

2022

# Radiation Therapy Student Handbook



“...a beacon of light guiding lifelong learning”

Radiation Therapy Program

Galveston College

Revised: August 2022

**“Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.”**

**—Harriet Tubman**

**Policies in the Handbook are subject to change. Students will be provided a written notification and a signed acknowledgment should there be a change in policy.**

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# 1.0 Overview and General Information

## 1.1 Welcome

Welcome to Galveston College's Radiation Therapy Program. Established in 1978, the Radiation Therapy Program at Galveston College is the oldest program in the state of Texas. We will make reasonable efforts to ensure that your time with us is enjoyable as well as educational. This program is designed to help you develop the skills and acquire the information necessary to perform at a high level of competency as an entry level Radiation Therapist. There are various areas in which you will be evaluated during the program to ensure your learning and success.

Throughout their educational training students will work with leaders in clinical radiation oncology, medical physics, and radiation oncology research. The following overview of program requirements, ethical standards, and regulations has been formulated as a guide for radiation therapy students. It is the student's responsibility to carefully study this Handbook to learn what is expected of him or her and what he or she can expect from the program. Students will become highly trained in modern radiotherapy techniques including radiosurgery, image guided radiation radiotherapy, conformal radiation, stereotactic radiotherapy and participate in high dose rate applications.

The student handbook is designed to provide students with the Radiation Therapy Program policies and procedures within the classroom, online instruction, and clinical affiliates. Program policies must meet the requirements for accreditation at the professional, state, and institutional levels; and the rights of students and faculty, individually and collectively, must be respected. We expect all students to actively participate in clinical assignments, complete competency requirements, complete all classroom assignments, work hard, think deeply, and enjoy your education in radiation oncology and all that it has to offer. We wish you well in your newly chosen profession. We are here to assist you in pursuing your educational goals and answer any questions you may have.

Welcome to the Radiation Therapy Program and all the best in pursuing your professional goals.

Regards,

*Sandra Hayden*

Sandra Hayden, MA, RT (T), FASRT, ARRT  
Radiation Therapy Program Director  
Galveston College

## **1.2 Purpose of the Handbook**

The purpose of the student handbook is to provide students with an informational guide to the Program requirements and expectations. It has been prepared to inform students of the rules, regulations, goals, and functions of the Radiation Therapy Program. The information in the Handbook applies to all Radiation Therapy students and must be adhered to at all times during the Program. Additional information concerning the Program or clinical policies should be requested from the Program Director.

## **1.3 About Galveston College**

### **A. Galveston College Vision**

"GALVESTON COLLEGE - a beacon of light guiding lifelong learning."

### **B. Galveston College Mission**

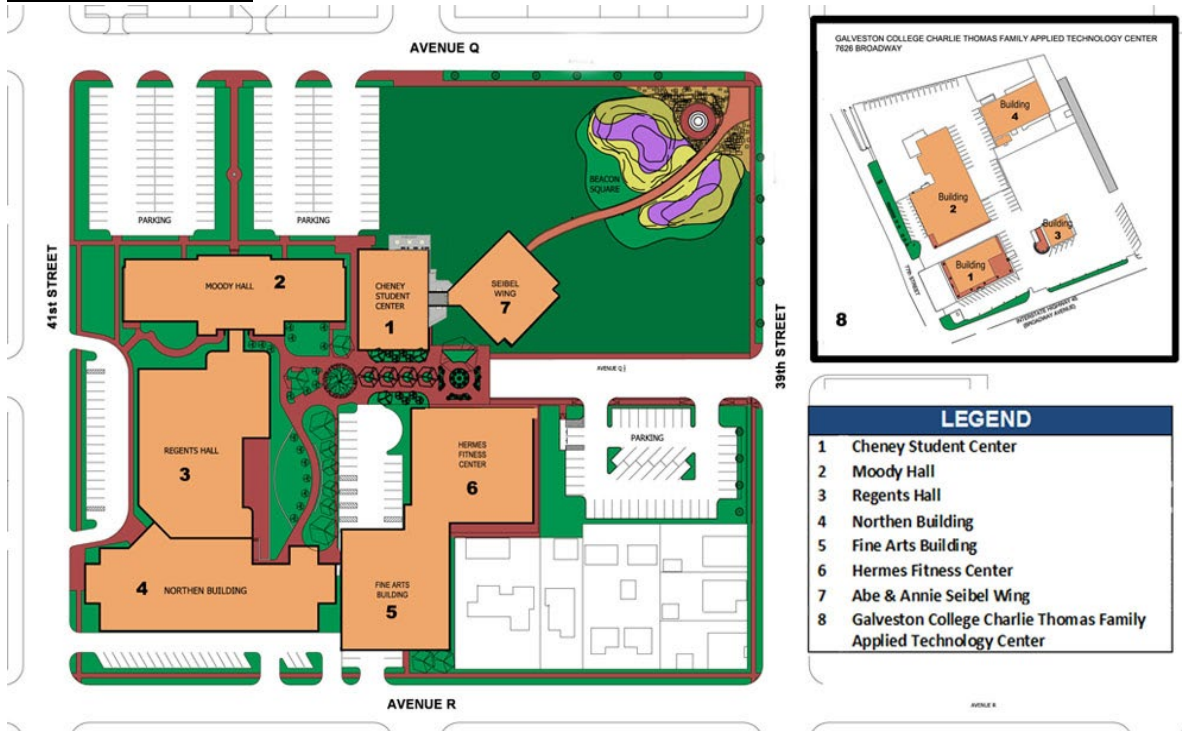
"GALVESTON COLLEGE, a comprehensive community college committed to teaching and learning, creates accessible learning opportunities to fulfill individual and community needs by providing high-quality educational programs and services."

### **C. Galveston College Values**

The shared values listed below are among the beliefs in which guide Galveston College in the development of its mission, goals, programs, and services:

- Access
- Achievement
- Diversity
- Excellence
- Integrity
- Respect
- Stewardship

## D. Campus Map



## 1.4 Radiation Therapy Program

### A. Mission Statement

The mission statement of the Radiation Therapy Program is committed to providing its students a very diverse clinical and education of the highest quality. The program is competency based to ensure students success in the clinic as well as the classroom. Graduates of the program will be prepared to deliver excellent patient care while pursuing a lifelong learning career in the field of radiation therapy.

### B. Program Outcomes/Goals

1. Provide graduates with academic education and clinical instruction necessary secure employment in an entry level position in the field of radiation therapy.
2. Provide graduates with effective communication skills pertinent to the field of radiation therapy.
3. Produce graduates who are critical thinkers and have good problem solving skills.
4. Achieve a program registry pass rate of 75% or greater over the past five years for graduates first attempts on taking the registry
5. Achieve a program employment rate, within one year post graduation of 75% or greater over the past five years for graduates actively seeking employment.
6. Produce graduates who actively and accurately practice acceptable standards in radiation therapy.

### C. Program Administration

The Radiation Therapy program is administered by Galveston College and supported in the clinical setting by the program's clinical affiliates.

## D. Program Curriculum

### Galveston College Radiation Therapy

Course	Description	Lec	Lab	Credit Hr.
<b><u>Prerequisites</u></b>				
BIOL 2401	Anatomy & Physiology I	3	3	4
HPRS 1206	Essentials of Medical Terminology	2	0	2
MATH 1314	College Algebra	3	1	<u>3</u>
				<b>9</b>
<b>FIRST YEAR</b>				
<b><u>Fall Semester</u></b>				
RADT 1301	Intro to Radiation Therapy	3	0	3
RADR 2313	Radiation Biology & Safety	3	0	3
RADR 1303	Radiation Therapy Patient Care	3	0	3
RADT 2317	Radiation Therapy Physics	3	0	<u>3</u>
				<b>12</b>
<b><u>Spring Semester</u></b>				
RADT 1344	Instrumentation & Methodologies	3	0	3
RADT 2401	Oncology I	4	0	4
RADT 2407	Dosimetry I	4	1	4
RADR 2340	Sectional Anatomy for Medical Imaging	3	0	<u>3</u>
				<b>14</b>
<b><u>Summer Semester</u></b>				
ENGL 1301	Composition I	3	0	3
RADT 1266	Practicum I	0	0	2
RADT 2303	Oncology II	3	0	3
RADT 2309	Dosimetry II	3	0	<u>3</u>
				<b>11</b>
<b>SECOND YEAR</b>				
<b><u>Fall Semester</u></b>				
RADT 1467	Practicum II	0	0	4
Elective	Social & Behavioral Science	3	0	3
Elective	Language, Philosophy & Culture/Creative Elective	3	0	3
RADT 1191	Special Topics: Trends	1	0	1
RADT 1205	Technical Procedures	2	1	<u>2</u>
				<b>13</b>
<b><u>Spring Semester</u></b>				
RADT 1291	Special Topics: Radiation Therapy Seminar	0	0	2
RADT 2466	Practicum III	0	0	<u>4</u>
				<b>6</b>

**Total for AAS Degree: 65**

## E. Projects/Case Studies/Image Reviews

Research papers and other written assignments are required throughout the program. Student will prepare a case study prior to attempting each clinical competency. The following case study format serves as a guideline for the student. Each section listed below will be placed on a separate document from this form. The case study is to be documented in an acceptable word font and format. Copies should be sent to clinical educator and program director.



