

***UNIVERSITY OF ST. FRANCIS
RADIATION THERAPY PROGRAM***

STUDENT HANDBOOK

Verification Forms

Radiation Therapy Verification of Policy Statements

The student will sign all sections that apply to them as an enrolled student.

<i>VERIFICATION OF ORIENTATION</i>	
<p>I have received and read the School of Radiation Therapy Student Handbook. I have also been present at a formal orientation to the hospital and department. The policies and procedures have been explained to me, and I agree to abide by all said policies. I understand that my continuance as a student here is contingent upon this agreement.</p>	
_____	_____
Student's Signature/Date	Program Director/ Date

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<i>VERIFICATION OF SEXUAL HARASSMENT POLICY</i>	
<p>I have read and understand the School of Radiation Therapy's sexual harassment policy. These regulations and guidelines have been explained to me, and I agree to abide by the content of the policy.</p>	
_____	_____
Student's signature/Date	Program Director/ Date

<i>VERIFICATION OF SUBSTANCE ABUSE POLICY</i>	
<p>I have received the School of Radiation Therapy's policy on substance abuse. These regulations and guidelines have been explained to me, and I agree to abide by the content of the policy. I further understand that this document will become part of my permanent record.</p>	
_____	_____
Student's signature/Date	Program Director/ Date

VERIFICATION OF PREGNANCY POLICY:

I have received and read the School of Radiation Therapy's Pregnancy policy. This policy has been explained to me, and I agree to abide by the content of the policy. I further understand that this document will become part of my permanent record.

Student's Signature/Date

Program Director/ Date

VERIFICATION OF RADIATION PROTECTION GUIDELINES

I have received the School of Radiation Therapy guidelines and policies relating to radiation protection and exposure badge policies. Regulations and guidelines have been explained to me, and I agree to abide by the content of the policy. I further understand that exposure records accumulated while I am a student will become part of my permanent exposure record.

Student's signature/Date

Program Director/ Date

Welcome Statement

General Profession
And
Program Description

Welcome:

We welcome you to the University of St. Francis' Radiation Therapy program. This student handbook is designed to acquaint you with program and hospital setting policies and procedures. Use it as a guide and keep it for reference during your enrollment. Any other questions will be answered by your program director as they arise.

As an important member of the health care team, you will be expected to act in a responsible and professional manner. It is very important for you to comply with the policies set forth for you. We look forward to having you with us and hope that you find the radiation therapy program a challenging and rewarding experience.

The University and its Radiation Therapy program reserves the right to implement policies and procedures at any time during the year. Each new policy will be made known to current students and as of that date will be enforceable.

INTRODUCTION

RADIATION ONCOLOGY *

The complex nature of the cancer disease process involves multiple treatment modalities, with surgery, medical oncology and radiation oncology among the most common. Depending on the location, pathology and state of disease, these methods may be used singularly, in combination or in sequence. Radiation oncology employs ionizing radiation to destroy cancerous tumors while sparing surrounding tissue. An interdisciplinary team of radiation oncologists, radiation physicists, medical dosimetrists, radiation therapists, nurses and support staff plan and deliver the course of treatment. While each team member plays a critical role in the delivery of health services, it is the radiation therapist who administers the radiation to the patient throughout the treatment process.

RADIATION THERAPIST*

Radiation therapists assist in localizing tumors, participates in treatment planning and deliver high doses of ionizing radiation prescribed by a radiation oncologist. Radiation therapists are the primary liaison between patients and other members of the radiation oncology team. They also provide a link to other health care providers, such as social workers and dietitians.

Radiation therapy often involves daily treatments extending over several weeks. This treatment method uses highly sophisticated equipment and requires a great deal of initial planning as well as constant patient care and monitoring. Radiation therapists must maintain a high degree of accuracy and an awareness of safety issues. They also must remain sensitive to the physical and emotional needs of patients.

Radiation therapists must demonstrate an understanding of cancer, radiation biology, radiation therapy techniques, equipment technology, radiation safety and the psychosocial aspects of cancer. The radiation therapist uses professional judgment and critical thinking when assisting with treatment planning, recognizing and resolving equipment problems and treatment discrepancies, anticipating patient needs and concerns and determining when treatment should be withheld until a physician can be consulted.

*(These statements are taken from the American Society of Radiologic Technology's Radiation Therapy Professional Curriculum Guide.)

Program Accreditation:

The School of Radiation Therapy is accredited by the JRCERT (the Joint Review Committee on Education in Radiologic Technology.) This certifies that the School meets or exceeds national standards regarding the quality of the program. Further information about accreditation of radiologic science educational programs may be obtained from the JRCERT, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-2901, phone (312) 704-5300, www.jrcert.org, or by e-mail: mail@jrcert.org. Program accreditation also insures that graduates are eligible for national certification and state licensure.

Graduate Certification and Licensure:

Successful completion of professional education makes the student eligible to sit for the national certification examination of the American Registry of Radiologic Technologists (ARRT) for radiation therapy. Successful completion of the ARRT certification exam entitles graduates to use the professional designation of their specialty: R.T. (T) "Registered Technologist - Radiation Therapy". For more information about the certification exam or the eligibility requirements for the registry, contact: ARRT 1255 Northland Drive, St. Paul, MN 55120-1155, phone (612) 687-0048. Many states also require that radiologic science professionals be licensed. ARRT certification is a prerequisite to state licensure in most states, including Illinois. Information on Illinois radiation therapy licensure may be obtained by contacting the Illinois Emergency Management Agency (IEMA), 1035 Outer Park Dr., Springfield, IL 62704.

Program Sponsorship and Academic Affiliate:

The School of Radiation Therapy is sponsored by the University of St. Francis. As the program sponsor, the University has primary responsibility for the professional education program, and grants the terminal award - the baccalaureate degree. The University of St. Francis provides prerequisite education or accepts transfer credit toward the baccalaureate degree upon successful completion of professional education. The baccalaureate track is optional for radiographers, not a requirement. The certificate track for radiographers is only open to certified or board eligible radiographers of the profession. Please refer to the section titled Admission Standards for more information.

Eligible Track Options for Applicants

I. The Bachelor of Science Track

This program is a 2 + 2 program for the traditional college student. The student completes the first two years of the program at the University of St. Francis, at Rock Valley College, or at any articulated community college. During the first two years, the student completes liberal education courses and pre-professional science courses, chooses radiation therapy as the major, and applies for admission to the professional program to complete the degree. During the final two years of the program, the student completes professional courses and clinical experience.

Transfer credit, tuition costs, application process and financial aide services at the University of St. Francis; need to be referred to a transfer credit coordinator at the university. The telephone number to the admissions department is (815)740-4285 or the general number at the University is (815)740-3360. For questions at RockValley College about these same issues please call (815)654-4322.

II. Condensed Track for Radiographers

The program for ARRT certified or board eligible radiographers will be a 17-22 month program. Upon successful completion of the program, including all pre-requisites, students graduate with a baccalaureate degree from the University of St. Francis and are eligible to take the ARRT examination. Condensed track Radiographers may not be eligible for federal financial aid if they have previously completed a baccalaureate degree. For academic prerequisites for the radiographer, refer to the admissions policy starting on page 14. Contact the University office of financial aid to discuss eligibility for federal aid.

Clinical Affiliations:

All students will be given to opportunity to rotate, by clinical assignment, through affiliated Radiation Oncology departments. Utilizing multiple clinical sites gives students a well-rounded clinical educational experience.

Description of the Profession

Upon completion of the program, the graduate should be able to:

- ◆ Practice oral and written communications.
- ◆ Maintain records of treatment administered.
- ◆ Perform basic mathematical functions.
- ◆ Demonstrate knowledge of human structure, function, and pathology.
- ◆ Demonstrate knowledge of radiation physics in radiation interactions and radiation protection techniques.
- ◆ Provide basic patient care and cardio-pulmonary resuscitation.
- ◆ Deliver a planned course of radiation therapy.
- ◆ Verify physician's prescribed course of radiation therapy and recognize errors in computation.
- ◆ Demonstrate awareness of patterns of physical and emotional stress exhibited by patients.
- ◆ Produce and use immobilization and beam directional devices.
- ◆ Prepare commonly used brachytherapy sources.
- ◆ Demonstrate knowledge of methods of calibration of equipment, and quality assurance.
- ◆ Prepare isodose summations.
- ◆ Detect malfunctioning equipment.
- ◆ Apply rules and regulations for radiation safety, and detect defects, which pose a radiation hazard and report it to the proper authorities.
- ◆ Understand the function of equipment and accessories and safe limits.
- ◆ Demonstrate knowledge of methods of continuing patient evaluation (follow-up).
- ◆ Apply wedge and compensating filters.
- ◆ Recognize patient's clinical progress complications and demonstrate knowledge of when to withhold treatment until consultation with the physician.
- ◆ Interact with patients and families concerning the physical and psychological needs of patients.
- ◆ Simulate and plan a prescribed course of treatment.
- ◆ Understand treatment methods and protocols.
- ◆ Participate in patient education procedures.
- ◆ Participate in recording statistical data with follow up visits of patients.

Graduation Requirements

Students will be eligible for graduation only when all of the following conditions exist:

- ◆ The student has successfully met or surpassed the minimum academic standards of the program which is at least an 80% average in all areas of study.
- ◆ All time lost over and above the allotted sick/personal days due to tardiness or absence has been made up.
- ◆ The student has successfully completed all objectives and competencies that are required.
- ◆ Any or all probation requirements have been met before completion of the program.
- ◆ Returned all departmental items such as film badge, keys and borrowed texts from the ROC library.

Overview of the Program

The program offers two tracks for qualified applicants: a Baccalaureate Track and a Condensed Radiographer Track.

The program consists of Phases I-IV or four semesters for the Baccalaureate or condensed Phases II-IV or three semesters for the Radiographer, which leads to a bachelor of science degree.

The curriculum is designed to provide for balanced didactic and clinical components in order to produce students with a well-rounded education in radiation therapy technology.

The didactic portion of the professional sequence is delivered on the campus of the University of St. Francis. Clinical assignments can be at any affiliated clinical site. However, the program faculty attempts to arrange clinical rotation assignments and coordinate classroom meeting schedules that do not impose undue hardship on its enrolled students.

The program has been developed to be consistent with the "Standards of an Accredited Educational Program for the Radiation Therapy", adopted by the American Society of Radiologic Technologists, and the program review committee of the Joint Review Committee on Education in Radiologic Technology.

Graduates of the program are eligible to apply for the examination in Radiation Therapy Technology offered by the American Registry of Radiologic Technologists.

Copies of the Standards for an Accredited Educational Program are available to any interested party from the Program Director. For verification of Accreditation, refer to the section on Program Accreditation.

Program's Mission and Goals

Mission and Goals For the Radiation Therapy Program

Mission:

The mission of the Radiation Therapy Program is to provide academic, clinical and professional education of exceptional value to students, and to graduate radiation therapy students with the desired, required entry-level employment skills.

