

**RADIATION THERAPY
PROGRAM
STUDENT HANDBOOK
GALVESTON COLLEGE**

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Revised 10/29/2020

GALVESTON COLLEGE

STUDENT HANDBOOK

RADIATION THERAPY PROGRAM

REVISED 8/7/2018

RADIATION THERAPY PROGRAM GALVESTON COLLEGE

Welcome to Galveston College's radiation therapy program. Established in 1978, the radiation therapy program at Galveston College is the oldest radiation therapy program in the state of Texas. The radiation therapy program has clinical affiliation agreements with hospitals that are rated on a national level as well as worldwide.

Throughout their educational training students will work with leaders in clinical radiation oncology, medical physics and radiation oncology research. Students become highly trained in modern radiotherapy techniques including radiosurgery, tomotherapy, image guided radiation radiotherapy, conformal radiation, stereotactic radiotherapy and participate in high dose rate applications.

We seek and strive to provide our graduates with necessary skills to obtain and excel in an entry level position in radiation therapy. This will require the collective efforts of all instructors, clinical educational supervisors and students associated with the radiation therapy program at Galveston College. 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.

The student handbook is designed to provide you with the radiation therapy program policies and procedures and clinical and didactic contacts.

Welcome to the Radiation Therapy Program at Galveston College.
Sincerely,

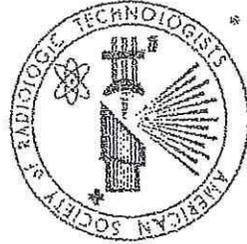
Hubert Callahan, MSRS (T) (R)
Program Director

asrt

American Society of
Radiologic Technologists

Radiation Therapist Code of Ethics

- 1** The radiation therapist advances the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- 2** The radiation therapist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
- 3** The radiation therapist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions and acts in the best interest of the patient.
- 4** The radiation therapist adheres to the tenets and domains of the scope of practice for radiation therapists.
- 5** The radiation therapist actively engages in lifelong learning to maintain, improve and enhance professional competence and knowledge.

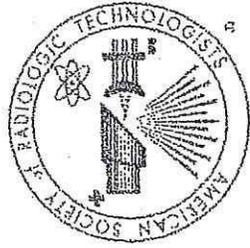




American Society of
Radiologic Technologists

Code of Ethics

- 1 The radiologic technologist conducts himself or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
- 2 The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- 3 The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
- 4 The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- 5 The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- 6 The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- 7 The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
- 8 The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- 9 The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- 10 The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.



Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, July 1998

U.S. patients' bill of rights

From Wikipedia, the free encyclopedia
(Redirected from U.S. Patients' Bill of Rights)

A **patients' bill of rights** is a list of guarantees for those receiving medical care. It may take the form of a law or a non-binding declaration. Typically a patient's bill of rights guarantees patients information, fair treatment, and autonomy over medical decisions, among other rights. In the United States there have been a number of attempts to enshrine a patient's bill of rights in law, including a bill rejected by Congress in 2001.

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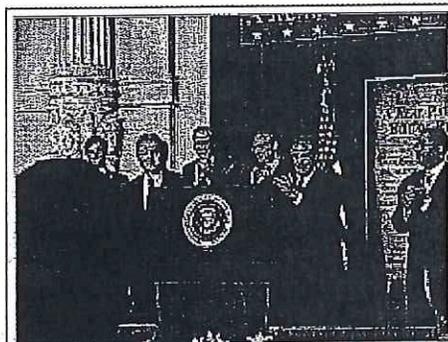
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Bill of 2001

A patients' bill of rights was considered by Congress in 2001. Its proposed title was the "Bipartisan Patient Protection Act". It was known officially as Senate Bill S.1052 and informally as the "McCain-Edwards-Kennedy Patients' Bill of Rights". The bill was an attempt at providing comprehensive protections to all Americans covered by health insurance plans.

The House of Representatives and Senate passed differing versions of the proposed law. Although both bills would have provided patients key rights, such as prompt access to emergency care and medical specialists, only the Senate-passed measure would provide patients with adequate means to enforce their rights. The Senate's proposal would have conferred a broad array of rights on patients. It would have ensured that patients with health care plans had the right to:

- have their medical decisions made by a doctor;
- see a medical specialist;
- go to the closest emergency room;
- designate a pediatrician as a primary care doctor for their children;
- keep the same doctor throughout their medical treatment;
- obtain the prescription drugs their doctor prescribes;
- access a fair and independent appeals process if care is denied; and



A rally for the patients' bill of rights proposed in 2001, with Bill Clinton, Joe Hoeffel, Ron Klink, Ed Rendell, and Chaka Fattah.

