation:

Appendix U: Radiology Practice, Program, all Chief Preceptor(s), and Student Agreement(s) for all clinical sites and all students

Appendix V: Clinical Preceptor Standards and Procedures

Appendix Y: Preceptor Orientation and Input Mechanism(s)

Appendix AA: Clinical Competence Assessment Form(s)

Appendix BB: General Clinical Evaluation Form

Appendix CC: Program Clinical Experience and Competence Requirements Form

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3.6.3 Preceptors must be willing and able to perform clinical competence assessments.

Supporting Documentation:

- Appendix U: Radiology Practice, Program, all Chief Preceptor(s), and Student Agreement(s) for all clinical sites and all students
- Appendix V: Clinical Preceptor Standards and Procedures
- Appendix Y: Preceptor Orientation and Input Mechanism(s)
- Appendix Z: Clinical documentation of student(s) selected by ARRT
- Appendix AA: Clinical Competence Assessment Form(s)
- Appendix BB: General Clinical Evaluation Form
- Appendix CC: Program Clinical Experience and Competence Requirements Form

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3.6.4 Preceptors must agree to complete the documentation of clinical experience and competence as required by ARRT clinical education requirements, including the following forms from the *ARRT Didactic and Clinical Portfolio Requirements for Certification as a Registered Radiologist Assistant* (available at www.arrt.org/radasst):

- Clinical Experience Documentation and Competence Assessment;
- Clinical Competence Assessment Forms A - E;
- Summative Evaluation Rating Scales.

Supporting Documentation:

- Appendix L: Program Director Job Description
- Appendix M: Clinical Coordinator Job Description (If > 10 students total)
- Appendix U: Radiology Practice, Program, all Chief Preceptor(s), and Student Agreement(s) for all clinical sites and all students
- Appendix V: Clinical Preceptor Standards and Procedures
- Appendix Y: Preceptor Orientation and Input Mechanism(s)
- Appendix AA: Clinical Competence Assessment Form(s)
- Appendix CC: Program Clinical Experience and Competence Requirements Form

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3.7 Characteristics of Acceptable Preceptor Site(s)

3.7.1 The facility (or facilities) within which the student performs the majority of clinical activities must be accredited by a recognized agency [e.g., The Joint Commission (TJC), American Osteopathic Association (AOA), Det Norske Veritas (DNV)] or meet equivalent standards for healthcare quality and patient safety.

Supporting Documentation:

Appendix S: Validation of TJC, AOA, or DNV Accreditation, or equivalent standards for healthcare quality and patient safety, for all Major Clinical Facility(ies)

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3.7.2 The case load must be sufficient to provide opportunities for the student to gain clinical proficiency in the procedures noted in the ARRT clinical education requirements, but not so great as to leave insufficient time to educate the student.

Supporting Documentation:

Appendix Q: Clinical Education Standards, Policies, and Procedures

Appendix R: Clinical Site(s) Annual Report of Medical Imaging and Interventional Procedures (with differentiation of pediatric and geriatric patients)

Appendix T: Clinical Facility and Program Agreement(s) for all clinical sites and all students

Appendix U: Radiology Practice, Program, all Chief Preceptor(s), and Student Agreement(s) for all clinical sites and all students

Appendix V: Clinical Preceptor Standards and Procedures

Appendix Z: Clinical documentation of student(s) selected by ARRT

Appendix CC: Program Clinical Experience and Competence Requirements Form

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3.7.3 The case mix available to the student must present a range of patient ages and conditions.

Supporting Documentation:

- Appendix Q: Clinical Education Standards, Policies, and Procedures
- Appendix R: Clinical Site(s) Annual Report of Medical Imaging and Interventional Procedures (with differentiation of pediatric and geriatric patients)
- Appendix Z: Clinical documentation of student(s) selected by ARRT
- Appendix CC: Program Clinical Experience and Competence Requirements Form

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3.7.4 Educational programs must ensure that all mandatory clinical activities and a number of elective clinical activities sufficient to meet ARRT requirements are available in each clinical preceptorship.

Supporting Documentation:

- Appendix G: Course Evaluation Forms (most recent summary for each RA course)
- Appendix L: Program Director Job Description
- Appendix M: Clinical Coordinator Job Description (If > 10 students total)
- Appendix Q: Clinical Education Standards, Policies, and Procedures
- Appendix R: Clinical Site(s) Annual Report of Medical Imaging and Interventional Procedures (with differentiation of pediatric and geriatric patients)
- Appendix Z: Clinical documentation of student(s) selected by ARRT
- Appendix CC: Program Clinical Experience and Competence Requirements Form

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3.8.2 A minimum number of contact hours between the Preceptor and student must be specified and must be sufficient to meet the goals reflected in ARRT’s clinical education requirements.

Supporting Documentation:

- Appendix E: Course Descriptions
- Appendix Q: Clinical Education Standards, Policies, and Procedures
- Appendix U: Radiology Practice, Program, all Chief Preceptor(s), and Student Agreement(s) for all clinical sites and all students
- Appendix V: Clinical Preceptor Standards and Procedures
- Appendix Y: Preceptor Orientation and Input Mechanism(s)
- Appendix Z: Clinical documentation of student(s) selected by ARRT
- Appendix CC: Program Clinical Experience and Competence Requirements Form

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3.8.3 A minimum duration of the preceptorship must be specified and must be sufficient to meet the goals reflected in ARRT’s clinical education requirements.

Supporting Documentation:

- Appendix D: Radiologist Assistant Curriculum
- Appendix E: Course Descriptions
- Appendix H: Policies and Procedures Document(s)
- Appendix Q: Clinical Education Standards, Policies, and Procedures
- Appendix R: Clinical Site(s) Annual Report of Medical Imaging and Interventional Procedures (with differentiation of pediatric and geriatric patients)
- Appendix T: Clinical Facility and Program Agreement(s) for all clinical sites and all students
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- Appendix V: Clinical Preceptor Standards and Procedures
- Appendix Z: Clinical documentation of student(s) selected by ARRT
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3.8.4 A Clinical Coordinator faculty member is required if the total student enrollment is greater than ten (10).

Supporting Documentation:

- Appendix I: Program Advisory Committee Form
- Appendix K: Department, Division, Program Organizational Chart
- Appendix M: Clinical Coordinator Job Description (Required if > 10 students total)
- Appendix N: Program and Faculty Resumes

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3.8.5 Program official(s) monitor the clinical effectiveness.

Supporting Documentation:

- Appendix L: Program Director Job Description
- Appendix M: Clinical Coordinator Job Description (Required if > 10 students total)
- Appendix W: Documentation of Program Official’s Visits to Major Clinical Site(s)
(If a program official does not visit major clinical sites, please provide an explanation of how program contact is maintained with the major clinical sites and how evaluation of the clinical site is completed.)

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