Toward fulfillment of our program mission there are 4 main goals with focus toward student learning and 4 main goals focused toward program effectiveness

Core Goals:

1. Facilitate clinical competence
2. Foster and develop critical, analytical and problem solving skills
3. Foster and develop oral and written communication skills
4. Instill ideals supportive of professional growth and development
5. Maintain an optimal teaching and learning environment
6. Employ admissions processes with the greatest potential for academic success and program completion
7. Facilitate professional practice preparedness as perceived by graduates and employers
8. Demonstrate acceptable national registry examination pass rates and show favorable job placement

***SCHOOL OF RADIATION THERAPY
FACULTY MEMBERS***

SCHOOL OF RADIATION THERAPY FACULTY/COMMITTEE MEMBERS

Program Director: Leia Levy, M.Ad.Ed.,R.T.(T).
Clinical Coordinator: Elva M. Dawson, Ed. D., R.T.(T).
Radiation Safety Officer: Jerry Soen, MS

Didactic Instructors:

Leia Levy
Elva Dawson
Leevy Goma
Linda Schneider
Robert Laureckas

Clinical Supervisors:

Tara Fry, R.T. (T)
Cindy Joesten, R.T.(R).(T)
Bobbi Jo Isely, R.T.(R).(T).
Susan Krueger, R.T. (T).
Beth Knoblauch, R.T.(T).
James Edens, R.T. (T).
Lisa Hames, R.T.(T).
Mary Rohrer, R.T.(R).(T)
Amanda Nelson, R.T.(R).(T).
Brian Green R.T.(R).(T).

Advisory Committee Members:

Executive Committee Members

Elisabeth Davies, Interim Dean, College of Arts and Sciences
Bertha Paul, Ed.S. College of Nursing, Assistant Professor
Deborah Glenn, College of Education, Assessment Coordinator
Leia Levy, Program Director
Elva Dawson, Clinical Coordinator
Leevy Goma, Clinical supervisor, adjunct faculty, program alumni

Clinical/Education Advisory Committee Members

Leia Levy
Elva Dawson
All clinical supervisors
Student representative for enrolled students

Didactic Education Advisory Committee Members

Leia Levy
Linda Schneider
Leevy Goma
Elva Dawson
Robert Laureckas

Grievance Committee Members:

Manager of Emergency Department
University Student Services department representative
University Human Resources department representative
Marketing Department representative
Director, Clinical Services

Radiologic Science Advisory Committee

School of Radiation Therapy Program Director
School of Radiation Therapy Clinical Coordinator
School of Radiography Program Director
School of Radiography Clinical Coordinator
University of St. Francis Allied Health Programs Coordinator
University of St. Francis College of Arts and Sciences
Rock Valley Community College Advisor

Admissions Policy and Procedures

School of Radiation Therapy Program Admission Policy

Non-Discrimination Statement

The School of Radiation Therapy provides equal opportunity for admission to all individuals regardless of race, color, religion, gender, age, disability or national origin.

Academic Admission Standards

I. Condensed Radiography Track Academic Admission Standards

- A. Associate's Degree with a GPA of 2.7 or greater
- B. The applicant must be a registered radiologic technologist by the ARRT or the graduate of a JRCERT accredited radiography program and registry eligible before starting the school term.
- C. If registry eligible, the student shall take and pass the ARRT examination on the first available date to sit for the examination or will not be accepted into the program.
- D. Additional academic pre-requisites at the college level with a 2.7 GPA are:
 - **Introduction to Computers** (The radiography computer course will be evaluated on an individual basis by the program director, i.e. course syllabus and course outlines. The course content will be compared to the ASRT curriculum guide for Radiation Therapy)
 - **College Algebra**
 - **Pre-Calculus Mathematics**
 - **Speech/Verbal Communications**
 - **Composition or College Writing I**
 - **Human Anatomy**
 - **Human Physiology**
- E. **Completion of Academic requirements:**
 1. Students who have not completed the additional academic requirements in section D, prior to being admitted into the program, will be required to complete these course(s), concurrently while enrolled in the program at the discretion of the program director. Students, who do not complete all of the additional academic requirements prior to the scheduled program completion, will not be eligible to graduate from the School of Radiation Therapy.
 2. Students needing to complete the academic requirements will sign a letter upon admissions documenting that they are aware of the requirements to graduate from the program.
 3. It is the student's responsibility to confirm the availability of the needed courses with area colleges/universities. Regular school hours will not be adjusted to complete the additional academic requirements; these courses will need to be completed after regularly scheduled school hours. The student's ability to complete both the program's didactic and additional academic requirements concurrently is at their own discretion.

4. The academic courses listed in section D must be successfully completed with a grade of “C” or better

F. The Recommended College Mathematics and Science Courses for the Radiographer Track: The following course are *recommended but not* required.

- ◆ General Physics I or Mechanics & Heat
- ◆ General Physics II or Waves, Electricity, Light and Modern Physics

F. Recommended College General Education/Liberal Arts courses for the Radiographer Track: The following Courses are pre-requisite to the complete of the baccalaureate degree. Radiographers may already hold Associate level degrees which may meet general education courses below.

- ◆ College Writing II or Composition and Literature
- ◆ Introduction to Literature or a Literature Elective
- ◆ Foundations of Western Thought or Humanities Elective
- ◆ Non Western History Elective
- ◆ General Psychology
- ◆ Human Growth & Development or Developmental Child Psychology
- ◆ Introduction to Philosophical Thinking or a Philosophy Elective
- ◆ Contemporary Issues in Ethics
- ◆ Introduction to Theology or A Theology Elective
- ◆ Death and Dying

II. **Baccalaureate Track Academic Admission Standards**

Completion of the University of St. Francis pre-professional curriculum for the Bachelor of Science in Radiation Therapy. - OR- completion of the equivalent curriculum at Rock Valley College (or any articulated community college) with acceptance of transfer credit by the University of St. Francis. A 2.7 minimum cumulative grade point average is required.

Professional Admission Standards for Both Tracks

1. The applicant must be 18 years of age prior to the date of enrollment in professional education courses, in order to comply with radiation protection regulations.
2. Due to the nature of employment as a radiologic sciences professional, the applicant must be able to perform the “Essentials Functions of a Radiation Therapist” as outlined within this policy.
3. The applicant must complete the required pre-placement physical examination to verify ability to perform “Essential Functions”. The physical examination form will be supplied to the student but the examination will be at the student’s expense. An accepted student who fails to provide the required physical form by orientation day, before the scheduled fall term, will not be enrolled in the program. ***Drug-screening*** is also required.
4. The applicant must be of good moral character, as verified through applicant references. Criminal background checks are required for admission to the program, and are often required by employers. A person with a criminal conviction may not be eligible for ARRT certification. For questions on eligibility for the ARRT examination contact: ARRT 1255 Northland Drive, St. Paul, MN 55120-1155, telephone (612) 687-0048.

Admission Procedures

Application Process

To apply for admission, the applicant must submit:

1. A completed application form on or before December 15th, for the next school term, to the Radiation Therapy program.
2. The applicant must provide official college transcripts. Official transcripts must be submitted directly to the University of St. Francis
3. University of St. Francis students must sign a release to have previous colleges forward all transcript information.
4. The applicant will need to get three current letters of recommendation. Students must obtain at least two letters of reference from a faculty member from the college/university setting. All references are confidential and are for admission purposes only.
5. The Admissions Committee evaluates applications, and qualified applicants are invited to an interview.

Selection Process:

Completed applications are reviewed by Executive Advisory Committee members.

Selection is based on the following:

1. Initial Application Contents: (completed application, references, academic standing with regard to Ave. GPA, transcript information)
2. Total academic education completed at the post-secondary level.
3. Required academic pre-requisites completed for either track, before coming into program
4. Superior academics in math and science in Post-Secondary Education
5. Math-Physics Test score
6. Personal Interview score
7. Reference letters

An objective admissions points system is employed. Each completed application is evaluated and scored. Final admission decisions and applicant notification are completed by March 30th, for the following Phase I school term starting in August or Phase II in January for radiographers. Letters of acceptance or denial will be sent out to all interviewed applicants. If the applicant is listed as an alternate, the applicant will be notified by rank if an opening is available.

Advanced Standing

The School of Radiation Therapy offers advanced placement to qualified students. Applicants for advanced standing will be considered on an individual basis. The executive board will review each applicant's eligibility and will make determination on acceptance or denial based on available resources and documented evidence of program completion probability. Review of application for advanced placement may include, but not be limited to, personal interview, evaluation of transcripts and review of references.

Essential Functions

School of Radiation Therapy *Essential Functions of a Radiation Therapist*

Description of Profession of Radiation Therapy:

(Taken from the Scope of Practice for the Radiation Therapist by the ASRT)

Radiation therapy is the art and science of treatment delivery to individuals to restore, improve, and enhance performance; diminish or eradicate pathology; facilitate adaptation to the diagnosis of malignant disease; and promote and maintain health. Since the major focus of radiation therapy is the delivery of prescribed dosages of radiation to individuals from external beam and/ or brachytherapy radiation sources or hyperthermia units, the radiation therapist's concern is with those factors that influence radiation dose delivery, individual well-being, and responsiveness to treatment, as well as those factors serving as barriers or impediments to treatment delivery.

The practice of radiation therapy is performed by competent radiation therapists who deliver care to the patient in the therapeutic setting and are responsible for the simulation, treatment planning, and administration of a prescribed course of radiation therapy and/ or hyperthermia. Additional related settings where radiation therapists practice include education, management, industry, and research.

Persons contemplating educational preparation to enter this profession should be aware of the essential functions of the radiation therapist in order to guide their career decision making and estimate their success in the field. According to the Scope of Practice, the following are essential functions of the profession, which are further defined by the specific activities and abilities that underlie them.

Scope of Practice of the Radiation Therapist:

1. Providing radiation therapy services by contributing as an essential member of the radiation oncology treatment team through provision of total quality care of each patient undergoing a prescribed course of treatment by:

- Communicating effectively with patients, their families and other members of the radiation oncology team.
- Being physically, intellectually and emotionally able to respond to emergency situations, providing first aid, CPR and other patient care until a physician or nurse arrives.
- being capable of handling stressful situations, making informed decisions and giving emotional support to patients and their families
- Listening and responding to auditory warnings such as Geiger counter, alarms in the treatment room, hospital fire announcements and monitoring of patient sounds during treatment.
- performing required mathematical calculations
- documenting accurately and legibly, treatment setups, doses and calculations
- Using good judgment concerning situations in which treatment should be held until consultation with the radiation oncologists.

