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# **Student Handbook**

for students in the

## **Bachelor of Science in Radiation Sciences Radiation Therapy Education Program**

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The University of Iowa  
Carver College of Medicine  
Iowa City, IA

2023 – 2024 Academic Year

## **Preface**

Students of the Radiation Therapy Education Program are responsible for knowing and adhering to the policies and procedures contained in this handbook. Students must comply with these policies as well as the University of Iowa student policies [[Policies | Dean of Students - The University of Iowa \(uiowa.edu\)](#)]. Program faculty will consult this manual 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.

Policies and procedures in this manual are subject to change. Students will be notified in writing about any policy changes and/or updates.

## **Note**

Except where otherwise noted, “Degree” will refer to the Bachelor of Science in Radiation Sciences degree program, “Program” will refer to the Radiologic Technology Education Program, “Faculty” will refer to the Program Director, Radiation Sciences Educators, and designated adjunct instructors, and “Administrative Director of Radiation Sciences” will refer to the Administrative Director of Baccalaureate degrees in Radiation Sciences.

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>

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## Program Administrative Information

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### **Director of Radiation Science Education:**

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

### **Program Director:**

Jared Stiles, MSL, R.T. (R)(T)

Office Phone: (319) 356-8286

[jared-stiles@uiowa.edu](mailto:jared-stiles@uiowa.edu)

### **Clinical Coordinator:**

Emily Heithoff, MHPTT, R.T. (R)(T)

Office Phone: (319) 467-9783

[emily-heithoff@uiowa.edu](mailto:emily-heithoff@uiowa.edu)

### **Adjunct Faculty:**

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

### **Administrative Services Coordinator:**

Laurie Calkins

Office Phone: (319) 356-3861

[laurie-calkins@uiowa.edu](mailto:laurie-calkins@uiowa.edu)

## ADVISORY COMMITTEE

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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), Hall Perrine Cancer Center (HPCC), John Stoddard Cancer Center (JSCC), MercyOne Dubuque Cancer Center (MDCC), and Nassif Community Cancer Center (NCCC) under the close guidance of licensed Radiation Therapists.

The program accepts a maximum of 8 students per cohort.

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

**Program Vice-Chair of Education:**

Denise J. Jamieson, MD, MPH

**Medical Advisors: Director and Chair, Department of Radiation Oncology & Radiology:**

Bryan Allen, MD                      Colin Derdeyn, MD, FACR

**Program Vice-Chair of Education Carver College of Medicine, Radiology Division**

Bruno Policeni, MD, MBA

**Administrative Program Director, Baccalaureate Degrees in Radiation Sciences**

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

**Program Director:**

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

**Clinical Coordinator**

Emily Heithoff, MHPTT, R.T. (R)(T)

**Radiation Sciences Directors**

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

Holly Bonfig-Becker, MA, RT(R)(M)

Jay Smith, MA, CNMT, RT(R)(N)

Jennifer Maiers, MHA, RT(R)(CT)(VI)(QM)

**Program Educators:**

Joel St. Aubin, PhD

Clinical Site Administrators:

Greg Lehmann, MHA, Administrative Director of Radiology - UIHC

Jana Grienke, MHA, Administrative Director of Radiation Oncology – UIHC

Wendy Jones, CMD, Administrative Director - Iowa City Cancer Treatment Center

Jared Kast, MHA, RT (R), Executive Director – Hall-Perrine Cancer Center

Melanie Travis, MHA, Manager Radiation Oncology and Lymphedema - JSCC

Jackie Bierman, MSN, RN-BC, Regional Director of Dubuque Cancer Center and Dyersville

Andrea Watkinson, BSN, RN, OCN, Director of Cancer Services – Nassif Community Cancer Center

## MISSION STATEMENT, GOALS, & LEARNING OUTCOMES

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### 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

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### Office Address:

Radiation Therapy Program  
University of Iowa Hospitals and Clinics  
200 Hawkins Drive C235 GH  
Iowa City, Iowa 52242-1099

