



Student Handbook
For the
**Baccalaureate Degree in
Radiation Therapy
Program**



2017-18

**Indiana University School of Medicine
Department of Radiation Oncology
Radiation Therapy Program**

Indiana University School of Medicine

**Health Professions Programs
Department of Radiation Oncology
Radiation Therapy Baccalaureate Degree Program**

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THE RADIATION THERAPIST: A SIGN OF LIVING HOPE

WHO I am is as important and instrumental as what I do.

It is when I am **highly skilled and deeply attuned** that I do my best work.

It is when I **integrate my practice & my presence** that I truly practice the art of patient care.

I bring to the patient & family more than I often realize.

I know that:

IF I bring Confidence--- they are less afraid.

IF I bring Compassion—they are comforted.

IF I bring Sensitivity---they know I care for them.

IF I bring Listening skills-- they experience being heard.

IF I bring Creativity-----they know possibilities.

IF I bring centered & peace filled presence--they touch the spiritual in time & space.

IF I bring information-----they feel respected & involved.

IF I assist in setting goals---they experience direction.

IF I respect their need for control—they experience dignity & freedom.

IF I reach out and touch--- they know they are not alone.

IF I keep my promises to remain until the end -they know someone will always be walking with them.

IF I admit that I don't always understand or have the answers—they recognize me as human like themselves.

IF I do all I can to relieve pain & discomfort- they know they can be hopeful.

IF I explore meaning with them- they experience a special quality in life; the quality of their *Unique experience*.

ANDIF I permit my *professional skills* to mingle with my *human awareness & experience*, my sense of self is enhanced, & I experience that wonderful, unexpected, & mysterious moment in which what I do and who I am flow as one, then science and art mingle, and **I am a powerful medium for both healing in life and in death.**

~Author Unknown

~Adapted from : The Hospice Nurse—A Sign of Living Hope

**Indiana University School of Medicine
Health Professions Program
Department of Radiation Oncology
Radiation Therapy Program**

MISSION, VALUES, GOALS AND OUTCOMES

Mission

The Radiation Therapy Program, sponsored by the School of Medicine on the Indiana University-Purdue University Indianapolis campus, is designed to provide academic and clinical education to prepare qualified radiation therapists. The major purpose of the program is to provide a quality baccalaureate degree program in radiation therapy dedicated to the health and welfare of the patient through the treatment of disease.

Values

The Radiation Therapy faculty support the following values:

- Student learning through the effective use of available educational opportunities including
 - Entry-level professional programs, advanced level educational programs and continuing education offerings.
 - Diverse patient populations.
 - Broad spectrum of technology and health facilities.
- Creative activity and research resulting from the collaboration of faculty and students.
- Ethical behavior and professional integrity in addition to technical competence.
- Civic engagement involved in collaborating with a variety of internal and external constituencies including health care facilities, professional organizations and IUPUI, School of Medicine, and Health Professions Programs departments.

IU Radiation Therapy Program Goals

Goal 1: Graduates will be clinically competent.

Learning outcomes:

At appropriate points during the radiation therapy program, the student will be able to :

- demonstrate didactic knowledge of radiation therapy procedures.
(J300,J301,J302,J303,J304,J307,J400,J401,J403,J409,J351, J450,J451,J452,& J453)
- apply principles of radiation protection for patient, self, & others.
(J300,J301- concepts of ALARA are presented and evaluated through written exam, J400, J401, J350, J351,J450, J451, J452, & J453(evaluated through general clinical evaluations)
- perform radiation therapy simulation competencies.
(J302 & J402—concepts are discussed and evaluated through written exams; J350, J351,J451,J452, and J453- evaluated through general evaluations and site specific competency evaluations)
- deliver radiation therapy treatments as prescribed by a radiation oncologist.
(J300, J301,J302,J303,J304,J402 & J403, J 307 & J 404 —concepts are discussed and evaluated through written exams; J351, J450,J451,J452, & J453 – evaluated through general evaluations and site specific competency evaluations)
- perform basic radiation therapy dose calculations & access treatment plans.(J305, J306, J400, J401 and clinical dosimetry rotation)

Goal 2: Graduates will communicate effectively in the healthcare environment.

Learning outcomes:

At appropriate points during the radiation therapy program, the student will be able to :

- demonstrate effective oral & written communication skills.(J300, J301, J303,J304,J400,J401, J403, J404, and J409- participation in oral discussion and presentations of projects; J350,J351, J450, J451, J452, & J453 evaluated through general evaluations & through assigned written projects(written clinical education reports, and semester summaries).

Goal 3: Graduates will demonstrate critically and apply problem solving skills in the healthcare environment.

Learning outcomes

At appropriate points during the radiation therapy program, the student will be able to :

- evaluate patients for effects, reactions, & therapeutic responses.

(J300, J301, J302,J303,J304,J307,J402,J403, J404- concepts are discussed and evaluated through written exams; J450,J451,J452, and J453- evaluated through general evaluations)

- apply basic research methods.(J404 & J409- evaluated through assigned research projects.)

IU Radiation Therapy Program Goals (cont'd)

Goal 4: Graduates will have knowledge of the value of professional development & growth.

Learning outcomes:

At appropriate points during the radiation therapy program, the student will be able to :

- formulate methods for the pursuit of life long learning. (J303 and J403- written projects and exams)

Goal 5: Students will graduate and be qualified to work as entry level radiation therapists.

Learning outcomes:

At the completion of the radiation therapy program, the graduate will:

- will pass the ARRT national exam on the first attempt.
- be employed within 12 months post graduation, if pursuing employment
- complete the program within 22 months.
- be satisfied with their education.

