

UNIVERSITY OF ST. FRANCIS
RADIATION THERAPY PROGRAM

STUDENT HANDBOOK
2025

Radiation Therapy Program Student Handbook

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Verification Forms

Radiation Therapy Verification of Receipt and Review of Policy

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

VERIFICATION OF ORIENTATION

I have reviewed the Radiation Therapy Student Handbook. I have also been present at a formal orientation to the university. 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.

Student's Signature/Date

Program Director/ Date

VERIFICATION OF SEXUAL HARASSMENT POLICY

I have read and understood the Radiation Therapy program sexual harassment policy. These regulations and guidelines have been explained to me, and I agree to abide by the content of the policy.

Student's signature/Date

Program Director/ Date

VERIFICATION OF SUBSTANCE ABUSE POLICY

I have received the Radiation Therapy program 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.

Student's signature/Date

Program Director/ Date

VERIFICATION OF PREGNANCY POLICY:

I have received and read the Radiation Therapy program 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 and MRI PROTECTION GUIDELINES

I have received the Radiation Therapy program guidelines and policies relating to radiation protection, MRI, 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

VERIFICATION OF REVIEW OF TECHNICAL AND ETHICAL STANDARDS

I have reviewed the American Society of Radiologic Technologists (ASRT) Practice Standards. To my knowledge, I am able to meet all physical demands. I intend to abide by stated ethical policies.

Student's signature/Date

Program Director/Date

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, the radiation therapist 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 for patients, visitors, and team members. 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 (ASRT) Radiation Therapy Professional Curriculum Guide.)

Students should review the ASRT Practice Standards document. Use the link below.

<https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards>

Overview of the Program

The program offers two tracks for qualified applicants: A 5-semester baccalaureate track and a condensed, 4-semester baccalaureate track for certified radiologic technologists.

The program consists of clinical phases I-IV and five semesters, for the baccalaureate track student. The student previously certified in radiography requires a condensed four semesters and clinical phases II – IV.

The curriculum is designed to provide for balanced didactic and clinical components in order to produce students with diversified education in radiation therapy.

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, 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 Radiation Therapy”, adopted by the American Society of Radiologic Technologists, as well as the Standards for Programs in Radiologic Technology endorsed by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

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 by visiting www.asrt.org and www.jrcert.org .

Program Accreditation:

The Radiation Therapy program is accredited by the JRCERT. This certifies that the program meets or exceeds national standards for quality educational programs. Further information about accreditation of radiologic science educational programs may be obtained from the JRCERT, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182, 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, or www.arrt.org . 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:

The University of St. Francis sponsors the radiation therapy program. 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 (USF) provides prerequisite education or accepts transfer credit toward the baccalaureate degree. The condensed certificate track for radiographers is only open to certified or board eligible radiographers. Please refer to the section titled Admission Standards for more information.

Clinical Affiliates:

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

- Mercy Health/Rockford Memorial Hospital Rockford, Illinois
- Morris Cancer Center Morris, Illinois
- University of Chicago/Silver Cross New Lenox, Illinois
- Advocate Christ Medical Center Oak Lawn, Illinois
- Advocate Good Shepherd Barrington, Illinois
- Advocate Dreyer at Highland Aurora, Illinois
- NorthShore Health System at Evanston, Glenview, and Highland Park, Illinois
- Riverside Medical Bourbonnais, Illinois
- SSM Health Janesville, Wisconsin

Eligible Track Options for Applicants

I. The Bachelor of Science Track

This Bachelor of Science track is a four-year, “2 + 2” program. The student completes the first two years of the program at the University of St. Francis, 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. Once accepted, the student completes professional courses and clinical internship during the final two years of the program.

Questions regarding transfer credit, tuition costs, application process and financial aid 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.

II. Condensed Track for Radiographers

The program for ARRT certified or board eligible radiographers would 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 in this handbook. Contact the University office of financial aid to discuss eligibility for federal aid by calling the main number (815) 740-3360.

III. Professional Certificate of Completion for Radiographers

This option has been placed on hold pending approval by university curriculum councils and registrar.

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

- ☐ Practice effective 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.
- ☐ Demonstrate understanding of 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 for continuing patient evaluation (follow-up).
- ☐ Understand the application of wedges and other 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 remediation or probation requirements have been met.
- The student has returned all departmental items such as exposure badge, keys, hospital identification badges, and/or borrowed or rented texts from the program library.

- Radiation Therapy

Program Mission and Goals

Mission, Goals, and Outcomes ***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 technical abilities, as well as the cognitive, critical and analytical thinking skills desired by employers such that graduates are prepared to serve at entry level and advance to leadership positions.

