



*University of Michigan-Flint  
Radiation Therapy Program*

**STUDENT HANDBOOK**

*Revised May 2018*

## Table of Contents

Acknowledge of Student Handbook.....	3
Introduction.....	4
History.....	4
Accreditation.....	4
Program Mission Statement .....	4
Program Goals/student learning outcomes.....	4
Philosophy of Education.....	5
Application Process.....	5
Admission to the Program in Radiation Therapy.....	6
Program Costs.....	7
Refunds.....	7
Grading Scale.....	7
UM-Flint Frances Wilson Thompson Library.....	8
Policy for Equitable Learning Opportunities.....	8
Attendance Policy.....	9
Cancellation of Classes/Rescheduling of Classes.....	9
Student Records.....	9
Family Education Rights and Privacy Act (FERPA).....	10
Failure of a Course.....	11
Student Counseling.....	11
Academic Probation Policy.....	12
Voluntary Withdrawal.....	12
Disciplinary Actions.....	12
Student Grievance and Appeals Procedures.....	13
Notification of Policy Changes/Additions.....	14
Graduation Requirements.....	14
Program Assessment.....	14
Employment Opportunities.....	15
<b>Prerequisites for Clinical Participation.....</b>	<b>15</b>
Medical/Health Information.....	15
Professional Conduct in the Clinic Area.....	16
Dress Code Policy.....	16
Clinical Rotations.....	17
Illness or Absences during the Clinical Rotation.....	18
Clinical Supervisors Contact Information.....	19
Policy on Radiation and MRI Safety.....	20
Radiation Monitoring Reports.....	20
Pregnancy Policy.....	21
Student Supervision.....	22
Probation.....	22
Student Employment during the Clinical Program.....	22
Contingency Working Policy.....	23
<b>Appendix:</b>	
JRCERT Standards.....	24

I hereby acknowledge that I have received a copy of the University of Michigan-Flint's Radiation Therapy Program Student Handbook, Class of 2020. I understand that if any further clarification is needed that I may contact my program director for explanation. I understand that I am responsible for all content and compliance to all policies and procedures during my time in the UM-Flint Radiation Therapy Program.

---

*date*

---

*student signature*

---

*printed name*

## **Introduction**

The Bachelor of Science in Radiation Therapy is designed to provide both academic and clinical education at the University of Michigan-Flint (UM-Flint). Clinical education is also obtained at affiliated clinical educational settings at Michigan Medicine, St John Providence Medical Centers in Southfield and Novi, Beaumont Health System in Royal Oak and Troy. Upon successful completion of the program requirements, the University of Michigan-Flint awards a Bachelor of Science in Radiation Therapy degree and the graduate is eligible to take the radiation therapy certification examination prepared by the American Registry of Radiologic Technologists (ARRT).

## **History**

From 1975 to 1977, the Radiation Therapy Technology Program at the University of Michigan Medical Center admitted Radiographers to its hospital-based certificate program. This program was closed from 1978 to 1986 until a Medical Program Advisor was in place. The program reopened in 1986 and has had strong support from the Department of Radiation Oncology at MM.

In the Fall of 1996, representatives from UM-Flint and MM began meeting to discuss a possible collaboration between Michigan Medicine to move the program to UM-Flint as a Bachelor's degree. In March of 1998, following UM-Flint faculty and administration approval, the UM Board of Regents approved the program as a four-year University of Michigan-Flint Bachelor of Science in Radiation Therapy degree. The first group of students were admitted to the program in the Fall of 1998 and graduated August 2000.

## **Accreditation**

The Radiation Therapy program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Upon successful completion of the program requirements, the graduate is eligible to take the radiation therapy certification examination prepared by the American Registry of Radiologic Technologists (ARRT).

## **Program Mission Statement**

The Radiation Therapy program offers a relevant and respected education providing high quality clinical and didactic experiences. Building from a foundation of collaboration and evidence-based curriculum, students appreciate social and cultural diversity as well as the importance of lifelong learning and service. This rewarding radiation therapy education is a cornerstone to advancing quality compassionate cancer care.

## **PROGRAM GOALS AND STUDENT LEARNING OUTCOMES**

- Students will be clinically competent.
  - Students associate patient positioning with accurate treatment delivery.
  - Students are able to comprehend treatment plan and delineate area of treatment.
- Students will communicate effectively.
  - Students will use effective oral communication skills

- Students will use effective written communication skills
- Students will use critical thinking and problem-solving skills.
  - Student determines patient's treatment may need to be withheld and need evaluation by physician.
  - Students are able to accurately complete treatment related calculations.
- Students will appreciate social and cultural diversity
  - Students will develop an understanding of social and cultural diversity
- Students will evaluate the importance of professional lifelong learning and service.
  - Students will determine the importance of continued professional development.
  - Students will reflect on the benefits of attending a professional meeting.
  - Students will discriminate amongst the ASRT, ARRT and JRCERT

### **Philosophy of Education**

This program recognizes that students come from various educational backgrounds with a variety of experiences that influence the teaching and learning process. As a result of this and based on the principles of adult learning and teaching/learning theories, a variety of teaching strategies will be used to provide opportunities that support self-directed learning and critical thinking. In addition, the students will be exposed to opportunities that enhance personal growth and socialize the student to the profession. The Program will strive to maintain a positive learning environment where students and faculty value empathy, understanding, and mutual respect will be emphasized during the professional components of the program.

The education of the students in the UM-Flint Radiation Therapy Program is based on the concepts of integrity, a sense of responsibility, and self-discipline, which are inherent to the profession of radiation therapy. The student is expected to demonstrate high ethical standards consistent with the professional standards required in the practice of radiation therapy.

### **Application Process**

Applications for the program, including all transcripts and references, must be received by the Program Director by May 1st of the calendar year of the intended summer semester enrollment. This deadline may be extended providing the class has not reached its enrollment limit. Students will be admitted in the summer term only. In order to be admitted to the program, all prerequisite courses must be successfully completed. Students applying to the program who are not UM-Flint students at the time of application must submit a completed UM-Flint application indicating "Radiation Therapy" as the proposed field of study. This can be done in three ways: Forms to apply for admission to the University are available from the Office of Admissions (student success center) and they are available from the Program Director or Public Health and Health Sciences and Administration Office. Another option is to go to the UM-Flint web site and apply online: [www.flint.umich.edu](http://www.flint.umich.edu).