**Program Telephone:** (319) 356-8286

**Fax:** (319) 356-1530

### Clinical Contacts:

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

Jen Kos	356-0591	Linac A	384-7321	Front Desk	356-2253
Darrin Pelland	353-6526	Linac B	384-7322	MRI Control	384-9581
Jared Stiles	356-8286	Linac C	384-7323	Nursing Workroom	384-9437
Emily Heithoff	467-9783	Gamma	384-8429	CT/HDR control	384-9764
JSCC	241-4353	ICCTC	354-8777	MR Linac	353-7447
NCCC	861-6944	MDCC	589-9140		
		HPCC	398-6180	( <a href="mailto:radiation-sciences@uiowa.edu">radiation-sciences@uiowa.edu</a> ) Jenny Maiers, Kelley Kirby Radiation Sciences	353-8388

### **University of Iowa Department of Radiation Oncology – 01500 GH**

Mackenzie Carlson, BSRS, RT(T)(MR) – MRI/MRLinac (JRCERT – clinical preceptor)

Office Phone: (319) 356-0591; Fax: (319) 356-1530

[mackenzie-carlson@uiowa.edu](mailto:mackenzie-carlson@uiowa.edu)

Jen Kos, RT(R)(T) (Chief Therapist)

Amanda Elder, RT(R)(T) – Gamma

Hannah Boyer, BS, RT(R)(T) – CT/HDR

### **Iowa City Cancer Treatment Center (ICCTC)**

Cheryl Geistkemper, RT(T) (JRCERT – clinical preceptor)

Office Phone: 319-354-8777

[cheryl-geistkemper@uiowa.edu](mailto:cheryl-geistkemper@uiowa.edu)

Wendy Jones, CMD, RT(T) (Supervisor)

### **Hall-Perrine Cancer Center (HPCC) Cedar Rapids, IA**

Megan Brotherton, RT(T) (JRCERT – clinical preceptor)

Dept. Phone: 319-398-6180

[mbrotherton@mercyhealth.org](mailto:mbrotherton@mercyhealth.org)

Nicole Weber, RT(T)

[nweber@mercyhealth.org](mailto:nweber@mercyhealth.org)

### **John Stoddard Cancer Center (JSCC) Des Moines, IA**

Alex (AJ) Flora, BSRS, RT(T) (JRCERT – clinical preceptor)

Cell Phone: 515-249-1645

[alex.flora@unitypoint.org](mailto:alex.flora@unitypoint.org)

### **MercyOne Dubuque Cancer Center**

Victoria (Tori) Appelgate, BSRS, RT(T) (JRCERT – clinical preceptor)

Dept. Phone: 563-589-9140

[Tori.appelgate@mercyhealth.com](mailto:Tori.appelgate@mercyhealth.com)

### **Nassif Community Cancer Center (NCCC) Cedar Rapids, IA**

Mallory Kaemmer, BS, HCM, RT(R)(T) (JRCERT – clinical preceptor)

Office Phone: 319-358-1337

[Mallory.Kaemmer@unitypoint.org](mailto:Mallory.Kaemmer@unitypoint.org)

Michael Messer, RT(T), [michael.messer@unitypoint.org](mailto:michael.messer@unitypoint.org)

### **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

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### Technical Standards

Individuals admitted to the Radiation Therapy Program must be capable of performing the duties and responsibilities listed in the technical standards on your application.

[https://medicine.uiowa.edu/radsci/sites/medicine.uiowa.edu.radsci/files/wysiwyg\\_uploads/technical-standards.pdf](https://medicine.uiowa.edu/radsci/sites/medicine.uiowa.edu.radsci/files/wysiwyg_uploads/technical-standards.pdf)

The University of Iowa prohibits discrimination in employment and in educational programs and activities based on race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to university facilities.

### Contact for additional information on nondiscrimination policies:

Office of Equal Opportunity and Diversity

The University of Iowa

202 Jessup Hall

Iowa City, Iowa 52242-1316

Phone: (319) 335-0705 (voice) and (319) 335-0697 (text)

### Academic Advising/Career Guidance/Counseling Services/Tutoring Services/Admissions

The Program Director and Clinical Coordinator will serve as the clinical advisors 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>

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

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

### Registration - University of Iowa

Students 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 Calendar: 2023-2024

### Fall 2023

August 2023						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2023						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First/Last Day of Class	
University Break (no class or clinic)	
Clinic Only (no classes)	

## Spring 2024

January 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2024						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2024						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

First/Last Day of Class	
University Break (no class or clinic)	
Clinic Only (no classes)	

## Summer 2024

June 2024						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

First/Last Day of Class	
University Break (no class or clinic)	
Clinic Only (no classes)	

## SECTION III - TUITION & FEES

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### **Tuition & Fees**

Students in the Program will be assessed tuition & fees from the University of Iowa.