IUPUI Principles of Undergraduate Learning* correlated with the RADIATION THERAPY COURSES SUPPORTING IUPUI PRINCIPLES OF UNDERGRADUATE LEARNING (PUL)

(*Approved by the IUPUI Faculty Council, May 7, 1998, Approved by the IUPUI AAC, May 1, 2007)

IUPUI Principles of Undergraduate Learning

<http://www.iupui.edu/~bulletin/iupui/2014-2016/undergraduate/principles.shtml>

1. Core Communication and Quantitative Skills

IUPUI definition: The ability of students to express and interpret information, perform quantitative analysis, and use information resources and technology--the foundational skills necessary for all IUPUI students to succeed.

IUPUI outcomes: Core communication and quantitative skills are demonstrated-by the student's ability to :

- a. express ideas and facts to others effectively in a variety of formats, particularly written, oral, and visual formats;
- b. comprehend, interpret, and analyze ideas and facts;
- c. communicate effectively in a range of settings;
- d. identify and propose solutions for problems using quantitative tools and reasoning;
- e. make effective use of information resources and technology.

2. Critical Thinking

IUPUI definition: The ability of students to engage in a process of disciplined thinking that informs beliefs and actions. A student who demonstrates critical thinking applies the process of disciplined thinking by remaining open-minded, reconsidering previous beliefs and actions, and adjusting his or her thinking, beliefs and actions based on new information.

IUPUI Outcomes: The process of critical thinking begins with the ability of students to remember and understand, but it is truly realized when the student demonstrates the ability to

- a. apply,
- b. analyze,
- c. evaluate, and
- d. create

knowledge, procedures, processes, or products to discern bias, challenge assumptions, identify consequences, arrive at reasoned conclusions, generate and explore new questions, solve challenging and complex problems, and make informed decisions.

3. Integration and Application of Knowledge

IUPUI definition: The ability of students to use information and concepts from studies in multiple disciplines in their intellectual, professional, and community lives.

IUPUI Outcomes: Integration and application of knowledge are demonstrated by the student's ability to

- a. enhance their personal lives;
- b. meet professional standards and competencies;
- c. further the goals of society; and
- d. work across traditional course and disciplinary boundaries.

4. Intellectual Depth, Breadth, and Adaptiveness

IUPUI definition: The ability of students to examine and organize disciplinary ways of knowing and to apply them to specific issues and problems.

IUPUI Outcomes: Intellectual depth, breadth, and adaptiveness are demonstrated by the student's ability to

- a. show substantial knowledge and understanding of at least one field of study;
- b. compare and contrast approaches to knowledge in different disciplines;
- c. modify one's approach to an issue or problem based on the contexts and requirements of particular situations.

5. **Understanding Society and Culture**

IUPUI definition: The ability of students to recognize their own cultural traditions and to understand and appreciate the diversity of the human experience.

IUPUI Outcomes: Understanding society and culture is demonstrated by the student’s ability to

- a. compare and contrast the range of diversity and universality in human history, societies, and ways of life;
- b. analyze and understand the interconnectedness of global and local communities; and
- c. operate with civility in a complex world.

6. **Values and Ethics**

IUPUI definition: The ability of students to make sound decisions with respect to individual conduct, citizenship, and aesthetics.

IUPUI Outcomes: A sense of values and ethics is demonstrated by the student’s ability to

- a. make informed and principled choices and to foresee consequences of these choices;
- b. explore, understand, and cultivate an appreciation for beauty and art;
- c. understand ethical principles within diverse cultural, social, environmental and personal settings.

PUL Abbreviations:

IA- Written, oral, and visual communication skills

IB-Quantitative Skills

2- Critical Thinking

3-Integration and Application of Knowledge

5-Understanding Society and Culture

6-Values and Ethics

Course

Benchmark to include assessment method

J300 (IA) & (3)

IA-Written patient case project with benchmark grade 85%/student and 3-Written exams total average score of 85%/student

J301 (IA) & (3)

IA-Written patient case project with benchmark grade 85%/student and 3-Written exams total average score of 85%/student

J302 (3)

3-Written exams total average score of 85%/student

J303 (IA) & (3)

IA-Written and oral presentations of Oberfell chapter reviews with benchmark grade of 85%/student
3-Written exams total average score of 85%/student

J304 (IA) & (3)	IA-Written patient assessment project and Purtilo chapter reviews written and oral presentations with benchmark grade of 85%/student 3-Written exams total average score of 85%/student
J305 (2) & (3)	2-Homework assignments, oral presentations and written exams with a benchmark of 80%/student 3-Homework assignments, oral presentations and written exams with a benchmark of 80%/student
J306 (2) & (3)	2-Homework assignments, oral presentations and written exams with a benchmark of 80%/student 3-Homework assignments, oral presentations and written exams with a benchmark of 80%/student
J307 (3)	3-technique lab project & assessment of image project; benchmark of 85% / student
J400 (IB) & (3)	IB-Five written exams with a benchmark of 80% 3-Five written exams with a benchmark of 80%
J401 (IB) & (3)	IB-Five written exams with a benchmark of 80% 3-Five written exams with a benchmark of 80%
J402 (3)	3-Written exams total average score 85%/student
J403 (IA) & (3)	IA-Five written and one oral patient case presentations with a benchmark of 85%/student 3-Written exams average score 85%/student
J404 (2) & (3)	2 & 3 – Critical thinking group project: oral presentation & Written paper; benchmark 90%/ student
J406 (2) & (3)	written exams average of 75%
J409 (IA) & (2)	IA-Written research paper and oral presentation with a benchmark of 90% 2-Research methodology applied with a benchmark of 90%
J350 (IA) & (RISE)	IA- evaluated on general evaluations; item #3 for simulations and item 4 for treatment; benchmark of 80%
J351 (IA) & (RISE)	IA- evaluated on general evaluations; item #3 for simulation and item #4 for treatment; benchmark of 80%
J450 (IA) & (RISE)	IA – evaluated on general evaluations: item #3 for