All qualified applicants will be invited to interview with the Admissions Committee. However, should the number of applications to the program far exceed the 10 available positions each year, the program's Admissions Committee reserves the right to limit the number of interviewed applicants to two times the number of positions available in the class.

All qualified applicants will be contacted for an interview with the Admissions Committee during the month of

May. All applicants interviewed will be notified of the Admission Committee's decision within two weeks of the interview.

### **Admission to the Program in Radiation Therapy**

Admission to the Radiation Therapy Program at the University of Michigan-Flint is open to any **qualified** individual regardless of race, creed, sex, or age.

To be considered for admission, an applicant must:

1. Be accepted to the University of Michigan-Flint
2. Submit program application and all required support materials by the May 1 deadline
3. Submit documentation of 16 observation hours in an approved Radiation Therapy Department (arranged by the Program Director)
4. Completion of all general education and pre-professional courses with no grade lower than a C in the following:
  - UNV 100 (for students transferring in less than 25 credits)
  - ENG 112
  - BIO 167, 168
  - MTH 111, 120,
  - PHY 143, 145
  - HCR 300, 304,
  - PSY 100, SOC 100
  - CIS 128
  - PHL 168
  - MTP 320
  - One course in Fine Arts
  - One course in Global Studies
5. Submit documentation that demonstrates certification in Cardiopulmonary Resuscitation (CPR) from the American Heart Association. This certification must remain current throughout the program (must be completed by Fall semester of admission)
6. Be in good health and able to meet the physical requirements of the program, such as lifting and manipulating equipment as required by Technical Standards (must be completed by Fall semester of admission).

### **Admissions Process**

Depending on the number of annual applicants, the Program reserves the right to interview twice as many applicants as there are clinical seats available. The Program can accommodate 10 students; therefore the interviews will be limited to 20 applicants.

The applicants will be chosen for interviews based on the following criterion:

- Overall GPA
- GPA for MTP 320
- GPA for BIO 167 and BIO 168

- GPA for PHY 143 and PHY 145
- Completion of Observation Hours
- Completion of all prerequisites
- Submission of all required application materials, including three references
- Demonstration of professionalism during advising appointment and observations at MM

Applicants for the Program will be evaluated on the above criteria as well as:

- Interview scores.
- Writing sample evaluation by an independent evaluator.

The interview will last approximately 30 minutes. There will be multiple people on the Radiation Therapy Interview Committee. You will be asked approximately 12 to 17 questions involving information about yourself, your interest in Radiation Therapy, your work and life experiences, your radiation oncology observations, and qualifications. Applicants will be reviewed for communication skills and the ability to deal with stressful situations, their awareness of the duties of a radiation therapist, and overall characteristics that would be most beneficial for the applicant to possess. Applicants are notified of their admission acceptance or denial by email and formal letter.

### **Program Costs**

As of September 2018, tuition for the two-year professional Radiation Therapy Program is approximately \$29,988.00 for Michigan Residents and approximately twice that for Non-Michigan Residents, and is subject to change. Tuition for pre-professional courses (junior/senior years) is approximately the same-\$456.00 per credit hour for Michigan residents vs. \$907.75 for non-Michigan residents.

The cost of required textbooks for the program, as of September 2018, is approximately \$780.00. Students must provide their own transportation and housing for the entire time.

The tuition listed above does not include the \$50.00 Registration Fee, \$33.00 Student Activity Fee, \$28.00 Recreation Fee, Technology Fee; \$98.00 full-time student, \$49.00 part-time student, Lab Fees/Course Fees.

In addition to UM-Flint's tuition and fees, students will incur the cost of the ARRT examination of \$200.00. (These costs are as of the year 2018.)

For additional tuition and fee information, refer to a current *UM-Flint Catalog* and current *Schedule* of classes.

### **Refunds**

Refunds of tuition will be given in accordance to the UM-Flint refund policy. For additional information refer to a current *UM-Flint Catalog* and current *Schedule* of classes.

### **Grading Scale**

The grading scale for the Radiation Therapy Program is as follows:

A+	100%
A	94-99%

	A-	90-93
	B+	87-89
	B	82-86
	B-	<b>79-81</b>
Unacceptable	C+	76-78

All didactic courses and clinical rotations will be assessed with letter grades.  
All clinical evaluations are given a numerical score.

Clinical competencies in the program are pass or fail. A competency is considered **failed** if one or more items are assessed as "failed." During the clinical rotations, students are responsible for successfully completing all of the required competencies (comps) and are responsible for submitting all **signed** competency forms to the Program Director. Students must keep a copy of all competencies for their own records in case of a discrepancy.

### **UM-Flint Frances Willson Thompson Library**

The UM-Flint Frances Willson Thompson (FWT) Library is located on the corner of Harrison and Kearsley next to the UM-Flint Theatre. The Library collection includes over 186,000 books and more than 30,000 bound and unbound and microfilmed journals.

A computerized link to the Ann Arbor campus library system is accessible in the Library. This link, known as MIRLYN (Michigan Research Library Network), currently contains seven different databases. UM-Flint students may borrow from Ann Arbor campus libraries. MIRLYN allows students to search within MCAT-UM Ann Arbor On-line Catalog and FLNT-UM-Flint On-line Catalog. The MEDLINE database, containing over 6,500,000 biomedical references to articles, is also available to students.

Other sources in the UM-Flint FWT library allow students to identify the holdings of the Flint Public and Genesee District Libraries. Students can also identify journal subscriptions available at a large number of other libraries in southeastern Michigan including Ann Arbor. The Library is a Federal Depository and houses the U.S. document collection containing reports, studies, and hearings from many departments of the federal government. The Archives, a historical research collection of primary materials about the Flint and Genesee County area, is also available in the Library.

Several staff librarians are experienced in computerized bibliographic searching. Through the Dialog System's computer in Palo Alto, California, a large number of databases in areas such as business, biology, medicine, psychology, and education can be searched for students, faculty, and staff.

The Library publishes subject bibliographies, a handbook, and other aids to make library use easier. Most books may be checked out for three weeks and then renewed once for the same period. A wide range of research aids, including hard copies of indexes, abstracts, and directories, are available, as are photocopiers, reader-printers, and other equipment. Professional reference libraries are excellent resources to help both experienced scholars and newcomers with academic research. The Taubman Medical Library is located at UMMC Campus. Radiation therapy students have full access to this library as an additional research source.