2. Evaluating and assessing treatment delivery components by:

- manually performing quality assurance and quality control checks
 - observing monitors and scales to not divergence from expected readings
 - detecting equipment malfunctions and taking appropriate action
- 3. Providing radiation therapy treatment delivery services to cure or improve the quality of life of patients by accurately delivering a prescribed course of treatment by:**
- Assisting patients in transferring from a wheelchair or cart to the treatment couch and becoming correctly positioned for treatment, at times including lifting.
 - Operating, handling and manipulating equipment necessary to administer radiation therapy.
 - using strength, coordination and dexterity to lift and position cerrobend blocks, electron cones, wedges and other accessories, up to 40 pounds in weight
 - visually observing patients before, during and after treatment, setting field size and monitor unit settings, aligning treatment fields and blocks, and reviewing radiographs and port films
 - constructing immobilization devices
- 4. Evaluating and assessing daily, the physiologic and psychological responsiveness of each patient to treatment delivery by:**
- Communicating effectively with patients and their families.
 - listening carefully to patient and family concerns
 - observing patients for signs of radiation side effects and psychological change
 - using good judgment in referring patients to other members of the radiation oncology team appropriately
 - providing appropriate care specific to the age of the patient
 - providing effective patient education
- 5. Maintain values congruent with the profession's code of ethics and scope of practice as well as adhering to national, institutional and / or departmental standards, policies and procedures regarding treatment delivery and patient care by:**
- strictly maintain confidentiality of patient information
 - respecting and acting appropriately toward all patients, families and fellow colleagues
 - regardless of race, color, religion, sex, age, national origin, sexual preference or Disability
 - assuming responsibility for personal actions and reporting errors in patient treatment
 - Supporting patient rights, particularly those of informed consent and advance directives.

Policies and Procedures

Radiation Therapy Program Policies and Procedures

Hospital and Departmental Policies and Procedures:

Students are expected to familiarize themselves and comply with all appropriate hospital and departmental policies and procedures for all affiliated clinical facilities assigned. Failure to do so may result in disciplinary measures, depending on the severity of the infraction.

Academic Credit:

Students of the School of Radiation Therapy in the certificate/baccalaureate track earn academic credit from the University of St. Francis for all courses in each of the four professional phases (semesters) of enrollment, totaling 64 semester hours. Radiography/Certificate track students will not receive academic credit for these courses.

Transfer Credit:

For transfer credit with the University of St. Francis, information may be obtained from the USF registrar's office at 815-740-5040 or for RockValley College please contact an academic advisor at (815)654-4322.

Attendance:

Regular School Hours:

Students will be scheduled for no more than 40 hours during a one-week period. This time includes classroom and clinical hours.

Weeks of didactic instruction the student will be scheduled Mon-Thurs. 8:00 am to 4:30 p.m. Depending on the course load per semester the student may be scheduled for less hours during didactic weeks, but should not plan on this until notified by the Program Director. Periodically there may be scheduled Friday's during these weeks for observation in special imaging procedures, i.e. CT, MRI, Ultrasound, and Nuclear Medicine or guest lectures. During didactic weeks the student will be given a minimum of 45 minutes for a lunch break.

Weeks of clinical education the student will be scheduled **Monday- Friday, 8 hours daily, according to department practices per clinical assignment.**

Attendance at appropriate meetings and or conferences, which may occur on weekends or evenings, is required for the student's education. These meetings will be announced to the student in advance for scheduling purposes. Meetings held over the weekend, that require more than 40 hours from the student will be accommodated by giving the student time off during the week that is over. This will be evaluated by the Program Director on individual meetings that are held through the year.

Tardiness

Students are expected to be on time for class and clinical assignments.

A student is considered to be tardy if he or she is more than 7 minutes late for scheduled hours, either in the classroom or clinical setting.

All instances of tardiness will be recorded on the student's time sheet. ***Accumulation of three such instances in a one-month period will result in the initiation of disciplinary action up through suspension at the discretion of the program faculty (see disciplinary policies in section 8 of this handbook).***

Absences

All absences must be pre-arranged with the Program Director 24 hours in advance of requested leave. In the case of an illness or unavoidable emergency, the student must contact the Program Director **and** clinical supervisor by 8:30 a.m. All absences must be accounted for satisfactorily.

Student absences of:

- Three consecutive days or more due to illness must have a doctor's consent to return to school.
- More than 15 consecutive business days (clinical and/or didactic time) off during a semester will mean immediate dismissal
- More than 20 accumulated days (clinical and/or didactic time) off during a student's junior or senior year will mean immediate dismissal.

Students are responsible to arrange for make-up of missed clinical assignments, classroom work, and/or examinations during their absence. The work needs to be completed before the end of the semester in which time was missed, unless otherwise approved by the individual instructor. Make up of clinical assignments must be completed at the clinical site where assignment was initially given.

- Scheduled absences will be taken from the student's bank of 'time off' hours per semester. If the student's bank of personal time is gone, the absence must be made up according to the above time frame.
- Unscheduled absences will also be taken from the student's bank of hours and must be made up according to the above time frame.

Time Off--Personal Days

- In addition to the scheduled days off on the program calendar, students receive 3 days excused absence per semester from clinical assignment. This allowance is to be used for illness, any appointments that can not be scheduled after school hours, and any other obligations that must be attended to at times when school is in session.
- The student can carry over 1 day of unused personal leave per semester. The student can not carry all three days of unused time to the next semester, unless they are using it for pregnancy leave. Scheduled time off is to be used wisely during the school term.

- A fraction of a day shall be accepted as legitimate personal leave for an obvious illness, emergency, or a prearranged appointment.
- Any time missed over the allotted 3 days of leave for the semester-unrelated to lengthy illness- will lead to disciplinary action as follows:

1 day (8 hours) over the allotted- written warning
2 days (16 hours) over the allotted- probation
3 days (24 hours) over the allotted- suspension
4 days (32 hours) over the allotted-dismissal

Class Attendance

Students are expected to be on time for scheduled classes and to be prepared with appropriate supplies, books, and completed assignments. Students are expected to contact the instructor of the course if there is an anticipated absence or tardiness to class.

Clinical Attendance

Students are expected to report to their assigned clinical areas during their assigned clinical weeks.

If procedures are not being performed in a student's assigned clinical rotation, special assignments may be arranged by the clinical supervisor or Program Director. It is the student's responsibility to ask for permission to work on special projects during clinical time. Students are not to study in the classroom during clinical hours without prior approval from the program director or the clinical supervisor .

Compassionate Leave

Up to 3 days of excused absence will be granted in case of the death of any of the following:

- ◆ spouse
- ◆ child
- ◆ parent or spouse's parent
- ◆ grandparent or spouse's grandparent
- ◆ brother or sister
- ◆ spouse's brother or sister
- ◆ significant others, determined on an individual basis by the Program Director

The length of compassionate leave will be determined by the Program Director according to distance that must be traveled and responsibility the student has for arrangements, etc.

Requests for compassionate leave shall be made to the Program Director as soon as the need arises and the length of leave will be designated at that time.

Scheduled Conferences on weekends/evenings

Attendance at appropriate meetings and or conferences, which may occur on weekends or evenings, is required for the student's education. These meetings will be announced to the student in advance for scheduling purposes. Meetings held over the weekend, that require more than 40 hours for the week will be accommodated by giving the student time off during a subsequent clinical week.

Students, who do not attend conferences held during the scheduled school week, will be assigned to the clinical area during the conference. The student, who does not attend weekend meetings, will be required to make up the time in the clinical area as regular time. This make up time should be completed within two weeks of the meeting or unless the student has made prior arrangements with the program director.

Additionally, students who do not attend assigned conferences or students who attend the conference but skip the meetings will be subject to disciplinary action at the discretion of the program director.

Student Records

A record of all classroom and clinical progress along with documentation of disciplinary actions will be maintained for all students during the school year. After program completion, the following student records will be retained in the program office:

- ◆ grade transcript
- ◆ school application form
- ◆ documentation of disciplinary actions
- ◆ data sheets (attendance records, clinical hours, etc.)
- ◆ student health records (may be on file with Employee Health Services)
- ◆ cumulative radiation monitoring records will be kept by the Radiation Safety Officer
- ◆ The appropriate records will be secured in the Program Directors office and copies will be available to the student upon written request. Special transcript and radiation record release forms are available from the school. No information will be released from a student's file without the receipt of a signed release form except when legally required.

Pregnancy Policy:

The National Council on Radiation Protection (NCRP) states the following in Report #91 : “ The NCRP recommends a total dose equivalent limit of 5 mSv (.5rem) for the embryo-fetus. Once a pregnancy becomes known, exposure of the embryo-fetus shall be not greater than .5mSv (.05 rem) in any month. This recommendation is intended to limit exposure to the fetus of an occupational exposed mother.”

The School of Radiation Therapy, in keeping with these recommendations, has adopted the following student Pregnancy Policy. The purpose of this policy is to provide for the well being of the unborn, while ensuring the quality of the clinical education afforded the pregnant student.

During orientation, the female student is given a copy of this policy. Once the student has read and comprehended the policy, they will sign the verification statement that is in the front of the handbook documenting they understand the policy and agree to abide by this policy.

A student who becomes pregnant during her enrollment has the option of notifying the Program Director or Radiation Safety Officer in writing, of the date of conception and due date. The student is not obligated to notify either entity, but will be taking full responsibility for the safety of herself and the safety of the unborn child. Neither the University of St. Francis nor the School of Radiation Therapy will take responsibility for any unforeseen harm that could happen to the fetus when official notification of the pregnancy has not been given. The Program and Radiation Oncology Department offers a safe and monitored environment for the pregnant student but can not monitor pregnant women appropriately when written notification has not been received.

Once written notification has been given to the Program Director or the Radiation Safety Officer, the student must comply with the school's radiation safety guidelines for a pregnant mother working in controlled and uncontrolled areas. The declaration of pregnancy can be rescinded at anytime during the student's enrollment. A rescinded declaration must be presented in writing to the attention of the Program Director or Radiation Safety Officer. If the declaration is rescinded the student will again be monitored as if the notification had not occurred.

After declaration of pregnancy, the Radiation Safety Officer will meet with the student and Program Director to explain any special policies and procedures that will be followed during the pregnancy. The student will be closely monitored for radiation exposure during this period. The student will be permitted to continue in the program as long as she abides by the institutional safety guidelines, set forth for her and her baby's protection. Strict compliance with the guidelines will ensure a safe environment for mother and baby. The University of St. Francis or the School of Radiation Therapy will not be responsible if the student does not remain in compliance with the guidelines set by the radiation safety officer. (For supplemental information, refer to the appendix)

The student is still responsible to fulfill all clinical and didactic components. If the student opts to drop out of the program because of the pregnancy, a position will be held for her in the next school term. A student can not miss more than 15 consecutive working days during the program or a total of 20 accumulated days during their junior or senior year. If a student exceeds this, they will be dismissed from the program. Please refer to the guidelines for student absences for further clarification.

To be eligible for graduation, the pregnant student must successfully complete all required clinical competencies and didactic components of the program that were missed. In addition, the student must make up all time that was missed during pregnancy leave. The required length of the program attendance may be extended, until all clinical and didactic requirements have been met when necessary. This program extension may not exceed 20 days beyond the originally scheduled graduation date.

Sexual Harassment

Any verbal remarks, written comments, photographs, physical gestures or contact that has sexual connotation qualifies as sexual harassment.