- simulation and item #4 for treatment; benchmark of 80%
- J451 (IA) & (RISE) IA-- evaluated on general evaluations: item #3 for simulation and item #4 for treatment; benchmark of 80%
- J452 (3) & (RISE)3 – 3- general and site specific competency evaluations for simulation and treatment ; benchmark of 90%
- J453 (IA), (5), (6) & (RISE) IA – general evaluations item #3 on simulation & item item #4 treatment; benchmark of 90%
5,6 – Clinical education reports; benchmark of 90%

PROGRAM ACCREDITATION

The Indiana University Radiation Therapy program on the IUPUI campus is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), who establishes *Standards for an Accredited Educational Program in Radiation Therapy*, contact information below:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5900
e-mail: mail@jrcert.org

The Standards are designed to promote academic excellence, patient safety, and quality healthcare. The Standards require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards . To view the Standards, follow this web link: <http://www.jrcert.org/programs-faculty/jrcert-standards/>

Students may contact the JRCERT with complaints or allegations relating to the accreditation of the program. www.jrcert.org. The program’s most recent evaluation by the JRCERT was conducted during the fall of 2008. The program received notice of “accreditation for a period of 8 years” following that review. Eight years is the maximum accreditation award granted.

Upon completion of an accredited program, a graduate is eligible to take the national certification exam administered by the **American Registry of Radiologic Technologists (ARRT)**. **Please visit the website: www.arrt.org for more information on the national certification exam.**

Indiana University-Purdue University at Indianapolis (IUPUI) is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

To view the current ARRT Standards of Ethics, follow this web link <https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf> & for information on an ethics review & Pre-Application Packet please go to : <https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf>
https://www.asrt.org/docs/practice-standards/GR11_RT_PS.pdf

INDIANA LICENSURE

Licensure for Radiation Machine Operators is required in Indiana. A **Student Radiography Permit is required** for all students participating in a radiography/Radiation Therapy/Nuclear Medicine educational program. The following information is related to this permit program.

ISDH PERMIT: STUDENT RADIOGRAPHY/RADIATION THERAPY/NUCLEAR MEDICINE

Approval Process for Student and Provisional Radiography Permits

On September 20, 2006, the Indiana State Department of Health (ISDH) Executive Board adopted a revision to radiology licensing rules. The rule promulgation process was subsequently completed and the final rule became effective December 27, 2006. The final rule is codified at 410 Indiana Administrative Code [IAC] 5.2 and has been published in the Indiana Register.

Under the provisions of the new radiology licensing rule, students must obtain a permit in order to take radiographs, perform regulated radiologic procedures and to deliver radiation treatments. In order to qualify for a student or provisional permit, the student must be enrolled in a radiology/radiation therapy educational program approved by the ISDH. The permit is issued by the ISDH and must be obtained prior to taking any radiographs, performing a radiologic procedure or delivering a radiation therapy treatment.

The reason for requiring students to obtain a permit was primarily two-fold. First, in order to enforce state licensing requirements and promote radiation safety, the ISDH needed to be able to identify who is appropriately authorized to perform radiologic procedures/radiation therapy treatments. In the past there was no defined limit on the student exemption. This led to abuses where unauthorized and unqualified individuals were performing radiologic procedures or radiation therapy treatments. The student permit and provisional permit clearly place limits on the duration and scope of the student status. Second, the ISDH has released an online licensing system that will be used for issuing radiology/radiation therapy licenses. By getting students into the system early in the process, the ISDH has a means of identifying students. This allows the ISDH to provide the students with assistance and information about the licensure process.

Students will be issued a permit based on the educational program in which the student is enrolled.

- Students enrolled in approved programs of radiologic technology, nuclear medicine, **radiation therapy**, dental assisting, or a limited radiography will be issued a student radiography permit.

Student permits expire six months after graduation from the program or immediately upon withdrawal or termination from the program.

Application and Approval Procedure for Student and Provisional Permits

The following are the steps for obtaining a student radiography permit or provisional radiography permit:

1. In order to obtain a student permit or provisional permit, the student must be admitted to or enrolled in an ISDH-approved educational program.
2. The student obtains an *Application for a Radiography License or Permit* [State Form 27068]. Your Program Director will provide you with applications during orientation.
3. The student is not required to submit supporting documentation with the application with the exception that the **student must submit a written explanation if the student answers “yes”** to any of the compliance information questions. The ISDH will be verifying enrollment information with the educational program.
4. The Program Director will submit the applications to the ISDH. There is no fee for the student or provisional permit.
5. The ISDH will process the *Application*. Once the application is approved, the applicant will receive the permit in the mail. Verification of license status may be found online via the Indiana Professional Licensing Agency’s *My License* system. The *My License* system is available 24 hours a day, 7 days a week at <https://extranet.in.gov/WebLookup/Search.aspx>.
6. The student permit is to be used with the Approved Program listed on their student application. It is only allowed in the area in which they are listed for the Approved Program. For example, someone with an IU Radiation Therapy Student Permit can not use this specific permit for IU's Approved Dental Program.
7. The expiration date of the permit is based on the expected graduation date of the educational program. The ISDH should be notified of any change in the graduation date so that the expiration date can be corrected.
8. If a student withdraws or is terminated from an educational program, the student and educational program should immediately notify the ISDH of the withdrawal or termination. The student permit is listed as withdrawn and they are no longer able to operate x-ray equipment (ionizing radiation) or deal with radioisotopes.

Questions may be addressed to Terry Whitson, 317-233-7022, email twhitson@isdh.in.gov or Dave Nauth, Medical Radiology Services Program Director, phone 317-233-7563, dnauth@isdh.in.gov.

PROFESSIONALISM

Personal and professional conduct and appearance is very important to your success, both as a student and a practicing radiation therapist. While the level of your performance as a radiation therapist depends on many factors, developing professionalism is one of the most significant aspects. As you progress through the radiation therapy program, you will be advised regarding appropriate professional behaviors. You will also be evaluated on your ability to adapt to the behaviors expected in the medical environment.

