

**Pacific Healthcare Training
Limited License X-Ray Machine Operator
Class Enrollment Agreement**

Class Start Date: _____ **Anticipated Graduation Date:** _____

Course Description of Limited License X-Ray Machine Operator

This course prepares limited license X-Ray machine operator students for the duties of a limited licensed X-Ray machine operator in the clinical setting. Students will learn clinical procedures including identifying and explaining positions to patients needed for exams, equipment manipulation, using correct markers and identification when obtaining images and maintaining a clean clinical environment. Limited License X-Ray Machine operator students will perform routine clinical duties and demonstrate basic principles of radiation protection, quality control, equipment operation, image production and evaluations, patient care and radiographic procedures in the clinical setting under the supervision of an ARRT certified instructor.

Pacific Healthcare Training LXMO program will only accept students who are employed at a healthcare facility where energized x-ray equipment is currently in use **and** a qualified Clinical Site Supervisor employed by that facility. (see Clinical Site Supervisor Qualifications and Responsibilities). The Clinical Site Supervisor must also be willing to accept and agree to serve in this role until the student obtains permanent licensure (See Clinical Site Supervisor Agreement).

Program Director will additionally serve as Clinical Coordinator and will verify Clinical Site Supervisor qualifications and licensure. The Clinical Coordinator will make site visits no less than once per quarter at each clinical site in which a temporary permit holder is practicing. The visit will include a verification of the Clinical Site Supervisor's Licensure, a review on the x-ray log, interviews with student and supervisor and a review of the radiographic images obtained by the student. The clinical coordinator will also verify that the x-ray equipment registration is up to date with RPS and that both the Clinical Site Supervisors license and student's temporary permit are displayed.

Course Timeline

This class is 52 hours of core modules combined course with an optional 130 class hours of radiographic procedures, for 182 total hours if all the anatomical sections are chosen. Students will be allowed to sign up for each anatomical selection as approved by the program director and per clinical site availability. Students are required to complete all the hours associated with the anatomical section in order to get licensed in the area they desire. Grades are issued on a Pass (P) or No Pass (NP) basis. Students must attend all classroom hours, and practical hours in order to pass the course to be granted permission to sit for the Limited Scope of Practice in

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Radiography Examination administered through the American Registry of Radiologic Technologies (ARRT) exams to become a Limited Licensed X-Ray Machine Operator. A grade of 80% must be attained on the written final and 80% accuracy on skills to attain a grade of "P" (pass) in the classroom/ practical phase of this course. The majority of the Limited License X-Ray Machine Operator program is in classroom and practical setting; students who fail to meet the hourly class requirements will be counseled by PHCT staff or the LLXMO instructor, at which time they will develop a plan of action from the behavior of concern form. Students will have a minimum of 155 days and a maximum of 185 days to complete the course requirements with (P) passing grade to become eligible to sit for the Limited Scope of Practice in Radiography Examination administered through the American Registry of Radiologic Technologies (ARRT). Students have one year from the date of course completion certificate was signed to pass the state examination with a 70% in at least one anatomical category. Should a student fail to pass the exam on their first attempt, they will be allowed to re-take the test for a total of three times at a cost of \$20 for each examination area. Due to any unforeseen conditions with the educational facility including but not limited to, weather conditions, instructor availability, or Holidays, the due dates for any material, or the end date of the course are subject to change. If there are any unforeseen conditions arise during the course, students will be informed via Email of the scheduled make-up days.

Student Information:

Name: (First, Last)	
Address:	
Phone Number	
E-Mail:	
Social Security Number:	
Emergency:	
Relationship:	Telephone #:

Program Information:

Program:	Limited License X-Ray Machine Operator Program
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Program Description:	Limited License X-Ray Machine Operator Program		
Program length in hours/ months/ weeks:			
Days Class meets:	○ Friday 5pm-10pm	○ Saturday 8AM-6PM	○ Sunday 8AM-6PM
Time of Day Class Begins:			
Enrollment Date:			
Anticipated End Date:			
Number of Weeks:			

Tuition and Other Costs:

Terms of Contract- Student Loan (ORS 345.113)		
Registration Fee:	\$110.00	Terms of Installment Payment Plan (If Used):
Base Tuition:	Core Modules- \$1800.00	
Additional Tuition:	Extremities- \$1800.00	
	Spine- \$1100.00	
	Chest- \$600.00	
	Head and Sinus- \$800.00	
	Podiatry- \$800.00	

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Books: (required/ optional)	\$145.00/\$110.0 0	
Total Program Cost:	\$2,055.00- \$7,155.00	

Cancellation and Refund Policies: (OAR 715-045-0036)

Cancellation: A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school. If cancellation occurs within seven business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded.