## Case Study Format

### Introduction:

- Disease Type:
- Histopathology:
- Planned Competency:

### Epidemiology/Etiology:

### Anatomy:

### Clinical Presentation:

### Detection/Diagnosis:

### Route of Spread:

### Disease Pathology/Staging:

### Adjuvant Therapies:

## Patient-Specific Data

### Patient Diagnosis:

### Machine:

### Patient Information: age, sex

- Medical History:
- Medications:
- Surgical History:
- Social History:
- Family History:

### Patient Clinical Presentation:

### Patient Detection/Diagnosis:

### Patient Route of Spread:

### Patient Survival Rate:

## Patient Site-Specific Treatment Details

### Diagnosis:

### Treatment Plan: Chemotherapy and radiation therapy

### Treatment Position:

### Treatment Rationale:

### Radiation Prescription:

### Treatment Fields:

### Dose Volume Histogram (DVH):

Explain: The Dose Volume Histogram (DVH) shows the dose distribution of the treatment field and surrounding critical structures.

### Critical Structures:

*TD 5/5 of Whole Organ*

### At-risk lymph nodes:

### Images:

DRR – AP

Port – AP

DRR – Right lateral

Port – Right lateral

### AP Field Borders:

### Right Lateral Field Borders:

### Anatomical landmarks:

## **F. Required Textbooks**

<b>Textbook</b>	<b>Author</b>	<b>Edition / Year</b>	<b>ISBN</b>
Principles and Practice of Radiation Therapy	Washington, Leaver, Trad	5 <sup>th</sup> / 2021	9780323596954
Sectional Anatomy for Imaging Professionals	Lorrie Kelley Connie Petersen	2018	9780323414876
Workbook for Sectional Anatomy for Imaging Professionals	Lorrie L. Kelley	4 <sup>th</sup> / 2019	Paperback: 9780323569613 E-Book: 9780323655903
Handbook of Treatment Planning in Radiation Oncology	Videtic	3 <sup>rd</sup> / 2020	9780826168412
Radiation Therapy Guide and Exam Review	Leia Levy, Mosby	1 <sup>st</sup> / 2011	978-0323069342
The Physics & Technology of Radiation Therapy	Patrick N. McDermott and Colin G. Orton	2 <sup>nd</sup> / 2018	9781930524989
Physics of Radiation Therapy	Khan	4 <sup>th</sup> / 2019	9781496397522
Radiation Protection in Medical Radiography	Mary Alice Statkiewicz Sherer Paula Visconti E. Russell Ritenour Kelli Welch Haynes	9 <sup>th</sup> / 2021	Paperback: 9780323825030 E-Book: 9780323825047

## **G. Program Accreditation**

The Galveston College Radiation Therapy Program is nationally accredited by the:

The Joint Review committee on Education in Radiologic Technology

20 Wacker Dr., Ste 2850

Chicago, IL 60606-2901

Tel: (312) 704-5300

Fax: (312) 704 5304

E-mail: [mail@ircert.org](mailto:mail@ircert.org)

**Galveston College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor and associate degrees. Questions about the accreditation of Galveston College may be directed in writing to the Southern Association of**

Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### **H. Advisory Committee**

An Advisory Committee exists to assist in the direction of the Program. A student representative will be chosen by each class to sit on the Committee during their time in the Program. The Committee generally meets twice a year during the fall and spring semesters. The student's role will be to bring the concerns and recommendation of the students to the Committee.

### **I. Drug Screen and Background Check**

Galveston College Radiation Therapy students are required to undergo a background check and drug test though Castle Branch at the time of program admission. Instructions for the background check and drug test along with appropriate consent forms will be provided to students during the acceptance process.

### **J. Canvas Learning Management System**

The Canvas Learning Management System is the platform used for managing instructional material online. Students should monitor their course sites routinely for communications from the program director and to manage course assignments.

### **K. Student with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute which provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with documented disabilities be guaranteed reasonable accommodation for those disabilities. If you believe that you have a disability requiring such accommodation, please contact the Galveston College Counseling Center or call (409) 944-1223.

### **L. Email Policy**

It is mandatory that students respond to emails as directed by the program director.

**First infraction** will result in a verbal reprimand.

**Second infraction** will result in written reprimand.

**Third infraction** will result in a temporary three-day suspension from the program and suspended three days will be "made up" first opportunity at the end of the semester.

## **1.5 The American Registry of Radiologic Technologists (ARRT) Ethics**

Ethics Requirements: For R.T.s, patients will always be at the heart of the profession—and protecting their best interests and safety should always be the priority. That's why ARRT emphasizes our ethics requirements for certification and registration. Patients and their families want to know that their medical professionals, including technologists, are qualified, responsible, and trustworthy. [ARRT Resources and Ethics Information](#)

ARRT Standard of Ethics: The ARRT Standards of Ethics is one of our governing documents. It articulates the types of behavior we expect of R.T.s and describes the types of behavior we won't tolerate. The document includes our Code of Ethics (a set of guidelines to which R.T.s aspire) and

Rules of Ethics (mandatory and enforceable standards), along with information regarding our ethics review process. [ARRT Standards of Ethics 2021](#)

## **1.6 Overview of the Profession**

The practice of Radiation Therapy is performed by health care professionals responsible for the administration of high doses of ionizing radiation for the purpose of treating pathologies, primarily cancer. A radiation therapist acquires and analyzes data in preparation for patient treatment, uses various imaging technologies to localize the treatment area, participates in treatment planning and performs radiation therapy procedures as prescribed and supervised by a radiation oncologist.

Radiation therapists are the primary liaison between patients and other members of the radiation oncology team. They also provide a link to other health care providers, such as social workers and dietitians. Radiation therapists must remain sensitive to the needs of the patient through good communication, patient assessment, patient monitoring and patient care skills. Radiation therapy often involves daily treatments extending over several weeks using highly sophisticated equipment. It requires thorough initial planning as well as constant patient care and monitoring.

[The ASRT Practice Radiation Therapy Standards 2021](#)

## **1.7 Discrimination Statement**

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination in the Radiation Therapy program on any basis prohibited by applicable law, including, but not limited to age, race, color, creed, nationality, religion, marital status, handicap or sexual orientation.

Because of the inherent requirements of the profession, certain minimum physical abilities are expected. An otherwise qualified individual for admission is someone who, with or without an accommodation, can:

- hear low tones
- see and function in a semi-dark setting
- visually discern detail, such as on a radiograph or port film
- communicate clearly verbally
- lift and move immobile patients
- stand and long periods of time
- handle single sheets of film without damage.

## **1.8 Language**

All classroom and clinical instruction will be conducted in English. By accepting a position in this Program, the student acknowledges this and accepts the responsibility for sufficient proficiency in the English language to be able to successfully complete the Program.

# **2.0 Program Administrative and Academic Policies**

## **2.1 Certification Requirements**

Pending successful completion of all program requirements, the graduate is eligible to sit for the certification examination administered by the American Registry of Radiologic Technologists (ARRT). ARRT certification is a requirement for employment in most radiation oncology facilities.

The Texas Department of Health also requires that individuals who administer radiation for diagnostic or therapeutic purposes be licensed with the state. It is recommended that students who plan to work in Texas following graduation apply for certification with the Department of Health during the last semester of the program so that they will be eligible for employment immediately after graduation from the program.

## **2.2 Policies and Procedures**

Policies and procedures of the program are based on those of Galveston College. In light of this, students are encouraged to review the Galveston College catalog to insure familiarity with these policies. Additional policies and regulations may be established by the program or by individual course instructors. After due and proper notification, students are expected to comply fully with all regulations.

### **A. Work Policy**

While it is recognized that employment may be a financial necessity for some students, working full time while enrolled in the Radiation Therapy Technology program is difficult and not recommended. Students in the program will NOT be excused from clinic or classroom activities in order to pursue employment. If students work, they should do so only during times when it does not conflict with program activities. Additionally, should a student be employed by a clinical affiliate of the program, they may not use any "employer time" to substitute for program clinical time. At no time in the program will a student be scheduled for more than 40 hours per week of class and/or clinic.

### **B. Pregnancy Policy**

***The disclosure of a pregnancy is completely voluntary and it is the exclusive right of the student to declare herself as pregnant.***

If the student chooses to voluntarily inform program officials of her pregnancy, she must do so in writing. One of the following options may be exercised by the student:

1. If the student elects to withdraw from the program written notice is required. The student is now eligible to re-apply, "Re-Admission Policy" is outlined in the Galveston College catalog.
2. The student may elect to continue in the program. If so, the student will be counseled as to the risks of ionizing radiation exposure to the embryo/fetus and advised that that permanent, irreversible damage to the unborn child may result from exposure to even relatively low doses of radiation. In addition, the student will be encouraged to consult with her primary physician for assistance in deciding of whether to remain in the program during pregnancy.
3. Student has option to provide written withdrawal of the previously submitted declaration of pregnancy.
4. If the student elects to remain in the program during pregnancy, she may do so at her own risk. Documentation of this decision will be placed in the student's file.
5. If the student elects to remain in the program student must complete the clinical and didactic course work without special considerations or modifications of the assignments.