Student radiation therapists share equal responsibility with the faculty, physicians and staff in the emotional and physical welfare of the patient. The public has a right to question the character and competence of those who are entrusted with their care and treatment. Each new patient that you encounter will assess your abilities. Technical competence is not enough to gain the patient's approval; ethical and impartial behavior is essential. You should serve each patient with equal care and dedication.

As you read this manual for the first time, you should **set forth the goal of becoming a caring and competent radiation therapist**. You should not be here to simply prepare for the registry examination, to earn a degree, or to qualify for a job. You should be here to obtain the knowledge and skills that will allow you to do those things. However, you should also strive to become a professional. Among other things, intangible traits like understanding, compassion, caring, cooperation, ethics, motivation, and dedication are required. Appropriate dress and communication skills are also involved. Professionalism is a compilation of the character traits that is coupled with knowledge and skill for the discipline.

As your knowledge and skills in the field grow, you will become more competent in the performance of patient simulations, treatment planning and treatment administration. With this competence, comes greater personal responsibility for your actions. Radiation therapy is a demanding and challenging profession. It is a rewarding occupation that can lead to a satisfying career.

Expectations for appropriate student behavior are included in the IUPUI Code of Student Rights, Responsibilities, and Conduct, which can be found at <http://www.indiana.edu/~code/code/index.shtml> .

In addition, the IU School of Medicine(SOM) has an Honor Code that describes attitudes and behaviors appropriate for practice in the healthcare environment. As a SOM student, you are required to abide by this Code. In addition, the SOM has a policy establishing guidelines for appropriate use of social media for students and faculty. The link to this policy is: <http://msa.medicine.iu.edu/files/7113/2648/2858/OnlineProfessionalism.pdf> .

The American Registry of Radiologic Technologists(ARRT)

The American Registry of Radiologic Technologists (ARRT) has adopted **Standards of Ethics** that provides “proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support the ARRT’s mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.” These Standards of Ethics apply to holders of ARRT certificates and those who apply for certification to become Radiation Therapists. **Student conduct is expected to conform to these standards.**

To view the current ARRT Standards of Ethics, follow this web link

<https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

& for information on an ethics review & Pre-Application Packet please go to :

<https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf>

Likewise the professional community, as represented by the **American Society of Radiologic Technologists (ASRT)**, has developed a set of **Practice Standards** that are authoritative statements established by the profession for judging the quality of practice, service and education. Students should become familiar with these standards in anticipation of the expectations that they will be required to adhere to once their education is complete and they obtain employment in the field. To view the current ASRT Practice Standards for Radiation Therapy, follow this web link

http://www.asrt.org/docs/default-source/practice-standards-published/ps_rt.pdf?sfvrsn=2

Physical Facilities

Instructional Areas

The classrooms for the Radiation Therapy courses are in the Nursing Building, located on Barnhill Drive ,across the street from the Medical Science Building, between Riley Hospital and the Willis D. Gatch Hall (Clinical Building). Sometimes the IUH Radiation Oncology Departmental Library/conference room,located in the IUH Radiation Oncology Department may be used as well.

Office Areas

The Program Director’s and Clinical Coordinator’s offices are located on the first floor of the IUH Simon Cancer Center room 107, directly behind Valet parking services and directly across from the elevator to the radiation oncology department. Offices are usually occupied between 8:30 – 4:30 pm. **It is best to schedule an appointment.**

Resource Stewardship and Campus Sustainability

- Reduce, Reuse, and Recycle waste whenever possible. Appropriate containers are located conveniently throughout the Program area.
- The University offers the following campus-wide recycling programs:
 - Beverage containers – collection containers for plastic and aluminum beverage containers
 - Office paper – collection containers for white paper, letterhead, and envelopes
 - Mixed paper – collection containers for colored paper, post-it notes, and manila folders.
- For more information visit http://ehs.iupui.edu/ehs/environment_recycling.asp

Fire Alarm Procedure- Nursing Building

According to the IUPUI Fire Services, when the fire alarm sounds in the Nursing Building we are to do the following:

- Exit the building immediately using the stairs
- If possible, exit the building using the North or South door.
- Go to the Place of Refuge or the nearest area where there are no hazards.
- Do not re-enter the Nursing building until the IUPUI Fire Services or the Indianapolis Fire Department gives the all clear.

Fire Alarm Procedure- Gatch Hall (Radiology Courses)

According to the IUPUI Fire Services, when the fire alarm sounds in Gatch Hall (Clinical Building) we are to do the following:

- Exit the building immediately
- If possible, exit the building using the West door.
- Assemble in (or near) the Eugene and Marilyn Glick Eye Institute on the southwest side of the building
- Do not re-enter the Gatch Hall building until the IUPUI Fire Services or the Indianapolis Fire Department gives the all clear.

Faculty and Staff of the Radiation Therapy Program

Dynlacht, Joe, Ph.D.	Associate Professor of Radiation Oncology and of Biochemistry and Molecular Biology
Ewing, Marvene, B.S. CMD	Assistant Program Director/Education Coordinator Medical Dosimetry Graduate Certificate Program
Hutchins, Karen , M.S.	Medical Physicist in the IUH Department of Radiation Oncology
Mendonca, Marc, Ph.D.	Associate Professor of Radiation Oncology and of Biochemistry and Molecular Biology Director of Radiation and Cancer Biology, IUSOM
Overton, Kent, B.S. R.T.(T)	Adjunct Lecturer of Radiation Therapy Program
Walker, Maria, B.S.,R.T.(R)(T)	Assistant Clinical Professor of Radiation Oncology Radiation Therapy Program Director
Chapman, Yvette, MBA, R.T.(R)(T)(M)	Assistant Clinical Professor of Radiation Oncology Clinical Coordinator

Faculty and Staff of the School of Medicine – Health Professions Programs

Vicki L. Bonds, M.S., M.Ed	Director	Van Nuys Med Sci, MS 203 Phone: (317) 278-6102	vgayfiel@iupui.edu
Rene L. Baugh	Coordinator of Advising & Admissions	Van Nuys Med Sci, MS 203 Phone: (317) 278-4752	rlbaugh@iupui.edu
Peter Nalin, MD	Executive Associate Dean for Educational Affairs	Fairbanks Hall, Ste 6000 Phone: (317) 278-6513	pnalin@iupui.edu

E-MAIL

Each student has an IUPUI network ID and e-mail address on the Indiana University computer network. Students **must have an active IUPUI email account** for the duration of the program.