- hold their health plan accountable for harm done.

The bill was passed by the US Senate by a vote of 59-36 in 2001, it was then amended the House of Representatives and returned to the Senate. However it ultimately failed.

Industry resistance

Wendell Potter, former senior executive^[1] at Cigna turned whistle-blower, has written that the insurance industry has worked to kill "any reform that might interfere with insurers' ability to increase profits" by engaging in extensive and well-funded, anti-reform campaigns. The industry, however, "goes to great lengths to keep its involvement in these campaigns hidden from public view," including the use of "front groups." Indeed, in a 1998 effort to successfully kill the Patient Bill of Rights at that time,

"the insurers formed a front group called the Health Benefits Coalition to kill efforts to pass a Patients Bill of Rights. While it was billed as a broad-based business coalition that was led by the National Federation of Independent Business and included the U.S. Chamber of Commerce, the Health Benefits Coalition in reality got the lion's share of its funding and guidance from the big insurance companies and their trade associations. Like most front groups, the Health Benefits Coalition was set up and run out of one of Washington's biggest P.R. firms. The P.R. firm provided all the staff work for the Coalition. The tactics worked. Industry allies in Congress made sure the Patients' Bill of Rights would not become law."^[2]

AAPS proposal

Some have cited differences between 'positive rights' and personal freedoms. Asserting that medical care "must be rendered under conditions that are acceptable to both patient and physician", the Association of American Physicians and Surgeons adopted a list of 'patient freedoms' in 1990 which was modified and adopted as a 'patients' bill of rights' in 1995:

All patients should be guaranteed the following freedoms:

- *To seek consultation with the physician(s) of their choice;*
 - *To contract with their physician(s) on mutually agreeable terms;*
 - *To be treated confidentially, with access to their records limited to those involved in their care or designated by the patient;*
 - *To use their own resources to purchase the care of their choice;*
 - *To refuse medical treatment even if it is recommended by their physician(s);*
 - *To be informed about their medical condition, the risks and benefits of treatment and appropriate alternatives;*
 - *To refuse third-party interference in their medical care, and to be confident that their actions in seeking or declining medical care will not result in third-party-imposed penalties for patients or physicians;*
 - *To receive full disclosure of their insurance plan in plain language, including:*
1. *CONTRACTS: A copy of the contract between the physician and health care plan, and between the patient or employer and the plan;*
 2. *INCENTIVES: Whether participating physicians are offered financial incentives to reduce treatment or ration care;*

Message to the Students:

Welcome to the Radiation Therapy Technology Program. This handbook has been developed to help familiarize you with the policies and procedures employed by this program and to provide you with valuable information on student services.

In this program, learning and competence are developed through diligence, determination, dedication, patience in the clinical and classroom setting and a positive attitude.

The radiation therapy degree plan has been designed to provide students with a well-rounded curriculum that incorporates state of the art equipment, as well as providing students academically to continue their education and to be lifelong learners.

Please remember that you, the student, are the most important component of this program. Your suggestions are both welcomed and appreciated and may be submitted to the program's Advisory Committee or directly to the program faculty at any time.

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.

College Philosophy:

Galveston College is committed to providing high quality, flexible educational programs and support services which are academically, geographically and financially accessible to students and which meet their personal, vocational, and professional goals of preparing for a first career, a career change, career advancement, or personal enrichment.

Program Philosophy:

In keeping with the mission of Galveston College, the Radiation Therapy program is committed to providing its students a quality education that will prepare them for employment in the field of radiation therapy. This may be accomplished through a 21 month Associate of Applied Science degree plan or sixteen month certificate program for individuals who are graduates of an accredited radiography program and have passed the ARRT registry examination. The faculty, staff and clinical affiliates are committed to assisting the student toward the greatest academic, personal and professional potential through quality courses and instruction.

Program 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.

Program 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.

Program Accreditation:

The Joint Review committee on Education in Radiologic Technology (JRCERT – 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-2901) accredits the Radiation Therapy Technology program. The program is evaluated by the JRCERT on a regular basis. Materials concerning accreditation are available in the Program Director's office and can be viewed by any interested individual at any time

Program Administration:

The radiation therapy program is administered by Galveston College and clinically supported by the clinical affiliates of the program.

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.

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.

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

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 must schedule an exit interview with the program director 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 applying 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. 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.

D. Attendance

Students are expected to attend all lectures and laboratory sessions and a record of attendance is kept by each instructor 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 WITHDRAWL/FAILURE)**

The grade of AWF will have a grade point value of "0" 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 make up 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 a the course work grade lowered one letter grade.