### **C. Infection Control**

Students are advised that, as part of the routine of working with patients in the medical setting, exposure to contagious and pathogenic organisms may occur. Students will be required to abide by the safety rules/regulations that govern the clinical facility. Infection control precautions generally include:

- covering all cuts
- wearing of gloves when exposure to body fluids is likely
- washing hands after each patient and when leaving the clinic setting

**Students should always practice universal precautions with all patients.**

In the event that a student is exposed to blood or bodily fluids, or to any communicable disease, the student should immediately inform the clinical supervisor or chief technologist. The following information should be gathered: patient's name and ID number, time and date of exposure, type of exposure. If the exposure occurs between 8:00 am - 4:30 pm, Monday-Friday, the student will be referred to the Student Health Center (409-747-9508) at UTMB for any health care and/or prophylaxis necessary. The Student Health Services physician will normally supervise the health care and/or prophylaxis. If Student Health is closed, the student should go to the UTMB emergency department for care.

#### **D. CPR Certification**

Each student is required to have Cardiac Pulmonary Resuscitation (CPR) certification completed prior to participating in the clinic.

Galveston College offers American Heart Association BLS CPR classes. Please visit the continuing education website to sign up for a class. <https://gc.edu/academic-career-programs/ce/index.php>

**Your CPR must be an American Heart Association Class**

#### **E. Smoking Policy**

"For the health of all employees and students, as well as our patients and visitors in the hospitals and clinics, smoking is prohibited in all facilities, including buildings, hospitals and vehicles. Smoking is only allowed in designated smoking areas."

Galveston College is a smoke free campus and no smoking is allowed on campus. In the clinical setting, students will adhere to and follow the smoking policy of the clinics to which they are assigned.

#### **F. Student Records**

The official academic records of all students are maintained at Galveston College in the Admissions Office. The student's clinical records are maintained in confidential, locked files located in the Program Director's office at Galveston College. Any student who desires to review their record may do so upon request.

The Radiation Therapy Technology program adheres to the "Family Educational Rights and Privacy Act (FERPA) of 1974" and the "Texas Open Records law (State Senate Bill 1071 and House Bill 6)."

##### **Student's rights under FERPA**

- The right to inspect and review their records
- The right to seek amendment to records student believes is inaccurate, misleading, or otherwise a violation of the student's privacy rights.
- The right to restrict the disclosure of Directory Information
- The right to file a complaint with FERPA concerning alleged failures by Galveston College to comply with the requirements of FERPA.

Additional information and Galveston College policies and procedures related to FERPA is available in the semester catalogs and online at the Galveston College Website.

## **G. Parking**

Parking in a Galveston College parking space/lot requires a valid Galveston College Parking Permit. All others will be towed. Parking permits may be obtained (with proof of current paid registration) from Media Services on the first floor of Moody Hall.

Clinical parking is the student's responsibility, and tardiness due to difficulty parking is NOT excused. Each clinical facility has designated areas for student parking. Please adhere to each facility's requirements.

## **H. Holidays and Vacation**

The program will observe all holidays printed in the Galveston College Catalog and all holidays granted and observed by the State of Texas. Students should schedule vacations between semesters and during breaks (see catalog and/or web site for dates of breaks between semester and for spring break).

## **I. Cell Phones and Electronic Devices Policies**

- **Cells phones:** are **prohibited** during the classroom and clinical settings at ALL times. Students anticipating or expecting important phone calls during class or clinic should inform the instructor or supervising technologist and obtain permission to accept the call. Phones are not to be used to record or take photos during these settings.
  - In the classroom: should be stored in book bag, purse, etc. and not on the desktop. Devices should be turned to vibrate, silent, or off. Phones may be used during classroom breaks.
  - In the clinic: devices should be stored in book bag, purse, locker, etc. and not on the person (student). Devices should be turned to vibrate, silent or off. Phones may be used during scheduled breaks in the clinic.
- **Video Recorders:** are **prohibited** during the classroom and clinical settings at ALL times.
- **Voice Recorders:** are for personal use only and may not be published or distributed over the internet.

**\*Students are to show respect for their fellow classmates, instructors, and clinical staff. Failure to adhere to these policies will result in a written warning.**

## **J. Immunizations**

All clinical affiliates require immunizations; therefore, all students must be up to date on immunizations prior to attending clinicals.

## **K. Occupational Exposures and/or Emergencies**

Students who experience an occupational exposure to blood or bodily fluids while in their role as a student should be released immediately to report to or call Student Health and Counseling (409) 747-9508 if the exposure occurs between the hours of 8:00 a.m. and 4:30 p.m. All occupational exposures to blood or bodily fluids should be evaluated within 2 hours of occurrence. Call Student Health and Counseling at (409) 747-9508 during regular hours. Students with off-campus exposures should follow the same guidelines as above.

If presenting to UTMB Student Health and Counseling or the UTMB ER, there is no charge for the initial assessment and treatment for the occupational exposure to blood and body fluids. For follow-up for an occupational exposure to blood or body fluids there is no charge if returning to

UTMB Student Health and Counseling. For occupational exposures, as with all visits to Student Health and Counseling, are treated with the utmost of confidentiality. If care is obtained elsewhere, the student's health insurance will need to be used.

For emergencies, please go directly to the nearest emergency room. Students are responsible for all charges related to emergency care.

For more information, go to <https://www.utmb.edu/stuck>

## **L. Magnetic Resonance Imaging (MRI) Safety**

All students will receive MRI safety protocol and procedure training during orientation. This training will reflect the current American College of Radiology (ACR) MRI safety guidelines and standards and will be obtained prior to the beginning of the students' clinical experience.

## **2.3 Academic Standards**

### **A. Program Standards**

The student is required to achieve a grade of "B" or better in all Radiation Therapy Technology courses to progress in the program. Additionally, the student must satisfy the required objectives and competency examinations in their clinical rotations in order to graduate.

The number and type of examinations are to be determined by the course instructor. Mid-term and final examinations are usually the minimum required for any course.

Grading scale, unless specified otherwise by the instructor, is as follows:

- A = 90-100%
- B = 80- 89%
- F = 79% or less

Any student receiving less than 80% on a single course will receive an F on their transcript and be dismissed from the program.

**First year comprehensive final:** Students are required to take a comprehensive final after the first year of the program is completed. Student must score 75% or higher to progress in the program. Students who fail to score 75% or greater on this test will be dismissed from the program

### **B. Re-admission Policy**

Students who receive a failing grade in any Radiation Therapy course or clinical practicum must schedule an exit interview with the Program Director in order to be considered for readmission at a later date. As part of the exit interview, the program director will identify, in writing, the exact courses that the student must complete with a grade of B or better. Students may apply for readmission into the program by completing the application process.

If the number of students exceeds the number of vacancies, the selection will be determined on cumulative GPA and the second interview.

Any student that is dismissed from the program for non-academic reasons is not eligible to re-apply to the program.

### **C. Completion of Assignments**

Deadlines are absolute. Students may be required to complete assignments that may be part of a class or in addition to classwork. First missed assignment per course will result in a minimum penalty of a (0) zero for that assignment. Second missed assignment per course will result in a (0) zero and a



written warning. A third missed assignment per course will lead to a letter grade drop and written warning. Exceptions to the rules may be made for extenuating circumstances at the discretion of the Program Director. If an assignment can be made up, at the option of the Program Director, the assignment may be completed for a lower grade without the penalty discussed above.

#### **D. Review of Academic Progress**

The Program Director is available to discuss academic progress of students at scheduled meeting times. The meetings will be documented and placed in the student's permanent file.

#### **E. Transfer of Credit**

Effective January 1, 2020, the Radiation Therapy program will no longer accept transfer students and will no longer offer advance placement positions.

#### **F. Scholastic Integrity**

Each student is charged with the responsibility of maintaining scholastic integrity. When written assignments require excerpts from material published by others, the student must give full credit to the author to avoid the possibility of plagiarism. For more information refer to "Students Rights and Responsibilities section (F) Student Code of Conduct." Any student violation of scholastic integrity for plagiarism or cheating falls properly within the realm of student/faculty relations and is subject to a faculty recommendation to the college administration for loss of credit for a particular assignment, examination, or unit of work; failure in a course; or dismissal from the college.

#### **G. Financial Aid**

Students enrolled in the Radiation Therapy Program are eligible to apply for financial assistance through the financial aid program at Galveston College. Financial assistance is offered in many forms, including grants, scholarships, loans, and on campus employment or a combination of these aids. Students should seek the advice of a professional financial aid counselor in receiving information on these programs. While every effort is made to make qualified students aware of any scholarships that might become available, the Radiation Therapy Program Director is **NOT** a financial aid officer and should not be relied upon for financial aid information.

#### **H. Certification Requirements**

Pending successful completion of all program requirements, the graduate is eligible to sit for the certification examination administered by the American Registry of Radiologic Technologists (ARRT). ARRT certification is a requirement for employment in most radiation oncology facilities.

The Texas Department of Health also requires that individuals who administer radiation for diagnostic or therapeutic purposes be licensed with the state. It is recommended that students who plan to work in Texas following graduation apply for certification with the Department of Health during the last semester of the program so that they will be eligible for employment immediately after graduation from the program.

#### **I. Community Service**

Students enrolled in the Radiation Therapy Program are required to complete three (3) community service events prior to graduation. Such events include, but are not limited to, blood donation, American Cancer Society walks, or the Houston Food Bank to name a few. Proof of participation

must be submitted to the program director. Failure to complete three (3) events will prevent a student from successfully completing the Program.