Sexual harassment by one student against another, by a student against any program staff, by program staff member against a student, is unacceptable. Any such conduct or incident should be reported immediately to the program director or any individual in authority at the time of the incident.

The program director or one in authority is obligated to make a written report of the complaint and immediately seek counsel by appropriate means for confronting the offender and resolving the issue. Counsel may be through the student services department at the university or human resources department of the affiliated clinical site. Consequences to the offender will be determined upon proof of liability. The determination of facts regarding allegations of sexual harassment will be handled confidentially, within 3 business days. Any plaintiff found knowingly bringing false accusations against another will meet the consequences set forth. Consequences may include but may not be limited to suspension, dismissal from the program, termination from employment, and/or notification of authorities.

Phone Calls

It is the policy of the School of Radiation Therapy that the hospital land-lines are not to be used by the students without the approval of the Program Director. Students are not to take personal telephone calls during clinical or class hours unless it is an emergency. The student is not to take "call" during school hours or have employer's call during school hours to schedule them for work.

Xerox Machine Use

Students should have permission before using the Xerox machines in the Radiation Oncology Department or elsewhere in the assigned hospital. The duplicating machines are not to be used to copy entire textbooks under any circumstances due to copyright laws.

Student Employment

Students enrolled in the School of Radiation Therapy can have employment outside of the department. This employment will not interfere with any scheduled part of the didactic or clinical portions of the school. The student will be counseled by the Program Director if his/her job starts to interfere with their schooling. The student at no time during their educational program will be substituted for paid staff.

(Refer to individual Hospital policies on student employment)

Student Attire

All students are expected to be neat and clean in appearance and to dress appropriately for all classroom and clinical assignments. Hair should be clean and neatly groomed to avoid contact with the patient.

Students are required to follow the clinical affiliate site dress code at all times during clinical hours. During didactic hours, unless specified otherwise by the program director, the student may wear appropriate casual clothing.

Students wearing inappropriate attire during clinical hours will be sent home to change and will be responsible for making up all missed time.

During school field trips the students will be in casual dress clothes. No jeans or jean shorts are allowed.

Radiation Exposure Monitoring

The School of Radiation Therapy advocates strict adherence to the principle of ALARA, that all radiation exposures are kept “As Low As Reasonably Achievable”. Students must comply with SwedishAmerican Health System’s Radiation Protection Policies. (refer to the appendix for the ALARA policy)

Radiation monitoring badges are required to be worn by all students while in a clinical rotation. Badges must be left in the break room area, or designated ‘safe’ area at the end of each clinical day. If the student loses his/her badge, it must be reported to the Radiation Safety officer immediately. Current radiation exposure records are reviewed quarterly and maintained by the Radiation Safety Officer. Students may request, in writing, a report of cumulative exposure at any time. Written request must be forwarded to the radiation safety officer. Any reports showing radiation exposure beyond recommended dose limits (\approx 25 mrem per quarter) will be disclosed to the student as soon as the Radiation Safety Officer is made aware. The Radiation Safety officer will contact the student and program director, by telephone, within 2 business days of received report. A counseling session will be scheduled with the student, radiation safety officer and clinical coordinator within 3 business days of disclosure. This counseling session will be documented on a verbal counseling form and maintained in the student’s file. Exposure exceeding 100 mrem in one year will also require written report to the Illinois Emergency Management Agency (IEMA), describing the incident(s) leading to exposure and any corrective actions initiated by the safety officer. Any correspondence received from IEMA or exposure monitoring agency regarding specific exposure incident(s) will be maintained in exposure files and student file.

Students are responsible for exchanging film badges at the start of each monitoring period. Exchange times will be posted on student calendars. Students are to return badges upon leaving the program for any reason. If students are found in the clinical area without a monitoring badge, disciplinary action will be initiated and participation in clinical activities will be suspended until such time that a badge can be obtained.

Student Withdrawal

A student who wishes to withdraw from the Program must submit his/her resignation in writing to the Program Director. The Program Director meets with the student, providing counseling.

The student has one week to reconsider the withdrawal and return to the program. The student must make up all missed didactic or clinical time. All class assignments must be completed by the instructor's guidelines or the student will be put on academic probation.

A student who withdraws must return all hospital property, meet any outstanding debts to the hospital, and vacate residence in the dormitory by the end of the two-week notice period. The student is responsible for applying for any refunds that may be due.

Identification Badges and Car Stickers

All students will be issued a hospital identification badge that should be worn at all times during school hours. If the student loses or damages the ID badge, he/she should notify the Safety and Security Office immediately to arrange for a replacement. The identification badge is hospital property and must be returned to the Program Director upon leaving the school because of graduation or otherwise.

Students will also receive a sticker for their care while enrolled in the program. Students must comply with the parking guidelines set by the Safety and Security Office at assigned clinic. The sticker should be located in the car's back rear window on the driver's side.

Any parking fines or traffic citations are the sole responsibility of the student.

Smoking Policy

Affiliated clinical sites and corporation buildings are all smoke-free. Students must comply with this policy.

Student Orientation and In-services

Students are required to attend the following education activities in addition to the courses listed in the program's curriculum:

New Student Clinical Orientation

Upon enrollment, each student attends/completes an orientation for the health system to which they will be assigned. The orientation session introduces the new student to the Employee Health Services, guest relations and patient rights, body mechanics, confidentiality, quality management, safety and security, corporate compliance, and infection control.

Program Orientation:

New Student Orientation

During the first week of enrollment, new students are oriented to the Student Handbook and all program policies and procedures.

Clinical Orientation

Clinical orientations are completed during the first week of each phase. Clinical affiliate staff will review specific clinical policies at the beginning of each new clinical assignment.

Student Handbook Orientation

At the start of each school year (August) each student will review program policies and procedures.

Radiation Protection Inservice

During the first week of enrollment, new students are given the radiation protection inservice during the new student orientation. Sites located away from the University general geographic area offer radiation protection in-servicing during departmental orientation activities.

Safety Fair

All students must complete an affiliated clinical site's Safety Fair annually. This fair is designed to review hospital safety practices.

Tumor Conferences

This is a weekly physician conference presented jointly by the Radiation Oncology and Pathology departments. Junior and Senior students are required to attend this meeting during their clinical rotations.

Radiation Oncology Departmental Meetings

Students are not required to attend these meetings, but are asked to give input to the Program Director if there are concerns or comments for the clinical component of the program. Students may be required to attend certain department in-services.

Executive Advisory Committee

This committee is responsible for administrative decisions concerning the program, reviewing policies and procedures for the program, interviewing and selection of new student applicants, the master plan of education and the review of the year's programmatic evaluation. Annual meetings are scheduled to evaluate new student applicants, the outcomes and assessment program, the master plan and the programs mission and goals. The committee also communicates by memorandums that are distributed to committee members as needed.

Clinical/Didactic Education Committee

This committee provides guidance and support to the School through the regular review of the Education Plan, the Student Handbook, the Outcome Assessment Plan and the Outcomes Assessment Reports. These Committees also serve as a means of communication between the school and communities of interest. Membership includes clinical supervisors, staff therapists, Program Director, current student representative and other clinical staff.

Grievance Committee

This committee has the sole responsibility to evaluate student grievances against the program's policies and procedures. This committee is the final decision-maker in the student grievance process. All decisions made by this committee are final.

Professionalism Policy:

This policy is to guide the student in developing attitudes and conduct necessary to function as a professional radiation therapist.

Professional Conduct:

The student radiation therapist:

- ◆ Functions efficiently and effectively, demonstrating ethical conduct and attitudes befitting the profession.
- ◆ Provides healthcare services with respect for human dignity.
- ◆ Provides care to patients without discrimination.
- ◆ Practices technology founded on scientific fact.
- ◆ Exercises care, discretion, and judgment in the practice of radiation therapy and the radiologic sciences.
- ◆ Provides the physician with pertinent information related to diagnosis and treatment management of the patient.
- ◆ Is responsible for protecting the patient, self, and others from unnecessary radiation exposure.
- ◆ Respects confidences entrusted in the course of professional practice.

Incident Reports

In cases of injuries that happen at school or on hospital property at any time, the student is required to submit an incident report to the Program Director for processing. These forms can be obtained from the Program Director's office, student health or from Employee Health. The school will follow the clinical site's set policies and guidelines for all occurrences or incidents that happen during clinical hours. The hospital Risk Management and Infection Control Departments typically set these policies and guidelines. (Refer to the appendix for sample hospital policies)

During hospital and departmental orientation, all students are informed of the policies and procedures to follow for any incident or exposure. All copies of Infection Control Manuals and Departmental Procedures are located in the department manager's office. The bloodborne pathogen related policy and procedures section can also be found in the department manager's office. Copies of these materials can be attained or viewed as requested by the student. Copies of these policies are located in the appendix of the student handbook.

Communicable Diseases

Any student who suspects or has confirmed a communicable disease should contact the Program Director immediately. Information will be obtained, and appropriate actions taken to insure the health and safety of all.

The School of Radiation Therapy will follow hospital protocol for communicable diseases and exposure set by the Risk Management and Infection Control Department. All copies of Infection Control Manuals and Departmental Procedures are typically located in the department manager's office.

All students will go through hospital orientation, which will cover universal precautions, hepatitis B and other precautionary measures that are needed for their safety. Each student will also be offered a hepatitis B vaccine and given a mandatory TB test.

Substance Abuse Policy

Any student suspected of substance abuse will be referred to the Student/Employee Assistance Program at the University of St. Francis for evaluation and referral to treatment facilities. It will be made known to the student, that while difficulties in performance have been caused by the illness, the student must accept referral for care and treatment as a condition for continued enrollment or leave of absence.

Leave of absence from the program may be granted based on individual case review until such time it is determined that the student is prepared to re-engage in program curriculum.

A student, who has entered a treatment program and has been on a leave of absence, may return to school contingent upon the following conditions:

1. Written confirmation from a qualified professional of the student's improved status
2. Availability of didactic and clinical space

Following return to school, the student should make regular visits to the treating authority and attend regular conferences between the program director and an Employee Assistance Program representative to review progress. Random drug testing may be performed if cause is given.

Providing treatment continues, relapses occurring after re-enrollment will be evaluated and a determination made by the Director of Human Resources, employee assistance representative and the program director regarding continued enrollment.

If the student is not successful in maintaining acceptable status or is unable to return to the program following referral, a written notice of termination will be forwarded to the address on file.

Any uncertainty concerning the determination of relapse, will lead to referral to the Student/Employee Assistance Program.

School of Radiation Therapy Disciplinary Policies

While enrolled in the School of Radiation Therapy, all students are expected to conduct themselves in a professional manner and abide by the policies and procedures of the hospital, department, and school. Students are also required to abide by the *American Registry of Radiation Therapist and Radiologic Technologists' Code of Ethics*.

Any student who does not comply with school policies and procedures shall be subject to disciplinary action, the severity of which may be determined by the Program Director, clinical supervisors, clinical instructors, didactic instructors and/or the Executive Advisory Committee.