E. 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.

F. Scholastic Integrity

Each student is charged with the responsibility of maintaining scholastic integrity. “**Cheating**,” in the form of offering or obtaining unauthorized assistance or any form of academic dishonesty in the performance of any assignment or examination will not be tolerated. Consequences of such actions are subject to faculty recommendation and may include loss of credit for the particular assignment or exam, failure of the course or dismissal from the college.

G. 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. Grades are not grievable (refer to “Grade Appeal” in the Galveston College catalog).

Students are encouraged to resolve grievances informally through the employee 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 **students has (5) days to file a grievance.**

H. Financial Aid

Students enrolled in the Radiation Therapy Technology 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.

I. Student Counseling

Student counseling is available in several forms. Academic counseling specific to student progress in radiation therapy technology courses is done a minimum of once a semester. 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 Counseling Office of Galveston College and the School of Allied Health Science (SAHS) Office of Student Affairs 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.

Clinical Education Standards:

A. Professionalism

Radiation Therapy Technology students represent the program, the profession and Galveston College; therefore, students are expected to conduct themselves in a professional manner which conforms to the ethics of the profession and the policies and procedures of the clinical affiliate. Any student who does not adhere to the scholastic and professional standards of the school and its clinical affiliates is subject to dismissal. If the situation is based on unacceptable, intolerable, illegal or unprofessional actions by a student which violate the clinical policies set forth in this hand book, or which violate any local, state or Federal laws, the student will be dismissed immediately from the program.

B. 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 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.***

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 SUMMMER 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. **At the discretion of the program director additional clinical hours may be added.** Students are not allowed to exceed more than 40 clinical hours per week. Students are not allowed to leave the clinic without permission from the clinical instructor and/or the program director.

C. Dress Code

The following is the required dress code for all therapy students during clinical rotations:

- Navy blue, dark green and maroon, are the recommended colors for scrubs and may be worn as a solid color and/or solid color scrub pants with a multi-colored top primarily of the same color.
- Clothing is to be clean and pressed at all times.
- Identification badge and dosimeter is considered part of the uniform and must be worn at all times.

- Hair should be clean and hair longer than shoulder length should be fastened back.
- Mustaches and beards must be neatly trimmed.
- Cosmetics, perfume and jewelry should be kept to a minimum and should reflect a professional appearance. This includes multiple body piercings.
- Artificial and paste on nails are prohibited in the clinic at all times.
- Galveston College patch should be worn on right shoulder and secured professionally.
- **Any variance from dress code may result in the student being dismissed from clinic and possibly resulting in disciplinary action.**

D. Clinical Evaluations

The student will receive an evaluation upon completion of each clinical rotation. The evaluations provide feedback as to the students 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.**

E. 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 performance evaluation form and Evaluation of Clinical Staff form.

Students are NEVER to treat unsupervised!

F. 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. Students are responsible for having wearing dosimeters during all clinical hours. 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. The maximum exposure rate annually is 5 rem and any student who exceeds 3 rem annually will receive counseling and guidance in radiation safety.

Dosimeter readings are shared with the student each quarter within 30 days of the receipt of the report. The annual dose listed on the back of the dosimeter report is also reviewed.

G. Accidents/Incident Reports

All incidents that occur while the student is participating in clinical assignments must be reported to the supervising therapist, clinical supervisor and program director. Documentation of incidence will be completed in accordance with institutional policy.

H. Insurance

- It is mandated by the Board of Regents of the University of Texas System that all allied health and nursing students have professional malpractice liability insurance coverage at all times during clinical assignments. The insurance premiums will be paid as part of the students fees.
- It is mandatory that all students have private health insurance during clinic rotation assignments in the clinical affiliates.

I. Clinical Objectives

Specific objectives for each area of clinical rotation will be provided to students prior to the start of clinical rotations. The purpose of these objectives is to help student and staff keep "on track" of the expected learning outcomes of each rotation. Prior to completion of the program, students must have each objective checked off and signed by the appropriate staff member.

J. Confidentiality

Students are expected to keep in confidence all information that is shared in the clinics concerning patients and clinical personnel. This information should only be shared in the clinic with appropriate personnel. Failure to observe this directive is a breach of medical ethics and the student will be dismissed from the program.

K. Competency Evaluations

The Radiation Therapy Technology 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 before attempting the procedure a third time. 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.**

L. 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.

M. 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. If pregnancy is documented 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 making a decision of whether or not 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 students 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.