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

Main Goals

Student Learning Goals and Expected Outcomes:

1. Facilitate clinical competence such that students may:
 - a. Demonstrate technical knowledge and skills commiserate with level of education
 - b. Demonstrate cognitive abilities appropriate to level of education
 - c. Integrate and apply theories and principles to final semester physics assignments
2. Foster and develop critical, analytical and problem-solving skills such that students may:
 - a. Show progressive, relative proficiency in describing rationale for therapy planning during simulation by procedure journaling
 - b. Show progressive, relative proficiency in describing rationale for treatment delivery
 - c. Show progressive, relative proficiency in describing rationale for therapy planning during simulation by oral examination
3. Foster and develop oral and written communication skills such that students and/or graduates may:
 - a. Orally present concepts with progressive, relative proficiency in content, organization and delivery
 - b. Successfully conduct written research on topics related to radiation therapy
 - c. Demonstrate effective communication skills with patients, peers, and team during internship
 - d. Demonstrate effective communication skills with patients, peers, and team as program graduate

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4. Instill ideals supportive of professional growth and development such that students and/or graduates may:
 - a. Successfully prepare and display campaign for career promotion and patient advocacy
 - b. Demonstrate professional characteristics in the workplace as a program graduate

Program Effectiveness Goals and Expected Outcomes:

5. Maintain an optimal teaching and learning environment such that students and/or graduates may:
 - a. Express satisfaction with the overall quality of instruction in online and traditional delivery formats
 - b. Express satisfaction with overall quality of clinical education
 - c. Express satisfaction with received advice, mentoring and counseling provided by clinical supervisors
 - d. Communicate satisfaction with overall quality of education by being willing to recommend by program end
6. Employ admissions processes with the greatest potential for academic success and program completion such that students may:
 - a. Successfully complete all program requirements within 150% of program length
 - b. Successfully complete all didactic courses above minimum admissions academic standard
7. Facilitate professional practice preparedness such that students, graduates and/or employers may:
 - a. Demonstrate technical and clinical skills with minimal supervision in final semester
 - b. Express overall satisfaction with program as perceived post-graduation
 - c. Describe the benefits of professional organization membership, licensure, certification and scholarly activity
 - d. Express overall satisfaction with level of preparedness shown by employed graduates
8. Demonstrate acceptable national registry examination pass rates and show favorable job placement

A detailed description of goals, outcomes, measurement tools, and measurement frequencies is found in the program's Outcomes Assessment Plan.

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FACULTY AND COMMITTEE MEMBERS

Program Director: Leia Levy, Ed.D, R.T. (T).

Clinical Coordinator: Leevy Goma, MS, R.T.(R)(T)

Radiation Safety Officer: Robert Laureckas, PhD. DABR

Didactic Instructors:

Leia Levy

Leevy Goma

Robert Laureckas

Susan Krueger

Ashley Pruneau

Waylon Malmay

Cassandra Worley

Kimberly Schram

Clinical Supervisors:

Arianna DiMarco R.T.(T).

Kevin Le, R.T.(T)

Ashlan Gambla, R.T.(T).

Nadya Cortes, R.T. (T).

Kim DeNardo, R.T. (T).

Peter Jaffe, R.T. (T).

Deborah Ronek, R.T. (T).

Stephanie Hoff, R.T.(T).

Mary Samion, R.T. (T)

Executive Advisory Board Committee Members:

Elizabeth McDermott, USF College of Arts and Sciences,

Sunya Watson, USF College of Nursing, Instructor

Leia Levy, USF Radiation Therapy Program Director, Associate Professor

Leevy Goma, USF adjunct faculty, USF Radiation Therapy program alumni, and Clinical Coordinator

Jacqueline Wittke Thompson, USF Department Chair of Natural and Allied Health Sciences, Professor

Robert Laureckas, USF adjunct faculty , USF Radiation Therapy program radiation safety officer

Clinical Education Advisory Committee Members

Leia Levy

Leevy Goma, chair

All clinical supervisors

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Didactic Education Advisory Committee Members

Leia Levy, chair
Leevy Goma
Robert Laureckas
Susan Krueger
Ashley Pruneau
Waylon Malmay
Kimberly Schram
Cassandra Worley

Grievance Committee Members:

University Student Services department representative
University Human Resources department representative
Marketing Department representative

Radiologic Science Advisory Committee

Radiation Therapy Program Director
Radiation Therapy Program Clinical Coordinator Affiliated
Schools of Radiography Program Directors Affiliated Schools of
Radiography Clinical Coordinators Affiliated School of Nuclear
Medicine Program Director University of St. Francis
Allied Health Programs Coordinators
University of St. Francis Medical Laboratory Technology Program Director
Rock Valley Community College Advisor

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Admissions Policy and Procedures

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Radiation Therapy Program Admission Policy

Non-Discrimination Statement

The radiation therapy program provides equal opportunity for admission to all individuals regardless of race, color, religion, gender, age, disability or national origin.