### **Policy for Equitable Learning Opportunities**

*JRCERT 1.2*



The radiation therapy program curriculum is designed to provide equitable learning opportunities to students. Learning activities and clinical assignments promote a fair and impartial education as well as reduce institutional and/or program liability.

Learning activities, such as research projects, are developed so that each student discovers specific details on a broad topic. For example, RTT 321-Technical Radiation Therapy requires students to perform research regarding a particular specialized treatment unit. To supplement their research each student has the option to observe their respective modality in action. The oral presentations culminating the assignment not only provide practice in public speaking, but also relay the unique qualities of each treatment unit to fellow students.

To create a fair and balanced clinical experience for each student, the clinical rotation schedules are developed based on the various learning opportunities presented in each clinic. Considerations concerning personal preference, transportation access, and travel time are not used to create the schedule.

### **Attendance Policy Didactic Classes**

Students are expected to attend all didactic classes. Absence or tardiness from more than one class per semester in any class WILL result in a grade deduction. Exceptions to this policy may be made under the discretion of the Program Director. Students who are absent from a didactic course must notify the Program Director (PD) and the instructor of the class. RTT students will use a sign-in sheet for didactic classes held at Michigan Medicine (MM) -if deemed necessary by the PD or the instructor.

### **Cancellation of Classes/Rescheduling of Classes**

Due to the nature of the program, didactic classes offered at the UMHS may occasionally be canceled and/or rescheduled on short notice because instructors must attend to patient care. If an instructor notifies the students that he/she is unable to teach at a particular time, it is the responsibility of the students to notify the Program Director as soon as possible. If the Program Director learns of any changes in class schedules, the students will be notified as soon as possible.

### **Student Records**

The following student records are kept on permanent file in the Program Director's office. These records include:

1. All required program application materials
2. Clinical rotation schedule
3. Attendance records
4. All student evaluation forms
5. Conference/counseling forms completed by the Program Director
6. Release of information forms
7. Verification of CPR certification
8. Verification of successfully passing the registry examination

Students may request an opportunity to inspect their transcripts and records in accordance with the Buckley Amendment of the "Federal Family Educational Rights and Privacy Act of 1974."

## **Family Education Rights and Privacy Act (FERPA)**

### Understanding Privacy Rights:

The University of Michigan system has a strong commitment to protecting student privacy. All colleges and universities are subject to a federal law called the Family Educational Rights and Privacy Act (also called FERPA or the Buckley Amendment). This law sets privacy standards for student educational records and requires institutions to publish a compliance statement, including a statement of related institutional policies.

### *What is the Family Educational Rights and Privacy Act (FERPA)?*

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment," is a federal law that gives protection to student educational records and provides students with certain rights. These rights include the ability to: 1. inspect and review their education records; 2. request the amendment of inaccurate or misleading records; 3. consent to disclosure of personally identifiable information contained in their education record; and 4. file a complaint with the U.S. Department of Education concerning alleged failures by an educational institution to comply with this law. FERPA also authorizes the release of "Directory Information" without a student's prior consent, under certain conditions which are set forth in the Act.

The University of Michigan-Flint strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. Furthermore, in accordance with the Act, the University of Michigan-Flint has specifically defined "Directory Information" and provides annual notification to students of their rights in the University Catalog and through student email.

### *What are education records?*

Any record that is maintained by the institution and is personally identifiable to the student is an education record. Exceptions to this are medical records, law enforcement records, employment records, alumni records, and sole possession records such as notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person.

### *What is personally identifiable information?*

Personally identifiable information includes but is not limited to: the student's name; the name of the student's parent or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or the UMID number; a list of personal characteristics that would make the student's identity easily traceable; or other information that would make the student's identity easily traceable.

### *How is compliance monitored?*

The Family Policy Compliance Office (FPCO) of the U.S. Department of Education monitors schools for compliance. Students have the right to file complaints with the FPCO alleging failure by the University of Michigan-Flint to comply with the requirements of the Act. Failure to comply may result in loss of federal funding for financial aid and educational grants and/or civil litigation.

### *What is "Directory Information?"*

Directory Information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. At the University of Michigan-Flint it includes the name, home address, telephone; dept, class level, and major field; dates of attendance; degrees received with date, honors and awards; and previous schools attended.

*Note: Directory information is information that the university may disclose, but it is not required to do so. It is university policy to refrain from actively disclosing addresses, and telephone numbers; however we routinely verify this information. The university does not disclose social security numbers, personal identification numbers, grade, grade point averages, class schedules, academic actions nor the number of credits enrolled in or earned unless the student has signed a consent form.*

*Can students control disclosure of “Directory Information?”*

Yes, students are notified of their right to control the disclosure of “Directory Information” in the Annual Notification of Rights Under FERPA which is published in the University Catalog. A Request to Prevent Disclosure of Directory Information must be completed and submitted to the Office of the Registrar to have information withheld. If a student elects to control disclosure, a Confidentiality hold will be placed on the student’s record which will prevent the disclosure of all Directory Information including: name, home address, telephone; dept, class level, and major field; dates of attendance; degrees received with date, honors and awards; and previous schools attended. The University of Michigan-Flint assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosure.

*To whose records does FERPA apply?*

FERPA applies to all educational records of persons who are or have been in attendance, including students in online programs, study abroad, or study elsewhere.

*To what records does FERPA apply?*

FERPA applies to all educational records in whatever medium which are: 1. maintained by the University of Michigan-Flint or by a party acting for the university, and 2. directly related to a student.

*Is prior consent always necessary before releasing information from a student’s education record?*

Prior consent is not necessary to release or confirm “Directory Information” from a student’s education record unless the student has placed a non-disclosure request on his/her records. In addition, prior consent is not necessary under certain other conditions stated in FERPA, such as by court order or subpoena. However, it is the University of Michigan-Flint’s policy that information from a student’s education record be released only by the Office of the Registrar and within constraints.

### **Failure of a Course**

Students must receive a minimum grade of a B- in all courses in the professional program. Students failing to meet this standard may be dismissed from the program or may need to repeat the course (next year). Students who are dismissed from the program because of a failing grade will need to reapply to the program if they wish to be readmitted.

### **Student Counseling**

Student academic counseling is available through the Program Director. The Program Director will schedule periodic evaluation sessions with students to discuss their progress in the program. Student meetings will be held as deemed necessary by the Program Director throughout the program and may be scheduled on didactic days between, before or after classes. Ample notification will be provided to make arrangements to attend these meetings. The Program Director and Clinical Supervisor are also available to meet with students at times other than regularly scheduled evaluation sessions. The Program Director will handle any conferences, professional or personal, in a confidential manner. Students are also expected to maintain confidentiality of the conference.

