



STUDENT HANDBOOK

For

RADIATION THERAPY PROGRAM

2017-2019

An electronic version of the Student Handbook and forms indicated in the student handbook can be accessed through the Program website at <https://medicine.uiowa.edu/radsci/programs/radiation-therapy>

Students are responsible for knowing and adhering to the policies and procedures contained in this handbook, the Policies & Procedures for students in the Bachelor of Science in Radiation Sciences, The University of Iowa student policies (<https://opsmanual.uiowa.edu/>) and The University of Iowa Hospitals and Clinics' policies on patient, visitor and staff safety provided in the UIHC Compliance Training – Radiation Sciences Course. The program faculty will consult with the student handbook to ensure fair enforcement of the policies and procedures contained. If the student believes a policy has been enforced unfairly, the student should consult the grievance policy for guidance.

Reviewed 11/2017

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ORGANIZATION OF BSRS Program

Director of Radiation Science Education:

Anthony Knight, Ph.D, MBA, CNMT, RT (N)

Program Director:

Jared Stiles, M.S.L., R.T. (R)(T)

OFFICE PHONE: (319) 356-8286 or (319) 356-7138; FAX: (319) 356-1530

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Adjunct Faculty:

Dongxu Wang Ph.D Medical Physicist

Jennifer Maiers MHA, R.T. (R)(CT)(VI)(QM)

Shelley Matzen B.S., R.T.(R)(M)(QM)

Kelley Kirby B.S. R.T.(R)

Administrative Services Coordinator:

Kelly Blowers

Becky Flanagan

Clinical Supervisors:

University of Iowa Department of Radiation Oncology – 01500 GH

Darlene Chesnut, RT(R)(T)

OFFICE PHONE: (319) 356-0591; FAX: (319) 356-1530

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Emily Heithoff, RT (R)(T), BS

Iowa City Cancer Treatment Center (ICCTC)

OFFICE PHONE: 319-354-8777

Nancy Reed Hoffman, MBA, MHSA, RTT

ADVISORY COMMITTEE

The University of Iowa's Carver College of Medicine sponsors the program in cooperation with the Department of Radiation Oncology. Education is provided by University of Iowa College of Medicine faculty in the Department of Radiation Oncology, with the hands-on component at the University of Iowa Hospitals and Clinics and Iowa City Cancer Treatment Center (ICCTC) under the close guidance of licensed Radiation Therapists. Dr. John Buatti is the head of the Department of Radiation Oncology. Jana Grienke M.B.A. is the Administrator of the Department of Radiation Oncology at UIHC. Nancy Hoffman M.B.A. is the Administrator of ICCTC. Jared Stiles, M.S.L., R.T.(R)(T) is the Director of the Radiation Therapy Program.

The program accepts a maximum of 7 students each year.

The educational experience includes: didactic instruction, laboratory instruction, clinical instruction, and self-directed.

Administrative Director of Radiation Oncology:

Jana Grienke, MHA

Program Director:

Jared Stiles M.S.L., R.T.(R)(T)

Program Vice-Chair of Education:

Bruno Polecini, MD

Director and Chair, Department of Radiation Oncology:

John Buatti, MD

Radiation Sciences Directors

Tony Knight, Ph.D, MBA, CNMT, RT(N)

Jean Wiese, B.S., R.T. (R) (CV) (CT) (MR)

Stephanie Ellingson, MS, RDMS, RVT, RDCS, RT(R)

Jennifer Maiers, MHA, R.T.(R)(CT)(VI)(QM)

Program Educators:

Dongxu Wang, PhD

Radiation Therapists

Emily Heithoff BSRS RT(R)(T)

Nancy Sangster RT(R)(T)

Barb Schmitt RT(R)(T)

Promotions Committee

The promotions committee works to ensure that each of the Program's graduates has adequate skills, knowledge, judgment, ethical standards, and personal integrity to assume the responsibilities of a radiation therapist. The Promotions Committee consists of the Radiation Sciences faculty members. The Promotions Committee recommends specific actions to be taken in cases in which a student's skills, knowledge, judgment, or conduct is in any way considered consistently marginal or unsatisfactory.

Appeals Procedure

Students who wish to appeal a decision of the promotions committee should notify the dean within two weeks of the date of receipt of the decision in writing.

MISSION STATEMENT, GOALS, & LEARNING OUTCOMES

MISSION STATEMENT:

The mission of the Radiation Therapy Program has as its goal the preparation of the individual student radiation therapist to assume duties as a member of the health care team of radiation therapist, radiation oncologist, nurse, and physicist. This health care team provides total quality care for each patient undergoing a prescribed course of treatment using ionizing radiation.

GOALS & LEARNING OUTCOMES

Goal #1 Students will perform the responsibilities of a Radiation Therapist in competent manner

- Administer radiation as prescribed by the physician
- Perform simulation as directed by the physician
- Safe and correct equipment utilization

Goal #2 Students will demonstrate effective communication skills

- Demonstrate effective patient contact and communication in the clinical setting
- Effectively communicate the components of a prescribed course of radiation therapy
- Students will use presentation skills

Goal #3 Students will demonstrate critical thinking skills

- Observe the clinical progress of the radiation oncology patient; use clinical decision making skills
- Demonstrate ability to adapt and learn from new situations
- Properly employ accessory and immobilization equipment

Goal #4 Students will possess professionalism

- Students will demonstrate professional behavior
- Students will understand ethical behavior

SECTION I - CONTACTS & COMMUNICATION

Address:

Radiation Therapy Program
 Radiation Oncology 01521 PFPW
 University of Iowa Hospitals and Clinics
 200 Hawkins Drive
 Iowa City, Iowa 52242-1099

Program Telephone: (319) 356-8286

Fax: (319) 356-1530

Telephone Numbers (319 area code)

Jana Greinke	356-8144	Oncor A	384-7321	Front Desk	356-2253
Dolly Chesnut	356-0591	Oncor B	384-7322	MRI Control	384-9581
Darrin Pelland	353-6526	Oncor C	384-7323	Nursing Workroom	384-9437
Kelly Blowers	356-7599	Oncor D	384-7324	CT/HDR control	384-9764
Becky Flanagan	353-8836	ICCTC	354-8777		356-4530
Jared Stiles	356-8286				
				Radiation Sciences radiation-sciences@uiowa.edu Jenny Maiers, Kelley Kirby, & Shelley Matzen	353-8388

Electronic Communication

University policy specifies that students are responsible for all official correspondences sent to their standard University of Iowa e-mail address (@uiowa.edu). Students should check their account frequently. (Operations Manual, III.II.15.1.k.11.)

1. Appropriate times to check E-MAIL messages include before 7:30 a.m., during the lunch hour, or after 5:00 p.m.
2. Messages about changes in schedules, etc., from program faculty will be sent via the E-mail.
3. E-mail Caution: Health Care Information Systems states that confidentiality of information messages cannot be guaranteed and such messages can be considered evidence in legal proceedings. Do not retain electronic copies of e-mail beyond 30-days.

Internet Activity Standards

Students will be required to sign the "Declaration of Access Security Responsibility and Standards of Internet Activity Declaration" below in electronic form annually.

Access to the Internet is an important professional tool. As with other resources of UI Health Care, the purpose of Internet activity is to facilitate the performance of assigned job responsibilities. Limited personal use may be permitted, but it must not conflict with work responsibilities, overburden system resources, or create a hostile work environment. Users accessing the Internet via UI Health Care networks are representing the University of Iowa and must abide by The University of Iowa Policy on Acceptable Use of Information Technology Resources. Internet messages and conduct must reflect standards of language and behavior expected when communicating with any internal or external customer.