Any program faculty member may initiate disciplinary action. Any disciplinary action initiated must be documented in writing and submitted to the program office for filing in the appropriate student record.

Counseling

Counseling of the students is used as an, immediate remedy by faculty, to correct a student's conduct, performance, attendance, attitude, etc. All counseling sessions are confidential and conducted in a positive and constructive manner. All counseling sessions will be documented and kept in the student's permanent file. ***Students are not required to sign verbal counseling*** sessions. Signatures of the faculty or staff conducting the session should be affixed as well as either the Program Director or Clinical coordinator as the issue is identified as clinical or didactic. If the problem(s) is not solved after counseling, the student will be subject to additional discipline as articulated in the disciplinary guidelines. The severity of any additional discipline will depend on the student's violation.

Probation

Probation is a period of time ranging from one to three months during which a student is monitored closely because of prior misconduct, poor attitude, failed competency, failure to maintain the required grade point average or below average clinical progression through the program. The probation may be extended longer than three months but no more than four months. The determined length of the probation will depend on whether didactic or clinical progress is being monitored.

When a student is placed on probation, a counseling session is held to inform the student of the reason for the probation and probation period length. Goals are set forth that the student must meet by the end of the probationary period. The ***student signs*** a written ***probation notice***. A copy of this notice is given to the student, with the original placed in the student's confidential file.

At the end of the probation period, a second counseling session is held with the student. If the student has met the goals set forth in the probation notice, the probation period is then lifted. The student will sign a Release from Probation Notice and a copy will be given to the student. If the student has failed to meet these goals, the student is dismissed from the program. A notice of dismissal is then prepared, and is signed by the student. A copy is given to the student, with the original placed in the student's confidential file.

A student may be subject to probation for unprofessional behavior or failure to follow school or departmental policy (Disciplinary Probation), endangering a patient or for failure to maintain didactic or

clinical grades or progress in the program as needed. Clinical progress through the program will be monitored not only by clinical objectives and competencies but by clinical evaluations.

A student is allowed only two- (2) probation periods total during enrollment. Dismissal from the program results when the need for a 3rd probation arises. The second probation can not occur while the first probation is occurring. If the second probation occurs during this time, it will mean immediate dismissal from the program.

Reprimand/Written Warning

Reprimand is defined as written warning for any violation of the policies, form of misconduct and or/ improper attitude.

If a student fails to adhere to the reprimand, he or she will be suspended for a period to be determined by the Program Director and/or the Medical Director of the school.

Any incident resulting in a reprimand will be documented and become part of the student's permanent file. Any student who accumulates two reprimands during the program will be put on probation.

Suspension

Suspension is defined as the removal of a student from the academic and/ or clinical areas of the program for a period of 1 - 5 days. Each day of suspension will be made up as double time.

A student who fails to adhere to the policies or does not comply with a reprimand and/or counseling will be suspended.

The Program Director and the rest of the Executive Advisory Committee will determine the length of the suspension.

The student will be notified of program suspension in writing. The document will state the reason(s) for suspension and recommendations for improvement. The student will be given a chance on the form to agree with or deny the charges leading to suspension. The student's signature and statement will be requested on the form. The original form will become a part of the student's permanent file, and the student will receive a copy.

If a student disagrees with the suspension in writing to the program director, the due process will take into affect. Please refer to the Due Process.

Dismissal

Dismissal is the immediate termination of a student from the program for severe acts of misconduct, not satisfying probation conditions, or poor performance.

The student will be notified of program dismissal in writing by way of a dismissal notification form. The form will state reasons for the dismissal and a copy of the due process policy will again be given to the student and documented on the form. The student will be given a chance on the form to agree with or deny the charges leading to dismissal. The student's signature and statement will be requested on the

form. The original form will become a part of the student's permanent file, and the student will receive a copy.

If a student disagrees with the dismissal, the student can initiate a grievance.

Causes for disciplinary action include but are not limited to:

- ◆ abusive treatment of patients
- ◆ failure to meet stated academic standards of program
- ◆ theft, fraud, or other forms of dishonesty
- ◆ willful damage of hospital property
- ◆ disorderly conduct on hospital premises
- ◆ knowingly falsifying hospital records or school records
- ◆ failure to conform to conditions set out in notice of probation
- ◆ insubordination in clinical or classroom activities
- ◆ theft, pilfering, fraud or other forms of dishonesty
- ◆ absent without cause or without permission
- ◆ disorderly conduct or fighting on hospital premises
- ◆ malicious gossip or derogatory attacks concerning anyone associated with the hospital
- ◆ unauthorized disclosure of hospital acquired confidential information, including information regarding patients, physicians, fellow students and employees.
- ◆ falsification of hospital or school records
- ◆ Accumulation of two reprimands or more than two probation's during the enrollment of the program.
- ◆ cheating on test
- ◆ lying or other forms of deception
- ◆ infractions of the policy and procedures of the school and or the hospital
- ◆ found in the Program Director's office without authorization
- ◆ not following probationary guidelines or fulfilling probationary guidelines by specified date

The above list is not all-inclusive. It is merely an example.

Due Process

The following procedure should be used if the student has any complaints relative to their status in the School of Radiation Therapy. When the student initiates this process, they are informed that their student file may need to be reviewed by members of the grievance committee. All documents and meetings regarding the student will be confidential. The student is counseled on why their file may need review and on the due process policy. Original documents relevant for each process will be kept in the student's file for documentation.

All student complaints may initially be made by the student verbally or in writing. Students are encouraged to submit complaints to a program faculty member to review grievance procedures. The deadlines will be discussed with the student at the initial counseling session. The student will sign all written documents during due process, which will document their acknowledgement of date and time restrictions.

It is within the student's rights to directly contact the Joint Review Committee (JRCERT) to report any unethical activities or behaviors that are contrary to published program policy. JRCERT , 20 N. Wacker Dr., Suite 2850, Chicago, Illinois 60606, phone 312-704-5300, email jrcert@mail.idt.net.

The Executive Advisory Committee and Grievance Committee are involved in due process procedures. In the event that the student is not satisfied with decisions made by these committee members, they may request an appeals hearing. Steps in the process are as follows:

1. Initial communication and discussion regarding the complaint, may be done verbally with the instructor. IF after meeting with the instructor, the student's issue is not satisfactorily resolved, the student *must* submit a written grievance to the program director within three business days of the first meeting.
2. The program director will schedule a meeting with Executive Advisory Committee to evaluate the grievance. The Executive Advisory Committee will provide the student with a written response within five business days from the date of the written grievance.
3. If the response of the Executive committee does not resolve the grievance, the student may request an appeals hearing before the Grievance committee. This request must be in writing and delivered to the program director within three working days of receipt of the Executive committee's decision.
4. The grievance committee will schedule a meeting within five working days of receipt of the written grievance. Certified letter will be sent to the student with the decision of the grievance committee within ten working days of receipt of the written grievance
5. The grievance committee gives the final decision.
 - a. If the student lives alone and does not have a phone or an answering machine, it is the responsibility of the student to be aware of each deadline and contact the Program Director if they have not heard from the appropriate individuals / committee on a decision. If the student does not contact the school by 8:00 a.m. the next day of a scheduled deadline, the appeals process will be terminated.
 - b. The student will sign and date each appeal decision to document the date of notification. When the student signs each document during the process, they are acknowledging that they are aware of the date and the time restrictions in the process.

Resources and Services

School Library

The school maintains a reference library in the classroom and in the faculty offices (i.e. Program Director, Radiation Oncologists, and Physicists). All classroom materials should be used for only two – three days at a time to allow all students the opportunity to view the materials. Faculty libraries are available only after permission is given by the faculty to borrow the information. The materials in the faculty offices are personal resources and should be take care of by each student. Any damaged or lost materials that are borrowed by the student, is the student’s personal responsibility to replace.

Computer

Students have access to the School computer, located in the School Library. This computer should be used for school purposes, not personal letters or printing of posters, cards etc. Students also have access to the hospital library’s computer and internet capabilities.

Hospital Library

Each student receives an orientation to the Hospital Library during the first week of enrollment. The librarian is on duty from 8:00 a.m. -4:30 p.m., Monday – Friday. After hours, students may obtain an access code from the Program Director or Hospital Security to enter the library.

The Hospital Library has computer resources, where students may also conduct literature searches and use the Internet.

Medical Library

The medical libraries for affiliated clinical facilities are available to all students. Students should request to visit the library through the assignment clinical site manager. Students must abide by all library rules and policies.

Tutoring/Remedial Instruction

Tutoring and remedial instruction are available to all students on an individual basis, as needed. The student should request assistance when needed. Instructors may initiate remedial instruction when deemed to be in the best interest of the student.

Counseling and Student Advising

Faculty

Each student has a private conference with the Program Director at the end of every clinical rotation. During this time, the students are counseled on their clinical and didactic progression through the program and any concerns or comments that they may have. Other faculty are available for the students to discuss concerns or problems with either the didactic or the clinical components.

Students can also initiate counseling sessions with any faculty member as is needed. The faculty of the School has open door policies for students and staff to discuss concerns or improvements in the program.

Career Planning and Graduate Placement

Each year, the School holds resume writing and interviewing skills workshop for the senior students. Job postings are found on the classroom's job board and supplemental information on locations of oncology centers can be found in the Program Directors office.

Recruiters/ headhunters or prospective employers are not given current or past student names, but are encouraged to send their information to the program. Previous students that keep in contact with the program are notified by the Program Director if there is a posting for an area that is of interest to them.

Students are advised of educational and employment-planning options during regularly scheduled counseling sessions with the Program Director. Students are encouraged to request letters of reference from instructors or clinical supervisors. Official copies of transcripts will be forwarded by the Program Director upon completion of a written request.

Health Information:

Health and Dental Plan

Health and dental insurance for the school year is the responsibility of the student. The students are covered under professional liability insurance during school hours only.

The University will not pay for long term coverage of a student. The primary insurance company of the student is to cover medical expenses for long term care if needed.

Health Service

Students may use the Student Health Services Office at the University of St. Francis or the employee health centers at affiliated sites in the same manner an employee would.

Before and after hours, students needing medical care should consult his or her physician or report to the emergency room or an immediate care facility.

Employee/Student Assistance Program

The Student Assistance Program (SAP) is designed to help students who are experiencing personal or family problems that may have an adverse effect on their performance.

Students can make appointments directly with the program or may be referred there by school faculty if they see the need.

Students who have been referred to the SAP office must keep appointments there and follow through on any counselor recommendations. If the student does not abide by the guidelines of SAP or does not keep their appointments with SAP as designated by the Program Director, disciplinary action will follow up to dismissal.

Substance Abuse Testing Policy

Students in the School of Radiation Therapy must comply with all clinical affiliate Substance Abuse – Testing Policies. Reference to these policies is covered during site orientation. Students should be aware that in addition to drug screening required following acceptance into the program, that any of its clinical affiliates may require drug screening through their specific site's employee health department.