The students also have access to counseling services offered by the University of Michigan-Flint campus. Refer to the Counseling Services located at 264 UCEN – 810-762-3456, <http://www.umflint.edu/caps/counseling-accessibility-and-psychological-services-caps>

## **Academic Probation Policy**

### **Academic Probation**

Students must maintain a B- in RTT courses to remain in the program. Students failing to meet this standard may be dismissed from the program or may need to repeat the course (next year), and will be placed on academic probation until further action is taken and a course of action has been decided. Individual cases will dictate the course of action.

### **Voluntary Withdrawal**

Any student considering withdrawal from the program should consult with the Program Director. If a student decides to withdraw from the program, a letter of withdrawal must be submitted to the Program Director, stating the reason for withdrawing and the effective date of withdrawal. After the letter has been received, the Program Director will schedule an exit interview with the student.

Students wishing to continue at UM-Flint in another program must initiate contact with the desired program. Students, who wish to withdraw from UM-Flint, must submit **written** notification to the University Registrar.

## **Disciplinary Actions for the Didactic and Clinical Program**

Students may be placed on disciplinary probation or dismissed from the program for any of the following:

- The use of intoxicating beverages or illicit/illegal drugs prior to or during class or clinical time
- Breach of hospital, departmental, or program rules and regulations
- Lack of cooperation, antagonistic behavior, or mistreatment of patients
- Conduct unbecoming a professional, including but not limited to:
  1. Insubordination
  2. Excessive tardiness/absenteeism
  3. Cheating/plagiarism
  4. Theft
  5. Fighting on hospital premises
  6. Leaving hospital premises during clinically scheduled time
  7. Abuse or mishandling of patients
  8. Falsification of facts or records both academically or clinically
  9. Presence in unauthorized hospital areas
  10. Displays of disrespect to patients, families, authorities, or co-workers, PD, instructors, clinical staff
  11. Misuse of computers
  12. Misuse of facilities, including but not limited to, laboratories, classrooms, libraries, clinic area
  13. Violating confidentiality of the radiation therapist/patient relationship
  14. Aiding and abetting dishonesty
  15. Other unprofessional conduct - the commission of a crime as defined by Michigan or Federal laws

Recommendations for disciplinary actions will be initiated by the Program Director and brought before the Advisory Committee. The student will be informed in writing of any actions taken by the Program Director. Should the decision be disciplinary probation, the terms of the probation will be determined by the Program Director upon the Advisory Committee's notification.

The Advisory Committee will be informed of each case. Any violation of the professional conduct listed above may result in one or more of the following sanctions:

- Oral or written disciplinary warning or reprimand. Written warnings or reprimands will be placed in the student's file.
- Required counseling at UM-Flint as a condition of continuation in or return to the program, course of study, or enrollment.
- Assigned an incomplete, lower, or failing grade.
- Required that a course or clinical experience be repeated.
- Permanent expulsion from the program.
- Withholding a Bachelor of Science in Radiation Therapy degree.

### **Student Grievance Appeal Procedure**

The Radiation Therapy Program recognizes the student has a right to file complaints and appeal actions. The program attempts to handle all complaints and appeals in a prompt and equitable manner.

Any student wishing to file an appeal to a disciplinary decision should submit a written complaint to the Program Director within 5 working days of student's notification of a disciplinary action. The Program Director will schedule a hearing with the Advisory Committee to be held within 10 working days.

When the student meets with the Advisory Committee, the student may choose one individual from the MM Radiation Oncology Department (not an Advisory Committee member) to attend the meeting. This individual will have an equal voice in the Advisory Committee's recommendation. The student is also allowed to bring one silent observer to the hearing. The student will be given 15 minutes to state their case and the Program Director will be given equal time for rebuttal. Any questions from the Advisory Committee members will be answered by either party. The Advisory Committee will notify the student within 10 working days of their decision.

Should the student be dissatisfied with the Advisory Committee's recommendation, the student has 10 working days to appeal outside the Radiation Therapy Program through the College of Health Sciences Student Appeals Committee. Students should contact the CHS Dean's office for its appeal procedure, phone (810) 762-3172, and fax (810) 766-3003

<https://www.umflint.edu/shps/current-students#accordion-student-appeals--petitions>

A copy of the CHS Student Appeals Committee Policy and Procedures is available upon request.

The severity of the alleged violation will determine the student's status during the appeal process.

In addition, a copy of Standards of an Accredited Educational Program in Radiologic Sciences is included in the back of this handbook. Should a student feel that the program is not acting in accordance with the Standards, they may contact the Joint Review Committee on Education in Radiologic Technology.

Should a program related complaint be made regarding non-compliance with the JRCERT Standards the Advisory Committee will meet to discuss the JRCERT investigational findings. Resolution will depend on the nature of the complaint.

## **Notification of Policy Changes/Additions**

Students will be made aware of all program changes that affect them. Changes will be added to the Student Handbook.

## **Graduation Requirements**

In order to graduate, the student must:

1. Complete all didactic courses and clinical rotations
2. Complete all clinical objectives
3. Complete all projects and assignments given during the professional core
4. Maintain a B- in each RTT course
5. Have all clinical time made up
6. Have all fees paid
7. Demonstrate all competencies required of a Radiation Therapist, including but not limited to the following:
  - Practice effective oral and written communications
  - Maintain records of treatments administered
  - Perform basic mathematical functions
  - Demonstrate knowledge of anatomy, physiology, pathology
  - Demonstrate knowledge of radiation physics in radiation interactions and radiation protection techniques
  - Provide basic patient care and CPR
  - Deliver a planned course of radiation therapy
  - Verify a 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 utilize immobilization and beam directional devices
  - Demonstrate knowledge of preparation of commonly used brachytherapy sources
  - Demonstrate knowledge of methods of calibration of equipment and quality assurance
  - Prepare isodose summations
  - Detect malfunctioning equipment
  - Demonstrate knowledge of rules and regulations for radiation safety and detect defects that pose a radiation hazard
  - Demonstrate knowledge of functions of equipment and accessories
  - Demonstrate knowledge of methods of patient follow-up
  - Apply wedge and compensating filters
  - Recognize patients' clinical progress, complications, and demonstrate knowledge of when to withhold treatment until a physician can be consulted
  - Interact with patients and families concerning the physical and psychological needs of patients
  - Demonstrate knowledge of record and verify systems

## **Program Assessment**

The Radiation Therapy actively assesses its program through various evaluations. The purpose of the evaluations is to allow for continuous program improvement. Students are asked to evaluate the instructors in their academic courses as well as their clinical instructors. Tallied evaluations are shared with the instructors so

that teaching methods can be improved. Students also complete semester evaluations on the performance of clinical supervisors and the program director. In addition, six months following graduation students and their employers are asked to complete evaluations. Information from these completed evaluations indicates the program's ability to graduate students who are prepared for entry-level work and areas where additional teaching would be useful.