*All email correspondence between faculty and students will be through the IUPUI email accounts **ONLY**. Students should check IUPUI email on a daily basis, since faculty use this email system for student communication and to disseminate information. It is the student's responsibility to forward email from their IUPUI account to another email address if they choose to do so.*

Texting on mobile devices is not to be used to communicate with the Program Director, Clinical Coordinator, or instructors concerning classroom and/or clinical issues.

Correspondence should be through email and/or office voicemail for the program director and/or clinical coordinator. The clinical supervisors, should be contacted by the specific departmental telephone number listed on the Major affiliates/clinical education settings information page. Please put these numbers in your telephone contact list.

Students should use the Services and Support section of the Information Technology website to activate, modify or find additional information regarding network ID's. The location is <http://uits.iu.edu/> . Contact the radiation therapy program director if you have additional questions.

Internet Homepages

Several “homepages” are located on the Internet where you may find information of interest

University Homepages

IU Radiation Oncology Department

Homepage: <http://radonc.medicine.iu.edu>

Radiation Therapy Program :

<http://radonc.medicine.iu.edu/medical-educcion/radiation-therapy/>

IU Radiologic Sciences Home Page :

<http://radiology.medicine.iu.edu/education/radiologic-sciences/>

School of Medicine (SOM)	http://www.medicine.iu.edu/
SOM Health Professions Programs	http://medicine.iu.edu/hpp
Indiana University	http://www.indiana.edu/
IUPUI	http://www.iupui.edu
IUPUI Student Services Homepage	http://iupui.edu/students.htm
* one.iu	https://one.iu.edu/
* Oncourse Login	http://oncourse.iu.edu
* Canvas Login	https://canvas.iu.edu
* IUPUI on-line bulletin	http://www.bulletin.iupui.edu/
* Campus Services	http://www.iupui.edu/services.htm
* Writing Center	http://www.iupui.edu/~uwc
* Math Assistance Center	http://www.math.iupui.edu/MAC/
* Office of Adaptive Education	http://www.iupui.edu/~sldweb/aes/
* Counseling & Psychological Services	http://www.studentaffairs.iupui.edu/health-wellness/counseling-psychology/index.shtml
* University Information Technology Services	http://uits.iu.edu/
* Student Technology at IUPUI	http://www.iupui.edu/computing.htm
* Financial Aid & Scholarships	http://www.iupui.edu/~finaid/

*IUPUI Bookstores <http://bookstore.iupui.edu/>
Indiana University Ruth Lilly Medical Library <http://www.library.medicine.iu.edu/>
IUSOM Text and
Reference Books Online <http://www.library.medicine.iu.edu/body.cfm?id=39>

In addition to the University homepages listed above, for a more complete listing select this IU School of Medicine Health Professions Programs web site <http://medicine.iu.edu/hpp/iupui-links/>

Professional Organization Homepages

- ❖ American Society of Radiologic Technologists (ASRT) <https://www.asrt.org>
- ❖ Joint Review Committee on Education in Radiologic Technology (JRC ERT) <http://www.jrcert.org/>
- ❖ American Registry of Radiologic Technologists (ARRRT) <http://www.rrt.org>
- ❖ Indiana Society of Radiologic Technologists (ISRT) <http://www.isort.org>
 - The Indiana Society of Radiologic Technologists, Inc. was organized in 1939 as an affiliate of the American Society of Radiologic Technologists. The purpose of the Indiana Society of Radiologic Technologists is to advance the professions of radiation and imaging disciplines and specialties; to maintain high standards of education; to enhance the quality of patient care; and to further the welfare of radiologic technologists.

CURRICULUM

The curriculum of the Radiation Therapy Program is designed to meet the baccalaureate degree requirements of the School of Medicine Health Professions Programs at Indiana University and the “Standards for an Accredited Educational Program in Radiation Therapy.” A copy of the “Standards” document may be accessed on the website: <http://www.jrcert.org/programs-faculty/jrcert-standards> “Radiation Therapy Curriculum”, published by the American Society of Radiologic Technologists, is the foundation for the Radiation Therapy Courses. Students will complete 72 credit hours of professional courses and approximately 1343 scheduled clinical experience clock hours as part of the degree.

Prerequisites: <http://medicine.iu.edu/hpp/advisinginformation/>

The following prerequisite courses of study must be completed to be eligible for admission into the professional program. Students should consult with their academic advisers for appropriate courses and semester sequence in order to complete prerequisites. Prerequisites may be taken at any accredited college or university. The code (G) indicates a course that meets the division's general-education requirements. With the exception of verbal communications, laboratory sciences, and computer sciences, prerequisites can be taken via correspondence.

General Education Areas

Verbal Communications (G).....	3 cr.
Written Communications (G).....	6 cr
(Second writing course must focus on research and professional writing skills.)	
Arts/Humanities (G)	3 cr.
Cultural Understanding (G).....	3 cr.
Social Science (G).....	3 cr.
Introductory Psychology (G).....	3 cr.
Analytical Reasoning to include:	
College Algebra and Trigonometry or Precalculus (G).....	5-6 cr.
Statistics	3 cr.
General Physics (with lab) (G).....	4-5 cr.
Human Anatomy (with lab).....	4-5 cr.
Human Physiology (with lab).....	4-5 cr.
Medical Terminology	1 cr.
Introduction to Computers.....	3 cr.
Business courses	6 cr.

Suggested Electives (to bring total credits up to 48) the number of elective courses will differ for each student to complete a minimum of 48 credit hours of prerequisite course work.