Costs and Refunds Policies

Book Fees:

The student is responsible for the cost of required textbooks. Book fees will vary depending on current publisher pricing and instructor textbook selection. Estimated total book fees for the two years of professional education is \$1500 to \$2000. Students are required to purchase the texts at the beginning of each phase. Certain texts required by the student will be used for more than one course, this will contain the costs for the student.

Registration and Tuition:

Baccalaureate Track

While enrolled in the School of Radiation Therapy, the student registers for the required professional courses at the University of St. Francis. The student pays full time tuition to USF for the four semesters (phases) of Professional Education. Additional fees may be attached to specific courses for the cost of radiation exposure monitoring, electronic clinical record keeping, and attendance at professional conferences. For information about tuition rates, please consult the most current edition of the University of St. Francis Catalog or by contacting USF at 1-800-735-7500.

Pre-entrance Physical Exam and screenings:

A pre-entrance physical is required before enrollment in the professional portion of the program. The cost of the physical is the responsibility of the enrolled student.

The physical serves to certify the student's health status, and to provide documentation of the student's ability to fulfill the essential functions of the radiologic sciences professional. Additional needed components of the physical are: MMR vaccine, rubella titer, and a CBC. A copy of the essential functions will be sent with the physical form for the physician to view. The student is provided with a pre-placement physical form, then has the exam done by the physician of their choice. The forms are then submitted and review by the University Student Health department as well as Presence St. Joseph's Medical Center Employee Health Service. Health questionnaire related to potential hazards associated with exposure to magnetic fields while in or near Magnetic Resonance Imaging (MRI) equipment is also required. MRI hazard and tuberculosis (TB) screenings are conducted annually. Annual screening costs are the responsibility of the student.

Financial Aid:

Students of the School of Radiation Therapy, who are enrolled as full time students at the University of St. Francis, are eligible for all available USF student financial aid programs. For financial aid information, please consult the current USF Catalog, or call the USF Financial Aid Office at (815) 740-3403 for assistance.

Refund Policies:

Book fees are non-refundable. Students who are dismissed from the School of Radiation Therapy are not eligible for tuition refunds. The student is responsible for initiating and applying for all refunds with USF. Please refer to the University catalogue for the most up to date information regarding tuition refunds. A sample schedule for refunds for the is below:

<i>NUMBER OF WEEKS ATTENDED IN THE CURRENT SEMESTER:</i>	<i>% TUITION REFUNDED</i>
1-3 weeks	50%
4 weeks	25%
5 weeks	0%

Insurance

The University of St. Francis will cover the student under professional liability during school hours. The professional liability insurance provided is not for long term coverage.

Professional Activities:

For day field trips, the school will cover the cost of the transportation. Costs associated with student attendance at professional conferences may be covered by specific course fees. Registration and lodging will be assessed each year and reconciled with department budget. Some course fees may be allocated to supplement the cost of professional activities. Meals and other miscellaneous expenses are the responsibility of the student.

Other Student Expenses:

Students are responsible for the purchase of uniforms. The student must follow the Radiation Oncology Departments dress code at all times.

Academic Policies

Didactic Education:

The School of Radiation Therapy's didactic curriculum, in combination with the clinical education acquired, will provide the student with a solid background in all areas of radiation therapy. The student should gain from these courses the information necessary to become a competent radiation therapy technologist.

The professional curriculum also designed according to the standardized ASRT Curriculum Guides. Due to anticipated changes in the ASRT requirements, SwedishAmerican reserves the right to modify its professional curriculum as necessary to insure the quality of the program and its continued accreditation. Any changes will be promptly communicated to all students, and will be accomplished within the professional education.

I. Instruction

The Program Director, clinical coordinator, and other qualified instructors provide classroom instruction. Each instructor is given autonomy to develop the content of the course as they see fit as long as the course covers the curriculum content that is needed.

II. Curriculum

The didactic curriculum is based on the ASRT Curriculum Guide for Programs in Radiation Therapy Technology and includes some online courses. Minimum modem requirements for online learning is 56K modem. It is recommended that students purchase a webcam for real-time conferencing.

III. Grades

Grading Policies:

The program will exercise the following grading system unless otherwise indicated by an individual instructor at the beginning of a course.

- ◆ For each didactic course, a course syllabus outlines the method of student evaluation and grading. Instructors may include any or all of the following in calculating and weighting the course grade: homework, assignments, quizzes, unit examinations, final examinations, class participation, written papers, presentations, groups projects, and laboratories. The Unit Objectives provided throughout the course, outline required assignments and learning objectives for each segment of the course.
- ◆ Extra credit work may be considered into a final course grade or as the instructor identifies for specific instances, after approval has been given any class member may complete this in a timely manner. Extra Credit will be used to help the student review and comprehend the course material; it will not be used to keep the student in good academic standing.
- ◆ Quizzes can be given during any course of study and need not be announced. Students may be required to repeat any test that they fail. This repeat need not be the same as the initial exam and will be scheduled by the instructor. The course instructor will schedule any make-up tests.
- ◆ Students must maintain an 80% average in the didactic area at all times. This will ensure that students stay at an academic level that is above the minimum percentage for passing.

IV. *Academic Counseling:*

The Program Director and/or Clinical Coordinator will meet with the student throughout the semester individually to discuss academic and clinical concerns. This will occur every two weeks of clinical experience, when the student's clinical progress is discussed and if / when a student performs poorly on a Unit Examination or Unit Quiz. Instructors are aware of the student's academic comprehension after a Unit Examinations are performed or during lecture when verbal comprehension is not identified. Any and all concerns are brought immediately to the Program Director and the Program Director will have a private counseling session with the student as soon as possible. Appropriate action if any will be given at the time of the counseling, so the student is aware of all academic and clinical proficiencies or deficiencies at the time of counseling. Student counseling may occur at any time deemed necessary by the faculty, or upon request of the student.

V. *Academic Probation:*

Students must maintain an 80% average in *all* didactic courses. Instructors calculate a course grade to date following the completion of each unit examination in a course. Students receive clinical grade reports at mid-term, during the phase if progress is below average and at the completion of each phase.

Any student failing to maintain the required 80% average in a didactic or clinical area is placed on academic probation or clinical probation.

- The Program Director holds a conference with the student to inform him/her of the deficiency.
- The Program Director prepares a written probation notice. The student signs the notice and receives a copy. The original notice becomes part of the student's confidential record.
- The student receives a one – two month period to improve the grade to the 80% required. Individualized instructional plans assist the student in learning the required material.
- Following completion of the probation, the Program Director holds a second conference with the student.
 - * The probation period ends if the student has improved the grade to the required 80%.
 - * Dismissals from the program results if the student fails to attain the required 80% average by the end of the probation period.

Each student is allowed only two probation periods during enrollment. Dismissal from the program results when there is a need for a 3rd probation. This limit includes Academic Probation, Clinical Probation, and Disciplinary Probation.

Students are encouraged to discuss any class problems with the instructor of that class. If the problems are not resolved, students should present them to the Program Director.

Any student desiring out-of-class extra help on any course is strongly encouraged to ask the instructor or Program Director. This type of assistance is freely given whenever possible and students are urged to ask for help early before problems become too large. Students on each individual course will complete evaluation sheets in order to improve the quality of our didactic curriculum. Students are responsible for scheduling the extra instruction with the appropriate faculty.

A	94-100	4.0
B	87-93	3.0
C	80-86	2.0
D	71-79	1.0
F	70 or below	0.0

Course Scheduling

Students will be provided with a weekly/monthly calendar. This calendar will list the dates and times of individual class schedules and other items of interest so that students will be adequately informed of what to expect on any given day and can come to school prepared.

School of Radiation Therapy *Course Descriptions*

COURSE NAME: **Radiation Therapy Clinical Experience I-IV**

Course Description:

This course is designed around the Clinical Education Plan of the School of Radiation Therapy. It is a step by step progression of the student through a series of increasingly complex clinical rotation assignments within the Radiation Oncology Department. Phase I allows the student to gain an introductory understanding of the functioning of the department while; completing the initial portions of the Phase I curriculum in the Patient Care, Introduction to Radiologic Sciences and Simulator Procedures I courses. Following fall break, each student is assigned to a series of one week clinical rotations that allows the student to progress from in the treatment of Radiation Therapy patients. During the Clinical Experience Phase I the student with direct supervision must demonstrate proficiency in the mechanical motions & treatment machine safety measures to progress to Clinical Experience II. Phase I of the program will be for the certificate/baccalaureate students only. The observation during this time will acclimate the traditional college student to the hospital setting.

Areas in the clinical rotation consist of Physics, Patient Care, Varian 2300, and Toshiba Simulator. The student must meet the clinical objectives of each assignment in order to progress to the next phase. Emphasis is placed on student attainment of clinical competency in the performance of treatment procedures, the synthesis and application of concepts learned in all segments of the curriculum, and the continuing professional development of the student Radiation Therapist.

COURSE NAME: **Radiographic Procedures I**

COURSE DESCRIPTION:

Through anatomy review, positioning demonstrations, and presentation of radiographs of the human body, the student learns the routine examinations and selected non-routine radiographic examinations of the following body segments: chest, abdomen, upper extremity, and upper digestive system. Appropriate positioning terminology will also be discussed. As the course progresses, clinical applications of radiation protection and technique selection are integrated as appropriate. This course includes laboratory experiences.

COURSE NAME: **Introduction to Clinical Radiologic Sciences**

COURSE DESCRIPTION:

This course provides the student with an overview of radiography and radiation therapy, and their roles in health care delivery. It includes orientation to the SwedishAmerican Health System, departmental orientation and program orientation. Student responsibilities are outlined through a review of all-pertinent policies and procedures. The structure of the health system and roles of various departments and health professionals are outlined. Other introductory topics are included to ease the student's transition into clinical experience, including: introduction to quality customer service, dynamics of learning, the history of medicine and radiologic technology, imaging equipment and examinations, ethics, law and professional development in radiologic technology, economics of radiology, quality assurance, and radiation safety. The professional organizations involved in the certification of radiologic professionals and accreditation of educational programs are presented.

COURSE NAME: Methods of Patient Care

COURSE DESCRIPTION:

This course provides the student with the basic concepts of patient care, including consideration for the physical, developmental and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as: infection control, patient assessment, patient education, venipuncture and contrast injection, pharmacology, and interacting with the terminally ill. The course includes certification in cardiopulmonary resuscitation and clinical demonstration of patient care skills.

COURSE NAME: Radiation Physics I

COURSE DESCRIPTION:

Building on the concepts of atomic structure and electromagnetism, this course covers the nature of radiation, the equipment used to produce radiation and the medical applications of radiation. Covered topics include: the electromagnetic spectrum, radioactivity and half life, x-ray production and characteristics, the effects of technique selection on beam quality and quantity, the interaction of radiation with matter, and the circuitry and design of radiologic equipment. Emphasis is placed on clinical applications of physics concepts in the safe operation of high voltage radiologic equipment.