### **Employment Opportunities**

Throughout the year, the Program Director receives information regarding job opportunities available in radiation therapy. This information will be disseminated to the students via email. There are many employment agencies that have job listings and the PD will share these with the students.

## **PREREQUISITES FOR CLINICAL PROGRAM PARTICPATION**

### **Medical/Health Information (to be housed within CastleBranch)**

- **Physical Examination:** Every clinical student must have a physical examination report on file with the UM-Flint Campus Nurse **before** beginning clinical rotations. Health information is handled confidentially. The report must be submitted on the form provided to students upon entering the program. A copy of the physical should be provided to the Program Director.
- **TB Screening:** Proof of TB skin test must be provided annually. If the student has a positive TB test or is unable to have TB testing, proof of a negative chest x-ray must be provided.
- **Immunizations:** Proof of exposure or immunization to Measles, Mumps, Rubella (MMR), Varicella, Diphtheria/Tetanus (DT) must be provided. The Hepatitis B Vaccination is required and proof or waiver of immunization to Hepatitis B must be on file with the UM-Flint Campus Nurse along with all other immunization records.
- Doctor's certification that student is able to comply with the specified technical standards.
- **Flu shot at MM:** You are required to either get the flu vaccine or wear a surgical or isolation mask during flu season for all face-to-face patient interactions or to enter a patient's room for any reason. If you decline the flu vaccine, you must sign a declination form and give the reason why (medical/religious/other specific reason). You are strongly encouraged to get vaccinated against the flu. **If you don't: You must wear a surgical or isolation mask during flu season for all face-to-face patient interactions, or to enter a patient's room for any reason.**
- **CPR Requirement:** Every clinical student must be certified in cardiopulmonary resuscitation. It is the responsibility of the student to provide proof of current CPR certification along with the physical form. Current CPR certification must be maintained throughout the program.
- **Insurance:** Health insurance is required. If the student does not have insurance coverage, information regarding reasonably priced **Student Accident and Health Insurance Plan** is available

through the UM-Flint Division of Student Affairs, (810) 762-3434, <http://www.umflint.edu/dsa/studenthealthinsurance.htm>. UM-Flint has self-insured medical professional liability for all students while engaged in course-required activity to complete their degree.

### **Professional Conduct in the Clinic Area**

- **Protocol:** Students will display **respect** to all persons (including instructors) in the department. Physicians and instructors will always be addressed by title. All patients and family members will be addressed as Miss, Ms., Mrs., or Mr., unless otherwise requested by that person. All UM-Flint Radiation Therapy students **must** identify themselves as students while in the program. This is the recommended script for introducing yourself to a patient.

“Hello Mr./Mrs. \_\_\_\_\_ (patient’s name), I am \_\_\_\_\_, (student’s name) a junior/senior in the UM-Flint Radiation Therapy program. I am going to be helping with your treatment today.”

- **Smoking:** All clinical education settings are smoke free environments. Smoking is not permitted in the Radiation Oncology Department, any hospital classroom, conference room, hallway or office, or directly outside the Medical System buildings.
- **Telephone Calls:** Student’s friends and relatives should not call the department during clinic hours except in cases of emergency. Personal telephone calls will be kept to a minimum. Students cannot make long distance calls from department telephones. **Students may not carry cell phones in the clinic.** Cell phones should be off in didactic classes.
- **Studying in the Clinic:** Students will refrain from studying textbooks in their clinically assigned areas during clinic hours. When there are no patients to treat students should review patient charts, films/images, or practice moving equipment in the room. Students should take the initiative to become familiar with the treatment equipment and procedures. No books or other reading materials are allowed at the console areas.

### **Dress Code Policy**

Professionalism is imperative in the health care environment. The UM Flint Radiation Therapy Program stresses professionalism and believes it begins with appearance. Appearance influences the degree of confidence a patient expresses toward the student. Students **must** dress appropriately for clinic and classes at the hospital. This policy also applies to non-clinic classes held in the hospital.

#### **All students in clinic:**

- Navy blue (solid) uniforms pants and top.
- White lab coats must always be worn in clinic. The lab coat length should be approximately mid-thigh.
- ID badge must be worn at all times.
- Hospital and dosimeter badges must also be worn at all times.

#### **All students in didactic courses taught at MM and attendance at conferences:**

When students are in the hospital, they must continue to portray a professional appearance. As such, during didactic courses held at MM, students will be required to wear business casual attire. This does not include jeans of any kind, athletic shoes or sweatshirts. All other dress code standards apply as well.



In addition:

- Cleanliness of all aspects of your appearance is crucial to your being perceived as a professional. All clothing must be clean, unwrinkled and free of tears, holes and frayed bottoms. All pants must be the appropriate length. Pants must be neither too short nor too long. Pants may not be dragging the floor or be so long as you are stepping on the bottom or have them rolled up.
- Shoes and stockings are required to be worn by students at all times. Shoes must be clean and professional looking. Sandals, clogs, high heels, or shoes with an open heel or toe may not be worn. All shoes worn should be comfortable and protective of the feet.
- Any jewelry worn should be of a conservative nature and should not interfere with the operation of equipment. Earrings are limited to two in each ear. There may be no other visible piercings anywhere else on the body. *Facial piercings of any kind may not be worn in the clinic.* This includes eyebrow, nose, lip and tongue. This list is not all inclusive. Jewelry should not come into contact with patients.
- Tattoos must be covered.
- Some clinical sites may have more specific regulations. Students must adhere to the individual clinic's policies.
- Although there is no established standard for hair length, hair must be neat, clean and pulled back. Hair should not interfere with equipment usage or touch the patient at any time. Hair should be of a natural or near natural color. Blue, pink or purple would be examples of hair color that is unacceptable in the program.
- Artificial nails or artificial nail products, e.g., tips, jewelry, overlays, wraps, may not be worn. Natural nails must be kept trimmed so as not to extend past the tip of the finger. Nails are to be kept short and cannot extend past the tip of the finger must always be clean.
- Nail polish may be worn if it is kept well manicured; chipped polish must be removed. Colors are to be kept in the neutral family. Examples are nude, beige, soft pink.
- The student identification badge from the program must be worn at all times. In addition, the Hospital ID badge and dosimetry badge must be worn at all times. A dosimetry badge is provided at each clinical education setting. **Students are not allowed to be in the clinic without a dosimetry badge.**
- Students who dress inappropriately will be asked to leave the clinical area for that day. They are not to return until their next assigned day. The appearance issues that led to clinic dismissal must be resolved or the student may face dismissal from the program.