[Tuition, Fees, and Expenses \(On Campus Programs\) | Radiation Sciences Programs \(uiowa.edu\)](#)

[Tuition & Fees | Office of the Registrar \(uiowa.edu\)](#)

[The University of Iowa – Tuition & Fees \(uiowa.edu\)](#)

### **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: \$225 application fee (Semester V)

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 occur according to the published UI schedule of courses, significant deadline dates.

[Academic Calendar | Office of the Registrar | The University of Iowa \(uiowa.edu\)](#)

## 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

### 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.

### Didactic Courses:

Will be calculated according to the following grading scale:

A		B		C		*Non – Degree Grades	
Above 100%	A	89.9-87.0%	B+	79.9-77.0%	C+	72.9-70.0%	C-
100- 93.0%	A	86.9-83.0%	B	<b>76.9-73.0%</b>	<b>C</b>	69.9-67%	D+
92.9-90.0%	A-	82.9-80.0%	B-			66.9-63%	D
						62.9-60.0%	D-
						<=59.9	F

\*Non-degree grades: Grades below a “C” will not satisfy the degree requirements for a student in the Radiation Sciences and will need to be repeated, if allowed. Non-degree grades allow the student to earn credit towards a different degree. Radiation Sciences students who earn a failing grade may be subject to the Academic Standards and Probation policy and procedure.

### Clinical Courses:

Will be calculated according to the following grading scale:

Grade	%
A	96-100
A-	95-95.9
B+	94-94.9
B	91-93.9
B-	90-90.9
C+	89-89.9
C	86-88.9
F	<=85.9

### Probation

Students are placed on Probation during their didactic or clinical course work by failing any class, unit exam, or clinical category as outlined by course syllabi. Students placed on probation will remain on probation for the duration of the program. Program dismissal could occur if a student fails to maintain satisfactory academic standards. Probation in multiple courses (didactic or clinical), in the same semester, could result in program dismissal.

## SECTION V – CLINICAL POLICIES

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### **Mandatory Clinical Compliance Courses:**

The clinical compliance courses are noncredit and have no fee. They are self-directed and administered and accessible from any computer with internet access. Each of the training modules must be viewed and associated quizzes passed with a score >80% to be in compliance. Updates for course vary. Initial compliances must be completed prior to start of first Fall semester and during orientation. Consult the Policies and Procedures Manual for more information.

### **MRI Safety: Policy**

UIHC has a departmental MRI sim unit and a MR Linac. Students must adhere to all MRI safety policies and procedures required by all program affiliated clinical settings, the Program, and the JRCERT.

### **Procedure**

1. Students will be educated on MRI safety during program orientation and the MRI Safety compliance course in ICON.
  - a. Completion of this course is required initially upon acceptance, and annually thereafter.
  - b. Students must pass with a score >80%.
2. Students will complete the MRI Health Screening form during orientation with a certified MRI technologist.
3. Students must notify the program faculty if their responses on the form have changed.
4. Any questions regarding the screening process will be discussed with a certified and registered MRI technologist before a student participates in clinical rotations.
5. Failure to follow the MRI Safety policy will result in removal from clinical internship rotations.
6. Time removed from clinical rotations will be subject to the Clinical Attendance & Personal Time policies.
7. Students knowing violating MRI Safety policies are subject to the Judicial Process (see Degree Policies & Procedures manual).