## **J. Program Withdrawal**

Withdrawal from the Program is an official process and should be discussed with the Program Director. Program withdrawal should be declared in writing to the Program Director. The Program Director will not "AWN" a student due to academic performance or personal reasons. It is the students' responsibility to complete the required documents needed to drop or withdraw from a course. Withdrawing from a course in the Program will lead to immediate dismissal as all courses are completed in a required sequence. Failure to withdraw or drop a course by the deadlines listed on the college academic calendar will result in an "F" on the student's transcript.

## **2.4 Attendance Standards**

### **A. Attendance**

Students are expected to attend all lectures and laboratory sessions and each instructor keeps a record of attendance for the duration of each course. **Students must notify instructor if they are unable to attend classes, meetings and other mandatory academic sessions.** In accordance with Galveston College policy, **ANY STUDENT WHO MISSES 10% OR MORE OF THE TOTAL CLOCK HOURS OF INSTRUCTION, WITHOUT PERMISSION OF THE INSTRUCTOR, MAY BE WITHDRAWN FROM CLASS AND GIVEN A GRADE OF "AWF" (ADMINISTRATIVE WITHDRAWAL/FAILURE)**

The grade of AWF will have a grade point value of "O" and will be computed in a student's grade point average. The following are considered legitimate conditions for an excused absence from class:

- Physical inability of the student to attend. This includes injury or illness that requires hospitalization, emergency medical care or physician ordered bed rest. Supporting documentation will be required.
- Attendance of funeral or medical emergency for immediate family. Supporting documentation may be required.
- Prior consent of instructor. At the instructor's discretion, a student may be excused from class attendance for any reason not previously outlined. However, this permission must be obtained PRIOR to the student's absence.

**Students are responsible for all class content and assignments they miss due to ANY absence.** The instructor is under no obligation to ensure that information presented or assignments made during class are supplied to students who are not in attendance for a regularly scheduled class. Students, who fail to attend class on scheduled test days, unless approved in advance by the program director, will have their make-up test score lowered one letter grade. The make-up test will be scheduled by the program director. Students who fail to attend class on scheduled class day and fail to call and notify instructor of their absence will forfeit the grade for that test. Failing to submit course work when due will result in grade lowered one letter grade.

**Students are responsible for all class content and assignments they miss due to any absence.** The instructor is under no obligation to ensure that information presented or assignments made during class are supplied to students who are not in attendance for a scheduled class. Students, who fail to attend class on scheduled test days, unless approved in advance by the program director, will have their makeup test score lowered by one letter grade. The makeup test will be scheduled by the program director. Students who fail to attend class on scheduled class day and fail to call and notify

instructor of their absence will forfeit the grade for that test. Failing to submit course work when due will result in the course work grade lowered one letter grade.

### **B. Tardiness**

Any student who is more than 10 minutes tardy for class may be marked absent and the AWF policy may be applied. Three tardy infractions are equal to one absence. In accordance with Galveston College attendance policy, any student who misses 10% or more of the total clock hours on instruction, without permission of the instructor, is subject to dismissal from the program.

### **C. Grievance Procedure**

The intent of the student grievance procedure at Galveston College is to insure the aggrieved student due process in the disposition of the grievance or complaint. The filing of a student grievance should be the result of a college-related internal problem or condition which a student believes to be inequitable, discriminatory, or a hindrance to the educational process.

Student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. To dispute a grade refer to "Grade Appeal" in the Galveston College Catalog. Students are encouraged to resolve grievances informally through the person directly involved and to use the formal student grievance procedures only as a last resort. The procedure for filing a grievance can be found in the Galveston College Catalog. **The student has five (5) days to file a grievance.**

### **D. Student Counseling**

Student counseling is available in several forms. Academic counseling specific to student progress in Radiation Therapy courses is done a minimum of once a semester by the Program Director. At this time, the student is advised as to his or her progress in the course and notified of any deficiencies.

Special counseling may be done at any time during the program to document and to attempt to remedy any difficulties the student is having in any area of the program. This type of counseling will 1) state the problem, 2) notify the student of any action necessary to correct the problem, 3) give a time frame for correcting the problem, and 4) state the consequences of not correcting the problem.

In addition to student counseling done within the program, the Galveston College Office of Student Affairs and Student Wellness as well as the Student of Allied Health Science (SAHS) both offer services to students enrolled in the program. These offices provide appropriate counseling, testing services, placement, and follow-up services to enable the student to achieve maximum productivity. Individuals may find the counseling services helpful for career counseling, academic advisement, confidential personal counseling (available on a limited basis) and for workshops and seminars.

UTMB Student Health and Student Counseling department is another option for students to meet with qualified counselors to address personal issues. UTMB Student Health and Student Counseling may be reached at (409)-747-9508.

## 3.0 Clinical Education Standards

### 3.1 Clinical Affiliates

The program has multiple clinical affiliates that provide the student with their clinical education. Each affiliate has a designated clinical educational instructor that is responsible for the students and available should the student require assistance in a clinical issue. The program and affiliates collectively provide the student with a very diverse and marketable clinical education.

The following locations will be used for clinicals.

Michael DeBakey VA Hospital  
2002 Holcombe Blvd.  
Houston, Texas 77030

MD Anderson/University of Texas Medical Branch (MDA/UTMB)  
301 University BLVD.  
Galveston, Texas 77555

Houston Methodist Hospital  
6565 Fannin Street  
Houston, Texas 77030

Sugarland Methodist Hospital  
16655 Southwest Fwy.  
Sugar Land, Texas 77479

Smith Clinic/Harris Health  
2525 Holly Hall Street  
Houston, Texas 77054

Houston Methodist Neal Cancer Center at Baytown  
4021 Garth Rd.  
Baytown, TX 77521

#### **A. Clinical Supervision**

Students shall be under the direct supervision of a registered Radiation Therapist while in the treatment and simulation areas. The supervising therapist must check all student activities including patient set-ups, console setting and all other related treatment parameters before the treatment may be administered. Documentation of clinical supervision is noted on three different program forms: Student Clinical Competency Evaluation form, Student Personal and Professional Growth Assessment form and Clinical Educators Evaluation form.

***Students are NEVER to treat unsupervised!***

Each ***Affiliate Education Supervisor (AES)*** must demonstrate effectiveness in the supervision, clinical education and evaluation of students assigned to his or her facility. Each AES is required to attend at least one Advisory Meeting annually. An annual AES meeting will also be conducted with each clinical site. Also, the Radiation Therapy students will evaluate the clinical site, AES, and other clinical technologists at the end of each rotation.

### 3.2 Professionalism

Radiation Therapy students represent the Program, the profession, Galveston College and all clinical affiliates; therefore, students are expected to conduct themselves in a dignified manner which conforms to the ethics of the profession and which instills confidence in their abilities. Any student who does not adhere to the scholastic and professional standards of the school and its clinical affiliates is subject to written warnings and possible dismissal. If the situation is based on unacceptable, intolerable, illegal, or unprofessional actions by a student which violate the clinical policies set forth in the Student Handbook, or which violate any local, state, or Federal laws, the student will not be allowed to re-enter the Program at any time in the future.

As a professional, you are expected to come to class, and to come prepared. You are expected to ready and thoughtfully study all assigned material and complete all assignments. Always be ready to discuss the assigned materials. Ask questions to clarify any parts of the material that you do not understand. You are expected to participate in class appropriately.

### 3.3 Clinical Expectations

During the clinical education of the program, the affiliate hospitals will expect the students to conduct themselves as a professional and as a representative of the department. The affiliate hospital will expect the following behavior from the students assigned to their institutions:

- Cooperation
- Honesty
- Initiative
- Willingness to learn
- Willingness to follow direction
- Willingness to take part
- Dependability
- Enthusiasm
- Acceptance of criticism
- Loyalty

### 3.4 Attendance

Clinical attendance is vital to the education of the radiation therapy student. Students will be assigned to clinical rotations by the Program Director. A copy of the schedule will be given to the student at the beginning of each semester. The student is required to attend all clinical rotation assignments as scheduled and will be responsible for signing in on the clinical attendance sheet each day. Falsification of student time sheets will be considered a major breach of conduct and can result in termination from the program.

**Students who sign other students in or out of the clinic will be dismissed from the program.**

Tardiness and absences should be reported no later than 8:30 a.m. to the clinical affiliate and the program director.

**Failure to follow this procedure will result in the following actions:**

- First offense will result in a verbal warning
- Second offense will result in a written warning
- Third offense will result in lowering of clinical grade by one letter
- Fourth offense will result in dismissal from the program

Students are urged to schedule elective doctor and dental appointments during their time off to avoid missing clinic. For appointments that must be made during clinic time, students should notify the clinical supervisor or program director at the time the appointment is made. All sick leave requires a doctor's permission note for excused absence from your clinical rotation. Otherwise, all absences will be recorded as unexcused. If the Program Director and/or clinical supervisor feel that a student is unable to perform their clinical duties due to an injury or illness, then the student may be required to leave clinic. Failure to notify the Program Director of missed clinic time will result in an unexcused absence. The Program Director will decide if missed clinical hours must be made up prior to the completion of the semester and students may be required to remain beyond the program completion date to complete clinical requirements.