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Academic Admission Standards

I. Condensed Radiography Track Academic Admission Standards

- A. Associate's Degree with a GPA of 2.75 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 professional sequence of courses.
- 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 cleared to begin the professional sequence.
- D. College-level course pre-requisites are:
 - ☐ **College Algebra and/or Introduction to Statistics**
 - ☐ **Pre-Calculus Mathematics**
 - ☐ **Speech/Verbal Communications**
 - ☐ **Composition or College Writing I**
 - ☐ **Human Anatomy**
 - ☐ **Human Physiology**
- E. **Completion of Academic requirements:**
 - ☐ Students who have not completed college-level pre-requisites in section D, prior to being admitted into the program, must complete all courses with a grade of "C" or better prior to scheduled program completion.
 - ☐ If student is admitted with incomplete pre-requisites, it becomes the student's responsibility to confirm the availability of pre-requisite courses at USF, or with area colleges and universities, for completion before professional coursework begins.
 - ☐ The admissions committee grants permission for student to complete pre-requisite course concurrently during professional sequence, after individual consideration of feasibility. If permission is granted, students should be aware that pre-requisite coursework has to be completed outside of regularly, scheduled professional course hours.
- F. Other recommended (*not required*) College Mathematics and Science Courses for the condensed radiographer Track:
 - ☐ General Physics I or Mechanics & Heat
 - ☐ General Physics II or Waves, Electricity, Light and Modern Physics
- G. Required College General Education/Liberal Arts courses for the condensed radiographer who chooses to complete the program with a baccalaureate degree include the following (refer to the list of all pre-professional courses for the Bachelor of Science degree in Radiation Therapy):
 - ☐ 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

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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 2.75 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 meet the “Technical Standards” as outlined within this handbook.
3. The applicant must complete the required pre-placement physical examination to verify ability to meet the “Technical Standards”. The physical examination requirement list 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 examination documents by orientation day, before the scheduled fall term, may be delayed in starting 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. Official transcripts and admissions application directly to the University of St. Francis
3. A list of references. Two references must be former teachers. Program faculty will select three individuals to complete recommendations from the list of references supplied by the student on the program application. The Admissions Committee evaluates applications and recommendations. Qualified applicants will be invited to interview and complete any pre-admission activities.

Selection Process:

Executive Advisory Committee members review completed applications. Selection is based on the following:

1. Initial Application Contents: (completed application, references, academic standing with regard to overall average GPA as shown by official transcripts)
2. Total academic education completed at the post-secondary level.
3. Completion of required academic pre-requisites completed for either track, before coming into program
4. Academic performance in college-level math and science courses
5. Pre-admission activity score (i.e. essays, personal statements)
6. Personal Interview score
7. Recommendation score

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 Semester I school term starting in August, or Semester II in January for radiographers on the condensed track. 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.

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Description of the Profession and Scope of Practice For Radiation Therapists

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ASRT Description of Profession and Scope of Practice for Radiation Therapists

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:

- Delivering radiation therapy treatments as prescribed by a radiation oncologist.
- Performing simulation, treatment planning procedures and dosimetric calculations as prescribed by a radiation oncologist.
- Using imaging technologies for the explicit purpose of simulation, treatment planning and treatment delivery as prescribed by a radiation oncologist.
- Detecting and reporting significant changes in patients' conditions and determining when to withhold treatment until the radiation oncologist is consulted.
- Monitoring doses to normal tissues within the irradiated volume to ensure tolerance levels are not exceeded.

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- Constructing/preparing immobilization, beam directional and beam modification devices.
- Participating in brachytherapy procedures.

Technical Standards for Radiation Therapists

At minimum, radiation therapists must be able to perform the following activities:

- Transport, move, lift, and transfer patients from a wheelchair or stretcher to and from a treatment or simulation table.
- Lift and position beam shaping devices weighing up to 50 pounds.
- Communicate clearly, including instructing patients during treatment and simulation.
- Possess sufficient visual acuity to observe patients and equipment operation during treatment, as well as read the patient's radiation reports and medical information.
- Hear adequately to perceive and interpret audio signals from equipment, and respond to patients' questions and concerns.
- View computer monitors for extended periods.
- Demonstrate sufficient problem-solving skills and the ability to perform these skills in a timely manner. Such skills include, but are not limited to, measuring, calculating, analyzing, and evaluating medical and technological information, and synthesizing this information in a way that facilitates troubleshooting problems and/or responding to emergency situations.

Program 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 action.

Academic Credit:

Students of radiation therapy earn academic credit from the University of St. Francis for all courses in each of the five-four professional semesters of enrollment totaling 64 semester hours.

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.

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.

Typically, students will be scheduled Monday-Thursday, 10:00 am to 4:30 p.m. during didactic weeks. Depending on the course load each semester, didactic hours may change during didactic weeks. Students will be notified in advance regarding any changes in class schedules. Periodically, there may be scheduled Friday's during class weeks for observation of special procedures such as: CT, MRI, Ultrasound, Nuclear Medicine or Special presentations. During didactic weeks, students will be given 30- 60 minutes for lunch break.

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

Attendance at appropriate meetings and or conferences may occur on weekends or evenings. These meetings/conferences will be announced to students in advance. Meetings held over the weekend, requiring more than 40 hours of commitment from the student will be accommodated by giving the student time off during the following week as necessary. Adjustments to clinical schedules are made in collaboration with the clinical supervisor and clinical coordinator.