Internet access is provided to users to facilitate work-related business. The history of that activity is therefore considered the property of UI Health Care. When there is probable cause to believe a user has violated this policy, management reserves the right to access, review, and disclose the history of that activity.

I declare that I have read and understood the standards for Internet activity. I understand that a violation of this policy is reason for disciplinary action including possible dismissal from the program and liability to civil and criminal penalties.

SECTION II – ACADEMIC CALENDAR, ADMISSIONS, REGISTRATION, & ADVISING

Class of 2019: Session Dates

Orientation: August 21st – August 25th, 2017 (1 week)

Clinical Internship I: August 28th, 2017 – December 15th, 2017 (15 weeks)

Clinical Internship II: January 2nd, 2018 – May 11th, 2018 (18 weeks – off-cycle semester)

Clinical Internship III: May 29th, 2018 – August 3rd, 2018 (10 weeks – off-cycle semester)

Clinical Internship IV: August 20th, 2018 – December 14th, 2018 (16 weeks)

Clinical Internship V: December 31st, 2018 – May 3rd, 2019 (17 weeks – off-cycle semester)

Junior Fall Semester: August 28th, 2017 – December 15th, 2017

Junior Spring Semester: January 16th, 2018 - May 13th, 2018

Summer Semester: May 29th, 2018 – August 3rd, 2018

Senior Fall Semester: August 20th, 2018 – December 14th, 2018

Senior Spring Semester: January 14th, 2019 – May 10th, 2019

Graduation: Approx. May 11th, 2019

Admissions: See <https://medicine.uiowa.edu/radsci/admission-deg-req-rad-ther>

Technical Standards See https://medicine.uiowa.edu/radsci/sites/medicine.uiowa.edu.radsci/files/wysiwyg_uploads/technical-standards.pdf

Registration - University of Iowa

Student must register with the UI for the RTT Program each semester to attend the didactic or clinical assignments.

1. If the student fails to register by the registration deadline date, he/she:
 - a. is subject to late fees charged by the University of Iowa, and
 - b. is not allowed to attend didactic or clinical assignments until student is registered.
 - c. will be subject to the didactic and personal time procedures for the time missed until student is registered.
2. If the student attends clinical assignments during a semester, he/she is not registered for:
 - a. he/she assumes all liability for incidents that occur, since registration provides students with the State of Iowa Liability Insurance, as described in the liability insurance policy, and
 - b. will be subject to the didactic and personal time procedures for the time attended as a non-registered student and be required to make time up according to the Make-Up Time Policy (Section IV).

Academic Advising/Career Guidance/Counseling Services/Tutoring Services

The Program Director will serve as the academic advisor for the RTT Program.

The Radiation Sciences (RS) Advisors will serve as the academic advisors for the RS degree completion.

Career Guidance is provided by the Pomerantz Career Center. (<http://www.careers.uiowa.edu/>)

Counseling Services are provided by the University Counseling Service (<http://www.uiowa.edu/ucs/>).

Help Labs & Tutoring Services (<http://clas.uiowa.edu/students/tutoring>)

SECTION III - TUITION & FEES

Tuition & Fees

Students will be billed tuition from the University of Iowa.

<https://medicine.uiowa.edu/radsci/student-resources/tuition-fees-on-campus>

<http://www.registrar.uiowa.edu/TuitionandFees/TuitionandFeesInformation/tabid/95/Default.aspx>

Miscellaneous Fees

Program Acceptance Fee/Tuition Deposit/Clinical Assessment Fee: \$670 (\$300 credit back for Fall Semester)

Textbooks: \$500 (approximate) for textbooks before entering the Program

Clinical Uniforms: \$300 (approximate) for uniforms (5 sets) and shoes before entering the Program

ARRT Certification Examination: \$200 application fee (spring)

Iowa Permit to Practice: \$60 application fee (due after pass ARRT registry and only if working in Iowa)

Tuition Refunds

UI tuition and fee refunds will be according to the published UI schedule of courses, significant deadline dates

(<http://www.registrar.uiowa.edu/Calendars/AcademicDeadlines/tabid/67/Default.aspx>).

SECTION IV – ACADEMIC & RELATED POLICIES

Curriculum & Course Descriptions

Clock hour to credit-hour equivalency used.

Didactic Education: 15 clock hours = 1 credit hour

Clinical Education: A 6 to 1 clinical to didactic ratio is used; 90 clock hours = 1 credit hour

	Credit Hours
<p><u>Introduction to Radiation Therapy: RSTH:3100</u> Faculty: Jared Stiles Material covered includes program handbook, introduction to patient principles including emergency procedures, basic treatment techniques, radiation safety practices for radiation therapy, and medical ethics and professionalism. The students are also oriented to the Radiation Oncology Clinic, the University of Iowa Hospitals and Clinics, and the University of Iowa facilities. A period for hands-on familiarity with the treatment units is provided to the student prior to the assignment to the clinical rotation sites</p>	2
<p><u>Radiobiology & Radiation Safety RSTH:3130</u> Faculty: Dr. Tony Knight, Dr. Mark Smith, and FRRBP graduate students Coverage will include the basic concepts of ionizing radiation, radiation physics and chemistry (direct and indirect action of radiation) and the biological effects of ionizing radiation. The Radiation Protection section of this course is designed to provide the student with: a) instruction in the safe use of medical radiation producing devices and the handling of radioactive materials, b) information regarding certain formulae and techniques useful in radiation protection programs and c) familiarization with the regulatory agencies, regulations and regulatory guidelines pertinent to their respective fields. Emphasis is placed on the applied aspects of radiation protection. The radiobiology section of this course will introduce the basic concepts of Radiation Biology. There will be a review of basic cell biology (basic components of the cell and various cell structures) and an introduction of the cell cycle in order to gain a better understanding of what radiation does to an individual cell. Topics include cellular response to radiation, tissue radiation biology, radiation pathology, total body radiation response and the late effects of radiation on biological systems.</p>	2
<p><u>Medical Physics I RSTH:3110</u> Faculty: Dongxu Wang and Physics Residents Material covered includes introductory material on radiation therapy physics and treatment equipment used in radiation oncology, interactions of radiation and matter, quantity and quality evaluations of radiation beams. .</p>	2
<p><u>Patient Care RSP:2120</u> Faculty: Kelley Kirby At the completion of this course the student will be familiar with the nursing procedures and techniques that are used in the general care of the patient in the radiology department. The course will include communication, infection control, patient assessment, history taking, medical emergencies, medications and venipuncture. Labs will accompany this course.</p>	2
<p><u>Pathology for the Radiation Sciences RSP:2110</u> Faculty: Deb Troyer Content is designed to introduce concepts related to the disease process. An emphasis on etiological considerations, neoplasia and associated diseases in the radiology and the radiation therapy patient will be presented.</p>	2
<p><u>RT Clinical Internship I RSTH:3120</u> Students will rotate through the different areas in the Department of Radiation Oncology. During rotations, the student will assist with routine treatments and/or procedures in the assigned area, as well as practice on examinations learned in the didactic setting. Throughout the clinical internship the student builds skills for the care and management of patients. Performance assessments are conducted and guideline objectives are completed for each rotation. Performance expectations progressively become higher as student gains experience and skills.</p>	3
<p><u>Medical Ethics and Law RSP:3210</u> Faculty: Dr. Tony Knight This course is designed to be an introduction to ethical thinking for students in the radiologic sciences. We will focus on the integration of knowledge about patient care and the ethical/legal issues which can occur in the process of providing care. Topics include the ethical principles of autonomy, beneficence, justice, nonmaleficence, and</p>	2

paternalism, the Patient's Bill of Rights, resolving moral dilemmas, and the legal principles of malpractice, intentional torts, and negligence. The course will be a combination of short presentations, web-based "discussion board" posts and class discussion intended to promote self awareness and an understanding of the expectations of one's profession and the society at large.