Students do not have scheduled lunch periods during clinical rotations, but a 30 minute lunch is required. This applies to students who perform a clinical rotation more than six hours in duration. Students are not allowed to work through lunch to leave clinic early. Any additional breaks must be authorized by clinic supervisor and should not be taken in excess. When students are not in their assigned clinical area, it is required that they notify the clinical supervisor of their whereabouts.

Under any circumstances the college campus is closed (holiday, weather, etc.) students are not required to attend clinic. Any time a student feels unsafe to travel to clinic due to weather should contact the Program Director to make additional arrangements.

The student's grade for the clinical portion of the program is based, in part, on attendance. Each student will be allowed to miss 24 hours of clinic each semester without penalty, **EXCEPT DURING SUMMER SEMESTER**. All time missed during the semester will be "made up" at the next available college break, i.e. spring break, holidays, and breaks in between semesters.

Extraordinary circumstances (serious illness, death in the family, etc.) will be reviewed on a case-by-case basis and appropriate action will be taken at the Program Director's discretion.

### **3.5 Dress Code**

All students, without exception, will follow a dress code while assigned to a clinical affiliate. Students must wear appropriate program uniform, which are navy blue colored scrubs. If an individual hospital or department has a dress code that differs from this one, the hospital or department dress code will take precedence.

1. Hair must be clean, neatly groomed, and not constitute a hazard to the student or patient. All students must have hair pulled back.
2. Students must be clean shaven or have a neatly trimmed beard, mustache, or facial hair.
3. Fingernails must be clean and reasonably short. Polish must be light in color. Artificial nails are not allowed while students are assigned to clinical affiliate facilities.
4. Students should not wear heavy cosmetics, perfume, cologne, aftershave, etc., that would be offensive to the patient, fellow students, or hospital personnel.
5. Oral hygiene is a must. All students must be keenly aware of their breath and teeth. If mouth odor is a problem the student should use a mouth refresher.
6. Body odors are not acceptable under any circumstances. If this is a problem with any student, they will be counseled and advised of an immediate solution. Heavy perfume or cologne is not allowed.
7. No flip-flops or open-toed sandals are permitted.

8. Identification badge and dosimeter is considered part of the uniform and is required at all times.
9. Galveston College patch must be worn on right shoulder and secured professionally.
10. Earrings, which hang below the ear, are not acceptable. Nose, tongue, brow, or other visible body piercings or adornments are not permitted.
11. In all situations, dress must conform to what is normally acceptable within a professional patient care environment. If a student is observed not adhering to the dress code the student will be counseled and asked to conform. If a student refuses to adhere to the above dress code, appropriate disciplinary action may be taken or possible dismissal from the program.
12. Students may be asked to leave their clinical site for a violation of the dress code. Upon the first occurrence of such an event, clinical time missed must be made-up prior to the end of semester and the student will receive a written warning. A second violation of the dress code will lead to a failing grade assigned to the clinical course.

**The above dress code will be enforced at all times.**

### **3.6 Clinical Practicum**

Students must show successful completion of practices in the clinical setting through successful completion of competency skills. Evaluation criteria outline the correct procedure to follow to schedule clinical competencies. To ensure students are ready to enter the workplace as an entry-level radiation therapist, they must prove competent in the clinical setting.

#### **A. Clinical Evaluations**

The student will receive a midpoint and end of rotation Personal and Professional Growth Evaluation upon completion of each clinical rotation. The evaluations provide feedback as to the student's clinical performance and progress. All staff who had the opportunity to work with the student will be asked to provide input.

**Any student who fails a clinical rotation or is dismissed from a clinic for improper behavior, inappropriate comments, poor clinical performance, and actions detrimental to patient care and safety will be dismissed from the program.**

#### **B. Trajecsys**

Students are required to clock in and out of clinic when attending clinical rotations via the clinical record keeping system Trajecsys. The Program Director will review clock-in times. It is the responsibility of the student to keep required information accurate and updated. Failure to do so will reflect the overall clinical grade and possibly a written warning. Falsifications of these times will lead to program dismissal.

Trajecsys is an online clinical management and tracking system for students of health-related programs. This program is mandatory for the students to purchase in order to participate in the practicum classes. It must be purchased either through the bookstore or directly at [www.trajecsys.com](http://www.trajecsys.com). It is the student's responsibility to become familiar with how to work this program.

#### **C. Competency Evaluations**

The program requires students to perform the clinical competencies outlined by the [ARRT Primary Certification Didactic & Clinical Competency Requirements for Radiation Therapy](#).

The Radiation Therapy program is a competency based program. Therefore, students must demonstrate competency in procedures that are required, but not limited to, the American Registry

of Radiologic Technology (ARRT). Candidates for certification are required to meet the Professional Requirements specified by the ARRT. Students who wish to perform clinical competency must obtain permission from patient and supervising therapist. Should the student fail the first attempt, a second attempt may be granted by the supervising therapist. Should the student fail the second attempt, the student must contact the program director to discuss students' plan of action to succeed before attempting the procedure a third time. All attempts must be documented and signed. The clinic and clinical personnel are responsible for the patients therefore, the supervising therapist(s) score on the clinical competency cannot be challenged but discussion may be allowed as to why the student did not receive a passing score on the competency. **Students who fail a clinical competency three times have failed the clinical rotation and therefore will be dismissed from the program.**

The following process has been established to assure your successful completion of the required clinical competencies.

1. Observe and practice (dry run) in the treatment and/or simulation of the patient.
2. Complete the required Case Study as directed and submit it to the clinical instructor and program director.
3. Ensure that the Clinical Competency Evaluation Form has been completed.

**Continued Competency Examination:** During clinical education, to demonstrate continued competency you will be challenged on any competency you have completed. The Clinical Supervisor, Clinical Instructor, or Program Director will challenge you at any time. If you are unable to satisfactorily complete the competency, it will be revoked and you will receive a grade of "0" (zero). If a competency has been revoked, you will need to successfully complete it as any other competency.

**Always remember that the patient's safety and comfort is your primary goal.**

There are a total of 28 machine competencies that must be completed during the three clinical practicum rotations in the program.

- Practicum I: Summer semester is 10 weeks in duration. This is the first of the 3 clinical practicums and recommended competencies is 2.
- Practicum II: Fall semester is 16 weeks in duration. This is the second of the 3 clinical practicums and recommended competencies is 12.
- Practicum III: Spring semester is 16 weeks in duration. This is the third and final of the 3 clinical practicums and recommended competencies is 12.

#### **D. Clinical Grade Criteria**

Students must score a grade of 80% or greater on the Personal and Professional Growth Assessment Evaluation form. Student must successfully complete and pass all clinical competencies attempted with a score of 80% or greater.

Grading scale is as follows:

- A = 90-100%
- B = 80- 89%
- F = 79% or less



Any student who fails a clinical rotation or is dismissed from the clinic for improper behavior, inappropriate comments, unsatisfactory clinical performance and actions detrimental to patient care and safety will be dismissed from the program.

### **3.7 Radiation Monitoring**

Students are required to wear radiation monitoring devices (dosimeters) at all times while in the clinical setting. Students without dosimeters will be dismissed from clinic and the time lost will count as a clinical absence. Dosimeters are exchanged on a regular basis and any student who loses a dosimeter badge will have to purchase (at their expense) a new one.

Dosimeter results (radiation reports) are provided by the program director. Dosimeter readings will be shared with the student each quarter upon receipt. The annual dose listed on the back of the dosimeter report is also reviewed. The student must acknowledge the Radiation Monitoring Record form in Trajecsys.

- Dose: If a student exceeds the radiation dose limit (500 mR annually/125mR quarterly) they will be removed from the clinical setting. The program director will examine the circumstances and make a decision regarding the student's program status.

### **3.8 Accidents/Incident Reports**

All accidents that occur while on clinical assignment involving patients, hospital personnel, personal injury, and/or damage to equipment must be immediately reported to the supervising therapists, clinical supervisor and program director. Documentation of the incident will be completed in accordance with institutional policy.

Clinical affiliates may render initial treatment for a students' injury in the event of an emergency. A charge may be made to the student or the student's insurance for all or part of that treatment.

### **3.9 Malpractice Liability and Health Insurance**

It is mandated by the State of Texas that all allied health and nursing students have professional liability insurance in effect at all times during clinical assignments. The workplace liability insurance is contracted by the College with American Casualty Company of Reading. The coverage protects students in any assigned clinical site to which they are assigned as a student.

Clinical affiliates require students to provide private healthcare insurance. Students may verify private healthcare insurance through the College's Business Office. Students who do not meet this requirement will not be allowed to participate in the clinical setting.

### **3.10 Confidentiality**

Students are expected to keep in confidence all information concerning patients, including, but not limited to: details of illness, treatment, progress, diagnostic studies and personal life. This information is not to be discussed with anyone but duly authorized persons of the health care team participating in the patient's care. Failure to observe this basic principle of medical ethics is cause for immediate dismissal from the program.

## 4.0 Disciplinary Procedures

### 4.1 Written Warnings

In addition to specific situations addressed elsewhere in this Handbook, a written warning may be given for single or repeated violations of the rules, as stated, at the discretion of the Program Director. Accumulation of three (3) written warnings will result in dismissal from the Program as outlined in the section titled 'Dismissal'.