Tardiness

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

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

All instances of tardiness to clinic assignment will be recorded on the student's time sheet in the electronic management system (Trajecsys). ***Accumulation of three such instances in a one-month period may 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 from clinical assignment must be pre-arranged with the clinical supervisor **24 hours in advance of requested leave whenever possible.** In the case of illness or unavoidable emergency, the student must contact the Clinical Coordinator and clinical supervisor by 8:30 a.m.

Regarding student absences, students are to be aware that:

- ☐ Three consecutive days or more due to illness must have a doctor's consent to return.
- ☐ More than 15 consecutive days (clinical and/or didactic time) off during a semester may lead to dismissal
- ☐ More than 20 accumulated days (clinical and/or didactic time) off during the professional course sequence may lead to dismissal.

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

- ☐ Scheduled absences from clinic 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 from clinic will also be taken from the student's bank of hours and must be made up according to the above period.

Time Off--Personal Days

- ☐ In addition to the scheduled days off on the program calendar, students receive an allotted amount of days for excused absence/personal leave per semester from clinical assignment. First semester (Clinical Phase I), allowable absence is one (1) day. Second through fifth semesters (Clinical phases II-IV) allowable absences are two (2) days ***each*** clinical phase. This allowance may be used for illness, any appointments that cannot 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 clinical phase.
- ☐ A fraction of a day is accepted as personal leave for an obvious, acute illness, emergency, or a prearranged appointment.

- Any time missed *over* the allotted days of leave, without arrangements for make-up, during the semester 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

Medical Leave

Medical leave will be granted on an individual basis. Request for medical leave must be submitted in writing. Extensions of leave will be established by university policy. Registrar will be informed in writing by the submission of course extension forms and/or application for incomplete grades.

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 (refer to course syllabi for specific instructions).

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, the clinical supervisor or clinical coordinator may arrange special assignments. It is the student's responsibility to ask for permission to work on special projects during clinical time. Students are not to study or complete classroom assignments during clinical hours without prior approval from 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/partners

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 may occur on weekends or evenings. These meetings will be announced to the student in advance. Meetings held over the weekend, that require commitment of 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. Students, who do not attend weekend meetings, will be required to make up the time at the discretion of the weekend meeting coordinator (faculty requiring the meeting). This make up time should be completed within two weeks of the meeting or unless the student has made prior arrangements

Student Records

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

- ☐ supporting correspondence for scholarships, grants, grade changes
- ☐ program admissions application and supporting documents
- ☐ documentation of disciplinary actions
- ☐ progress communications
- ☐ clinical performance evaluations/competency checklists (at minimum, final evaluation)
- ☐ cumulative radiation monitoring records (copies also maintained by the Radiation Safety Officer)
- ☐ cohort performance report cards
- ☐

Official transcripts will be issued to each student upon graduation by the university registrar.

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.”

In keeping with these recommendations, the program 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 clinical education afforded the pregnant student.

During orientation, all students are given a copy of the Student Handbook containing this policy. Policy and Instructions are reviewed with all students. Students then sign a verification statement located in the front of the handbook documenting policy review.

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Program Handbook

A student who becomes pregnant during enrollment has the option of notifying the Program Director and Radiation Safety Officer in writing, with information regarding suspected date of conception and anticipated 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 program will take responsibility for any unforeseen harm that could happen to the fetus when official, written declaration of the pregnancy has not been given. The Program and affiliated radiation oncology departments offer a safe and monitored environment for the pregnant student but cannot monitor pregnant students appropriately when written notification has not been received.

When the decision is made to declare, a sample declaration form letter may be obtained from the Program Director or the declaring student may write a letter on their own. Written declaration must be submitted to the program director and reviewed by the Radiation Safety Officer. Upon declaration, the Program Director and Radiation Safety Officer will counsel the student on the effects of radiation to the embryo/fetus. Student options would then include:

- a. Continuance in the program with full-time status (a fetal radiation dosimeter will be supplied, if agreed by the student, to be worn at waist level in addition to dosimeter worn at collar)
- b. Request for leave of absence allowing re-entry into the program on an agreed upon date
- c. Program withdrawal

The declaration of pregnancy can be rescinded at any time during the student's enrollment. A rescinded declaration must be presented in writing to the attention of the Program Director and Radiation Safety Officer. A sample declaration withdrawal letter is available from the Program Director upon request. If declaration is rescinded, the student will again be monitored as if the notification had not occurred.

The declared pregnant student is responsible to fulfill all clinical and didactic components. The declared student cannot miss more than 15 consecutive working days during the program or 20 accumulated days during the professional sequence. If the declared student exceeds this, dismissal from the program may occur. Please refer to guidelines for student attendance.

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 and receipt of complaint, 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 three business days. Any plaintiff found knowingly bringing false accusations against another would meet the consequences set forth. Consequences could include, but may not be limited to suspension, dismissal from the program, termination from employment, and/or notification of authorities.

Phone Calls

Students are encouraged not to take personal telephone calls during clinical or class hours unless it is an emergency. Students who are employed where “call hours” are assigned are discouraged from being assigned to “call” during school hours.