Professional Program for the Non-Radiographer

Summer Session II (Junior)

Introduction to Radiography	R110	3 cr.
Patient Care I	R112	3 cr.
Total		6 cr.

Fall (Junior)

Principles of Radiography I	R118	4 cr.
Medical Imaging and Processing in Radiation Oncology	J307	2 cr.
Simulation/Treatment Procedures	J300	6 cr.
Clinical Dosimetry I	J305	2 cr.
Clinical Experience Basic	J350	3 cr.
Total		17 cr.

Professional Program for the Non-Radiographer (cont'd)

Spring (Junior)

Radiation Oncology Techniques I	J302	3 cr.
Radiation Oncology Patient Care	J304	2 cr.
Clinical Dosimetry II	J306	2 cr.
Quality Management in Radiation Oncology	J404	3 cr.
Clinical Practicum I	J351	3 cr.
Total		13 cr.

Summer Session I (Junior)

Clinical Practicum II	J450	3 cr.
Total		3 cr.

Summer Session II (Senior)

Sectional Imaging Anatomy for Radiation Therapy	J410	3 cr.
Radiation Oncology Techniques II Clinical Practicum III	J402	3 cr.
	J451	2 cr.
Total		8 cr.

Fall (Senior)

Physics of Radiation Oncology I	J400	2 cr.
Clinical Oncology I	J303	3 cr.
Senior Project in Radiation Oncology	J409	3 cr.
Clinical Practicum IV	J452	5 cr.
Total		13 cr.

Spring (Senior)

Physics of Radiation Oncology II	J401	2 cr.
Clinical Oncology II	J403	3 cr.
Radiation and Cancer Biology	J406	2 cr.
Clinical Practicum V	J453	5 cr.
Total		12 cr.

Professional Program for the Radiographer

Fall (Junior)

Orientation to Radiation Oncology	J301	4 cr.
Clinical Dosimetry	J305	2 cr.
Clinical Experience Basic	J350	3 cr.
Business	Elective	3 cr.

Total		12 cr.
Spring (Junior)		
Radiation Oncology Techniques I	J302	3 cr.
Radiation Oncology Patient Care	J304	2 cr.
Clinical Dosimetry II	J306	2 cr.
Quality management in Radiation Oncology	J404	3 cr.
Clinical Practicum I	J450	3 cr.
Total		13 cr.
Summer I (Senior)		
Clinical Practicum II	J450	3 cr.
Total		3 cr.
Summer II (Senior)		
Sectional Imaging Anatomy	R404	3 cr
Radiation Oncology Techniques II	J402	3 cr
Clinical Practicum III	J451	2 cr.
Total		8cr.
Fall (Senior)		
Clinical Oncology I	J303	3 cr.
Physics of Radiation Oncology I	J400	2 cr.
Senior Project in Radiation Oncology	J409	3 cr.
Clinical Practicum IV	J452	5 cr.
Total		13 cr.
Spring (Senior)		
Physics of Radiation Oncology II	J401	2 cr.
Clinical Oncology II	J403	3 cr.
Radiation and Cancer Biology	J406	2 cr.
Clinical Practicum V	J453	5 cr.
Total		12 cr.

CLASSROOM AND LAB INSTRUCTORS

Tentative

Maria Walker, B.S.,R.T.(R)(T) J300, J301, J302, J 304,J307, J402, J302 Labs & J402 Labs
Yvette Chapman, MBA, R.T.(R)(T)(M) J300, J301, J303, J402, J404,J403,& J409
Karen Hutchins, M.S. – J400 & J401
Marc Mendonca, Ph.D. & Joe Dynlacht, Ph.D.- J406
Colleen DesRosiers, Ph.D. & Marvene Ewing, B.S.,CMD, - J305 & J306
Jason Boruff, A.S., R.T.(T) & the IU Radiation Therapists-J302 & J402 Technique Labs

RADIATION THERAPY COURSE DESCRIPTIONS

"P" refers to a course prerequisite and "C" to a course that must be taken concurrently.

RAON-J 300 Simulation/Treatment Procedures (6 cr.) P: RADI R110, RADI R112, and RADI R108. Lecture and laboratory sessions emphasizing the clinical utilization of simulators and treatment machines.

- **RAON-J 301 Orientation to Radiation Oncology (4 cr.)** P: R.T.(R). An overview of radiation oncology and the role of the radiation therapist. Presentations will orient students to the physical and biological basis of radiation oncology equipment, procedures, tumor pathology, and patient interaction.
- **RAON-J 302 Radiation Oncology Techniques I (3 cr.)** P: R.T.(R) or RADI R118, RAON J300, and RAON J350. Lecture and laboratory sessions presenting concepts of treatment-planning techniques of the head, pelvis, spine, lung, and brain. To include implant localization techniques.
- **RAON-J 303 Clinical Oncology I (3 cr.)** P: R. T.(R) or RADI R118, and RAON J300. Examines the roles and principles of tumor pathology, surgical oncology, radiation oncology, and medical oncology. To include the characteristics, growth patterns, and treatment modalities utilized for tumors of the lung and central nervous system.
- **RAON-J 304 Radiation Oncology Patient Care (2 cr.)** P: R.T.(R) or RADI R112. Concepts of radiation oncology patient care, including considerations of patients' physical and psychological condition. Factors influencing patients' general health during and following a course of radiation therapy treatments will be identified.
- **RAON-J 305 Clinical Dosimetry I (2 cr.)** Review of fundamental mathematics concepts as they relate to practical dosimetry and performing routine calculations pertaining to patient set-up and treatment.
- **RAON-J 306 Clinical Dosimetry II (2 cr.)** P: RAON J305. Development of computer treatment planning skills in radiation oncology.
- **RAON-J 307 Medical Imaging and Processing in Radiation Oncology (2 cr.)** Fundamentals of radiologic exposure techniques, latent image formation, and processing of radiographs utilized in radiation oncology.
- **RAON-J 350 Clinical Experience: Basic (3 cr.)** P: RADI R110 and RADI R112. Clinical observation and assistance in the clinical skills of radiation therapy technology under the direct supervision of a registered radiation therapist or equivalent.
- **RAON-J 351 Clinical Practicum I (3 cr.)** P: R.T.(R) or RAON J350. Clinical application of patient positioning immobilization, block fabrication, patient simulation techniques, treatment delivery, dosimetry, treatment planning, patient care management, and radiation protection under the direct supervision of a registered radiation therapist or equivalent.

