



STUDENT HANDBOOK

For

RADIATION THERAPY PROGRAM

2021-2023

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 (located on the program's [webpage](#)), 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.

NOTE: Except when otherwise noted in the book, the "BSRS program" will refer to the Bachelor of Science in Radiation Sciences program. Except when otherwise noted in the book, "Program Faculty" will refer to the Program Directors or Radiation Sciences Educators.

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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; FAX: (319) 356-1530
jared-stiles@uiowa.edu

Clinical Coordinator:

Emily Heithoff, R.T. (R)(T), BSRS
OFFICE PHONE: (319) 467-9783; FAX: (319) 356-1530
emily-heithoff@uiowa.edu

Adjunct Faculty:

Dr. Joel St. Aubin, Ph.D Medical Physicist

Administrative Services Coordinator:

Laurie Calkins

Clinical Supervisors:

University of Iowa Department of Radiation Oncology – 01500 GH
Jen Kos, RT(R)(T) (Chief Therapist)
OFFICE PHONE: (319) 356-0591; FAX: (319) 356-1530
jennifer-kos@uiowa.edu

Mackenzie Carlson, RT(T)(MR), BSRS (JRCERT – site supervisor)
OFFICE PHONE: (319) 356-0591; FAX: (319) 356-1530
mackenzie-eland@uiowa.edu

Iowa City Cancer Treatment Center (ICCTC)
Cheryl Geistkemper, RT(T) (JRCERT – site supervisor)
OFFICE PHONE: 319-354-8777
cheryl-geistkemper@uiowa.edu

John Stoddard Cancer Center (JSCC) Des Moines, IA
Courtney Watkins, RT(T), BSRT (JRCERT – site supervisor)
CELL PHONE: 515-483-3716
Courtney.Watkins@unitypoint.org

MercyOne Dubuque Cancer Center
Amy Oldham, BS, RT(R)(T)(CT)
DEPT. PHONE: 563-589-9140
Amy.Oldham@mercyhealth.com

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 the 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, Iowa City Cancer Treatment Center (ICCTC), John Stoddard Cancer Center (JSCC), and MercyOne Dubuque Cancer Center (MDCC) under the close guidance of licensed Radiation Therapists.

The program accepts a maximum of 7 students per cohort.

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

Director of Radiology Administration
Assistant Radiology Director to UIHC
 Greg Lehmann

Program Director:
 Jared Stiles, M.S.L., R.T. (R)(T)

Clinical Coordinator
 Emily Heithoff, BSRS R.T. (R)(T)

Program Vice-Chair of Education:
 Brooks Jackson, MD

Medical Advisors: Director and Chair, Department of Radiation Oncology & Radiology:
 John Buatti, MD Colin Derdeyn, MD

Program Vice-Chair of Education Carver College of Medicine, Radiology Division
 Bruno Policeni, MD

Radiation Sciences Directors
 Tony Knight, Ph.D, MBA, CNMT, RT(N)
 Jean Wiese, MS, 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:
 Joel St. Aubin, PhD

Clinical Site Administrators:
 Jana Grienke, MHA, Administrative Director of Radiation Oncology - UIHC
 Wendy Jones, CMD, Administrative Director - Iowa City Cancer Treatment Center
 Melanie Travis, MHA, Manager Radiation Oncology and Lymphedema - JSCC
 Chad Kruse, MHA, Regional Director of Dubuque and Clinton Cancer Centers

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 a 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

Office Address:

Radiation Therapy Program
C-235 GH
University of Iowa Hospitals and Clinics
200 Hawkins Drive
Iowa City, Iowa 52242-1099

Program Telephone: (319) 356-8286

Fax: (319) 356-1530

Clinical Rotation Telephone Numbers (319 area code, except Dubuque (563) and JSCC (515))

MercyOne Dubuque	589-9140				
JSCC	241-4353	Linac A	384-7321	Front Desk	356-2253
Jen Kos	356-0591	Linac B	384-7322	MRI Control	384-9581
Darrin Pelland	353-6526	Linac C	384-7323	Nursing Workroom	384-9437
		Gamma	384-8429	CT/HDR control	384-9764
Jared Stiles	356-8286	ICCTC	354-8777	MR Linac	353-7447

radiation-sciences@uiowa.edu

Jenny Maiers, Kelley Kirby, &
Hannah Kelley

Radiation Sciences 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.

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

Technical Standards:

You will be asked if you are capable of performing the duties and responsibilities listed in the technical standards on your application. The University of Iowa prohibits discrimination in employment and in educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also confirms its commitment to providing equal opportunities and equal access to University facilities. For Equal Opportunity and Diversity, 319-335-0705 (voice) and 319-335-0697 (text), The University of Iowa, 202 Jessup Hall, Iowa City, Iowa 52242-1316

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

Academic Advising/Career Guidance/Counseling Services/Tutoring Services

The Program Director and Clinical Coordinator 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/>).