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

In the event that a student is exposed to blood or body fluids, or to any communicable disease, the student should immediately inform the clinical supervisor or chief therapist. The following information should be gathered: patient's name and ID number, time and date of exposure, type of exposure.

O. CPR Certification

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

P. Smoking Policy

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.

Q. 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 be 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 on line at the Galveston College Website.

R. Parking

Students are responsible for all parking fees associated with attending clinical assignments. Tardiness due to difficulty parking is NOT excused.

Students are required to obtain and display parking decals issued by Galveston College when parking on campus.

S. 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.

T. 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 personal time off between semesters and other college breaks.

U. 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.

TEXT BOOK LIST RADIATION THERAPY PROGRAM

1. **Principles and Practice of Radiation Therapy**; Charles Washington and Dennis Leaver, Fourth Edition, Elsevier Mosby 2016. ISBN #: 978-0-323-287524
2. **Applied Physics for Radiation Oncology**; Stanton and Stinson, Medical Physics Publishing , 2010. ISBN#: 0-944838-61-8
3. **Radiation Therapy Guide and Exam Review**; Leia Levy, First edition, Mosby 2011
4. **Introduction to CT**, Romans, First Edition, Williams and Wilkins, 2002
5. **Essentials of Radiation Biology and Protection**, second edition, Steve Forshier, Delmar Press, 2009. ISBN#: 13-978-1428312173

Revised July 16, 2019

Clinical Affiliates

Smith Clinic: Harris County Health System
2525 Holly Hall
Houston, TX 77054

Methodist Hospital Radiation Oncology Department
6565 Fannin
Houston, TX 77030
(713) 404-7877- Dunn Tower
(713) 790-2637- Annex

University Texas Medical Branch (UTMB)
301 University Blvd
Galveston, TX 77550
(409) 772-2531 or 2533

Michael DeBakey VA Hospital
2002 Holcombe Blvd.
Houston, TX 77030
713-794-7190

Houston Methodist Sugarland Hospital
16655 Southwest Fwy
Sugarland, TX 77499

Revised October 12, 2020

Radiation Therapy 65 Curriculum Hours AAS Degree

Prereq Semester	Lecture Hours	Lab Hours	External Hours	Contact Hours	Lecture Hr/Wk	Lab Hr/Wk	External Hr/Wk	SCH
BIOL 2401 A&P I	48	48	0	96	3	3	0	4
MATH 1314 College Algebra	48	16	0	64	3	1	0	3
HPRS 1206 Medical Terminology	32	0	0	32	2	0	0	2
Subtotal	128	64	0	192	8	4	0	9

Fall Semester	Lecture Hours	Lab Hours	External Hours	Contact Hours	Lecture Hr/Wk	Lab Hr/Wk	External Hr/Wk	SCH
RADT 1301 Intro to Radiation Therapy	48	0	0	48	3	0	0	3
RADR 2313 Radiation Biology & Protec	48	0	0	48	3	0	0	3
RADR 1303 Patient Care Rad. Therapy	48	0	0	48	3	0	0	3
RADT 2317 Radiation Therapy Physics	48	0	0	48	3	0	0	3
Subtotal	192	0	0	192	12	0	0	12

Spring Semester	Lecture Hours	Lab Hours	External Hours	Contact Hours	Lecture Hr/Wk	Lab Hr/Wk	External Hr/Wk	SCH
RADT 1344 Instrumentation & Method.	48	0	16	64	3	0	1	3
RADT 2401 Oncology I	64	0	0	64	4	0	0	4
RADT 2407 Dosimetry I	64	16	0	80	4	1	0	4
RADR 2340 Secional Anatomy	48	0	0	48	3	0	0	3
Subtotal	224	16	16	256	14	1	1	14

Summer Semester	Lecture Hours	Lab Hours	External Hours	Contact Hours	Lecture Hr/Wk	Lab Hr/Wk	External Hr/Wk	SCH
RADT 1266 Practicum I AAS	0	0	224	224	0	0	14	2
RADT 2303 Dosimetry II	48	0	0	48	3	0	0	3
English 1301	48	0	0	48	3	0	0	3
RADT 2309 Oncology II	48	0	0	48	3	0	0	3
Subtotal	144	0	224	368	9	0	14	11

Fall Semester	Lecture Hours	Lab Hours	External Hours	Contact Hours	Lecture Hr/Wk	Lab Hr/Wk	External Hr/Wk	SCH
RADT 1191 Special Topics: Trends	16	0	0	16	1	0	0	1
x3xx Humanities/Fine Arts Course	48	0	0	48	3	0	0	3
x3xx Social Behavioral Sciences	48	0	0	48	3	0	0	3
RADT 1205 Technical Procedures	32	16	0	48	2	1	0	2
RADT 1467 Practicum II	0	0	512	512	0	0	32	4
Subtotal	704	32	976	1712	44	2	61	13