Use of cellular phones in clinical areas is restricted by hospital or cancer center policy. Students will receive direction on the use of cellular phones during clinical site orientation.

Printer and Fax Machine Use

Students should have permission before using the printer or fax 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 program may be employed outside of school. Employment should not interfere with any scheduled part of the didactic or clinical schedules. The student will be counseled by the Program Director if his/her job starts to interfere with their schooling. At no time during the educational program should the student be substituted for paid staff. In instances where the student may be employed by an affiliated clinic, students should not complete employment tasks while simultaneously completing educational program tasks. Employment and education in the workplace should remain separate.

(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, 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 any missed time.

Attire for field trips or conferences will be announced in advance.

Radiation Exposure Monitoring

The Radiation Therapy program advocates strict adherence to the principle of ALARA where all radiation exposures are kept “As Low as Reasonably Achievable”.

Radiation monitoring badges are required to be worn by all students during clinical education assignment. Badges should be left in the designated ‘safe’ area at the end of each clinical day. If the student loses his/her badge, it must be reported to the Clinical coordinator and Radiation Safety officer immediately. Radiation exposure reports are reviewed bi-monthly and maintained in the program office as well as by the Radiation Safety Officer. Bi-monthly reports are posted in the program office for student review at any time during faculty office hours near the student computer. Students may request, in writing, a report of cumulative exposure at any time. Written request must be forwarded to the radiation safety officer. Yearly reports of cumulative exposure are shared and reviewed with students. Following review and student signature, yearly reports are deposited in student’s file and maintained in the program office.

Any reports showing radiation exposure beyond recommended dose limits (≈ 25 mrem per calendar 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, within two business days of received report. A counseling session may be scheduled with the student, radiation safety officer and clinical coordinator within three business days of disclosure. Any explanations for exposure will be documented in writing and maintained in the student’s file. If a counseling session is necessary, accounting of the session will be documented in writing, maintained in the student’s file, and attached to the appropriate exposure report. 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 employed in areas/facilities where there are radiation exposure risks are encouraged to grant permission to program officials to retrieve occupational dose records. Retrieval of records will help ensure that exposure limits are not exceeded and afford effective tracking of inadvertent exposure incidents while enrolled in the program. Permission to retrieve records must be submitted before records are ordered. Program Director will request permission once employment status is confirmed.

Students are responsible for returning monitoring badges at the start of each monitoring period. Exchange of badges will be coordinated by the program director. 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 withdrawal in writing to the Program Director. The Program Director will meet with the student, providing counseling as necessary.

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.

Any student who withdraws must return all hospital and program property, and meet any outstanding debts to the program. The student is responsible for applying for any refunds that may be due from the university.

Identification Badges and Car Stickers

All students will be issued a student identification badge that should be worn at all times during clinical assignment hours. If the student loses or damages the ID badge, he/she should notify the university Safety and Security Office immediately to arrange for a replacement. Students may also be required to wear department badges according to hospital policy.

Parking stickers are available for purchase for University parking lots. Some affiliated clinics require parking stickers as well. Information regarding clinical affiliate parking stickers or fees will be discussed during clinical orientation.

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

Smoking Policy

The University of St. Francis and its affiliated clinical sites and corporation buildings are all smoke-free. Students must comply with this policy.

Student Orientation

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

Program Orientation:

During the first week of enrollment, new students are oriented to program policy and procedures. An overview of the program, general student and patient safety, radiation safety guidelines, and review of clinical objectives and performance evaluation methods are presented. The student handbook is accessed as written policies are reviewed and discussed followed by written acknowledgement of understanding by the student.

Clinical Assignment Orientation

Upon c l i n i c a l a s s i g n m e n t , each student attends/completes orientation for the health system to which they will be assigned. The orientation session introduces the new student to Employee Health Services, guest relations, patient rights, body mechanics, confidentiality, quality management, safety and security, corporate compliance, and infection control. These topics may be covered during an in-service or tutorial with follow-up quizzes. Requirements and method of completion vary across hospital systems and clinics.

Clinical orientations are recommended to be completed during the first week of a new clinical assignment. Clinical supervisors are encouraged to review specific departmental and health facility clinical policies during orientation.

Radiation Oncology Departmental Meetings

Students are not required to attend radiation oncology department meetings. Students may attend after approval of the site clinical supervisor.

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 review of outcomes plans and reports. Annual meetings are scheduled to evaluate new student applicants, the outcomes and assessment program, the master plan and program's mission and goals. The committee also communicates by memorandums distributed to committee members as needed.

Clinical/Didactic Education Committee

This committee provides guidance and support to the program through the regular review of the clinical education plan, Student Handbook, Outcomes Assessment Plan and Outcomes Assessment Reports. These Committees also serve as a means of communication between the program and communities of interest. Membership includes clinical supervisors, P r o g r a m Director, Clinical Coordinator, current

student representatives via written feedback on surveys or outcomes assessment reports , alumni, and other clinical staff via feedback on surveys or conveyed through clinical supervisors.

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.