### 4.2 Dismissal

Except as provided elsewhere in this Handbook, any of the following items will result in a minimum of a written warning. Accumulation of three (3) written warnings is cause for dismissal. A student may be terminated upon recommendation of the Program Director for any of the reason listed below, considering the nature and severity of the infraction.

- Violation of the Galveston College Student Conduct Code
- Improper professional conduct in the classroom or clinical setting, such as sleeping on a scheduled clinical rotation, exhibiting disrespectful behavior to patients or hospital staff.
- Inappropriate or disrupted behavior in the classroom or clinical setting
- Performing unsupervised procedures
- Inadequate technical ability
- Unsatisfactory scholastic average
- Insubordination, as exemplified by rude or discourteous behavior toward management, staff technologists, medical center personnel, or fellow students in the following ways: verbal arguments, failure to participate in assignments, use of abusive and/or threatening language.
- Chronic absenteeism, tardiness, and/or sick call
- Theft
- Intoxication/substance abuse
- Misusing or intentionally damaging property belonging to the medical centers, its employees, or its patients
- Accepting gratuities from patients or from firms doing business with the medical centers
- Continued interference with the work of other students or staff
- Falsification of personnel or other hospital records
- Cheating and/or Plagiarism
- Failure to properly report an injury related to work in the clinical environment
- Sexual harassment
- Removal from a clinic site due to behavior, attitude, professionalism, or performance by the clinical staff is an automatic dismissal from the Program.
- Failing to cooperate with Program policies and procedures.
- Continuous absenteeism and/or tardiness
- Refusing to participate in patient care; not showing the eagerness or willingness to engage; not being at a level reflective of the time in clinic leads to dismissal.
- Failing to properly identify patients and/or scanning the wrong patient will result in immediate dismissal from the program.



**Galveston College  
Radiation Therapy Program  
Clinical Instructor Evaluation**

Class:  
Instructor:  
Clinical Affiliate:  
Assigned Area:  
Rotation Date:

1. Clinical instructor shows enthusiasm for teaching.  
(5) Exceptional    (4) Above Average    (3) Average    (2) Needs Improvement    (1) Not Satisfactory
2. Clinical instructor answers questions regarding patients, procedures, and equipment.  
(5) Exceptional    (4) Above Average    (3) Average    (2) Needs Improvement    (1) Not Satisfactory
3. Clinical instructor explains procedures to students.  
(5) Exceptional    (4) Above Average    (3) Average    (2) Needs Improvement    (1) Not Satisfactory
4. Clinical instructor allows the student to actively participate.  
(5) Exceptional    (4) Above Average    (3) Average    (2) Needs Improvement    (1) Not Satisfactory
5. Clinical instructor demonstrates professionalism.  
(5) Exceptional    (4) Above Average    (3) Average    (2) Needs Improvement    (1) Not Satisfactory
6. Clinical instructor assigns tasks during non-treatment times.  
(5) Exceptional    (4) Above Average    (3) Average    (2) Needs Improvement    (1) Not Satisfactory
7. Clinical instructor allows students to act and think independently.  
(5) Exceptional    (4) Above Average    (3) Average    (2) Needs Improvement    (1) Not Satisfactory
8. Clinical instructor provides adequate assistance in preparing for clinical competency exams.  
(5) Exceptional    (4) Above Average    (3) Average    (2) Needs Improvement    (1) Not Satisfactory
9. Clinical instructor is available for additional help.  
(5) Exceptional    (4) Above Average    (3) Average    (2) Needs Improvement    (1) Not Satisfactory
10. Clinical instructor offers constructive criticism in line with the student's level of training.  
(5) Exceptional    (4) Above Average    (3) Average    (2) Needs Improvement    (1) Not Satisfactory

Student Comments:

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Radiation Therapy Program Professional Growth Assessment Form

Name of Student \_\_\_\_\_

Area of Rotation \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Instructions: Select the box in each category that best represents the student's performance. If you feel the student falls between two different categories, check both and the clinical coordinator will average them out. Extra comments can be placed on back of form.

*Always =100-95% of the time; Usually = 95-90% of the time; Occasionally = 85-80% of the Time; Rarely = Less than 79% of the time*

*The percentages above do not correlate with a letter grade, and should be used to measure where the student falls within the criteria defined below. Please grade performance using the clear and specific rationales below and the program will discuss all evaluations with students at a determined time. Grading rubrics will remain at the program level, so there is uniformity and no bias when grading students; just rate their performance as defined below. All evaluations will be presented to students anonymously. If you would like to personally discuss your evaluation with the student and waive your right to anonymity you may do so. The program is obligated to discuss evaluations with students and solicit more feedback from instructors if needed.*

### Section 1: Clinical Performance

<b>Technical Knowledge</b>	<b>Rarely</b> displays knowledge of fundamental principles; cannot answer basic questions	<b>Occasionally</b> can answer question related to knowledge of fundamental principles; has limited knowledge	<b>Usually</b> can answer questions related to knowledge of fundamental principles	<b>Always</b> able to answer questions related to knowledge of fundamental principles
<b>Technical Accuracy</b>	<b>Always</b> accurate: little help needed	<b>Usually</b> accurate, few mistakes; quick to learn	<b>Occasionally</b> accurate, often needs correction	<b>Rarely</b> accurate, needs constant correction; poor skills despite repetition
<b>Consistency/Efficiency of Daily Technical Performance</b>	<b>Usually</b> dependable; maintains a fairly stable performance of tasks each day in clinic	<b>Rarely</b> consistent from one day to the next in the performance of tasks; unreliable as a member of the team	<b>Occasionally</b> difficult to depend upon in the performance of daily clinical tasks; not always consistent/efficient	<b>Always</b> dependable; maintains a high consistency/efficiency in the performance of daily clinical tasks
<b>Initiative</b>	<b>Always</b> takes advantage of learning opportunities, self-starter	<b>Rarely</b> shows initiative, neglects work or wanders: needs frequent reminders	<b>Usually</b> shows initiative, requires few reminders, takes advantage of learning opportunities	<b>Occasionally</b> shows initiative, not a self-starter, needs reminders
<b>Organizational Skills</b>	<b>Rarely</b> prepared for procedures and events; must be prompted for paperwork	<b>Usually</b> prepared for procedures and events; needs little prompting about paperwork	<b>Occasionally</b> prepared for procedures and events; rarely has paperwork ready	<b>Always</b> prepared for procedures and events; has paperwork up to date and prepared without prompting
<b>Work Ethics</b>	<b>Always</b> enthusiastic: considerate and helpful: follows instructions carefully and accurately	<b>Occasionally</b> unmotivated: only does what must be done, sometimes resistant to following directions	<b>Rarely</b> a team player, resents authority, complains about duties; resistant to following directions	<b>Usually</b> enthusiastic and dependable; rarely resistant to following directions

<b>Focus</b>	<b>Always</b> exhibits an unimpaired awareness of surroundings; focuses on the task at hand	<b>Rarely</b> focused; does not pay attention to surroundings; forgetful of details; doesn't know what is going on around them	<b>Occasionally</b> not focused on surroundings; must be reminded of task at hand; very absentminded	<b>Usually</b> exhibits an unimpaired awareness of surroundings; rarely absentminded; usually focused
<b>Use and Care of Equipment</b>	<b>Occasionally</b> misuses equipment and facilities	<b>Always</b> careful with equipment and facilities	<b>Usually</b> is careful with equipment and facilities	<b>Rarely</b> is careful with equipment or facilities; abusive and careless
<b>Patient/Staff Communication Skills</b>	<b>Always</b> relays information appropriately and accurately; respects patient confidentiality	<b>Rarely</b> communicates necessary information, does not communicate with patients or staff; is inappropriate in front of patients	<b>Occasionally</b> transmits pertinent information when prompted; has trouble speaking to or is occasionally inappropriate in front of patients	<b>Usually</b> transmits pertinent information with little or no prompting;
<b>Problem Solving/Critical Thinking</b>	<b>Always</b> shows ability to identify and assess problems in routine/non-routine procedures or emergencies with actions resulting in a positive outcome	<b>Usually</b> shows ability to identify and assess problems in routine/non-routine procedures or emergencies with actions resulting in a positive outcome	<b>Rarely</b> shows ability to identify and assess problems in routine/non-routine procedures or emergencies with actions resulting in a positive outcome	<b>Occasionally</b> shows ability to identify and assess problems in routine/non-routine procedures or emergencies with actions resulting in a positive outcome

## Section 2: Personal Characteristics

*Always = 100-95% of the time; Usually = 95-90% of the time; Occasionally = 85-80% of the Time; Rarely = Less than 79% of the time*