Medical Physics II RSTH: 3215

2

Faculty: Dongxu Wang and Physics Residents

This is a continuation of Medical Physics I, with additional emphasis on radiation therapy physics. Topics include treatment machines and simulators, photons and x-rays, electron beams, external beam quality assurance, radiation protection and shielding, imaging for radiation oncology, three-dimensional conformal radiation therapy including international commission on radiation units concepts and beam-related biology, assessment of patient setup and verification, special procedures, brachytherapy, hyperthermia and particle therapy.

Principles of Radiation Therapy I: RSTH 3205

2

Faculty: Jared Stiles

Content is designed to provide an overview of cancer and the specialty of radiation therapy. The historic and current aspects of cancer treatment will be covered. The roles and responsibilities of the radiation therapist will be discussed. In addition, treatment prescription, techniques and delivery will be covered.

Sectional Anatomy for Imaging Sciences RSCT:4100

3

Faculty: Jean Wiese

This course is designed to provide the student with anatomy as identifiable in sections. The units will include instruction of transverse, sagittal and coronal views of the central nervous system, thorax, abdomen, pelvis and musculoskeletal system. Anatomical structures will be correlated with CT and MRI images

RT Clinical Internship II RSTH:3225

3

Students will rotate through the different areas in the Department of Radiation Oncology. During rotations, the student will assist with routine treatments and/or procedures in the assigned area, as well as practice on examinations learned in the didactic setting. Throughout the clinical internship the student builds skills for the care and management of patients. Performance assessments are conducted and guideline objectives are completed for each rotation. Performance expectations progressively become higher as student gains experience and skills.

****Students choose from three options for course work in their last year of the program in either CT, MRI, or a combination of the two – these begin the Summer Semester before the 4th year Fall semester****

MRI:

Fundamentals for the MRI Technologist RSMR: 4110

3

Faculty: Kelley Kirby

Care-giving skills specific to patients undergoing MRI examinations, including techniques in effectively communicating for safety and comfort; maintaining patient and personnel safety; patient preparation, monitoring, and venipuncture; technologist's role in a wide variety of MRI examinations and patient conditions. Requirements: acceptance to B.S. radiation sciences RT/MRI track or ARRT primary certification in radiologic technology, nuclear medicine, sonography, or radiation therapy.

MRI Acquisition and Principles RSMR: 4140

3

Faculty: Jean Wiese

Physics and hardware used in obtaining a magnetic resonance signal, including magnetism, NMR signal production, tissue characteristics, spatial localization, pulse sequencing, imaging parameters and options, and special applications; exploration of skills useful in maximizing MR image quality. Prerequisites: RSMR:4110. Requirements: concurrent registration in RSMR:4110, if not taken as a prerequisite; or three months MRI experience.

Or CT:

4

CT Physical Principles and QC RSCT: 4130

Faculty: Jean Wiese

Physical principles and instrumentation; historical development and evolution of CT; characteristics of radiation, beam attenuation, linear attenuation coefficients, tissue characteristics, Hounsfield numbers, data acquisition, image manipulation techniques, tube configuration, collimation design and function, detectors, image quality factors, functions of CT computer and array processor; image processing and display examined from data acquisition through post processing and archiving; radiation protection practices and QC. Requirements:

acceptance to B.S. radiation sciences RT/CT degree track or ARRT primary certification in radiologic technology, nuclear medicine, or radiation therapy.

CT Procedures I RSCT: 4120

3

Faculty: Jean Wiese

Computed tomography procedures of the head, neck, thorax, mediastinum, abdomen, and pelvis; positioning techniques, patient preparation, monitoring and care, indications and contraindications for procedures; contrast media usage; basic protocol information with adjustments to tailor procedures for patient's indications; brief units on patient care relevant to CT; CT parameters and equipment. Prerequisites: RSCT:4100. Requirements: acceptance to B.S. radiation sciences RT/CT track or ARRT primary certification in radiologic technology, nuclear medicine, or radiation therapy.

Or CT and MRI (Combo):

Fundamentals for the MRI Technologist RSMR: 4110

3

Faculty: Kelley Kirby

Care-giving skills specific to patients undergoing MRI examinations, including techniques in effectively communicating for safety and comfort; maintaining patient and personnel safety; patient preparation, monitoring, and venipuncture; technologist's role in a wide variety of MRI examinations and patient conditions. Requirements: acceptance to B.S. radiation sciences RT/MRI track or ARRT primary certification in radiologic technology, nuclear medicine, sonography, or radiation therapy.

CT Physical Principles and QC RSCT: 4130

4

Faculty: Jean Wiese

Physical principles and instrumentation; historical development and evolution of CT; characteristics of radiation, beam attenuation, linear attenuation coefficients, tissue characteristics, Hounsfield numbers, data acquisition, image manipulation techniques, tube configuration, collimation design and function, detectors, image quality factors, functions of CT computer and array processor; image processing and display examined from data acquisition through post processing and archiving; radiation protection practices and QC. Requirements: acceptance to B.S. radiation sciences RT/CT degree track or ARRT primary certification in radiologic technology, nuclear medicine, or radiation therapy.

RT Clinical Internship III RSTH:3325

6

Students will rotate through the different areas in the Department of Radiation Oncology. During rotations, the student will assist with routine treatments and/or procedures in the assigned area, as well as practice on examinations learned in the didactic setting. Throughout the clinical internship the student builds skills for the care and management of patients. Performance assessments are conducted and guideline objectives are completed for each rotation. Performance expectations progressively become higher as student gains experience and skills.

Principles of Radiation Therapy II: RSTH 4105

2

Faculty: Jared Stiles

Content is designed to examine and evaluate the management of neoplastic disease using knowledge in arts and sciences, while promoting critical thinking and the basis of ethical clinical decision making. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of neoplastic disease will be presented, discussed and evaluated in relation to histology, anatomical site and patterns of spread. The radiation therapist's responsibility in the management of neoplastic disease will be examined and linked to the skills required to analyze complex issues and make informed decisions while appreciating the scope of the profession.

CT Procedures I RSCT:4120

3

Faculty: Lori Gillitzer

Information on CT procedures of the head, neck, thorax, mediastinum, abdomen, and pelvis, to include positioning techniques, patient preparation, monitoring and care, indications and contraindications for the procedures, and contrast media usage will be presented. Basic protocol information, along with adjustments to tailor the procedures for the patient's indications, and brief units on patient care topics relevant to CT patients and procedures and on CT parameters and equipment will be included.

Research Methodologies for Rad Sci RSP:4110

3

Faculty: Dr. Tony Knight

Students will be introduced to the different kinds of research designs and research studies commonly used within healthcare. Study designs including observational, retrospective, case-control, cohort and clinical trials will be explored. The different phases of clinical trials will also be covered. Examples of radiation sciences based studies will be utilized. This content is geared to increase and disseminate intellectual inquiry, information literacy and the use of scholarly research methods.

RT Clinical Internship IV RSTH:4125

4

Students will rotate through the different areas in the Department of Radiation Oncology. During rotations, the student will assist with routine treatments and/or procedures in the assigned area, as well as practice on examinations learned in the didactic setting. Throughout the clinical internship the student builds skills for the care and management of patients. Performance assessments are conducted and guideline objectives are completed for each rotation. Performance expectations progressively become higher as student gains experience and skills.