## Clinical Rotations

### Assignments

Students will participate in rotations on all treatment units and simulation as well as dosimetry, nursing, and the mold room (some exceptions) at UMHC. In addition, students will rotate to some or all affiliate clinical education settings at Beaumont Health, Providence Hospital in Southfield, MI, and in Novi MI. Clinical hours are typically Tuesday/Thursday 9:00am-3:30 fall and winter in the junior year, M-F 7:00am -3:30pm in the spring and summer, and M, W, and F 7:00am -3:30pm in the fall and winter senior semesters, with slight

variations in clinic hours at affiliate sites due to patient loads. Each semester of the Program, except the first Fall, one week of early shift will be required to learn machine QA.

The student will maintain a record of their clinical attendance that must be signed by a clinical instructor each week. Failure to turn in signed; documented clinical attendance will result in failure of the clinical rotation. The forms can be found on the Blackboard site for the Program.

Students will receive a copy of the 22-month clinical rotation schedule during clinical orientation in RTT 300. The schedule is subject to change at the discretion of the Program Director. No clinical assignment may be altered without the permission of the Program Director. The Clinical Supervisor is directly responsible for the students during clinic; however, students take direction from the staff therapists working with them at their clinical assignments. The Program realizes that sometimes changes are made on a case by case basis particularly when treatment machines are down for repair.

Clinical schedules are prepared randomly and as fairly as possible. All attempts are made to schedule students at all clinical locations and on all machines available. There may be times when the schedule is revised to specifically address the competency needs of individual students and will be made on a case by case basis.

### Clinical Evaluations

Staff therapists (or other clinical staff, i.e. dosimetrists or nurses) working with the student will be responsible for evaluating the student. Evaluation of a student's clinical performance will take place when a student has completed each clinical rotation. A student is evaluated on a variety of clinical skills on a scale of 1-5. Evaluations with a total score of 79% or higher are considered passing. The Clinical Supervisor and/or the Program Director will meet with each student to review the student's evaluation for that rotation. Written or verbal comments on the student's evaluation may be given and a student may make comments or suggestions regarding his/her clinical rotations at this time.

### Illness or Absences during the Clinical Rotations

As in the case of didactic courses, students are required to be present for **all** scheduled clinical hours.

It is expected that the students will be in their assigned clinic for clinical assignments from 9:00am-3:30 for RTT 351 and 352 and from 7:00 a.m. to 3:30 p.m. –for RTT 403, 404 and 405. There is some flexibility in the shifts. Clinical supervisors have the final say depending on the patient load and the hours of operation in the clinic. Clinical rotation hours will be set time unless other arrangements are discussed with the clinical supervisor and the program director. In the senior year, most didactic courses will be scheduled on Tuesdays and Thursdays. Some classes may meet on other days following clinical hours. At times students may be required to remain at the hospital to attend lectures. Students will be given 24-hour notice of any scheduling changes that involve staying later than 5:00 p.m. Students will never exceed forty hours of combined classroom and clinical time per week.

If a student becomes ill or injured at the MM or other clinical site, or becomes exposed to any communicable diseases, he/she should report to the Program Director or Clinical Supervisor, who may send the student home, to the emergency room, or to Employee Health Service. If a student contracts a communicable disease, the student will not be allowed in the clinic or didactic classes until the Program Director receives a release letter from the student's physician. In the interest of protecting radiation therapy patients from exposure to communicable disease, the University of Michigan-Flint Program of Radiation Therapy requests that students contracting such diseases inform the Program Director, (810) 762-3172.

**Excused Absence:** Attendance is required for all scheduled didactic, laboratories, and clinical sessions. Students will get **sixteen excused** hours **per semester** to be used for personal time. Time does not carry over

from one semester to another. Any time missed beyond these sixteen hours must be accompanied by a note from the student's physician (or appropriate agency). The missed hours must be made up during the current semester. Students may work with the PD to negotiate scheduled time off in special circumstances. This time must be made up. Students who miss in excess of 24 hours (including the 16 excused hours) in any one semester (including clinic or didactic time) will be on probation for the rest of the program and will be dismissed if any additional absences occur that semester.

Students should schedule appointments over semester breaks.

Tardiness in the clinic affects the clinical grade. The first time a student is more than 5 minutes late, but not more than 15 minutes, it is not counted (per semester). A student who is chronically tardy (more than four times in a semester) will be put on probation for the rest of the program and may be dismissed from the program if tardiness occurs while on probation. See clinical probation section.

Students should **call** the Clinical Supervisor (clinic day) or didactic instructors (class day) if they going to be absent-a minimum of one hour prior to the time they are expected in clinic. Students may call or e-mail the Program Director- a minimum of one hour prior to the time they are scheduled. Attendance grade will be deducted by 50% for failure to do this.

**Funeral Leave:** Students who have a death in the **immediate** family will be given three (3) days funeral leave. Funeral leave will not be counted as part of the student's personal time. Immediate family includes - mother, father, (in-laws) siblings, and children. A Funeral Director's letter is required for verification.