Spring Semester	Lecture Hours	Lab Hours	External Hours	Contact Hours	Lecture Hr/Wk	Lab Hr/Wk	External Hr/Wk	SCH
RADT 1291 Special Topics Seminar	32	0	0	32	0	0	0	2
RADT 2466 Practicum III	0	0	512	512	0	0	32	4
Subtotal	32	0	512	544	0	0	32	6

Totals for AAS Degree	1424	112	1728	3264	87	7	108	65
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**Radiation Therapy 35 Hour Curricula Hours
Certificate Program**

Spring Semester								
DR 2340 Cross-sectional anatomy	48	0	0	48	3	0	0	3
RADT 1344 Instrumentation & Method.	48	0	16	64	3	0	1	3
RADT 2401 Oncology I	64	0	0	64	4	0	0	4
RADT 2407 Dosimetry I	64	16	0	80	4	1	0	4
Subtotal	176	16	16	208	11	1	1	14

Summer Semester								
RADT 1266 Practicum I AAS	0	0	224	224	0	0	14	2
RADT 2303 Dosimetry II	48	0	0	48	3	0	0	3
RADT 2309 Oncology II	48	0	0	48	3	0	0	3
Subtotal	96	0	224	320	6	0	14	8

Fall Semester								
RADT 1191	16	0	0	16	1	0	0	1
RADT 1205 Technical Procedures	32	16	0	48	2	1	0	2
RADT 1467 Practicum II	0	0	512	512	0	0	32	4
Subtotal	48	16	512	576	3	1	32	7

Spring Semester								
RADT 1291 Special Topics Seminar.	32	0	0	32	0	0	0	2
RADT 2466 Practicum III	0	0	512	512	0	0	32	4
Subtotal	32	0	512	544	0	0	32	6

Totals for Certificate Program	400	32	1264	1696	23	2	79	35
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Galveston College
Radiation Therapy Program
Clinical Competency Evaluation

Student _____ Date: _____ Attempt _____

Procedure _____ Evaluator's Signature _____

Case study completed prior to competency. Yes _____ No _____

Student was never allowed to treat alone Yes _____ No _____

Section I: Technical Assessment

1. Reviews patient treatment chart and set up procedure prior to patients treatment.	5	4	3	2	1
2. Greets and assists patient to and from treatment area.	5	4	3	2	1
3. Explains procedure and answers patients questions appropriately.	5	4	3	2	1
4. Reproduces patients set up daily as identified in the treatment chart.	5	4	3	2	1
5. Identifies and uses appropriate treatment accessories.	5	4	3	2	1
6. Effectively communicates with patient during clinical competency.	5	4	3	2	1
7. Accurately programs console to delivery patients treatment.	5	4	3	2	1
8. Monitors patient during treatment with video and microphone.	5	4	3	2	1
9. Accurately records patients treatment data and doses in treatment chart.	5	4	3	2	1
10. Assists and safely removes patient from treatment area.	5	4	3	2	1
11. Able to locate and identify emergency switches at console and in treatment room.	5	4	3	2	1

(select only one)

Section II: Comprehension of Patient Set Up

Student demonstrated critical thinking skills and comprehensive knowledge of basic and advanced concepts beyond requirements of set-up.

5 _____ 4 _____ 3 _____ 2 _____ 1 _____

Student demonstrated critical thinking skills and above knowledge of basic concepts required for set-up.

5 _____ 4 _____ 3 _____ 2 _____ 1 _____

Student demonstrated adequate knowledge of the basic concepts of set-up.

5 _____ 4 _____ 3 _____ 2 _____ 1 _____

Student demonstrated limited understanding of basic concepts of set-up

5 _____ 4 _____ 3 _____ 2 _____ 1 _____

Student demonstrated inadequate knowledge of the basic concepts of the set-up.

5 _____ 4 _____ 3 _____ 2 _____ 1 _____

(select only one)

Section III: Student Behavioral Traits

In performing this procedure the student was awkward in movements, lacked coordination and progressed slowly.

5 _____ 4 _____ 3 _____ 2 _____ 1 _____

In performing this procedure the student was slow and deliberate in performing the designated tasks.

5 _____ 4 _____ 3 _____ 2 _____ 1 _____

In performing this procedure the student exhibited dexterity, precision and coordination of movements.

5 _____ 4 _____ 3 _____ 2 _____ 1 _____

In performing this procedure the student exhibited over carelessness and lack of attention to detail.