If a cancellation occurs after seven business days of the date of enrollment, and before the commencement of classes the school may retain only the published registration fee. Such fee shall not exceed 15% of the tuition cost, or \$150, whichever is less. Refunds will be dispersed within seven business days of receiving written notice of withdrawal from the class.

Withdrawal Procedure: Tuition refunds will be determined as follows: If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition; the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student.

If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund.

Notice to Student/Buyer:

1. Do not sign this agreement before you have read it or if contains blank spaces.
2. This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages before signing.
3. You are entitled to an exact copy this agreement and any disclosure pages you sign.

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4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Although the school may provide placement assistance, the school does not guarantee job placements to graduates upon graduation.
6. The school reserves the right to reschedule the program start date when the number of students scheduled is too small.
7. The school reserves the right to terminate students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and acceptability of credit and whether they should be accepted is the decision of the receiving institution.

Student Acknowledgements:

1. I hereby acknowledge receipt of the school's catalog dated July 1st, 2019, which contains information describing programs offered. The school catalog is included as a part of this enrollment agreement and I acknowledge that I have received a copy of this.
_____ Student Initials
2. I hereby acknowledge receipt of the equipment and supplies provided and a list of the equipment and supplies I will need to purchase separately.
_____ Student Initials
3. I have carefully read and received an exact copy of this enrollment agreement.
_____ Student Initials
4. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic and financial requirements or if I fail to abide by established standards of conduct, as outlined by the school catalogue. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate can be awarded.
_____ Student Initials
5. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation.
_____ Student Initials
6. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, and are in direct violation of an Oregon Revised Statute (ORS) or and Oregon Administrative Rule (OAR) may be filed with the Higher Education Coordinating Commission, Private Careers Schools Unit 255 Capitol

Pacific Healthcare Training LXMO class schedule Fall Winter Term, 2019/2020

October 4, 5 PM to 10 PM- Core

October 5, 8 AM to 6 PM -Core

October 6, 8 AM to 6 PM -Core

October 25, 5 PM to 10 PM-Core

October 26, 8 AM to 6 PM-Core

October 27, 8 AM to 6 PM-Core

November 15, 5 PM to 10 PM-Core-Extremities/Podiatry

November 16, 8 AM to 6 PM -Extremities/Podiatry

November 17, 8 AM to 6 PM- Extremities

December 6, 5 PM to 10 PM- Extremities

December 7, 8 AM to 6 PM -Extremities

December 8, 8 AM to 6 PM- Extremities

January 10, 5 PM to 10 PM- Extremities/ Chest

January 11, 8 AM to 6 PM - Chest

January 12, 8 AM to 6 PM- Spine

January 31, 5 PM to 10 PM-Spine

February 1, 8 AM to 6 PM- Spine/Head and Sinus

February 2, 8 AM to 6 PM- Head and Sinus

March TBD All day Saturday Review Board Prep

Pacific Healthcare Training LXMO class schedule Spring/Summer Term, 2020

March 6, 5 PM to 10 PM- Core

March 7, 8 AM to 6 PM -Core

March 8, 8 AM to 6 PM -Core

March 27, 5 PM to 10 PM-Core

March 28, 8 AM to 6 PM-Core

March 29, 8 AM to 6 PM-Core

April 17, 5 PM to 10 PM-Core-Extremities/Podiatry

April 19, 8 AM to 6 PM –Extremities/Podiatry

April 20, 8 AM to 6 PM- Extremities

May 8, 5 PM to 10 PM- Extremities

May 9, 8 AM to 6 PM -Extremities

May 10, 8 AM to 6 PM- Extremities

May 22, 5 PM to 10 PM- Extremities/ Chest

May 23, 8 AM to 6 PM - Chest

May 24, 8 AM to 6 PM- Spine

June 12, 5 PM to 10 PM-Spine

June 13, 8 AM to 6 PM- Spine/Head and Sinus

June 14, 8 AM to 6 PM- Head and Sinus

July TBD All day Saturday Review Board Prep