COURSE NAME: Computed Tomography & Digital Imaging

COURSE DESCRIPTION:

This Course covers advanced imaging equipment and theory related to fluoroscopic and digital radiographic imaging, computers and computer applications in medical imaging. Covered topics include conventional fluoroscopy, computer science, digital radiography, digital fluoroscopy, and picture archiving and communication systems (PACS). Computed topography is also presented in detail, including CT components, image characteristics, image reconstruction, axial versus spiral computed topography, and its use in radiation therapy treatment planning.

COURSE NAME: Ethics and Law

COURSE DESCRIPTION:

This course provides the student with an understanding of the parameters of professional practice and the legal and ethical responsibilities of the radiologic sciences professional. Covered topics include: elements of ethical behavior within a defined by scope of practice, ethical issues and dilemmas in health care, interacting with the terminally ill patient, sources of law, elements of malpractice, ethical standards of care, employment issues, and litigation. Emphasis will be placed on death and dying, psychosocial issues in dealing with death and dying and how it relates to the caregiver, patient and family member. Course requirements include participation in patient support groups and leading class discussions of issues and case studies.

COURSE NAME: Radiobiology and Radiation Protection

COURSE DESCRIPTION:

The radiation biology segment of this course provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on biological molecules and organisms and factors affecting biological response are presented. Covered topics include: early and late effects of radiation exposure, epidemiological studies of radiation effects, and the acute radiation syndromes.

The radiation protection segment of this course provides the student with an overview of the principles and practices of radiation protection. The responsibility of the radiologic sciences professional in providing radiation protection to the patient, personnel and the public is emphasized. The concepts covered include: ALARA (As Low As Reasonably Achievable), the dose limiting standards, radiation detection and measurement, radiation protection regulations, advisory and regulatory agencies and their roles, and clinical applications of radiation protection principles.

COURSE NAME: Radiographic Imaging

COURSE DESCRIPTION:

This course provides the student with the knowledge of radiographic films and processing, factors that govern and influence the production of the radiographic image, and the use of accessory radiographic devices. Covered topics include film construction and characteristics, film processing chemistry and equipment, beam filtration, beam restriction, intensifying screens, the control of scattered radiation, radiographic grids, technique formulation and exposure calculations. Emphasis is placed on the radiographic quality factors of density, contrast, recorded detail and distortion, and their contribution to production of radiographs of high diagnostic quality. Laboratories and demonstrations are included in this course, and the student is expected to synthesize radiographic imaging concepts with procedural concepts in the performance of radiologic procedures. Radiographic quality assurance concepts are integrated as appropriate.

COURSE NAME: Radiation Therapy Senior Seminar

COURSE DESCRIPTION:

This course is a continuation of Junior Seminar, and includes independent study, journal review, field trips, and attendance at educational seminars, tournaments, and review of the ARRT certification examination. Course requirements include preparing and presenting case studies and papers, and journal writing. The emphasis of the course is on the development of student skills in oral and written communication, life long learning, long term memory skills, and development of appropriate professionalism including affective attributes. The synthesis of information from across the curriculum is also emphasized. Additionally, scheduled field trips for hyperthermia, CART bowl, Neutron Therapy and the Byron Nuclear Plant are incorporated for the students overall knowledge of other uses of radiation.

COURSE NAME: Sectional Anatomy

COURSE DESCRIPTION:

This course provides the student with an understanding of anatomy from a three dimensional perspective. Student comprehension of gross anatomy and patient positioning is enhanced through the observation of anatomy from a transverse, sagittal, and coronal perspective. Clinical application of information to the cross sectional imaging modalities of Computed Tomography and Magnetic Resonance Imaging is provided. The course utilizes a body regions approach to sectional anatomy, and emphasizes the location and relative position of the structures studied.

COURSE NAME: Principles and Practices of Radiation Therapy I-III

COURSE DESCRIPTION:

Principles & Practices of Radiation Therapy presents an introduction to the unifying themes that underlies Radiation Therapy as a treatment modality. The course covers topics that ease the student into Oncology / Pathology & Radiation Therapy Physics; which are discussed in further detail in other courses of the program. Additional topics covered in this course are an orientation to the profession of radiation therapy, treatment machines, radiation safety, brachytherapy, surgery, pharmacology, chemotherapy, calculations, oncology patient care, and radiobiology for the radiation therapist.

COURSE NAME: Oncology I -III

COURSE DESCRIPTION:

This course will provide the student with the fundamentals of clinical applications in Radiation Oncology and Pathology. Malignant & benign conditions by individual tumor sites will be covered during this course. Topics to be covered in each tumor site are: etiology & epidemiology, histopathology pathogenesis, presenting symptoms, patterns of growth, metastatic behavior, staging & grading systems, prognosis, and methods of treatment. The SwedishAmerican Pathologists will teach additional coverage of pathology.

COURSE NAME: Treatment Planning I-II

COURSE DESCRIPTION:

Content is designed to establish factors that influence and govern clinical planning of patient treatments. Encompassed are treatment machines, isodose descriptions, patient contouring, radiobiologic considerations, dosimetric calculations, compensation, brachytherapy and clinical application of treatment beams. Optimal treatment planning is emphasized along with particle beams, calibration and related equipment. Stereotactic and emerging technologies are presented along with brachytherapy. Class demonstrations/laboratories and projects are incorporated to complement specific content areas and are focused on clinical applications.

COURSE NAME: Radiation Therapy Physics I-II

COURSE DESCRIPTION:

Content is designed to review and expand concepts and theories in the radiation physics course. Fundamental physical units, measurements, and interaction with matter will be reviewed as needed from Radiation Therapy Physics I. Topics expanded on are: detailed analysis of the structure of matter, properties of radiation, nuclear transformation, treatment units used in external radiation therapy, measurement and quality of ionizing radiation produced, absorbed dose measurement, dose distribution and scatter analysis. Additional topics are radiation protection topics specific for the radiation therapists and the radiation therapy department, counting statistics and brachytherapy applications covered in Radiation Therapy Physics II.

COURSE NAME: Simulator Procedures I - III

COURSE DESCRIPTION:

This course provides the student with a concrete set of procedures with which to “simulate” the therapy setup before treatment actually begins. The concepts covered are: imaging modalities used to diagnosis and localize during simulation, equipment used for simulations, positioning terminology, exposure techniques, contrast used in imaging body parts, anatomy review on diagnostic films, tumor localization, beam directions, patient immobilization devices, contouring methods, and patient positioning for each body site. Body sites or setups according to histopathology covered are: lung, brain, head and neck, pelvis, breast, extremities, and Hodgkin’s. Course requirements include performing mock simulations independently on the phantom of assigned body areas and written examinations.

COURSE NAME: Radiation Therapy Registry Review

COURSE DESCRIPTION:

The student will be taking mock registry exams, completing the radiation therapy workbook and the student will be required to develop a registry review book that will incorporate all curriculum taught during the program. The review book assists the student to organize review efforts, and the synthesis of information from across the curriculum. Additional review lectures will be scheduled for courses that are pertinent for the ARRT examination. Successful completion of four mock registry examinations is a prerequisite to graduation.

COURSE NAME: Quality Management

COURSE DESCRIPTION:

Content is designed to establish a protocol for a quality management program that incorporates all operations and functions of a radiation therapy facility/service. The comprehensive nature of a quality management program will be presented, examined and discussed within the context of professional standards of care.

COURSE NAME: Introduction to Health Services Administration I-II

COURSE DESCRIPTION:

This course provides the student with a comprehensive overview of the history, development and features of the US health care delivery system. Presented topics include introductions to health care finance, economics, and health insurance, quality of care, hospital administration, and medical imaging/radiation oncology department management. The course focuses on the forces and concepts driving health care today, and how these changes are likely to affect the future of the industry, the delivery of radiologic services, and the individual health care worker.

Clinical Education Guidelines

(For detailed information please refer to the Clinical Education handbook and Laboratory Manual)

General Plan

The clinical education portion of the program is designed to assure that graduates are prepared to successfully complete the ARRT exam in radiation therapy technology, meet licensure requirements, and assume the duties and responsibilities of an entry level therapist.

The students are given a copy of the clinical handbook during departmental orientation. Students also will review the components of the clinical handbook on the first day of their clinical rotation. Students will spend several rotations in each of the following clinical areas:

- A. Linear accelerator
- B. Physics Lab
- C. Simulator
- D. Patient Care

Additional rotations for the certificate/Baccalaureate track students will be a day observation in CT, MRI, Ultrasound, and Nuclear Medicine. If time permits the students can schedule additional times for observation with the program director. The certificate/radiography track student will not be required to observe in these areas but have the option of scheduling an observation day with the program director.

Students will also have the option of observing at a Radiation Oncology Center of their choice for two weeks during the summer rotation. The facility must be JCAHO accredited and the Program Director and the Medical Director or Chief Therapist at the chosen facility must negotiate the student's observation. The student is responsible for choosing the facility and contacting the facility to initiate the process. Once contact is made, the program director will send all documentation to the facility for the student to observe. During this two-week period the student must attend the clinical area for 40 hours per week. Students will not be substituted as paid staff at these facilities. Competencies during these rotations will not be permitted by the program director. A schedule of weeks the student may complete this process will be decided at the beginning of Phase II each year. Students have the option of visiting two facilities during this time, but must attend a facility for at least 1 week. At least one week is needed to introduce and orient the student to the department. All costs to visiting this facility are the responsibility of the student.

Each student is supplied with a set of clinical objectives for the individual rotation in which they are participating. This gives the student an idea of what is expected of them during each rotation. The objectives build on past knowledge with subsequent rotations, so it is important that the student be comfortable with each set before moving on to the next.

A set of performance objectives will be available at each of the clinical areas for student and instructor use. The student's are required to complete competencies on the Linac and for the simulator. See the Clinical Handbook for more detailed explanation.

Supervision

Under no circumstance will a student be substituted for paid staff nor take on the responsibilities of staff in the clinical area. Each student is assigned to at least one clinical instructor during a rotation. Students are under the direct supervision of their clinical instructor and are evaluated by them. The student shall report to his/her clinical instructor at the beginning of each clinical day. It is the students' responsibility to inform the clinical instructor of any scheduled class or activity, which will require release from the clinical area. Each clinical instructor is given a binder with protocols and guidelines for student instruction. The therapists are required to update this document as new information is distributed.

Evaluation:

All students will receive regular performance evaluations in the clinical portion of the program. The clinical instructors complete these evaluations. All evaluations will be discussed with the student by the Program Director. Before the program director meets with the student the clinical supervisor shall discuss evaluations with students.

During the consultation with the student, the program director will work with the student if there are any deficiencies that may have documented. The student will be asked to sign the evaluations documenting that they have read and discussed the information with the program director. At this time, a meeting will be arranged with the clinical instructor to discuss the evaluation with the student, if the student desires. Evaluations are held in a confidential manner and released only at the request of the student.

Students will also be required to evaluate the clinical instruction and components of the rotation. The student is instructed before the first evaluation process on the differences between subjective and objective evaluations.

Additional evaluation components are the student's clinical competencies, objectives and clinical activity agenda's. The student will pass a minimum number of clinical competency examinations in each clinical area in order to pass the clinical portion of the curriculum. Each rotation will have objectives that will be completed by the student. These objectives follow a systematic order with the didactic instruction the students have in the classroom.