**Weather Related Absences:** During the winter months, it is feasible for the Flint Campus to close during periods of heavy snowfall. Students attempting to verify the existence of a Campus Closing should listen to local radio or television broadcasts for information. Absence of a student during a legitimate Campus Closing will not be reflected in the personal time that is allotted each student. Failure to report to the department as scheduled when unfavorable weather conditions exist but a Campus Closing has not been issued, will result in the student being required to make up hours. However, if a Campus Closing has been issued, students are not to report to the clinic. If you wish to phone the school directly to check on Campus Closing, you may call (810) 762-3335 or <http://www.umflint.edu/emergency/inclement-weather-notification-plan>

**Holiday Closures:** Students in the clinical sites will not be expected to perform any clinical duties on any holidays observed by the Flint Campus. The academic calendar may be found at: <https://www.umflint.edu/registrar/academic-calendars>

#### **Notification of Absence: Call-In Policy**

Students must call the Clinic where they are assigned to notify the therapists they will not be in. Students are to email both the Chief Therapist and the Program Director. If you do not have access to email, call all three contacts. The Chief Therapist or Clinical Supervisors phone numbers are listed below along with phone numbers to MM units and Clinical Treatment machines.

#### **Clinical Supervisors Contact Information**

**MM: 1500 E. Medical Center drive, Ann Arbor, MI**

**Providence Southfield: 22301 Foster Winter Drive, Southfield MI 48075**

**Novi: 47601 Grand River Ave, Novi, MI 48374**

**Beaumont Royal Oak: 3601 W 13 mile rd, Royal Oak MI**

**Beaumont Troy: 44201 Dequindre Rd, Troy Mi**

**Program Director contact Info:**

Julie Hollenbeck  
E-mail addresses: hollenbj@@umich.edu  
Flint Office: (810) 424-5368  
Cell Phone: (810)-412-8787

**Policy on Radiation and MRI Safety**

JRCERT 4.3, 4.6

**Radiation Safety:**

To keep radiation exposure as low as reasonably achievable (ALARA) students are required to attend the annual radiation safety meeting presented by the Radiation Safety Officer at the University of Michigan Hospital. Safety regulations set forth by Nuclear Regulatory Commission and the state of Michigan are reviewed.

**MRI Safety:**

For radiation oncology departments with MRI equipment students are required to attend MRI safety training upon arrival to the site and annually.

**Radiation Monitoring Reports**

Students will be issued badges at each clinic site. We use five clinical sites: University of Michigan-Michigan Medicine (located in Ann Arbor), St John Providence-Novu, St John Providence-Southfield, Beaumont Health System-Royal Oak and Beaumont Health System-Troy. Students are to leave the badge at the site on their last day of clinic for each rotation. All clinical sites change badges quarterly. Know when to turn your badge in-ask the clinical supervisor. Do not participate in clinical activities without your badge.

Due to HIPAA policies badge readings are no longer posted. The Radiation Safety Officer (RSO) keeps all past readings. Students wishing to review previous readings must contact the Radiation Safety Officer in the Radiation Oncology Department:

Monitoring reports are given to the program director for all students at all clinical sites. The program director will notify students when reports are available, within 30 days.

Questions regarding personnel monitoring may be directed to the Radiation Safety Officer or the program director.

If a badge reading exceeds 120 millirem(quarterly badge) the student, clinical supervisor, and program director will receive a written notice from the Radiation Safety Officer (RSO) explaining that the reading exceeded established limits. The Radiation Safety Officer will meet and discuss the reason for the unexpected reading. It is possible that a badge can fall off and be in a treatment room or other area and receive dose that the student did not receive. After investigation by the RSO, and depending on the dose received, a plan will be determined.

**Pregnancy Policy**

Effective January 1, 1994, the Nuclear Regulatory Commission (NRC) implemented a revised set of federal regulations for the Standards for Protection Against Radiation, primarily the Dose to an Embryo/Fetus. In this section, a new term, "Declared Pregnant Woman," has been added.

The definition of "Declared Pregnant Woman" means that she has **voluntarily** informed the Program Director

and Radiation Safety Officer (at each site) **in writing** of her pregnancy and the estimated date of conception.

Key points regarding Declared Pregnant Workers are:

- Despite any appearance to the contrary, a female student is not pregnant until **she declares** herself pregnant in **writing**.
- The woman may undeclare her pregnancy at any time.
- If the student's dose is 450 millirem or below at the time of declaration, then the licensee must ensure that the dose to the worker does not exceed 500 millirem over the course of gestation.
- Once declared, the licensee must make efforts to avoid substantial variation in the monthly exposure rate.

Written withdrawal of declaration

- A declared pregnant woman may voluntarily inform the Program Director and Radiation Safety Officer (at each site) in writing to revoke her declaration of pregnancy at any time for any reason. This can be done whether or not the pregnancy has concluded.
- The revocation terminates any previous restrictions on work being performed with radioactive materials or other sources of ionizing radiation, for the sole purpose of ensuring compliance with the embryo/fetal dose limits specified above.

Option to continue the program without modification

The pregnant student will remain in all other clinical rotations and in the didactic portion of the program unless excused by a physician due to medical reasons (see option to continue with modification).

Option to continue program with modification

The duration of maternity leave will be six weeks unless the student's physician indicates the need to extend leave for medical purposes. In this instance, the student must present the Program Director with a letter composed and signed by the physician stating the reason for extended leave.

The student will be allowed to compensate for missed clinical rotations after the school term is complete (see Professional Conduct for the Program of Radiation Therapy).

Should a student's pregnancy during the program result in missed program requirements; those requirements will be made up in a reasonable length of time after the student returns to school. The Program Director will provide the student with missed class notes and assignments. Make-up examinations will be given after a mutually agreeable schedule has been worked out among the Program Director, course instructors, and student. All program specifications must be complete before graduation.

**Student Supervision**

Students **must** work under the direct supervision of appropriate personnel during the clinical phase of the program. Students are **NEVER** to work independent of a supervising therapist or dosimetrist, nor are students to be considered substitute staff. (See policy, page 29). If there is ever any question ask the clinical supervisor or the PD immediately. Students may remind therapists or staff that it is program policy that a student be under the direct supervision of a qualified therapist at all times. The only exception is escorting a patient into the room. Under no circumstances is the student to put the patient on the table without the therapist present in the room. Students who violate this policy may be dismissed from the program.

**Probation**

Preliminary Probation

Each student is considered to be on probation for the first four months of the clinical portion of the program

(RTT 351). Any student not progressing satisfactorily during this time may be dismissed from the program.

### Academic Probation

See the handbook sections “Failure of a Course” and “Academic Probation Policy.”

### Clinical Probation

A student may be placed on one-month clinical probation after receiving an unsatisfactory evaluation of a clinical rotation (see section on Clinical Rotations). An unsatisfactory evaluation of a clinical rotation occurs when the student scores less than 79% on an evaluation. If the student shows insufficient improvement after one month in the clinic, as assessed by the Clinical Supervisor, the Program Director will present the student's record to the Advisory Committee\* for evaluation. The student may be dismissed due to unsatisfactory clinical performance.