<b>Co-operative</b>	<b>Occasionally</b> a team player, often difficult to work with; may need counseling	<b>Always</b> works well with others; good team player	<b>Rarely</b> works well with others; very difficult to work with; needs improvement in people skills; needs counseling	<b>Usually</b> a good team player; works well without much trouble
<b>Professional Behavior</b>	<b>Rarely</b> considerate, treats patients/staff unprofessionally; must be counseled repeatedly	<b>Occasionally</b> polite; often inconsiderate to others; behaves in an unprofessional manner or shows lack of compassion and empathy	<b>Always</b> polite; shows appropriate concern and empathy; shows compassion for patients and peers	<b>Usually</b> polite; shows some empathy; rarely needs to be approached about unprofessional attitude or lack of compassion
<b>Interpersonal Skills</b>	<b>Always</b> treats individuals equally regardless of race, creed, culture or lifestyle	<b>Usually</b> treats individuals equally regardless of race, creed, culture or lifestyle	<b>Occasionally</b> treats individuals equally regardless of race, creed, culture or lifestyle; may need counseling	<b>Rarely</b> treats individuals equally regardless of race, creed, culture or lifestyle; needs counseling
<b>Accepts Constructive Criticism</b>	<b>Always</b> utilizes criticism constructively without hostility and learns from experience	<b>Rarely</b> accepts constructive criticism; is defensive and demonstrates hostility; needs counseling	<b>Occasionally</b> accepts constructive criticism grudgingly, some hostility and argument; may need counseling	<b>Usually</b> accepts constructive criticism without becoming defensive or argumentative; learns from experience

### Section 3: Policies and Procedures

*Always =100-95% of the time; Usually = 95-90 of the time; Occasionally = 85-80% of the Time; Rarely = Less than 79% of the time*

<b>Personal Appearance</b>	<b>Rarely</b> looks professional; always unkept and untidy: poor personal hygiene; needs counseling	<b>Usually</b> looks professional, usually neat and clean: good personal hygiene	<b>Occasionally</b> unkept and untidy; sometimes needs reminders about perfume or hygiene	<b>Always</b> looks very professional
<b>Punctuality</b>	<b>Always</b> on time; 0 tardies	<b>Usually</b> on time; 1-2 tardies; calls when late	<b>Occasionally</b> tardy; 3-5 tardies; sometimes forgets to call; needs counselling	<b>Rarely</b> on time; usually doesn't call; needs counselling
<b>Attendance</b>	<b>Always</b> in clinic on scheduled days; 0 days missed	<b>Usually</b> in clinic on scheduled days; usually calls when out	<b>Occasionally</b> absent; sometimes forgets to call when out	<b>Always</b> calling in or routinely absent
<b>Radiation Safety and Security</b>	<b>Always</b> wears film badge and ID badge as per policy	<b>Occasionally</b> wears film badge and ID badge as per policy; School is notified	<b>Rarely</b> wears film badge and ID badge as per policy; consistently reports to Clinic without badge or ID badge and School is notified	<b>Usually</b> wears film badge and ID badge per policy. Does not need to be send home

Clinical Instructor/Supervisor reviewed evaluation with student: Yes \_\_\_\_\_ No \_\_\_\_\_

Clinical Instructor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Galveston College  
Radiation Therapy Program  
Treatment Clinical Competency**

Student \_\_\_\_\_ Competency Date \_\_\_\_\_

Competency Procedure \_\_\_\_\_

The appropriate case study must be completed and approved prior to any competency attempt. The evaluator will check the set-up before the treatment is initiated.

Prior to Treatment	Pass	Fail
Completed case study		
Demonstrate emergency off procedures for treatment unit		
Preparation for Treatment	Pass	Fail
Reviews treatment record and treatment plan prior to patient treatment.		
Prepare treatment room.		
Selects appropriate immobilization devices		
Identifies patient with a minimum of 2 forms of identification. Greets, assists, and directs patient to treatment area.		
When necessary, explain procedure and confirm patient understanding.		
Patient Treatments	Pass	Fail
Safely position patient to reproduce set-up indicated in treatment record.		
Immobilize patient.		
Align treatment fields to coincide with lasers, central axis, and field borders.		
Sets correct field parameters.		
Utilizes appropriate blocking.		
Positions treatment machine to reproduce required SSD or SAD. or (N/A)		
Verifies correct wedge/beam-shaping device and proper orientation.		
Recheck set-up with instructions in treatment record.		
Instruct patient to remain still during treatment.		
Activates interlocks and returns hand pendent to cradle.		
Rechecks position and laser alignment between fields. or (N/A)		
Treatment Unit Console	Pass	Fail
Demonstrates "timeout" procedure.		
Set appropriate controls for time/MU on console.		
Activate machine to deliver dose specified.		
Monitor patient visually, and if necessary talk to patient.		
Accurately record pertinent data in treatment record and/or verify/record system.		
When necessary, follow portal imaging procedures.		
Post-treatment	Pass	Fail
Remove all treatment devices used in a safe fashion.		
Replenish supplies.		

**Students Comprehension of Set-Up (Select only one)**

\_\_\_\_\_ The student demonstrates comprehensive knowledge of concepts beyond requirements of set-up.



\_\_\_\_\_ The student demonstrates limited comprehensive knowledge of concepts required for set-up.

\_\_\_\_\_ The student demonstrates inadequate knowledge of concepts required for set-up.

**Student's Behavioral Traits (Select as many as pertinent)**

\_\_\_\_\_ In performing this procedure, student was awkward in movements and lacked coordination in manipulative activities.

\_\_\_\_\_ In performing this procedure, student was slow and deliberate in carrying out the designated steps.

\_\_\_\_\_ In performing this procedure, student exhibited dexterity, precision, and coordination of movements

\_\_\_\_\_ In performing this procedure, student proceeded rapidly and skillfully.

\_\_\_\_\_ In performing this procedure, student exhibited overt carelessness and lack of attention to detail

\_\_\_\_\_ In performing this procedure, student was obviously satisfied with unsuccessful and unsatisfactory efforts.

_____ 1 <sup>st</sup> Attempt 100%	_____ 2 <sup>nd</sup> Attempt 70%	_____ 3 <sup>rd</sup> Attempt 50%
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**\*\* All attempts to demonstrate competency must be done with the same RTT.** *Exceptions require Clinical Coordinator approval*

**Comments:**

\_\_\_\_\_  
Clinical Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

I understand that my signature indicates only that I have read this entire document. I further understand that I have the right to include my own comments on the back of this sheet.

\_\_\_\_\_  
Student Signature

- **In the event that you fail the third attempt on any one competency, the result will be dismissal from the RT Program**

**Galveston College  
Radiation Therapy Program  
Virtual (CT) Simulation Clinical Competency**

Student \_\_\_\_\_ Competency Date \_\_\_\_\_

**Competency Procedure**

The student will submit a "Request for Competency Form" to the Clinical Coordinator, before performing a competency.

The appropriate case study must be completed a week after any competency attempt or planning completion. **THE PROCEDURE IS LIMITED TO NORMAL SCHEDULED TREATMENT TIME PLUS FIVE MINUTES.** This time element will be strictly enforced. The evaluator will check the set-up before the treatment is initiated. The student has one attempt to pass each competency. If the student fails on his or her first attempt, the student is automatically placed on Clinical Warning and remedial assignments will be required. If the student fails the second attempt, the student is automatically placed on Clinical Probation and academic and clinical remediation will occur. After the third attempt, the student will be dismissed from the program. During the remediation process the student will not be able to perform any additional competencies until the current competency has been mastered. All components of the competency must be passed to satisfactorily complete the competency process.

<b>Prior to Simulation</b>	<b>Pass</b>	<b>Fail</b>
Confirms patient consent form has been signed.		
Demonstrate emergency off procedures for treatment unit		
<b>Preparation for Simulation</b>	<b>Pass</b>	<b>Fail</b>
Prepares the simulation room		
Identifies and evaluates simulation plan.		
Identifies patient with a minimum of 2 forms of identification. Greets, assists, and directs patient to treatment area.		
Explains procedure and confirms patient understands.		
<b>Patient Setup</b>	<b>Pass</b>	<b>Fail</b>
Safely position patient to reproduce position.		
Select and produce appropriate immobilization devices.		
Sets correct scan parameters.		
Documents temporary scan fields to accurately define lasers, central axis and field position.		
Re-check simulation parameters and data collected.		
<b>Simulation Unit Console</b>	<b>Pass</b>	<b>Fail</b>
Demonstrates "timeout" procedure.		
Set appropriate technique and scan direction.		
Activate machine to deliver specified technique.		
Monitor patient visually, and if necessary talk to patient.		
Identify isocenter.		
Adjust lasers and couch to the new isocenter.		
Accurately record pertinent data in the treatment record and/or verify and record system.		
Obtain appropriate mini and full scans.		
<b>Post-Simulation</b>	<b>Pass</b>	<b>Fail</b>
Tattoos and/or reinforces semi-permanent position references on patient and immobilization devices.		
Demonstrates proper patient education for treatment.		
Completes all remaining simulation documentation to include proper labeling and identification of immobilization devices.		
Replenish supplies.		

**Your Comprehension of Set-Up (Select only one)**

- \_\_\_\_\_ The student demonstrates comprehensive knowledge of concepts beyond requirements of simulation.
- \_\_\_\_\_ The student demonstrates limited comprehensive knowledge of concepts required for simulation.
- \_\_\_\_\_ The student demonstrates inadequate knowledge of concepts required for simulation.

**Student's Behavioral Traits (Select as many as pertinent)**

- \_\_\_\_\_ In performing this procedure, student was awkward in movements and lacked coordination in manipulative activities.
- \_\_\_\_\_ In performing this procedure, student was slow and deliberate in carrying out the designated steps.
- \_\_\_\_\_ In performing this procedure, student exhibited dexterity, precision, and coordination of movements.
- \_\_\_\_\_ In performing this procedure, student proceeded rapidly and skillfully.
- \_\_\_\_\_ In performing this procedure, student exhibited overt carelessness and lack of attention to detail
- \_\_\_\_\_ In performing this procedure, student was obviously satisfied with unsuccessful and unsatisfactory efforts.