3

Radiation Therapy Capstone Seminar RSTH:4230**Faculty: Jared Stiles**

This course focuses on bringing together concepts learned throughout the radiation therapy curriculum. Major points from each course will be covered. Content and assignments will help prepare the student in critical thinking, communication, and presentation skills.

CT/MR Pathology RSCT:4110

3

Faculty: Stephanie Setter

This course focuses on common pathological conditions found in CT and MRI images, including protocol appearance variations. The units of CNS, musculoskeletal, neck, thorax, and abdominopelvic pathology are covered. Learning will be enhanced by textbook readings, in class discussions and special projects including: Case studies and PowerPoint Presentations.

Radiation Sciences QM & HC RSP:3220

2

Faculty: Jennifer Maiers

This course introduces Radiation Sciences and Nuclear Medicine Technology students to the core concepts in radiology and health care administration. Quality management, safety, and patient satisfaction topics for radiation sciences professionals will be explored.

RT Clinical Internship V RSTH: 4225

4

Students will rotate through the different areas in the Department of Radiation Oncology. During rotations, the student will assist with routine treatments and/or procedures in the assigned area, as well as practice on examinations learned in the didactic setting. Throughout the clinical internship the student builds skills for the care and management of patients. Performance assessments are conducted and guideline objectives are completed for each rotation. Performance expectations progressively become higher as student gains experience and skills

Didactic Grading Guidelines

University policy requires that instructors outline in their syllabi how grades will be determined in a class, including whether plus or minus grading will be used. Refer to Policies and Procedures for Students in the Bachelor of Science in Radiation Sciences for additional academic standards.

Records

For specific details concerning the UI policy on educational records and guidelines for faculty and staff relating to education records refer to the UI Operations Manual (<https://opsmanual.uiowa.edu/>) and the University of Iowa Student Records Policy (<http://dos.uiowa.edu/policies/student-records-policy-2/>)

Transfers

Student requesting transfer to another program will sign a Release of Grade Form before his/her records can be transferred to the new program. Students transferring in to the University of Iowa during the first 60 semester hours should refer to the University of Iowa (<http://admissions.uiowa.edu/apply/transfer-student-application-process>). Due to the sequential design of the final 60 semester hours no transfers into the University of Iowa RTT Program will be accepted.

Probation

Students are placed on Probation during their didactic course work by failing (<75%) any class or unit exam. Probation 2 semesters in a row, didactic or clinical, will result in student dismissal from the program.

Withdrawal

Student wishing to withdraw from the Program will do the following.

1. The student will submit a letter of withdrawal to the Program Director. At minimum, the letter must include the date, student's signature, and the words, "I am writing to inform the Radiation Therapy Program that I have decided to withdraw effective _____ (insert date)."
2. If withdrawal is after registering for the semester but before the first day of classes for the semester, the student is responsible for notifying the University Office of the Registrar, 1 Jessup Hall, regarding withdrawal.
3. If withdrawal is during the session, the student's registration must be formally withdrawn by submitting a student withdrawal card, with the appropriate signatures, to the University Office of the Registrar, 1 Jessup Hall.

Withdrawal cards will be issued only after student has submitted the following to the Program Director.

- a. Any checked out books, library books, and/or radiographs
 - b. Letter of withdrawal
 - c. Radiation dosimetry badges
 - d. ID badge
4. Student will sign a Release of Education Information Form.
 5. Tuition refunds will be according to the published Program policy. (See Tuition Refund section).
 6. The student is responsible for selling textbooks and uniforms (scrubs).

SECTION V – CLINICAL POLICIES

Mandatory Compliance Training Courses

The following courses are for noncredit and have no fee. They are self-directed and administered, so can be accessed from any computer with Internet access. Instructions are given at orientation. Each of the training modules in the course must be viewed and a quiz completed and passed with at least an 80% to be in compliance. Some courses must be completed annually. Proof of compliance will be required.

- Active Shooter
- Adult CLABSI Prevention
- Child and Dependent Adult Abuse Training (Mandatory Reporter)
- Code Stroke Unlicensed: MER
- Cultural Diversity and Limited English Proficiency Plan (H00373)
- Domestic Violence
- Fire Extinguisher Safety Training
- HIPAA Training
- HIPAA and Internet Use Attestation
- Fraud and Abuse/HIPAA Refresher
- Hand Hygiene Training_ Hospital Wide
- Hospital Safety and Infection Control
- MRI Safety
- Patient and Staff Rights and Responsibilities
- Sensitivity Training: Bariatric Center of Excellence
- New Hire Orientation: Students and Part-Time Staff

Medical History / Immunizations / TB Tests

All students enrolled in the Radiation Sciences are required to complete the health science student requirements (health information, medical history, and immunization forms & hepatitis B Titre) and have all of the required forms on file at UI Student Health before the Program start date. Information on the requirements and related forms can be located on the Student Health Services website at <http://studenthealth.uiowa.edu/forms-and-reports>

The student must provide proof of up-to-date (meaning it is no more than 1 year old) TB and TB respirator mask fitting tests before the start of each academic session. If the tests are completed at UI Student Health Services proof can be printed from MyUI by logging in, selecting “Student Information” from the top NavBar, and then selecting the “Health Requirement Status” listed under the “Student Life Management” category. (If you are a UI Hospitals & Clinics’ Employee and had your tests done at Employee Health you will need to obtain proof from Employee Health, since these records are not part of Student Health Services).

Failure to complete them will result in you missing clinical assignments, which may affect your clinical grade, until they have been completed.

CPR Certification

All radiation science students are required to have current certification in cardiopulmonary resuscitation (CPR) throughout the Program. Students must submit proof of having completed the American Heart Association’s Healthcare Provider Course. Recertification is required every 2 years and must be completed by any student whose certification expires while enrolled in the Program. Students who do not hold current CPR certification will not be allowed to attend any clinical affiliation until certification is obtained. It is the student’s responsibility to ensure that current CPR certification is maintained.

MRI Safety Course:

The students are required to complete the MR safety-training course and screening during orientation week of the program. A quiz is to be completed and passed with at least an 80% to be in compliance. Students who cannot work in MR due to a health concern or implant will be assigned to an alternate rotation. UIHC has a departmental MRI unit and in the Spring of 2018 a MR Linac will be treating patients.

Radiation Safety Course:

The students are required to complete the radiation safety-training course during orientation week of the program. A quiz is to be completed and passed with at least an 80% to be in compliance.

Clinical Dress Requirements

Student will wear the program uniform and be dressed to look professional when on clinical rotations as described below.