5 _____ 4 _____ 3 _____ 2 _____ 1 _____

Comments:

Revised 10/08/20

**Galveston College
Radiation Therapy Program
Student Performance Evaluation**

Student _____ Date _____

Clinical Assignment _____

I. Student/Patient Relationship

1. Demonstrates empathy	5	4	3	2	1
2. Demonstrates and addresses patients comfort	5	4	3	2	1
3. Effectively communicates with patient	5	4	3	2	1
4. Respects and adheres to Patients Bill of Rights	5	4	3	2	1
5. Treats patients and staff in a fair manner at all times.	5	4	3	2	1

II. Student/Staff Relationship

1. Works well under supervision	5	4	3	2	1
2. Accurately follows directions	5	4	3	2	1
3. Effectively communicates with staff	5	4	3	2	1

III. Personal/Professional Characteristics	5	4	3	2	1
1. Adheres to dress code	5	4	3	2	1
2. Maintains a neat and clean appearance	5	4	3	2	1
3. Courteous and polite to patients and staff	5	4	3	2	1
4. Treats clinical staff with respect	5	4	3	2	1
5. Adheres to ASRT Code of Ethics	5	4	3	2	1
IV. Clinical Ability					
1. Selects appropriate treatment accessories.	5	4	3	2	1
2. Demonstrates proper use of equipment	5	4	3	2	1
3. Demonstrates knowledge of patient set-up	5	4	3	2	1
4. Demonstrates critical thinking skills	5	4	3	2	1
5. Reviews patients chart prior to patients treatment.	5	4	3	2	1

V. Care of Room and Supplies					
1. Ensures treatment room is clean and organized	5	4	3	2	1
2. Ensures room is adequately supplied	5	4	3	2	1
VI. Radiation Safety					
1. Wears film badge in clinic at all times	5	4	3	2	1
2. Follows proper radiation safety practices (ALARA)	5	4	3	2	1

I was never allowed to treat patients alone.

Student Signature _____

Evaluator's Signature _____

Comments:

**GALVESTON COLLEGE
RADIATION THERAPY PROGRAM
CT SIMULATION COMPETENCY EVALUATION**

Student _____ Date _____

Procedure _____ Attempt _____

Radiation Therapist Signature _____

	5	4	3	2	1
1. Ensure that student follows ALARA.					
2. Operates CT scanner, performs daily QA as appropriate.					
3. Prepares supplies required for simulation					
4. Greets patients in a professional manner and fully explains the simulation procedure.					
5. Confirms and documents patients identity.					
6. Effectively communicates with patient during simulation competency.					
7. Uses appropriate treatment accessories.					
8. Successfully operates equipment in a safe manner.					
9. Successfully completes imaging process.					
10. Accurately places marks and other points of interest on patient or patient accessory.					
11. Accurately records all pertinent patient data appropriately.					
12. Completes the simulation procedure and all related tasks.					

Comments:

CLINICAL GRADE CRITERIA CLINICAL PRACTICUMS

The program requires students to perform the clinical competencies outlined by the **ARRT Primary Certification Didactic and Clinical Competency Requirements**. A copy of the ARRT requirements is placed in the inside front cover sleeve of the student handbook.

The competency evaluation process and grading criteria is outlined below.

Clinical evaluation

1. The student must perform a selected treatment competency based on the clinical affiliate's treatment procedure.
2. The student is responsible for providing proper paperwork for evaluation of the competency.
3. A completed case study form must be submitted to the clinical instructor prior to the student attempting competency.
4. If the student fails to provide a case study and clinical competency evaluation form prior to attempting the competency, the instructor has the option of cancelling the competency attempt.
5. The competency must be performed to the satisfaction of the clinical instructor.
6. If the student fails the clinical competency on the first attempt, the student may schedule a second attempt with the clinical instructor.
7. If the student fails the competency on any attempt, **the student may not argue the evaluation and/or grade, it is the instructor's decision.**
8. If the student fails a competency a second time, the student must meet with the program director to discuss the failed competencies and student's plan of action to succeed on the third competency attempt.
9. If an affiliate does not allow students to physically perform certain portions of the competency, such as dose documentation or operate console, the student should verbally demonstrate knowledge of this information.

Assignment of Clinical Grade

Each semester the program director will review the student's clinical competency records. The student's semester grade will be based on the following:

- Student should strive to complete the recommended clinical competencies list in the grading scale criteria.
- Student must score an average of 3.5 or greater on all clinical competency evaluations.
- Student must score an average of 3.5 or greater on all clinical student performance evaluations.
- Any student failing to score an average of 3.5 or greater on the above grading criteria will fail the clinical rotation and be dismissed from the program.