### **Radiation Therapy Program Clinical Student Direct Supervision Policy**

1. The Joint Review Committee on Education in Radiologic Technology Standard 5.4 assures that all radiation therapy procedures are performed under the direct supervision of a qualified practitioner (e.g.: registered radiation therapist, credentialed medical physicist, licensed radiation oncologist).
2. The JRCERT defines direct supervision as student supervision by a qualified practitioner who:
  - is physically present during the conduct of the procedure,
  - reviews the procedure in relation to the student's achievement,
  - evaluates the condition of the patient in relation to the student's knowledge, and
  - reviews and approves the procedure and/or image.

**\*\*Supervision of students over closed-circuit monitor(s) is not acceptable\*\***

### **Program Policy:**

Students are always to have direct supervision by a certified radiation therapist during patient procedures. Under no circumstances are students allowed to be alone with a patient or administer a therapeutic dose of radiation to a patient in the absence of a clinical instructor. **Students must always be directly supervised when with a patient, this includes being within arms-reach anytime ionizing radiation is in use.**

**\*\* There are NO exceptions to the student direct supervision policy\*\***

**\*\* Students employed by the affiliated clinical institution as an "assistant" cannot provide supervision to students during their clinical education. There are no exceptions. \*\***

### **Judicial Procedure for Disregard of Direct Supervision Policy:**

1. Students found in violation of the supervision policy, will first receive a written warning.

2. The second reported violation will result in the student being placed on programmatic probation for the duration of their enrollment in the program. Student suspension will occur pending review of their case by the Radiation Sciences Promotions Committee.
3. Disciplinary actions for multiple violations will be determined by the Radiation Sciences Promotions Committee and can include but are not limited to failure of clinical internship courses, required leave of absence from the program, probation, suspension, or program dismissal.

**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.

**Radiation Monitoring & Protection of Students**

1. Students will be supervised and instructed in a manner that will follow the As Low As Reasonably Achievable (ALARA) safety principle and follow the Occupational Dose Limits for Adults as set forth by the University of Iowa Environmental Health & Safety Office. (EHS).
2. The student must be 18 years of age or older to take part in clinical rotations that require working with sources of ionizing radiation.
3. The RT Program uses the radiation monitoring service provided by the University of Iowa Environmental Health and Safety Office (EHS).
4. The student will be issued one P8 – collar whole-body dosimeter. This dosimeter is to be worn at the collar level, external to the lead apron, and thyroid shield if one is used.
5. The student will be issued a new badge each month. This badge will be placed in the program’s mailbox in the department of radiation oncology. Each student is responsible for returning the previous month’s dosimeter badge to the (EHS) by the 10th of the following month. This can be done by placing the envelope containing the badge in any campus mailbox.
6. If the student fails to return the badge three times within a 1-year period, the EHS Office bills the Radiology Department \$30 per incident for the lost or late badges. The Radiology Department policy requires the individual to reimburse the department for these charges.
7. Radiation Exposure Reports for the previous month are sent to students via email and posted in the radiation oncology department lounge for review within 30 days of generation.
8. Dosimetry badges must be worn during all clinical practice and labs. A student who does not wear their badge will not be allowed to take part and sent home. Students sent home for missing dosimetry badges will be subject to Clinical Attendance & Personal Time policies.
9. If you lose your badge, contact the Clinical Coordinator immediately.
10. Do not wear your badge if you are personally going through a diagnostic or therapeutic procedure.
11. The badge is the property of the University of Iowa and must be returned upon graduation and before final ARRT examination verification by the Program Director. If a student is dismissed or withdraws from the Program, they must turn in their badge to the Clinical Coordinator.
12. Tampering with the radiation badge or exposing it to ionizing radiation so as to cause a false positive reading shall be considered a serious offense and will result in immediate dismissal from the Program.
13. 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.



<b>ALARA I</b>	<b>ALARA Level II</b>	
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

## SECTION VI – ATTENDANCE/ GRADING POLICIES

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### 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, the 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. 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

Refer to Bachelor of Science in Radiation Sciences Policies & Procedures manual and Clinical Syllabi for more information regarding personal time and clinical attendance.