1. Uniforms
 - a. Minimum of two uniforms ordered from uniform company is recommended.
 - b. Must be clean and wrinkle-free and hemmed to an appropriate length.
 - c. Only a white above-the-knee length lab coat or a solid color crew or turtleneck T-shirt (under uniform) may be worn for added warmth. No printing is allowed on the T-shirt and it must not be worn in-side-out or hang below the bottom of uniform shirt.
 - d. The photo identification card is to be worn above the waist with the photo and UIHC logo facing outward. The front of the photo identification card shall be easily observed and free from affixed items. No item may be affixed to the back of the photo identification card because it would interfere with the function of the magnetic stripe or cover the information. It is very important that you wear your ID badge at all times while in UI Hospitals and Clinics. First, it is a requirement for our accreditation by JCAHO; patients have a legal right to know the names and titles of all their caregivers. Second, ID badges allow us to operate a secure environment for our patients, their families and visitors. Third, wearing an ID badge provides a highly visible form of identification, both for us as individuals and as representatives of UI Health Care. Finally, ID badges provide an efficient means to charge purchases within UI Hospitals and Clinics.
 - e. Radiation dosimetry badges are worn at the collar and at the waist, and are required during clinical rotations.
2. Jewelry
 - a. Two SMALL pair of earrings may be worn per ear.
 - b. NO bracelets.
 - c. Rings – two rings total may be worn, they must be small and plain.
 - d. Necklace - one small, short, gold or silver chain may be worn with or without a small pendant.
3. Fingernails
 - a. Artificial nails/nail enhancements are not permitted.
 - b. Fingernails are to be neatly maintained and no longer than ¼ inch beyond the fingertips.
 - c. Clear nail polish is preferred; this allows staff members to visualize the subungual area to determine if it is clean. If nail polish is worn, it should be in good repair, without defects (chips, peeling or cracks). Nail polish, if worn, must be under four days old.
4. Hair that is shoulder length or longer must be tied back during clinic time and must be kept out of the patient's face/body.
5. Shoes - Athletic or nursing shoes - no sandals, open, or high heeled shoes are permitted.
6. Stockings/socks: All white. No bare feet or visible bare legs are permitted.
7. Facial hair is clean shaven or neatly trimmed mustache or beard.
8. Be aware that you will be working closely with patients and peers. Pay particular attention to foot, underarm, and clothing and breath odors due to smoking. Do not wear any heavy perfumes or shaving lotions.
9. No gum chewing during clinical hours.
10. No visible body piercing may be worn while you are on clinical experience. This includes the tongue.
11. Dress Code Policy Infractions – See Judicial Procedure for disregard of clinical policies

Direct Clinical Supervision

The Joint Review Committee on Education in Radiologic Technology uses the following explanation: direct supervision assures patient safety and proper educational practices. All radiation procedures require direct supervision. The JRCERT defines direct supervision as student supervision by a qualified practitioner (e.g., registered radiation therapist, credentialed medical physicist, licensed radiation oncologist) during all aspects of the procedure. **Students must always be directly supervised.**

Cell Phone Usage

The use of cell phones/smart watches is prohibited during clinical rotations. Students are not to carry cell phones with them.

Clinical Schedule

Students are assigned to didactic and clinical rotations for a maximum of 10 hours per day and 40 hours per week. Clinical rotations occur at the main campus throughout the two-year program and the Iowa City Cancer Treatment Center (3010 Northgate Dr, Iowa City, IA 52245) beginning the Summer Semester of the Junior year.

1. Clinical day hours are from 8 a.m. to 5 p.m. with an hour lunch, unless otherwise indicated on rotation objectives. Students should look at their next rotation objectives the week prior to determine if hours are different than these listed. The time not specifically scheduled on the master schedule for the semester is to be considered study time. During this time, prearranged student meetings may be scheduled for the class by the Program Faculty as needed to complete clinical or course requirements. Attendance for these student meetings is subject to the Attendance Policy.

Radiation Monitoring & Protection of Students

1. The student must be 18 years of age or older to participate in clinical rotations that require working with sources of ionizing radiation.
2. The student will be issued one dosimetry badge; it is to be worn on the collar near the thyroid gland. (See <https://research.uiowa.edu/ehs/edocs/uihc/all>, Dosimeter ALARA Guidelines.)
3. The student will be issued new badges each month. It is the student's responsibility to return the previous month monitoring devices to the Environmental Health and Safety Office (EHS) on Grand Avenue by the 10th of the following month.
4. If the student fails to return the badge three times within a 1 year period, the EHS Office bills the Radiation Oncology Department \$20 per incident for the lost or late badges. The Radiation Oncology policy requires the individual to reimburse the department for these charges.
5. Radiation Exposure Reports for the previous month are hung in the radiation oncology lounge each month. A special number that is given to each student when the dosimetry badges are issued identifies the student on these reports.
6. The annual student's dosimetry badge reading will not exceed the following NRC protection recommendation:

Annual Maximum Permissible Dose Limits		
mrem	rem	
5000	5	Whole Body Deep Dose Equivalent (Head, trunk, active blood-forming organs & reproductive organs)
50,000	50	Whole Body Shallow Dose Equivalent (Skin of the whole body) and Extremities (Hands, forearm, feet & ankles)
50000	50	Lens of Eye Dose Equivalent

Notification and investigation levels for occupational exposure to radiation by the EHS Office are as follows:

Action Level I: EHS contacts individuals and their supervisor/department head if their cumulative quarterly exposure exceeds any of the action levels listed below.

Action Level II: In addition to "Level I" notifications, EHS requires the completion of a questionnaire for "Action Level II" exposures and may include a meeting with the staff member and their supervisor to discuss the individual's exposure and potential actions.

ALARA I	ALARA Level II	
200 mrem/month	400 mrem/month	Whole Body Deep Dose Equivalent (Head, trunk, active blood-forming organs & reproductive organs)
2000 mrem/month	4000 mrem/month	Whole Body Shallow Dose Equivalent (Skin of the whole body) and Extremities (Hands, forearm, feet & ankles)
600 mrem/month	1200 mrem/month	Lens of Eye Dose Equivalent

7. The student will use the principles of time, distance, and shielding to protect themselves and during procedures.

Pregnancy

1. The dose limit of a pregnant radiation worker remains at 5,000 mrem per year until she specifically declares her pregnancy in a written and signed statement directed to the University's Environmental Health and Safety (EHS) Office. Such a declaration is completely voluntary and made at the mother's choice.
2. Following the EHS Office's receipt of a signed pregnancy declaration, the dose limit to the student's embryo/fetus is limited to 500 mrem for the duration of her pregnancy. Upon the receipt of the signed pregnancy declaration, the EHS will monitor potential internal and/or external exposure to the embryo/fetus as appropriate.
3. A copy of the EHS Pregnancy Declaration Form is available on the Program website and at <https://ehs.research.uiowa.edu/dosimeter-program>.
4. For answers to questions concerning prenatal radiation exposure and risk, consult with The Iowa Department of Public Health (IDPH) regulatory guide entitled "Instruction Concerning Prenatal Radiation Exposure" can be accessed from the program website.
5. The student is allowed to participate in her regular scheduled rotations as long as good radiation safety techniques are practiced. Refer to the Sick/Personal Leave and Vacation, and Leave of Absence Policies as needed for time off due to appointments and maternity leave.
6. The student may withdraw the pregnancy declaration by providing a written statement declaring the withdrawal to the program director and EHS office.

Accidents on Clinical Duty

Accidents encountered in the Dept. of Radiology will be reported to the area supervisor & the program director.

Student injury (with the exception of blood/body fluid exposure):

1. A Patient Safety Net (PSN) event report needs to be completed if/when a student has an accident while in the facility. Access the PSN through The Point (<https://thepoint.healthcare.uiowa.edu/>) by choosing the "Every Day Tools & Resources" link, and then the "PSN (Patient Safety Net)" link. Use the "visitor category" to identify the person being harmed or nearly harmed, and then note in the narrative that the individual is a "student" and indicate which educational system they are from. When completing the report, the Program Director should be selected as the reviewer.
2. The student will report to the **Student Health Clinic** for care. Care needed outside of the clinic's hours will be provided by the Emergency Room.
3. The student is not covered by workmen's compensation, so he/she will be responsible for any charges accrued when reporting to the Student Health Clinic or Emergency Room. The charges will be billed to the student's insurance company. Whatever the insurance company does not cover will be billed to the student directly. If you have selected to participate in the Optional Student Health Fee, Student Health Clinic visit charges are waived. The optional student health fee allows students free, unlimited office visits with access to many services, including ten physicians, women's health care clinic, psychiatric, and dietetic services.