- **RAON- J 352 (1 cr.)** Clinical application of radiation therapy positioning, immobilization, patient simulation, treatment delivery techniques including patient care, and radiation protection, emphasizing re-familiarization with the skills and knowledge necessary to continue the clinical practicum courses, under the direct supervision of a registered radiation therapist.
- **RAON-J 400 Physics of Radiation Oncology I (2 cr.)** P: R.T.(R) or RADJ R241; MATH 153 and 154 or MATH 159; PHYS P201 or PHYS 218. Fundamental principles of the physical quantities of radiation and atomic and nuclear theory. To include discussions of radiation oncology equipment.
- **RAON-J 401 Physics of Radiation Oncology II (2 cr.)** P: RAON J400. Continuation of RAON J400 with emphasis on the interactions of ionizing radiation with matter, radiation detection and measurement devices, radiation units, equipment calibration, brachytherapy, and calculation techniques. Principles and concepts of radiation protection are discussed.
- **RAON-J 402 Radiation Oncology Techniques II (3 cr.)** P: RAON J302. Lecture and laboratory sessions present concepts of treatment-planning techniques of breast, esophagus, mantel and inverted-Y, pituitary, total body and hemi-body, and common palliative portals.
- **RAON-J 403 Clinical Oncology II (3 cr.)** P: R.T.(R) and RAON J303 or RADJ R108, RADJ R110, RADJ R112, RADJ R118, RAON J300, and RAON J303. Examines the characteristics, growth patterns, and treatment modalities utilized for tumors of the female genital, urological, male genital, breast, head and neck, bone and soft tissue, hematopoietic, alimentary tract, lymphorecticular, and pediatric sites. Student case presentations required.
- **RAON-J 404 Quality Management in Radiation Oncology (3 cr.)** P: RAON J300 or RAON J301, RAON J305, and RAON J350. Identification and application of a comprehensive quality-management program in a radiation oncology facility. Includes discussion on the operations and functions of a radiation oncology facility with emphasis on quality improvement techniques.
- **RAON-J 406 Radiation and Cancer Biology (2 cr.)** Emphasis on the modern principles of cellular and molecular biology as they relate to normal and cancer cell response both in vitro and in vivo to various radiation types, e.g., X/gamma rays, neutrons, and charged particles. Topics include dose time, fractionation, repair, tumor kinetics, hyperthermia, and radiation protection.
- **RAON-J 409 Senior Project in Radiation Oncology (3 cr.)** Individual research in radiation oncology. Research proposal requires the approval of the program director.
- **RAON-J 410 Sectional Imaging Anatomy for Radiation Therapy (3 cr.)** P:RAON J402 and RAON J307. Lecture and laboratory sessions present concepts of sectional anatomy imaging using CT Scans, MRI, and PET-CT procedures to produce and utilize simulated head and neck, breast, esophagus, extremity, abdominal, pelvic, brain, and soft tissue cancers for radiation therapy treatments. Meeting established competency levels is required.
- **RAON-J 450 Clinical Practicum II (4 cr.)** P: RAON J351. Clinical application of patient positioning immobilization, block fabrication, patient simulation techniques, treatment delivery, treatment planning, patient care management, and radiation protection under the direct supervision of a registered radiation therapist.

- **RAON-J 451 Clinical Practicum III (6 cr.)** P: RAON J450. Clinical application of patient positioning immobilization, block fabrication, patient simulation techniques, treatment delivery, dosimetry, treatment planning, patient care management, and radiation protection under the direct supervision of a registered radiation therapist.
- **RAON-J 452 Clinical Practicum IV (5 cr.)** P: RAON J451. Clinical application of patient positioning immobilization, block fabrication, patient simulation techniques, treatment delivery, patient care management, and radiation protection under the direct supervision of a registered radiation therapist.
- **RAON-J 453 Clinical Practicum V (5 cr.)** P: RAON J452. Clinical application of patient positioning immobilization, block fabrication, patient simulation techniques, treatment delivery, dosimetry, treatment planning, patient care management, and radiation protection under the direct supervision of a registered radiation therapist.

ACADEMIC REGULATIONS AND POLICIES

Counseling

Academic counseling for each student is provided prior to enrollment each semester by a faculty member of the student’s major department. Although academic counseling is intended to provide effective guidance and every student is encouraged to seek the counsel of a faculty advisor, each student is responsible for his own program and for meeting degree requirements by the time he expects to graduate.

Policies

Please refer to the IU booklet entitled “Code for Student Rights, Responsibilities, and Conduct” <http://studentaffairs.iupui.edu/student-rights/student-code/index.shtml> and to the “Health Professions Programs” section of the IUPUI bulletin found at <http://www.iupui.edu/~bulletin/iupui/2014-2016/schools/medicine/index.shtml> for University and School academic regulations and policies.

The following are **specific academic policies relating to the Radiation Therapy Program**:

Students offered conditional admission to any of the IU School of Medicine Health Professions Programs are required to document compliance in the following areas:

- **Technical Standards for Admission and Retention**
- **IU School of Medicine Honor Code**
- **Requirement to Disclose**

- **Background Check & Drug Screen+**
- **Health Screen & Immunizations**
- **Proof of Health Insurance**

+The requirement to complete a drug screen is not a school policy but meets requirements as outlined in the school's clinical affiliation agreements with our various clinical partners.