At the completion of the probationary period, the Program Director will present the student's probationary record to the Advisory Committee for evaluation. The Advisory Committee will make a recommendation to the Program Director as to the student's satisfactory/unsatisfactory completion of the probation. The Program Director will make the final decision as to whether the student has demonstrated sufficient progress to be taken off probation. When a student is removed from probation, they are considered in "good standing" in the program. If deemed insufficient, the student may be dismissed from the program, or in some cases the probationary period may be extended.

Any student who, after being placed on two probation periods anytime throughout the course of the program, requires additional probationary action will be dismissed from the program.

\*The Program Advisory Committee periodically reviews the didactic and clinical components of the program and makes recommendations to the Program Director. Membership includes the Program Director, Program Faculty, Dean of the School of Health Professions and Studies, the Medical Advisor, Clinical Supervisors, a member of the Flint community with an interest in the educational activities in Radiologic Sciences, at least one student, and one or two other interested parties from the clinical sites.

### **Student Employment during the Clinical Program**

It is generally not recommended that students work while completing the program; however, if students do work while enrolled in the clinical portion of the program, such work cannot interfere with the educational process. Students may not be employed in the Radiation Oncology Department during their regularly scheduled clinical or course hours. Students will not be excused from educational time for any employment commitment.

### **Contingency Working Policy**

Students are eligible to work on a contingency basis when the following conditions are met:

1. There is an expressed need by the department and an expressed student interest.

# Standards for an Accredited Educational Program in Radiation Therapy

**EFFECTIVE JANUARY 1, 2014**

Adopted by:  
**The Joint Review Committee on Education  
in Radiologic Technology - October 2013**



*Joint Review Committee on Education in Radiologic Technology*  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
312.704.5300 • (Fax) 312.704.5304  
[www.jrcert.org](http://www.jrcert.org)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

Copyright © 2014 by the JRCERT

## Standard One

### *Integrity*

- Standard One:**     **The program demonstrates integrity in the following:**
- **Representations to communities of interest and the public,**
  - **Pursuit of fair and equitable academic practices, and**
  - **Treatment of, and respect for, students, faculty, and staff.**

### **Objectives:**

In support of **Standard One**, the program:

- 1.1 Adheres to high ethical standards in relation to students, faculty, and staff.
- 1.2 Provides equitable learning opportunities.
- 1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.
- 1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
- 1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.
- 1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.
- 1.7 Assures that students are made aware of the **JRCERT Standards for an Accredited Educational Program in Radiation Therapy** and the avenue to pursue allegations of non-compliance with the **STANDARDS**.
- 1.8 Has publications that accurately reflect the program's policies, procedures, and offerings.
- 1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, academic policies, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.
- 1.10 Makes the program's mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.
- 1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.
- 1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.
- 1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.



- 1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.
- 1.15 Has procedures for maintaining the integrity of distance education courses.

## **Standard Two:**

### *Resources*

**Standard Two: The program has sufficient resources to support the quality and effectiveness of the educational process.**

### **Objectives:**

In support of **Standard Two**, the program:

### **Administrative Structure**

- 2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program's mission.
- 2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.
- 2.3 Provides faculty with opportunities for continued professional development.
- 2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

### **Learning Resources/Services**

- 2.5 Assures JRCERT recognition of all clinical education settings.
- 2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program's mission.
- 2.7 Reviews and maintains program learning resources to assure the achievement of student learning.
- 2.8 Provides access to student services in support of student learning.

### **Fiscal Support**

- 2.9 Has sufficient ongoing financial resources to support the program's mission.
- 2.10 For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.

## **Standard Three**

### *Curriculum and Academic Practices*

**Standard Three: The program's curriculum and academic practices prepare students for professional practice.**

#### **Objectives:**

In support of **Standard Three**, the program:

- 3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.
- 3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.
- 3.3 Provides learning opportunities in current and developing therapeutic and/or imaging technologies.
- 3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.
- 3.6 Maintains a master plan of education.
- 3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.
- 3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.
- 3.9 Evaluates program faculty and clinical supervisor performance regularly to assure instructional responsibilities are performed.

## **Standard Four**

### *Health and Safety*

**Standard Four: The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.**

#### **Objectives:**

In support of **Standard Four**, the program:

- 4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.
- 4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
  - Written notice of voluntary declaration,
  - Option for student continuance in the program without modification, and
  - Option for written withdrawal of declaration.
- 4.3 Assures that students employ proper radiation safety practices.
- 4.4 Assures that all radiation therapy procedures are performed under the direct supervision of a qualified practitioner.
- 4.5 Assures sponsoring institution's policies safeguard the health and safety of students.
- 4.6 Assures that students are oriented to clinical education setting policies and procedures in regard to health and safety.

## **Standard Five**

### *Assessment*

**Standard Five:**     **The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.**

### **Objectives:**

In support of **Standard Five**, the program:

### **Student Learning**

- 5.1     Develops an assessment plan that, at a minimum, measures the program's student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

### **Program Effectiveness**

- 5.2     Documents the following program effectiveness data:
- Five-year average credentialing examination pass rate of not less than 75 percent at first attempt,
  - Five-year average job placement rate of not less than 75 percent within six months of graduation,
  - Annual program completion rate,
  - Graduate satisfaction, and
  - Employer satisfaction.
- 5.3     Makes available to the general public the program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

### **Analysis and Actions**

- 5.4     Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.
- 5.5     Periodically evaluates its assessment plan to assure continuous program improvement.

## **Standard Six**

### *Institutional/Programmatic Data*

**Standard Six:**       **The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.**

#### **Objectives:**

In support of **Standard Six**, the program:

#### **Sponsoring Institution**

- 6.1 Documents the continuing institutional accreditation of the sponsoring institution.
- 6.2 Documents that the program's energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

#### **Personnel**

- 6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

#### **Clinical Education Settings**

- 6.4 Establishes and maintains affiliation agreements with clinical education settings.
- 6.5 Documents that clinical education settings are in compliance with applicable state and/or federal radiation safety laws.

#### **Program Sponsorship, Substantive Changes, and Notification of Program Officials**

- 6.6 Complies with requirements to achieve and maintain JRCERT accreditation.