_____ 1 <sup>st</sup> Attempt 100%	_____ 2 <sup>nd</sup> Attempt 70%	_____ 3 <sup>rd</sup> Attempt 50%
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*Exceptions require Clinical Supervisor / Program Director approval:*

*Comments:*

**Galveston College**  
**Radiation Therapy Program**  
**ACADEMIC COUNSELING FORM**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

This conference form is issued because of unsatisfactory progress in  
\_\_\_\_\_.

Academic progression throughout the Radiation Therapy Program requires a minimum passing score of 80%. At this time (date) \_\_\_\_\_, the student has an average class score of \_\_\_\_\_, which could result in failure to achieve and maintain a minimum score of 80% will result in the student being dismissed from the program.

The student has been advised to prepare for each class by reading the textbook, studying the power points accordingly and reviewing the notes associated with the course(s) in question. Also, the student should take advantage of any workbook that may be associated with the course(s) indicated above.

Student's signature on this form indicates that the student has seen this form and was advised of the importance of this issue and its consequences.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Sandra Hayden, MA, RT (T), FASRT  
Radiation Therapy Program Director  
Galveston College

Comments:

# Galveston College Radiation Therapy Program

## CLINICAL COUNSELING/DISMISSAL FORM

Student: \_\_\_\_\_

Date: \_\_\_\_\_

This form is to be used as part of the Terms of Dismissal form and will be placed in the students' file for future reference. The outcome of this form will reflect the actions stated on the Terms of Dismissal form and information in the RT Program Handbook. The student has already agreed to the terms of both stated above and have signed paperwork stating such.

**Issue discussed & Faculty comments:** if issue is cause for immediate dismissal this will serve as the only notice to the student and used as the students guidance (options) form. Written statements and or emails should be attached:

**Student comments:** if more space is needed attach forms accordingly

**Resolution/Action taken:** if more space is needed attach forms accordingly

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Sandra Hayden, MA, RT (T), FASRT  
Radiation Therapy Program Director  
Galveston College

Comments:

# Galveston College

## Radiation Therapy Program

### Terms of Dismissal

If my actions, as a student, at my clinical affiliate warrant grounds for discipline, Galveston College has the right to apply the actions for discipline and/or dismissal in accordance to the student handbook, this form, and the program requirements.

#### Grounds for Discipline and/or Dismissal

- ❖ Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes substantial interference with clinical affiliate will result in immediate dismissal from the program
- ❖ Willfully causing or attempting to cause physical injury to clinical employees will result in immediate dismissal from the program.
- ❖ Removal from a clinic site due to behavior, attitude, professionalism, or performance by the clinical staff is an automatic dismissal from the Program.
- ❖ Failing to cooperate with Program policies and procedures
- ❖ Disruptive or inappropriate behavior in the classroom or clinical settings
- ❖ Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon will result in immediate dismissal from the program
- ❖ Reporting to clinic under the influence of alcohol or illegal drugs of any kind will lead to dismissal from the program
- ❖ Unacceptable attire as defined in the student handbook is one letter grade drop per offence.
- ❖ Unacceptable personal hygiene such as body odor, smoke odor, excessive perfumes/colognes, one letter drop per occurrence
- ❖ Continuous absenteeism and/or tardiness
- ❖ Sexual harassment will lead to immediate dismissal from the program
- ❖ Engaging in immoral ethics and/or breaching professional ethics is cause for immediate dismissal
- ❖ Refusing to participate in patient care; not showing the eagerness or willingness to engage; not being at a level reflective of the time in clinic leads to dismissal
- ❖ Accepting tips and gratuities for patient care is cause for dismissal from program
- ❖ Theft
- ❖ Falsification of personnel or other hospital records
- ❖ Cheating and/or plagiarism
- ❖ Performing unsupervised procedures; this includes going to clinic without the Program Director's knowledge
- ❖ Not showing up to clinic ready and prepared for the day's activities will result in one letter grade drop
- ❖ Not attending mandatory Program Activities
- ❖ Failing to properly identify patients and/or scanning the wrong patient will result in immediate dismissal from the program
- ❖ Unsatisfactory scholastic average

These are some of the items that could call for disciplinary action and/or dismissal from the program. **Dismissal is immediate and the student will be responsible for doing so with admissions. The instructor is not responsible for the dropping or withdrawal of any student.**

I, \_\_\_\_\_, have read, understand, and agree to the above stated items.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

RADIATION THERAPY  
GALVESTON COLLEGE

**Student Acknowledgement of Program Policies**

I have read the student handbook and fully understand the Radiation Therapy Program's Goals, Standards and Policies. I understand the program policies and procedures are based on those of Galveston College. I have read and reviewed the Galveston College standards located in the catalog and agree to adhere to the policies. I understand there may be penalties for infractions involving academic and clinical attendance, punctuality, academic honesty, plagiarism and other student conduct not in compliance with the program and Galveston College standards can result in dismissal from the Program. I have been informed verbally by the Program Director and have read and reviewed the academic standards in the student handbook. I am aware if I fail to achieve a grade of 80% or better that I will be dismissed from the Program.

STUDENT: \_\_\_\_\_  
Print your name here

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
Your signature here

PROGRAM DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

RADIATION THERAPY  
GALVESTON COLLEGE

**STUDENT CLINICAL  
AFFILIATION AGREEMENT**

As a student in the Radiation Therapy Program at Galveston College, I understand that I am a guest of the affiliates in the clinical setting. I agree to adhere to all policies and procedures mandated by the clinical affiliate. I understand that I am subject to random drug and alcohol testing at the discretion of the clinical affiliate. If requested, I give Galveston College my permission to submit all my records in their possession, to a clinical affiliate for review.

I understand and agree to all information contained in the STUDENT CLINICAL AFFILIATION AGREEMENT.

STUDENT: \_\_\_\_\_  
Print your name here

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
Your signature here

PROGRAM DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_



RADIATION THERAPY  
GALVESTON COLLEGE

**CONFIDENTIALITY STATEMENT**

All medical records are the property of the hospital or clinics that serve as clinical affiliates to the Galveston College Program of Radiation Therapy. All records shall be maintained to serve the healthcare provider, the patient, and the institution in accordance with legal, accrediting, and regulatory requirements. The information contained in the medical record belongs to the patient, and the patient is entitled to the protected right of this information. All patient care information shall be regarded as confidential and available only to authorized users.

I understand that in the performance of my duties I may view confidential patient information. I further understand that violation of a patient's confidentiality may result in criminal and/or civil action or disciplinary action, up to and including dismissal.

STUDENT: \_\_\_\_\_  
Print your name here

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
Your signature here

PROGRAM DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

# Pregnant Student Release Form

## Galveston College Radiation Therapy Program

This is to certify that I have been advised that working in a radiation setting while pregnant may result in radiation exposure and subsequent damage to the embryo/fetus. I have received and read a copy of the NRC's "Pregnant Workers Guide." I have also been counseled that I have the option of dropping out of the program until after the birth of my baby and have been advised as to the re-admission policy and procedure should I choose leave the program.

I am electing to continue in the Radiation Therapy Program during my pregnancy. I understand and accept the potential risks of this decision and understand that I will be required to wear a second, fetal, dosimeter at waist level during the term of my pregnancy.

Pregnancy policy is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students and contains the following points elements:

- Written notice of voluntary declaration.
- Option for student continuance in the program without modification, and
- Option for written withdrawal of declaration.

\_\_\_\_\_

Student Name

\_\_\_\_\_

Date

Program Director: \_\_\_\_\_

Radiation Safety Officer: \_\_\_\_\_

# Comprehensive First Year Final

It is the goal of the Radiation Therapy Program at Galveston College to produce qualified quality graduates prepared for entry level positions in the field of radiation therapy. The first year comprehensive final is a tool to confirm that students are acquiring and synthesizing that information and applying it in the classroom and clinical setting.

At the end of the student's first year, which is designated at the end of the summer semester, the program will administer the first year comprehensive final consisting of a diverse group of 200 questions taken from the first year of the students education.

**The student must score a minimum grade of 75% on the first year comprehensive final to progress in the program. Students who score below the minimum score will be dismissed from the program.**

---

Student Name

---

Date

---

Program Director

---

Date

## Procedure to File JRCERT Complaint

### Process for Reporting Allegations to the Joint Review Committee on Education in Radiologic Technology (JRCERT) Against a Program

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.6)

If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Ph: (312) 704-5300  
Fax: (312) 704-5304  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible. Forms submitted without a signature or the required supporting material will not be considered. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

#### [Allegations Reporting Form](#)

The policy has been explained in detail by the program director. I understand and agree to adhere to this policy.

---

Student Name

---

Date

---

Program Director

---

Date

## Agreement to Release Information

I agree to release, share my personal phone number, and email address with my classmates and instructors for the sole purpose of program communication, sending and receiving academic documents and sending and receiving general information as needed.

---

Printed Name

---

Student Signature

---

Date

---

Program Director

---

Date

**"Coming together is a beginning; keeping together is progress;  
working together is success."  
— Henry Ford**