Student exposure to blood or body fluid: (See next page for diagram.)

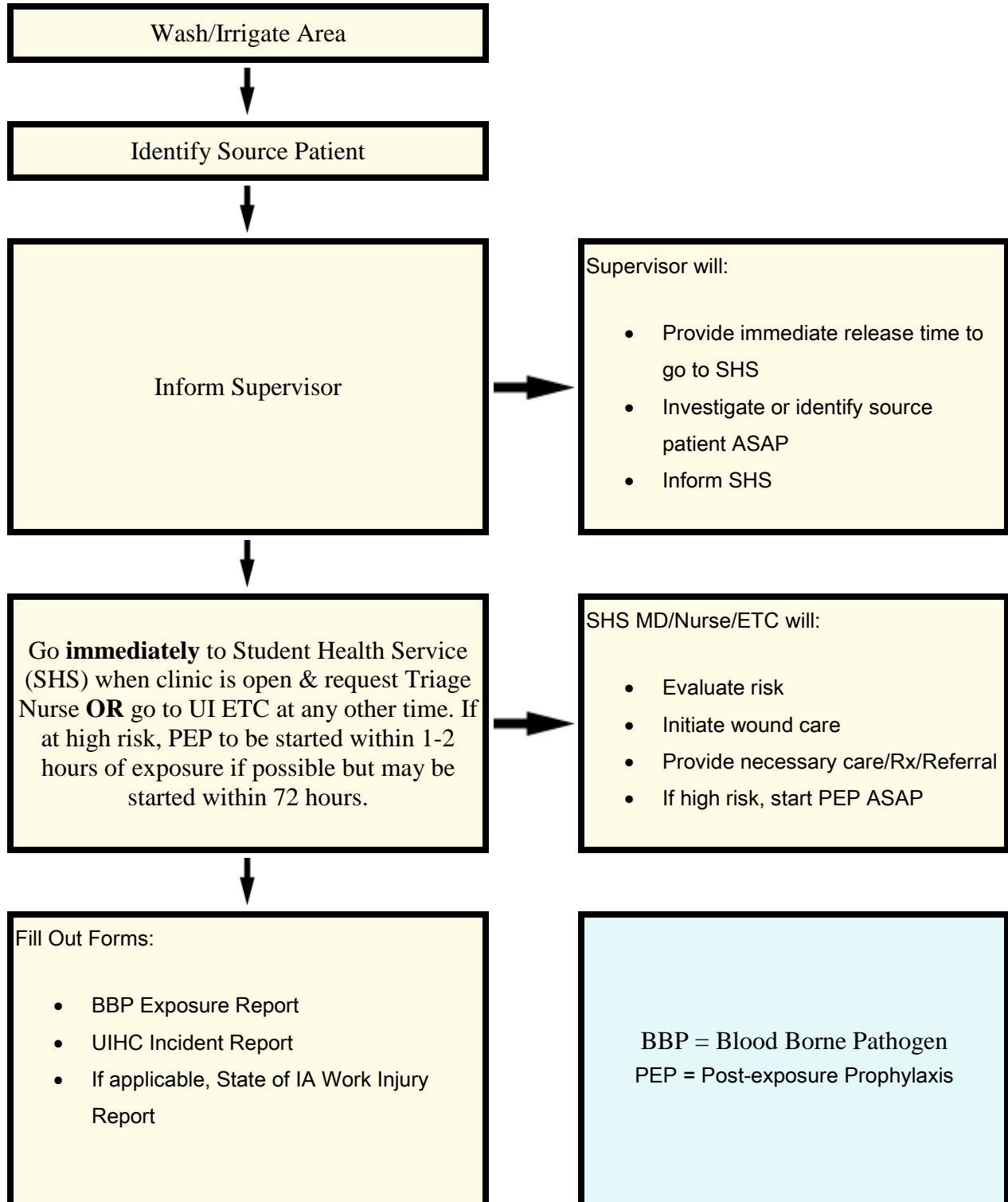
The UI student health will provide initial screening, evaluation, testing, and initiation of necessary prophylaxis, follow-up, and referral when indicated for students who have had an exposure to blood or body fluids. In this process, Student Health Services will rely on the student's supervisor for information on the source; will consult with other caregivers when the student chooses or is located off-campus; and will consult with the Division of Infectious Diseases as needed and for annual program view. Possible blood borne pathogen exposure include, injury by a contaminated needle, any contaminated sharps injury, exposure to an individual's blood or body fluids to non-intact skin, eye, nose, or mouth, or through a human bite that breaks the skin.

1. The student will wash and irrigate exposed area.
2. The student will identify source patient.
3. The Program Director and area supervisor will be informed.
4. The student will go immediately to Student Health Service when clinic is open & request Triage Nurse (319-356-2233) OR go to UI ETC at any other time. If at high risk, PEP to be started within 1-2 hours of exposure if possible but may be started within 72 hours.
5. A Patient Safety Net (PSN) event report, as described above, must be completed by the student. The report and form should be printed and taken with the student to the **Student Health Clinic**.
6. See #3 above for fee information.

Patient injury while in student care: A Patient Safety Net (PSN) event report must be completed as described above by the student and a copy given to the Program Director and supervising staff.

Any UI Student Exposed to Blood or Body Fluids

The Student Will:



STANDARD PRECAUTIONS

The Centers for Disease Control (CDC) recommend the following practices for the prevention of blood-borne pathogens. Training on these guidelines is mandated annually for all individuals who are identified as at-risk to occupational exposure for blood-borne pathogens. (www.uiowa.edu/~shs/exposue.htm)

Hand Care:

1. Wash hands with soap and water frequently.
2. If health science student, wash hands before and after all patient care. Wash hands immediately after exposure to blood and/or body fluids and after removing disposable gloves.
3. If working with heavy cleaning activities, each individual should have his/her own pair of utility gloves to wear during at-risk activities, and wash and disinfect gloves after each use.
4. Avoid chapped and cracked hands if possible. Use a water-based hand lotion frequently. Petroleum-based products and Vaseline break down latex.

Protective Barriers should be worn at all times when working with blood or blood products or body fluids or waste that may contain blood.

1. Protective eyewear should be worn whenever there is a risk of eye splash.
2. Gowns, boots, & masks should be worn when risk of contamination to clothes, feet, or face.

Individuals with open or draining lesions should not work directly with other people (health care students, food servers) while lesion is open or draining.

Do Not Recap, shear, or break needles at any time.

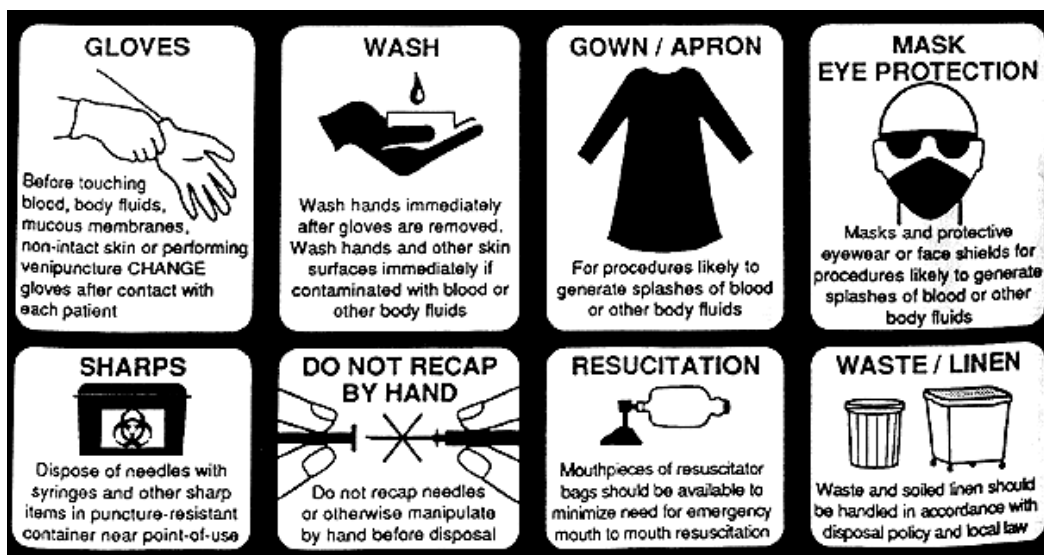
Discard needles and sharp objects in protective containers immediately.