Grading Scale

Grades will be assigned on the following scale:

A = Average score of 5.0 – 4.6 on combined average scores of Clinical Competencies and Student Performance Evaluation Forms.

B = Average score of 4.5 – 4.0 on combined average scores of Clinical Competencies and Student Performance Evaluation Forms.

C = Average score of 3.9 – 3.5 on combine average scores of Clinical Competencies and Student Performance Evaluation Forms.

F = Average score of < 3.5 on combined average scores of Clinical Competencies and Student Performance Evaluation Forms.

Recommended Clinical Competency Schedule

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.

**Galveston College
Radiation Therapy Program
Quality Assurance Checklist
Linear Accelerator**

Student _____

Date _____

Evaluator _____

Clinical Affiliate _____

	Date	Therapists Initials
1. Participated in machine warm up		
2. Output constancy check		
3. Laser and cross-hair check		
4. Optical distance indicator check		
5. Emergency off procedures		
6. Equipment interlocks check		
7. Radiation monitoring equipment checks		
8. Light beam coincidence check		
9. Patient monitoring equipment checks		

Galveston College Radiation Therapy Program Student Time Sheet

Student _____ Month/year _____

Clinical Assignment _____ Staff Signature _____

Week of:	IN	OUT	Week of:	IN	OUT
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Week of:	IN	OUT	Week of:	IN	OUT
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		

Legend:

H = Holiday

S = Sick

NC = no clinic day

PTO = personal day

Students should sign in and out daily to avoid errors on time sheet.

Students are allowed 3 PTO days, fall & spring.

Falsifying any information on student time sheet may result in dismissal from the program.

Galveston College
Radiation Therapy Program
Case Study

Student will prepare a case study prior to attempting each clinical competency. The case study forms 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.

Etiology: The study of the causes of the disease, cause or origin of disease.

Epidemiology: Study of health in populations to understand the causes and patterns of health and illness.

Typical Presenting Symptoms: Symptoms routinely associated with this diagnosis.

Diagnosis and Detection: Diagnostic tests and/or procedures routinely used in this diagnosis.

Staging of Disease: What staging system(s), if any, are routinely used in staging this diagnosis.

Grading of Disease: What grading system(s), if any, are routinely used in staging this diagnosis.

Route of Spread: Which method of tumor spread is routinely associated with this diagnosis.

Metastatic Sites: What are the most common sites of metastases associated with this diagnosis.

Adjuvant Therapies: What adjuvant therapies, if any, are routinely used with this diagnosis.

Beam Shaping: What method is used to shape the beam in IMRT treatment delivery plans.

Diagrams of Treatment Field(s): Demonstrate the shape of field used in this patient's treatment plan and actual diagrams of field(s) currently under treatment.

Dose Limiting Structures (OAR): List the OAR in the treatment field and their maximum tolerances.

Rationale: Explain the rationale for the treatment procedure(s) used in treatment of this disease.

Cumulative Summary: Provide a brief summary of competency patient's medical history and treatment plan.

Student: _____

Date: _____

Diagnosis: _____

Therapist: _____

WORK SHEET

Galveston College
Radiation Therapy Program
Case Study

Student _____ Disease Type _____ Date _____

Typical Etiology and Epidemiology

Typical Presenting Symptoms

Diagnostic Tests

Disease Staging/Grading

Route of Spread/Metastatic Sites

Adjuvant Therapies

Treatment Field Parameters/Diagrams/Rational/Dose Limiting Structures

**Galveston College
Radiation Therapy Program
Evaluation of Clinical Staff by Students**

Staff _____

Semester _____

Clinical Affiliate _____

Please rate staff on the following scale:
5 = excellent, 4 = above average, 3= average, 2 = below average & 1 = unsatisfactory
Please circle your score.

1. I was always under the direct supervision while performing radiation therapy procedures. I was never allowed to treat alone.