Student Disability Services: (<https://www.youtube.com/watch?v=9qIaOIgn8Cs&feature=youtu.be>)

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

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).

Radiation Therapy Education Completion and ARRT Examination Requirements

- The student must satisfactorily complete all didactic, laboratory, and clinical working in accordance with the grading policies and obtain the BS in Radiations Sciences to be eligible to apply to sit for the American Registry of Radiologic Technologists (ARRT) Certification Examination.
- All fees and financial obligations to the University of Iowa and the University of Iowa Hospitals and Clinics must be satisfied prior to the Program Director verifying the student's ARRT program completion verification form. This includes library books, picture ID badge, radiation monitoring badges, and any other University or program property.

Class of 2023: Session Dates

Orientation: August 23rd – August 27th, 2021 (1 week)

Clinical Internship I: August 31st, 2021 – December 17th, 2021 (15 weeks)

Clinical Internship II: January 4th, 2022 – May 12th, 2022 (18 weeks – off-cycle semester)

Clinical Internship III: May 31st, 2022 – August 5th, 2022 (10 weeks – off-cycle semester)

Clinical Internship IV: August 22nd, 2022 – December 16th, 2022 (16 weeks)

Clinical Internship V: January 4th, 2023 – May 5th, 2023 (17 weeks – off-cycle semester)

Junior Fall Semester: August 23rd, 2021 – December 17th, 2021

Junior Spring Semester: January 18th, 2022 - May 13th, 2022

Summer Semester: May 31st, 2022 – August 5th, 2022

Senior Fall Semester: August 22nd, 2022 – December 16th, 2022

Senior Spring Semester: January 17th, 2023 – May 12th, 2023

Graduation: Approx. May 13th, 2023

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

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: \$535.00 (\$300 credit back for Fall Semester)

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

Clinical Uniforms: \$200 (approximate) for uniforms (3 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

Semester I

**Credit
Hours**

Introduction to Radiation Therapy: RSTH:3100

3

Faculty: Jared Stiles; Emily Heithoff (lab)

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

Radiobiology & Radiation Safety RSTH:3130

2

Faculty: Dr. Tony Knight, Jared Stiles, Laurie Gillitzer, 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.

Medical Physics I RSTH:3110

2

Faculty: Dr. Joel St. Aubin 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.

Patient Care RSP:2120

2

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.

Pathology for the Radiation Sciences RSP:2110

2

Faculty: Jean Wiese

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.

RT Clinical Internship I RSTH:3120

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.

Semester II

Medical Ethics and Law RSP:3210

2

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 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: Dr. Joel St. Aubin 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

3

Faculty: Jared Stiles; Emily Heithoff (lab)

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.

Semester III

CT Physical Principles and QC RSCT: 4130

4

Faculty: Jesse Brennan

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.

Semester IV

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.

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.

CT Procedures I RSCT: 4120

3

Faculty: Ivann Galvin

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.

Semester V

Radiation Therapy Capstone Seminar RSTH:4230

3

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.

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.

Radiation Sciences QM & HC RSP:3220

2

Faculty: Beth Jagers

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

5

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 (<https://dos.uiowa.edu/policies/student-records-policy/>)

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 into 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 or clinical course work by failing (<75%) any class, unit exam, or clinical category as outlined by course syllabi. Probation 2 semesters in a row, didactic or clinical, could 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. Students will upload documentation of compliance to eValue; this will be completed during orientation week AND as renewal term delineates. Due to the COVID-19 Outbreak, students will complete additional compliances regarding social distancing and PPE requirements.

UIHC Required Courses UPON ADMIT:

- H00373: Cultural Diversity and Limited English Proficiency Plan
- H01156 HIPAA Privacy & Security (Data Privacy)
- H00447: HIPAA Training
- H00403: UI Health Care Online Orientation
- H00448: Patient and Staff Rights and Responsibilities
- H02037: Safety/Infection Control (Initial)
- H00446: Domestic Violence (*every 5 years*)
- [DHS Certificate](#): Mandatory Reporter: Child Abuse Training (*every 3 years*)
- [DHS Certificate](#): Mandatory Reporter: Dependent Adult Abuse Training (*every 3 years*)
- H02084: Take Five: Best Practices During a Pandemic
- H02076: Personal Protective Equipment and Isolation Refresher for COVID-19

Radiation Sciences Specific Courses UPON ADMIT:

- H00189 Medical Emergency Response
 - H02006 Code Stroke Unlicensed: Medical Emergency Response
- Therapy only:* H00279 MRI Safety Video for Rad Onc
RT/MRI only: H01672 MRI Safety Training for MRI Staff

Required Courses for ANNUAL UPDATES

- H01156 HIPAA Privacy and Security (Data Privacy)
 - H02038 Safety and Infection Control Training (Renewal)
 - H00441 Fraud, Waste, and Abuse
 - H00189 Medical Emergency Response
 - H02006 Code Stroke Unlicensed: Medical Emergency Response
- Therapy only:* H00279 MRI Safety Video for Rad Onc
RT/MRI only: H01672 MRI Safety Training for MRI Staff

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 – notification must be made to a program faculty of their restriction or if it changes. MR staff will screen students in addition to self-directed ICON compliance courses. UIHC has a departmental MRI unit and a MR Linac.

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 comply.

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 when with a patient, this includes being within arms-reach anytime ionizing radiation is in use.**

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, the Iowa City Cancer Treatment Center (3010 Northgate Dr, Iowa City, IA 52245), and an optional rotations at John Stoddard Cancer Center in Des Moines (1221 Pleasant St, Des Moines, IA 50309) and MercyOne Dubuque (250 Mercy Dr, Dubuque, IA 52001).

1. Clinical day hours are approximately 8 a.m. to 5 p.m. with an hour lunch, unless otherwise indicated on eValue. Students should clock in at the start of their day from their assigned workstation and out at the end of their day also from the assigned workstation. Cell phone clock-ins or outs are not accepted – violation of this policy is grounds for dismissal. Planned personal time should be submitted >24 hours before the requested time. Student will enter their time in eValue AND notify the staff at their assigned rotation they will not be in clinic that day. Unplanned sick time, students will call into their assigned rotation, notify PD by email and let them know their rotation was notified, AND enter their time in eValue accordingly. Semesters 1 and 2, students are in clinic Tuesday/Thursday. Semester 3, students are in clinic M-F. Semester 4 and 5, students are in clinic M, W, F.

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://ehs.research.uiowa.edu/vamc-dosimeter-guidelines-radiation-oncology-personnel>, 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)
50,000	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](https://ehs.research.uiowa.edu/radiation/declared-pregnancy-program) is available on the Program website and at <https://ehs.research.uiowa.edu/radiation/declared-pregnancy-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.

STANDARD PRECAUTIONS

The [Centers for Disease Control \(CDC\)](https://www.cdc.gov) 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.

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 issue arises concerning a student absence, RT Educator will use the stated policy within the syllabus to adjudicate the problem.

****Zoom or online attendance:** Students are expected to attend all classes offered in person except if they have received prior approval from the instructor or have tested positive or been in contact with someone positive for COVID-19. Students should follow the exposure guidelines and notify their instructor via: <https://coronavirus.uiowa.edu/>. Students attending via zoom are expected to have their camera on and in an environment that is conducive to their education and not a distraction to their classmates.

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 and clinical syllabi.

Leave of Absence

Extended or intermittent leave of absences from the Program will be granted for serious health conditions and family medical needs.

1. Students anticipating a leave of absence must submit an excuse from their healthcare provider that describes the following to the Program Director. If the leave of absence is due to a family member, the excuse must include all but “c” below.
 - a. The duration of the absence.
 - b. Whether illness will require full-time or intermittent absences.
 - c. Any clinical activities (i.e., patientcare related, lifting) that the student is unable to perform because of condition and expected length of this restriction.
 - d. If condition is chronic: whether the student is presently incapacitated and the likely duration and frequency of episodes of incapacity.
2. This policy recognizes the following family relationships as qualifying under the leave: son or daughter, spouse, and parent.
3. Reasonable accommodations will be provided as determined by members of the Promotions Committee

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 students do not complete their work during their assigned rotation.

Probationary status, for obtaining an “F” in any one of the clinical grading categories, is allowed for only one semester. If an “F” grade is obtained in multiple categories or reasons, program dismissal may result – consult the clinical syllabi for further clarification. If an “F” grade is obtained in any clinical internship grading category 2 semesters in a row, 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 at the end of the semester, 1 semester after probation was given.

SECTION VII - CONDUCT POLICIES

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/judicial-procedure-regents/>)
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/smart devices 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, and the student wishes to appeal a decision, of the promotions committee, they should notify the dean within two weeks of the date of receipt of the decision in writing. 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 (Policy: UIHC; applies to all sites)

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: Adopted April 2020; Effective 1/1/2021 Standards can be located at:

https://www.jrcert.org/sites/jrcert2/uploads/documents/2021_Standards/5_13_21_Update/2021_Standards_Radiation_Therapy_05_18_21.pdf

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
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(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