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 injury, adverse events, or near miss incidents occurring at assigned clinical sites, the student is required to submit an incident report to the Program Director within 24 hours of the incident or no later than the close of the next assigned clinical day. Incident report templates may be obtained from the Program Director. The clinical site or hospital Risk Management and Infection Control Departments typically set policies and guidelines related to incident reporting. If such policies exist, the student and clinical supervisor may also be required to submit incident report to the appropriate hospital department according to set protocol. During hospital and departmental orientation, students are informed of the policies and procedures to follow for any incident or exposure. Copies of Infection Control Manuals and related Departmental Procedures are located in the assigned department manager's office or accessible through an internal hub. Students shall be introduced to the location of manuals during departmental orientation.

Sample, reportable incidents include but are not limited to:

- Physical injury (i.e. back strain, fall, needle stick)
- Communicable disease exposure
- Accidental radiation exposure
- Harassment

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Incident trends will be reported to the executive advisory committee annually.

Communicable Diseases

Any student who suspects or has confirmed a communicable disease should first follow university Crisis Team policy regarding reporting, immediately. For the safety of other students and patients in clinical areas, students are also expected to submit incident report to the Program Director and/or Clinical coordinator.

Information will be obtained and appropriate actions taken to insure the health and safety of all. University of St. Francis' Student health department should be notified within 24 hours of confirmation. All student health records are maintained in the University's Student health department and/or in the program's digital health record tracking platform-Castlebranch.

The radiation therapy program must also follow hospital protocol for communicable diseases and exposure set by the Risk Management and Infection Control Department at the affiliated site. All copies of Infection Control Manuals and Departmental Procedures are typically located in the department manager's office.

All students will complete hospital/clinical site orientation, which will cover universal precautions. Each student will also be offered annual Tuberculosis testing and Flu vaccination through university student health. Students may obtain testing in personal physician offices then submit documentation to student health office and digital health record tracking platform-Castlebranch.

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 reengage 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.

Radiation Therapy Disciplinary Policies

While enrolled in the radiation therapy program, 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 should be conducted in a positive and constructive manner. All counseling sessions will be documented and kept in the student's permanent file. Signatures of the faculty or staff conducting the session should be affixed as well as either the Program Director or the Clinical coordinator as the issue is identified as clinical or didactic. If the issue is not resolved 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 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 overall 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.

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 to be achieved successfully by the end of the probationary period. The ***student must sign*** 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. If the student has failed to meet these goals, the student may be dismissed from the program (consequence should be specified in the probation notice). A notice of dismissal is then prepared, and 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 required.

A student is **allowed two- (2) probation periods total during enrollment**. Dismissal from the program results when the need for a third probation arises. The second probation cannot 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 Clinical Coordinator.

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 must be made up.

A student, who fails to adhere to policy, does not adjust following reprimand and/or counseling may be suspended.

The student will be notified of program suspension in writing from the program director. The document will state the reason(s) for suspension and recommendations for improvement. The student will be given the opportunity to agree with or deny 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, due process will take into effect. Please refer to Due Process Policy.

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 dismissal and a copy of due process policy will be given to the student and documented on the form. The student will be given a chance 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 probations during the enrollment of the
- ☐ program.
 - ☐ cheating on tests
- ☐ 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 program. 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 will be counseled on why their file may need review and on due process policy. Original documents relevant for each process will be kept in the student's file for documentation.

The student may initially make any complaint 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 mail@jrcert.org.

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 appeal hearing.

Steps in the process are as follows:

1. Initial communication and discussion regarding complaint, may be done verbally with the instructor/clinical coordinator/program director. IF after meeting with the program authority, 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 appeal hearing before the Grievance committee. This request must be in writing and delivered to the program director within three business 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

Program Library

The program maintains a reference library in some classrooms and in 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 the faculty member gives permission. Any damaged or lost materials borrowed by the student, is the student's personal responsibility to replace.

Computer

Students have access to student computers located in the university library, program office, or other designated student computer access areas. Student computers should be used for school purposes rather than personal use. Students may also have access to hospital library computers. Students must check with the clinical supervisor for access to hospital library resources.

Hospital Library and Medical Library

Clinical site orientation session should include information on the availability of a hospital/medical librarian and/or how to access library resources after hours. Students should request to visit the library through the assignment clinical site supervisor. 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 clinical supervisor and clinical coordinator at the end of every clinical assignment. During this time, the students are counseled on their clinical skill progress and are encouraged to share any areas of concern. The program director provides each student with a progress report at the end of each semester. The progress report includes information on current performance in both clinical and didactic areas. Observations, suggestions for improvement and acknowledgments of achievement are shared in the progress report. Students are encouraged to discuss and submit plans for improvement follow review of the progress report. All faculty and clinical supervisors are available to students to discuss concerns or problems at any time.

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

Career Planning and Graduate Placement

Each year, the program holds resume writing and interviewing skills workshop for the senior students. Job postings are found on the Career Center job board and supplemental information on job openings are shared with students as it becomes available.

Recruiters/ head-hunters 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. The University upon completion of a written request will forward official copies of transcripts.