### Procedure:

1. Students who leave their assigned clinical rotation without use of personal time or clinical staff permission will be subject to the Use of Personal Time Procedure policy and the Judicial Process (see Degree Policies & Procedures manual).
2. Students are required to attend a portion of all clinical rotations assigned in Clinical Internships I-V.
3. If a student misses an assigned clinical rotation and fails to use personal time and/or report the absence to RT Staff, they will be subject to the Use of Personal Time Procedure policy and the Judicial Process (see Degree Policies & Procedures manual).
4. If an extenuating circumstance or personal crisis affects the student's ability to attend clinical assignments, decisions on allowing student accommodations will be provided as determined by the Program Director and staff.
5. Students who arrive to clinic to clinical rotations not meeting the dress code requirements, missing their ID and/or dosimeter, or have incomplete clinical compliances or immunizations in eValue are subject to Use of Personal Time Procedure policy and the Judicial Process (see Degree Policies & Procedures manual).

### Personal Time Policy

Students are expected to attend all clinical assignments without absence. If a student is unable to attend a clinical assignment, they are required to use personal time. Personal time accrual, number of hours used and requests to use personal time are managed and tracked in e\*Value.

### Procedure

1. Students will be issued 16 hours of personal time per semester.
2. Personal time can be taken in 0.5-hour increments.
3. At the end of a semester, any unused personal time will carry over to the next semester and subsequent semesters.
4. Students can go negative up to 20 hours but that the time must be made up before the start of the next semester.
5. All negative personal time must be made up prior to the University of Iowa Office of the Registrar deadline for final grade submission.
  - a. Any negative personal time balance a student fails to make-up prior to this deadline will be applied as an RT Clinical Internship final grade reduction for every 2 hours negative. For example, 0-2 hours negative results in a grade change from "A" to "A." A -6 hours would be 3 grade increments, resulting in an "A" to a "B" final grade.
  - b. A student may choose to utilize an RT Clinical Internship final grade reduction in lieu of making up a negative personal time balance.

6. In the event a personal crisis/illness affects a student's ability to attend multiple clinical internship assignments, the student's program status may be subject to the Leave of Absence policy found in the Degree Policies & Procedures manual.
7. Personal leave time requests for one (1) week or more require prior approval by the Program Director or designee. Approval is based upon circumstance, student performance and status of clinical internship requirements.
8. Students who violate the Personal Time policy will be subject to the Judicial Process (see Degree Policies & Procedures Manual).

## SECTION VII - CONDUCT POLICIES

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### **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.

1<sup>st</sup> 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 Process found in the Policies and Procedure Manual.

### **Radiation Therapy Education Completion and ARRT Examination Requirements**

The purpose of ARRT certification and registration in Radiation Therapy is to recognize individuals who are qualified to perform the role of a radiation therapist. To earn ARRT certification and registration as a radiation therapist requires pursuit of the primary eligibility pathway. This pathway includes completion of the ARRT prescribed components:

1. Education Requirement
2. Ethics Requirement
3. Examination Requirement

Specifics for ARRT credentialing can be found at their site:

- [Home - ARRT](#)

Specifics for each component can be found:

1. Education Requirements:
  - [Education Requirements Primary - ARRT](#)
2. Ethics Requirements\*:
  - [Ethics Requirements - ARRT](#)
3. Examination Requirements:
  - [Examination Requirement - ARRT](#)

\*The ARRT requires that certified radiographers and persons applying for certification demonstrate ethics and possess high moral standards. These requirements are governed by the [ARRT Standard of Ethics](#). When applying for certification you must answer [Ethics Questions](#) to identify potential ethics violations. If you have concerns about a potential ethics violation, students may request an [Ethics Review Pre-Application](#).

**Accreditation:** The 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/wp-content/uploads/Documents/Resources/Standards-PDFs/2021-Radiation-Therapy-Standards.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. The program received the max accreditation award of 8 years and is up for renewal in 2026.

### **Joint Review Committee on Education in Radiologic Technology**

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

[www.jrcert.org](http://www.jrcert.org)

### **American Society of Radiologic Technologists**

15000 Central Avenue, N.E.

Albuquerque, NM 87123-3917

(505) 298-4500

[www.asrt.org](http://www.asrt.org)

### **American Registry of Radiologic Technologists**

1255 Northland Drive

St. Paul, MN 55120-1155

(651) 687-0048

[www.arrt.org](http://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.

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STUDENT NAME PRINT

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STUDENT SIGNATURE

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DATE