Sterilize or disinfect reusable equipment that is to be used for more than one person. Do Not share equipment between roommates or friends.

Place items that contain a lot of blood in a red biohazard plastic bag that you can get from Student Health Service or Housekeeping. Return red bag to Student Health Service so that bag can be incinerated.

Do Not pick up broken glass with bare hands. Wear utility gloves or sweep it up. Dispose broken glass in container that does not allow others to be cut.

Resuscitation: Mouthpieces or resuscitator bags should be used whenever resuscitation is carried out.



Latex Allergies

Any student with a suspected or know latex allergy must submit documentation from a physician that the allergy exists and that the student may participate in the chosen Radiation Science Program of study. Any allergy testing expenses will be incurred by the student/student's insurance.

SECTION VI – ATTENDANCE/ GRADING POLICIES

Didactic Attendance

The instructor attendance and tardiness policies will be clearly stated on the course syllabus and will be reviewed on the first day of class. Students are required to observe the attendance policy announced for the course. If a complaint or issues arises concerning a student absence, RT Education will use the stated policy within the syllabus to adjudicate the problem.

Clinical Attendance

Clinical attendance is critically important. Students are expected to attend all assigned clinical rotations with no absences. Students are expected to arrive on time to the clinical site and to remain in the clinical area for the entire expected clinical time. A good rule-of-thumb is to arrive 10 minutes before your shift begins, so that you are prepared and ready to begin on time. For additional information refer to Policies & Procedures for students in the Bachelor of Science in Radiation Sciences.

Minimum Clinical Grade Requirement

Any student obtaining an “F” in any clinical internship grading category will be placed on probationary status. These categories include: Objectives, Competencies, and Rotation Evaluations. Probationary status is also given for Incompletes – An Incomplete “I” grade is given when student do not complete their work during their assigned rotation.

Probationary status, for obtaining an “F” in any of the clinical grading categories, is allowed for only one semester. If an “F” grade is obtained in any clinical internship grading category, dismissal from the Radiation Sciences Degree track will result.

Students on probation are restored to good standing by the program director upon evidence the problem has been corrected. Such action will be evaluated and determined and the end of the semester 2 semesters after probation was given.

Funeral Leave

Students will be granted funeral leave as needed.

1. Up to three days funeral leave will be granted for funerals of parents, spouses, siblings, and sons or daughters. The day of the funeral will be granted for grandparents, aunts, uncles, and first cousins.
2. Other requests for funeral leave will be treated as personal leave time for the student.

SECTION VII - CONDUCT POLICIES

Code of Student Life - University of Iowa

Radiation Therapy Education endorses the policies and rights of students as printed in the “Policies and Regulations Affecting Students” of The University of Iowa, under Section II Student Responsibilities, A. Code of Student Life. (<https://dos.uiowa.edu/policies/code-of-student-life-16-17/>) It is the duty and responsibility of all students to acquaint themselves with all provisions of the code and particularly with the rules and regulations pertaining to personal conduct, and every student will be conclusively presumed to have knowledge of all rules and regulations contained in the code from the date of his or her initial registration at the University.

Academic Misconduct

Radiation Therapy Education has the authority to handle acts of academic misconduct, which are defined in Section IIA as:

“Any dishonest or fraudulent conduct during an academic exercise, such as cheating, plagiarism, or forgery, or misrepresentation regarding the circumstances of a student’s non-attendance, late assignment, or previous work or educational experience, or aiding or abetting another person to do the same. “Dishonest” conduct includes, but is not limited, to attempts by students to cheat or misrepresent, or aid or abet another person to do the same.”

The following regulations provide a procedure for dealing with students who are alleged to have committed an act of academic misconduct:

- **Cheating (including exams, homework, labs, etc.), Plagiarism, or Forgery**
 1. Instructor reduces the student’s overall course grade by one grade level.
 2. A written report of the violation is provided to the DEO.
 3. The violation report is placed in the involved student’s file and the student is placed on academic probation for the remainder of the program.
 4. The reports shall be destroyed when the student graduates.
 5. In cases of flagrant or a second offense, the DEO may impose disciplinary probation or dismissal from the program.

Sexual Harassment

Sexual harassment and other unwelcome sexual behavior are reprehensible and will not be tolerated by the University. It subverts the mission of the University, and threatens the careers, educational experience, and well-being of students, faculty, and staff. In both obvious and subtle ways, sexual harassment is destructive to individual students, faculty, staff, and the academic community as a whole. When, through fear of reprisal, a student, staff member, or faculty member submits, or is pressured to submit, to unwanted sexual attention, the University's ability to carry out its mission is undermined. To review the complete Policy on Sexual Harassment please see <http://www.uiowa.edu/~our/opmanual/ii/04.htm>

Consensual Relationships

Romantic and/or sexual relationships where one member of the University community has supervisory or other evaluative responsibility for the other create conflicts of interest and perceptions of undue advantage. Sexual and/or romantic relationship between individuals in inherently unequal positions of power may undermine the real or perceived integrity of the supervision and evaluation provided, and the trust inherent particularly in the student-faculty relationship. They may, moreover, be less consensual than the individual whose position confers power believes. Complete policy at <http://www.uiowa.edu/~our/opmanual/ii/05.htm>

Anti-harassment

The University is committed to maintaining an environment that recognizes the inherent worth and dignity of every person, and that fosters tolerance, sensitivity, understanding, and mutual respect. This commitment requires that the highest value be placed on the use of reason and that harassment in the University community be renounced as repugnant and inimical to its goals. Harassment destroys the mutual trust which binds members of the community in their pursuit of truth. The Anti-harassment Policy addresses harassment based on any protected classification (race, creed, color, national origin, age, sex, disability, sexual orientation, or gender identity) as well as harassment based on other factors. To review the complete Anti-harassment Policy please see <http://www.uiowa.edu/~our/opmanual/ii/14.htm>

Anti-retaliation:

The University of Iowa encourages its faculty, staff, and students to make good faith disclosures of University-related misconduct. The commitment to improve the quality of the University through such disclosures is vital to the well-being of the entire campus community. Retaliation as a response to such disclosure will not be tolerated. Retaliation, whether actual or threatened, destroys a sense of community and trust that is central to a quality environment. To review the complete Anti-retaliation Policy, please see <http://www.uiowa.edu/~our/opmanual/ii/11.htm>

Judicial Procedure for Alleged Violations of the Code of Student Life

These procedures are designed to cover complaints against students based on alleged violations of the Code of Student Life except for complaints involving sexual misconduct and academic misconduct. These are ordinarily resolved by the Program Director of students, who may assign responsibility to a designated department faculty.