Health Information:

Health and Dental Plans

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 may make appointments directly with the program or may be referred by school faculty if needed.

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, including and up to dismissal.

Substance Abuse Testing Policy

Students in the program must comply with all clinical affiliate Substance Abuse –Testing Policies. Reference to these policies are 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

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 semester/phase. Certain texts required by the student will be used for more than one course to contain costs.

Registration and Tuition:

Baccalaureate Track

While enrolled, the student registers for the required professional courses at the University of St. Francis. The student pays full time tuition to USF for all 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 include documentation of current immunizations. A copy of the essential functions of the radiation therapist contained in this handbook is recommended to accompany the physical form (obtained from student health) for the examining physician to view. The student is provided with a pre-placement physical form, and then has the exam done by the physician of their choice. The forms are then submitted and reviewed by the University Student Health department. All immunization documents are to be submitted to Castlebranch, service provider for document tracking. Students are responsible for immunization record tracking fees (*approximately \$40*). 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. An accepted student who fails to provide the required physical forms by orientation day and immunization records, before the scheduled fall term, will not be cleared to begin the program. ***Drug screening is*** also required.

The applicant must be of good moral character, as verified through ***criminal background checks***.

Criminal background checks and drug screening are required for program admission 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. Castlebranch also provides students with criminal background verification and drug screening services. The cost for these services is the student's responsibility (*approximately \$145*).

Financial Aid:

Students 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 program 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 is below:

<i>NUMBER OF WEEKS ATTENDED IN THE CURRENT SEMESTER:</i>	<i>PERCENTAGE TUITION REFUNDED</i>
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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 and expenses:

For day field trips, the school may cover the cost of the transportation via the use of USF vans or buses. Specific course fees may cover costs associated with student attendance at professional conferences. 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 for clinical assignment. The student must follow the assigned Radiation Oncology Department's dress code at all times.

Academic Policies

Didactic Education:

The 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 is also designed according to approved ASRT Curriculum Guidelines. Any changes will be promptly communicated to all students and faculty.

I. Instruction

The Program Director, clinical coordinator, and other qualified instructors provide classroom instruction. Each instructor is given the liberty to develop and deliver the content of the course as they see fit as long as the course objectives are met.

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. Evaluation and Grading

The radiation therapy program uses the following grading scale in its professional courses:

A	94-100	3.4-4.0
B	87-93	2.7-3.3
C	80-86	2.0-2.6
D	71-79	1.0-1.9
F	70 or below	0.0

- 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 all coursework

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 Unit Examinations or during lecture when verbal comprehension is not identified. All concerns should be brought immediately to the appropriate faculty member. If no resolution is met, a meeting including the student, faculty and program director should be scheduled. Appropriate action, if any, will be given 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 following the completion of each unit examination in a course. Students receive clinical grade reports at mid-term, during the semester if progress is below average, and at the completion of each semester.

Any student failing to maintain the required 80% average in a didactic or clinical area may be placed on academic probation or clinical probation or enter a remediation plan.

- ☐ The Program Director holds a conference with the student to inform him/her of the deficiency.
- ☐ The Program Director prepares a written probation or remediation 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 specified time to improve
- ☐ An individualized learning plan is completed
- ☐ Following completion of probation/remediation, the Program Director holds a second conference with the student.
 - ☐ The probation period/remediation ends once 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 third 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.

7/99, 5/00 DRM,8/03 LL,8/04,8/05,6/06,7/07, 7/08, 08/10, 04/11, 7/12,3/13, 3/16,8/17 ,2/18,6/19 ll

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.

Course Scheduling

Students will be provided with a weekly/monthly calendar. This calendar will list the dates and times of individual class meetings and other activities.

PROFESSIONAL COURSE DESCRIPTIONS

Radiation Therapy Program Course Descriptions

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

Course Description:

This course is designed around the Clinical Education Plan of the Radiation Therapy Program. It is a systematic progression of the student through a series of increasingly complex clinical rotation assignments within the Radiation Oncology Department. Clinical 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 Imaging courses. During 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.

Areas in the clinical rotation consist of Physics/dosimetry, Patient Care, L i n e a r a c c e l e r a t o r , and CT 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.

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. 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 also 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 tomography is also presented in detail, including CT components, image characteristics, image reconstruction, axial versus spiral computed tomography 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 includes independent study, journal reviews, 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, lifelong learning, long term memory skills, and development of appropriate professionalism including affective attributes. The synthesis of information from across the curriculum is also emphasized.

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-II

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.

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 Clinical Course Syllabi and Clinical Affiliate Guide)

General Plan for Clinical Education

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

General clinical course requirements are reviewed during program orientation. Clinical course requirements and expectations specific to each semester are reviewed at the start of the semester. Students will be assigned to 2-3 affiliated sites during the program to maximize the potential for exposure to a variety of case types and varying departmental dynamics. The program clinical coordinator will work closely with each student to plan clinical assignments intended to foster a diversified clinical experience.