--	--	--	--	--

2. Staff was willing to share information regarding the set up with the student.

1	2	3	4	5
---	---	---	---	---

3. Staff was able to explain treatment concepts of patients set-up.

1	2	3	4	5
---	---	---	---	---

4. Staff allowed student ample time to learn patient set-ups.

1	2	3	4	5
---	---	---	---	---

5. Staff provide constructive criticism and suggestions for improving student performance.

1	2	3	4	5
---	---	---	---	---

6. Staff was courteous and friendly.

1	2	3	4	5
---	---	---	---	---

7. Staff provided opportunities for student to participate in clinical applications.

1	2	3	4	5
---	---	---	---	---

8. Staff provided direction and encourage student's performance.

1	2	3	4	5
---	---	---	---	---

9. Staff was able to answer all the student's questions or refer student to proper source.

1	2	3	4	5
---	---	---	---	---

10. Staff consistently communicated directions or instructions clearly and concisely.

1	2	3	4	5
---	---	---	---	---

11. Staff encouraged students to develop critical thinking skills to deal with clinical issues.

1	2	3	4	5
---	---	---	---	---

12. Staff was very professional and overall I would rate this staff member as:

1	2	3	4	5
---	---	---	---	---

Galveston College Radiation Therapy Program Orientation to Clinical Objectives

At the end of the clinical orientation rotation the student should be able to:

Student _____

Date _____

Evaluator _____

1. Identify patient flow through the Oncology Department	5 _____	4 _____	3 _____	2 _____	1 _____
2. Identify the different sections of the department	5 _____	4 _____	3 _____	2 _____	1 _____
3. Locate and identify the major components of the treatment unit	5 _____	4 _____	3 _____	2 _____	1 _____
4. Locate and describe treatment accessories	5 _____	4 _____	3 _____	2 _____	1 _____
5. Operate the mechanical component of treatment unit	5 _____	4 _____	3 _____	2 _____	1 _____
6. Locate all emergency switches	5 _____	4 _____	3 _____	2 _____	1 _____
7. Identify the roles of the department personnel	5 _____	4 _____	3 _____	2 _____	1 _____
8. Participate in patients treatment in a limited role defined by the clinical site	5 _____	4 _____	3 _____	2 _____	1 _____
9. Locate and identify the basic components of the patients treatment chart	5 _____	4 _____	3 _____	2 _____	1 _____
10. Identify and understand the importance of the role of the radiation therapist in the treatment of cancer	5 _____	4 _____	3 _____	2 _____	1 _____

This form should only be used during the clinical orientation rotation.

**ORIENTATION TO CLINICAL SETTING
RADIATION THERAPY PROGRAM
GALVESTON COLLEGE**

____ Student provided with address and/or map to affiliate prior to attendance.

____ Student provided with parking instructions.

____ Student provided with name and phone number of clinical supervisor of the affiliate.

____ Student provided access to department emergency code and procedures:
code blue, fire, evacuation routes, chemical spills and electrical emergencies.

____ Student provided with emergency preparedness policy for Galveston College.

____ Student reminded of HIPPA and it's role in confidential clinical information.

____ Student reminded to practice ALARA at all times.

Student

Date

Clinical Representative

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 _____ 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 200 question final has the same number of questions as the national registry.

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 _____ Date _____

Program Director _____ Date _____

**STUDENT ACKNOWLEDGMENT OF PROGRAM POLICIES
RADIATION THERAPY PROGRAM
GALVESTON COLLEGE**

I have read the student handbook and fully understand the Radiation Therapy Program's Goals, Standards and Policies. I understand that penalties for infractions involving laboratory and clinical attendance and punctuality, academic honesty and student conduct can result in expulsion from the Program. Additionally, I am aware if I fail to achieve a grade of "C" or better in a Program course, I will be dismissed from the program.

STUDENT: _____ **DATE:** _____
Print your name here

SIGNED: _____
Your signature here

**STUDENTS CONFIDENTIALITY STATEMENT
RADIATION THERAPY PROGRAM
GALVESTON COLLEGE**

All medical records are the property of the hospital, clinics and medical institutions 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, that 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 termination.

Student Signature

Date

Program Director

Date

PROCEDURE FOR FILING A COMPLAINT WITH THE JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT).

The JRCERT is the national accrediting agency for radiography and radiation therapy programs. The Radiation Therapy Program at Galveston College is accredited by the JRCERT. Any student wishing to file a complaint against the program should follow the procedures outlined below:

- Notify the program director and attempt to resolve the complaint, if not resolved
- Meet with the Workforce Dean and program director, if not resolved
- Meet with the Vice President of Academic and Student Affairs, if not resolved
- Meet with the Vice President of Instruction, if not resolved
- Student must notify Galveston College, in writing of their intentions to file a formal complaint with the JRCERT against the radiation therapy program.
- JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Phone # : 312-704-5300
Website: www.jrcert.org
Email: mail at jrcert.org

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

Student

Date

Program Director

Date

**AGREEMENT TO RELEASE AND SHARE
PHONE NUMBER AND EMAIL ADDRESS**

Student _____

I agree to release and share my personal phone number(s) and email address(es) 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.

Student Signature

Date

Program Director Signature

Date