1. Complaints against students will be investigated per the Section II, B. Judicial Procedure for alleged Violations of the Code of Student Life (<https://dos.uiowa.edu/policies/student-judicial-procedure-16-17/>)
2. Interim sanctions may be placed on student while allegations are investigated.
3. The Program Director has the authority to impose any one or a combination of the following disciplinary sanctions if the student is found guilty. (The following are to serve as guidelines rather than as a definitive list of sanctions.)
 - Disciplinary Warning: This is a strong, written warning that if there is a repetition of the same action or any other action in violation of the Rules and Regulations of the Code of Student Life, the student can expect additional disciplinary action. A record of the disciplinary action is kept on file.
 - Disciplinary Probation: When on disciplinary probation a student is not considered to be in good standing with respect to the non-academic disciplinary system and any further violations may lead to suspension or expulsion from the Program.
 - Restitution and Fines: A student may be assessed reasonable expenses related to the misconduct. This may include, but is not limited to, the repair/replacement cost for any damage he or she causes to property or medical or counseling expenses incurred by the victim.
 - Educational Sanction: A student may be required to provide a specific service or participate in a specific program, receive specific instruction, or complete a research assignment. The student is responsible for related expenses, including expenses for education, counseling, or treatment, if any expense is entailed.
 - Exclusion from University Facilities or Activities: A student may be prohibited from accessing University computer equipment or internet connections, or attending a class. Such exclusion may be for a definite or indefinite period of time.
 - Disciplinary Suspension: A student may be involuntarily separated from the Program for a stated period of time after which readmission is possible. A student with one or more violations may be suspended from the Program for an indefinite period of time.
 - Expulsion: When a student has a record of serious violations, he or she may be dismissed from the Program & University permanently.
4. If disciplinary action is taken against a student under these procedures and a sanction imposed, a record of the action will be kept in the student's Program file. The Program Director will determine the length of time a disciplinary record is to remain on file.

Judicial Procedure for Disregard of Direct Supervision Policies

All direct supervision policy infractions included below will follow the Judicial Procedure for Alleged Violations of the Code of Student Life disciplinary sanctions listed above if the student is found in violation of the policy, with the 1st offense resulting in a disciplinary warning, 2nd offense resulting in disciplinary probation, and 3rd offense resulting in expulsion from the Program.

Judicial Procedure for Disregard of Clinical Policies

Minor misconduct to include dress code violations, unprofessional behavior, cell phone misuse, etc. will result in documentation for each infraction that will lower the student's overall semester performance appraisal grade as indicated below.

1st documentation = written warning

All subsequent documentations = 1 full grade level lower (A to B)

The Program Faculty may write these documentations. The Faculty writing the documentation will conduct a counseling session with the student and the session will be documented and placed in the student's permanent file until after graduation.

Serious infractions, as deemed by the Program Director, will be subject to the Judicial Procedure for Alleged Violations of the Code of Student Life Policy.

Grievance Procedure

Grievances concerning faculty/staff actions, program policies and procedures, or allegations of non-compliance of JRCERT standards should follow the grievance procedure below.

1. With all incidences, the student should first attempt to resolve the issue with the faculty, staff, or student member involved within 3 business days of the incident.
2. Lacking a satisfactory outcome, the student will present his/her case in written form to the Program Director or any member of the Promotions Committee within 5 business days of the incident. The written report shall set forth with reasonable particularity (a) the events concerning which the student feels aggrieved or that the program is in non-compliance with JRCERT standards; (b) the date or dates on which the events occurred; (c) the individuals involved; and (d) what has occurred to resolve the grievance or non-compliance to date.
3. The Program Director or Promotions Committee Member will present a written report within 10 business days of receiving the written grievance from the student to the Promotions Committee containing all documentation regarding the student's case.
4. The Promotions Committee will hold a special meeting within 15 business days of receiving the written grievance. The student will be invited to appear before the committee to review the grievance.
5. The decision of the Promotions Committee will be made within 5 business days of the special meeting.
6. If the student is not satisfied with the outcome of this procedure, the student should seek assistance from one of the other sources available.
 - [Office of the Ombudsperson/](#). This office responds to problems from faculty, staff, and students, which appear unresolvable through existing procedures.
 - [Office of Equal Opportunity and Diversity](#). This office responds to issues of discrimination, harassment and policy violation.
 - [To report allegations of JRCERT non-compliance](#), contact the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, and telephone (312) 704-5300.
7. Records of this procedure and sanctions imposed will be kept in the student's Program file. The DEO will determine the length of time a disciplinary record is to remain on file.

Radiation Oncology Department Misconduct (UIHC)

The following are guidelines for reporting and documenting unprofessional, disruptive, abusive, or retaliatory behavior in the Radiation Oncology Department.

1. A Professional Conduct Committee has been established for the Department of Radiation Oncology and any report of disruptive behavior may be made directly to any member of the committee or to the Chair of the Department.
2. Document the incident by completing the Professional Conduct Violation Report within 72 hours, if possible, to a member of the Professional Conduct Committee or the Chair of the Department. Please retain a copy of the report.
3. The Chairman of the Professional Conduct Committee will be responsible for calling a meeting of the committee to investigate the report as necessary.
4. The Professional Conduct Committee will provide a written report with their recommendations to the Chair of the Department. The report will be reviewed by the Chair of the Department and appropriate action taken.
5. If any individual who has initiated a report believes they are subject to actual or threatened retaliatory behavior, the preceding process should be followed. **NO RETALIATORY CONDUCT WILL BE TOLERATED.**

ARRT Standards of Ethics

(Found at www.rrt.org. Once there select Ethics from left side NavBar)

The standards of ethics serve as a guide by which registered technologists and candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues and other members of the healthcare team.

ARRT Certification Eligibility

Every candidate for certification and every applicant for renewal of registration must, according to the governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the [ARRT Rules and Regulations](#) and the [ARRT Standards of Ethics](#)."

One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. "Conviction" as used in this provision includes:

- a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or deferred,
- a proceeding in which the sentence is suspended or stayed,
- a criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest), or
- a proceeding resulting in a military court-martial.

ARRT investigates all potential violations in order to determine eligibility.

Pre-application Review: If a candidate is concerned about whether his or her conviction record will affect exam eligibility, there is a way to find out in advance. ARRT investigates all potential violations in order to determine eligibility, and such investigations can cause delays in processing exam applications. Candidates can avoid delay by requesting a pre-application review of the violation before or during training, rather than waiting until completing the educational program. ARRT will rule on the impact of the violation on eligibility for ARRT examination. Once eligibility is established, the candidate proceeds with application.

The pre-application review form is downloadable from the "Ethics" section of our www.arrt.org web site, or you may request a copy by phoning ARRT at (651) 687-0048, ext. 544

Standards for an Accredited Educational Program in Radiation Therapy

Adopted by: The Joint Review Committee on Education in Radiologic Technology: Revised 2014; Effective 1/1/2014 Standards can be located at: <http://www.jrcert.org/programs-faculty/jrcert-standards/>

The Joint Review Committee on Education in Radiologic Technology is dedicated to excellence in education and to quality and safety of patient care through the accreditation of educational programs in radiation and imaging sciences. The Joint Review Committee on Education in Radiologic Technology (JRCERT) is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy.

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org

American Society of Radiologic Technologists
15000 Central Avenue, N.E.
Albuquerque, NM 87123-3917
(505) 298-4500
www.asrt.org

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
(651) 687-0048
www.arrt.org

POLICY AWARENESS FORM

This is to verify that I have read and understand the policies and procedures in the Student Handbook for the University of Iowa Radiation Therapy Program. I promise to abide by these policies while a student in the above Program.

STUDENT NAME PRINT

STUDENT SIGNATURE

DATE