Students will spend time in the following areas of the radiation oncology department at each assigned site:

- Linear accelerator
- Physics and Dosimetry
- Simulator
- Patient Care and Nursing

Students will be expected to spend some time away from patient care areas to complete all clinical course requirements such as case studies, cancer conference and support group journaling.

Supervision

A clinical supervisor is designated for each affiliated clinical site. Further, each student is assigned to at least one clinical instructor during a rotation through each department area. Students are under the direct supervision of their clinical instructor and are evaluated periodically by instructor(s) and supervisor. 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 supervisor and instructor of any scheduled class or activity, which will require release from the clinical area. Under no circumstance will a student be substituted for paid staff nor take on the responsibilities of staff in the clinical area.

Evaluation

Components of clinical course evaluation include: completion of semester specific clinical objectives, performance evaluations, clinical competency examinations, simulation journals, case studies and laboratory assignments. More detailed information may be found in course syllabi for RADT 305-406 Radiotherapy Clinical Experience I- IV. Translation of clinical clock hours to semester hours follows the formula: 100 clock hours ~ 1 Semester hour.

Radiation Therapy

Professional Course Sequence:

Semester I Fall

Course	Semester hours of credit
RADT 305 Radiotherapy Clinical Experience I	3
RADT 310 Introduction to Clinical Radiologic Science*	2
RADT 330 Methods of Patient Care*	3
RADT 350 Radiation Physics I*	2
RADT 370 Radiographic Imaging*	3
RADT 380 Radiographic Procedures*	3
Total Credits	16

Semester II Spring

Course	Semester hours of credit
RADT 306 Radiotherapy Clinical Experience II	4
RADT 312 Principles and Practices of Radiation Therapy I	1
RADT 335 Ethics and Law in Radiologic Science**	2
RADT 341 Oncology I	2
RADT 356 Treatment Planning I	2
RADT 357 Radiation Therapy Physics I	2
RADT 360 Radiobiology/Radiation Protection**	2
RADT 420 Sectional Anatomy	3
Total Credits	18

Semester III Summer

Course	Semester hours of credit
RADT 381 Simulator Procedures I	1
Total Credits	1

Semester IV Fall

Course	Semester hours of credit
RADT 405 Radiotherapy Clinical Experience III	4
RADT 412 Principles and Practices of Radiation Therapy II	2
RADT 441 Oncology II	2
RADT 456 Treatment Planning II	2
RADT 457 Radiation Therapy Physics II	2
RADT 461 Introduction to Health Services Administration I **	1
RADT 470 Computed Tomography and Digital Imaging	2
RADT 481 Simulator Procedures II	1
Total Credits	16

Semester V Spring

Course	Semester hours of credit
RADT 406 Radiotherapy Clinical Experience IV	4
RADT 416 Radiation Therapy Senior Seminar	1
RADT 442 Oncology III	2
RADT 450 Quality Management**	2
RADT 462 Introduction to Health Services Administration II **	1

RADT 482 Simulator Procedures III	1
RADT 490 Radiation Therapy Registry Review	3
Total Credits	14

** indicates courses delivered in blended format ** indicates courses delivered online*

Radiation Therapy Program Calendar

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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, IV, and V during which the student attends 32 to 40 hours per week during assigned hospital/clinic weeks, in combination with classroom weeks where meeting days are variable according to semester. The program concludes at the end of the spring semester of the second academic year. Radiography/certificate track students are required to complete semesters II-V.

Students complete alternating weeks of didactic and clinical education. The approximate 38 weeks of didactic education include classroom courses and laboratories. The approximate 40 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 semester V, students may be given the option to spend two weeks of observation only, at a facility of their choice. This option is only available to students who have completed all clinical requirements. The facility must be accredited and approved by the Program Director 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 at midterm during fall and spring semesters. Students are also given a two- three week break over the winter holidays. Additionally, students are given personal days off from clinical assignment per semester. The program calendar may differ slightly from the university calendar. Refer to the section titled Time off/Personal Days.

Holidays

The University of St. Francis observes the following legal holidays, and no regular didactic or clinical instruction is scheduled on these days: Labor Day, Thanksgiving and the day following, Christmas Day, New Year's Day, Martin Luther King, Jr. 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 time is given.

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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.

Pre-requisite 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 105	Introduction to Statistics	3
MA 125	Pre-Calculus	5
BI 02.124/5	Principles of Biology	4
CH 03.120	Foundations of 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 84.101	Computer Concepts and Applications	3
RT 102	Medical Terminology	1

Pre-Professional Education: Rock Valley College

The University of St. Francis has an articulation agreement with Rock Valley College (RVC) in Rockford, Illinois. Please consult with an RVC transfer credit counselor for more information on acceptable transfer courses at (815) 921-7821.

Students Rights and Responsibilities

Radiation Therapy Program 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 Radiation Therapy program. 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 student suspects 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, or through e-mail at mail@jrcert.org. The standards may be reviewed at www.jrcert.org.

Refer to the Radiation Therapy Program Webpages to view the current Outcomes Assessment Plan.

<https://www.stfrancis.edu/radiation-therapy/>