A clinical grade will be given to each student at the end of each phase by combining the information from all performance evaluations, clinical competency exams, activity agendas and clinical objective information. See grading policy from the clinical handbook for more information.

Course Schedules

Semesters I - IV

Class Sequence:

The classes may change according to new curriculum Guidelines as published by the ASRT.

Professional Semester I

Radiotherapy Clinical Experience I
Introduction to Clinical Radiologic Science*

Methods of Patient Care*
Radiation Physics I*
Radiographic Imaging *
Radiographic Procedures I*

Professional Semester II

Radiotherapy Clinical Experience II
Principles & Practices of Radiation Therapy I
Ethics and Law in the Radiologic Sciences*
Radiobiology/Radiation Protection*
Oncology I
Treatment Planning I
Radiation Therapy Physics I
Simulator Procedures I

Professional Semester III

Radiotherapy Clinical Experience III
Sectional Anatomy*
Principles & Practices of Radiation Therapy II
Oncology II
Radiation Therapy Physics II
Computed Tomography & Digital Imaging
Treatment Planning II
Simulator Procedures II
Intro to Health Services Admin. I*

Professional Semester IV

Radiotherapy Clinical Experience IV
Intro to Health Services Administration II*
Radiation Therapy Senior Seminar II
Oncology III
Quality Management*
Radiation Therapy Registry Review
Simulator Procedures III

* *indicates courses delivered in online format*

Students will be awarded 64 credit hours from the University of St. Francis after successful completion of the program.

Professional Semester I

Course Number	Course Title	Credits
RT 43..305	Radiotherapy Clinical Experience I	3
RT 43..310	Introduction to Clinical Radiologic Science*	2
RT 43. 330	Methods of Patient Care*	3
RT 43. 350	Radiation Physics I*	2
RT. 43.380	Radiographic Procedures I*	3
RT. 43.370	Radiographic Imaging *	3
Total Credits	* online delivery	16

Professional Semester II

Course Number	Course Title	Credits
RT 43. 306	Radiotherapy Clinical Experience II	4
RT 43. 312	Principles & Practices of Radiation Therapy I	1
RT 43. 335	Ethics and Law in the Radiologic Sciences*	2
RT 43. 360	Radiobiology/Radiation Protection*	2
RT 43. 341	Oncology I	2
RT 43. 356	Treatment Planning I	2
RT 43. 357	Radiation Therapy Physics I	2
RT 43. 381	Simulator Procedures I	1
Total Credits	*online delivery	16

Professional Semester III

Course Number	Course Title	Credits
RT 43. 405	Radiotherapy Clinical Experience III	4
RT 43. 420	Sectional Anatomy*	2
RT 43. 412	Principles & Practices of Radiation Therapy II	1
RT 43. 441	Oncology II	2
RT 43. 457	Radiation Therapy Physics II	2
RT 43. 470	Computed Tomography & Digital Imaging	2
RT 43. 456	Treatment Planning II	2
RT 43. 481	Simulator Procedures II	1
RT 43.461	Intro to Health Services Administration I*	1
Total Credits	*online delivery	17

Professional Semester IV

Course Number	Course Title	Credits
RT 43. 406	Radiotherapy Clinical Experience IV	4
RT 43. 462	Intro to Health Services Administration II*	1
RT 43. 416	Radiation Therapy Senior Seminar II	1
RT 43. 442	Oncology III	2
RT 43. 450	Quality Management*	2
RT. 43. 490	Radiation Therapy Registry Review	3
RT. 43. 482	Simulator Procedures III	1
	<i>*online delivery</i>	
Total Credits		14

Total Credits for Radiation Therapy Professional Education

64

Radiation Therapy Program Calendar

Program Calendar:

Professional education is completed in two academic years, beginning in the fall semester of the junior year. The calendar is divided into Professional Phases or Semesters I, II, III and IV, during which the student attends 32 to 40 hours per week at assigned hospital, in a combination of classroom, laboratory and clinical experiences. The student is required to attend during the summer between the third and fourth years in the program in order to complete all required clinical experiences. The program concludes at the end of the spring semester of the fourth year. The radiography/certificate track students will only complete Phase II-IV. The first phase is radiography based and is not a requirement for these students.

Students complete alternating weeks of didactic and clinical education. The 38 weeks of didactic education include classroom courses and laboratories. The 45 weeks of clinical education are spent in the hospital observing, assisting and performing patient procedures and treatments. Together, didactic and clinical education prepares students for success as practicing radiologic science professionals. During the end of phase III the student will be given two weeks for observation only, at a facility of their choice. The facility must be JCAHO accredited and approved by the Program Director of the school and Medical Director or manager, of the facility of choice.

Student Schedules

Class schedules and clinical schedules are distributed to students at the beginning of each Phase/Semester of the program. Attendance policies are outlined in previous sections of this handbook.

Breaks/Days Off

One week student breaks are scheduled for the mid term of each fall and spring semester, and over the Independence Day week. Students are also given a two break over the winter holidays. Additionally, students are given three personal days off per semester. Refer to the section titled Time off/Personal Days.

Holidays

The following legal holidays are observed, and no regular didactic or clinical instruction is scheduled on these days: Labor Day, Thanksgiving (2days), Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. Holidays that fall during a scheduled break period are part of that break, and no additional compensatory day off is given.

Pre-Requisite Courses

Program Curriculum:

The baccalaureate degree curriculum in radiation therapy is divided into two major segments: the pre-professional component completed in the freshman and sophomore years at the University of St. Francis, Rock Valley College or equivalent academic college and the professional component completed in the junior and senior years.

Pre-Professional Education:

The pre-professional curriculum is designed to fulfill the general education recommendations of the ASRT Curriculum Guide for Radiation Therapy Programs. It includes course work in liberal education, biological sciences, behavioral sciences, physical sciences and mathematics. Course descriptions for the liberal education and pre-professional courses taken at the University of St. Francis in the freshman and sophomore years may be found in the current USF Catalog. Descriptions of the equivalent transfer credit courses at Rock Valley College may be found in the current RVC Catalog.

Transfer Credit

The student should consult with the University of St. Francis for transfer credit information or other questions pertaining to the coordination of this component of the education.

Program Requirements

Bachelor of Science in Radiation Therapy

Pre-Professional Education: University of St. Francis

Liberal Education Courses:

AF 01 101	Core I: Speech	4
EN 06.111	College Writing I	3
AF 01.102	Core II: College Writing II	3
EN 06.200	Introduction to Literature	3
FA	Fine Arts Elective	3
AF 01.201	Core III: Foundations of Western Thought	3
MA	Intermediate Algebra/College Algebra	
	MA Pre-Calculus level Math	
BI 02.124/5	Principles of Biology	4
CH 03.120	Foundations of Inorganic, Organic & Biologic Chemistry	4
HI	Non Western History Elective	3
PY 26.111	General Psychology	3
SO 20.241	Human Growth and Development	3
PH 15.101	Introduction to Philosophical Thinking	3
PH 15.320	Contemporary Issues in Ethics/Elective	3
TH 28.101	Introduction to Theology	3
TH 28.330	Death and Dying/Theology elective	3

Pre-Professional Courses:

BI 02.221	Human Anatomy	4
BI 02.222	Human Physiology	4
RD/RT 101	Introduction to the Radiologic Sciences	1
CS 84.103	Practical Computing for Scientists	1
RT 102	Medical Terminology	1

Pre-Professional Education: Rock Valley College

Liberal Education Courses:

SPH 131	Fundamentals of Speech	3
ENG 101	Composition	3
ENG 103	Composition & Literature	3
LIT	Literature Elective	3
	Fine Arts Elective	3
	Humanities Elective	3
MTH	Intermediate Algebra/ College Algebra	-
MTH 220	Statistics	3
BIO 105	Principles of Biology	4
CHM 110	General Organic and Biochemistry I	4
CHM 210	General Organic and Biochemistry II	4
HST	Non Western History Elective	3
PSY 170	General Psychology	3
PSY	Developmental Child Psychology	3
PHL	Philosophy Elective (153 or 256)	3
PHL 155	World Religions	3
*	300 - 400 Level Philosophy Course	3
*	300 - 400 Level Theology Course	3

* Two additional courses, which are not offered at Rock Valley College, are needed to complete the baccalaureate degree liberal education requirement. The student has two options to meet these course requirements: 1) Complete one USF course during the junior year, and one USF course during the senior year while enrolled in professional education at SwedishAmerican (at no additional tuition charge) - or - 2) Complete these two courses at USF or another four year college or university prior to admission to professional education. Students electing to complete the courses at another institution should consult their USF academic advisor before enrollment to insure acceptance of transfer credit.

Pre-Professional Courses:

	Elective	
	Medical Terminology	1
BIO 281	Human Anatomy & Physiology I	4
BIO 282	Human Physiology & Physiology II	4
RD/RT 101	Introduction to the Radiologic Sciences **	1
CIS 102	Introduction to Computers & Information Systems	3

**This University of St. Francis course is offered at SwedishAmerican Hospital. Students enrolled at RVC pay part-time tuition to USF for this course.

Students Rights and Responsibilities

School of Radiation Therapy's Student's Rights and Responsibilities

Students have the right to institutional policies and procedures safeguarding the freedom to learn. Students are responsible for knowledge of and application of the policies and procedures.

Students have the right to admission without discrimination based on race, age, creed, sex, color, handicap, marital status or national origin. Students have the responsibility to accept others without discrimination based on race, creed, color, handicap, sex, marital status, or national origin.

Students have the right to take reasonable exception to the data or view offered in any course of study and to reserve judgment. Students are responsible for knowing material offered in any course of study in which they are enrolled.

Students have the right to orderly procedures of academic evaluation without prejudice. Students are responsible for maintaining standards of academic performance for each course in which they are enrolled.

Students have the right to confidentiality by employees of the School of Radiation Therapy. Students have the responsibility for corresponding confidentiality.

Students have the right to a carefully considered policy regarding the information, which is part of the student's permanent educational and financial record and the conditions of records disclosure. Students are responsible for maintaining confidentiality of their records.

Students have the right to discuss appropriate issues and to express opinions. Students are responsible for maintaining positive public relations.

Students have the right to printed institution clarification of standards of behavior, which are considered essential in appropriate situations. Students are responsible to know these policies and may be disciplined for violations of these policies.

Students have the right to adequate safety precautions within the hospital and its facilities. Students are responsible for practicing safety measures within the hospital.

Students have the right to participate with faculty in periodic review of the grading system. Students are responsible for seeking clarification or assistance from faculty regarding academic status.

Students have the right to contact the accrediting agency for this program if at any time the students suspect deviation from accreditation standards. The Joint Review Committee on Education in Radiologic Technology may be contacted at 20 North Wacker Drive Suite 2850 Chicago, Illinois 60606, (312) 704-5300, through e mail at mail@jrcert.org. The standards may be reviewed at www.jrcert.org.