Complete details regarding these requirements can be found at <http://medicine.iu.edu/hpp/admitted/>

- ◆ General education courses approved for the radiation therapy program may be found at : <http://medicine.iu.edu/hpp/advisinginformation/>
- ◆ Students must enroll in courses **as sequenced by the curriculum**. Students must complete the **prerequisites identified for each course prior to enrolling** in the course.

It is the expectation of the RTP faculty that students attend all classes and clinical assignments. All special absences must be prearranged with the Radiation Therapy Program Director. All other absences must be accounted for satisfactorily. **Absences from clinic or classes to study for examinations are strongly discouraged.** Trends in the attendance of individual students are monitored throughout the program using a running attendance record form. Faculty has access to this record.

Classroom Attendance-Policy and Procedures

- **Illness** is the only **acceptable excuse** for absence from class. If you are ill, you are to notify the RTP program director by email : macwalke@iupui.edu or phone (944-1343) leaving a voice message stating the reason why **as well as the course instructor before the start of the class to report the absence.**
- Absences other than illness must be explained to the satisfaction of the RTP faculty who will decide whether the omitted work may be made up. **Students are responsible to make arrangements for make-up of incomplete work assignments, classroom assignments and/or examinations.**
- The syllabus for each course will describe the attendance requirements for that course.

Absence from examinations

Each faculty member is to include in their course syllabus the restrictions and procedure the student must follow if an examination is missed. **Documentation of illness may be required.** A student who does not contact the instructor **as soon as he/she returns to campus after an illness may not be allowed to make up the examination.** It is assumed that the student will take make-up examinations on the day that the student returns to class or clinic unless a faculty member's syllabus indicates otherwise or the faculty member approves of another arrangement.

Classroom tardiness & Disruptions

- Classroom courses will begin at the scheduled time. Students are expected to be in their seats ready to participate when class begins.
- If you arrive late, please be courteous to the faculty and other students by being as quiet as possible in taking a seat in the class. **Classroom instructors may assess grading penalties for habitual tardiness.**
- Students should **avoid activities that may result in a disruption of a class.** Examples of such disruptions include leaving the room during the class time, receiving pages or cell phone calls (**please turn them off**), inappropriate use of wireless internet connection during class, and talking to those around you when not appropriate to the activity.

IUPUI Adverse Weather and Emergency Notification System -Canceling Classes

IU uses a variety of methods to provide emergency and safety information, including sirens, public address, Web pages, building stewards, residence hall assistants, broadcast and electronic media, and a consolidated communications system. Collectively, these capabilities are called "IU-Notify." The IU-Notify project was designed to consolidate IU's communications systems, and it greatly enhances the university's ability to effectively transmit critical incident information. Your campus home page will always have the most current information in an emergency. You can also check the home page For general news information.

Canceling classes Due to Adverse Weather or Non-Weather Related Emergencies

Adverse weather and certain non-weather related emergencies may cause university classes to be cancelled. Class cancellations will be announced by means of area television and radio. We have established a special phone number, (317) 278-1600, which will give the latest open or closed status for the campus. Please understand that none of these options will address individual courses. Be sure to keep your phone number current and check your IUPUI E-mail for announcements from individual faculty who may not be able to make it to campus. This information may appear on the web via Canvas/Oncourse or other course pages.
<http://www.registrar.iupui.edu/mainweather.html>

When weather conditions or non-related weather emergencies are such that IUPUI classes are cancelled, all **radiation therapy classes and clinical assignments** will be cancelled. If IUPUI cancels classes, students do not need to call the office.

Note: In the event that IUPUI does not cancel classes and if a student feels road conditions are too bad to drive, or the roads have been shut down by their county, if it is a class day, they must contact the program director and the course instructor; For clinical assignments, they must use personal time and notify the RTP clinical coordinator & their Clinical Supervisor at the clinical education setting to report the absence.

- Students must pass all courses with a grade of “C” or better. The **grade of “C-“** is less than a “C” and not considered a passing grade. The instructor for each course will provide specific information regarding the grading for that course.

- ♦ Students receiving less than a “C” in any required course will be placed on academic probation and:
 - a. be required to repeat the course prior to graduation
 - b. if the course is a prerequisite for another program course (see course descriptions), the student may not enroll in the next course.

- ♦ Students receiving **2 course grades of less than a “C”** will be **dismissed** from the Radiation Therapy program due to lack of academic progress. Examples of dismissal situations include, but are not limited to 2 different courses in the same academic session; 2 different courses in separate academic sessions; and not passing a repeated course.

- ♦ Students must maintain the Health Professions Programs **Technical Standards** to remain eligible for continued advancement through the curriculum. To view the Technical Standards follow this web link: <http://medicine.iu.edu/hpp/admitted>

- Students **must maintain the Ethical Standards** of the University and the Radiation Therapy profession. Each student is expected to accurately complete his or her own work. Areas of emphasis include **in-class testing and on-line testing, course-related assignments and clinical recordkeeping. In addition, students must comply with the IU School of Medicine Guidelines for use of Online Social Networks for Medical Student and Physicians-in-Training found at <http://msa.medicine.iu.edu/files/7113/2648/2858/OnlineProfessionalism.pdf>**

- **Student Records will be maintained as follows:** Official university records for RTP program students are maintained by the IUPUI registrar, IUPUI bursar, and the Health Professions Programs Office. Student-Employee Health Services keeps immunization records for all SOM students. Program-specific student records are secured in locked file cabinets in the program office area. **A complete internal student record is kept on file from admission through the fifth year post graduation.** After the fifth year, the individual student files are shredded and only aggregate data for each graduating class is kept in an administrative file. Faculty maintain course specific records for the students enrolled in that faculty member’s course. Clinical experience course records are maintained by the clinical coordinator. At the end of the clinical course records are copied and transferred to the RTP internal record. Faculty members are responsible for keeping individual student records including clinical evaluation materials confidential at all times.

- **Changes in Student Address or Name**
 Student address and name changes must be submitted as soon as possible. **Name changes require legal documentation for the University and the ISDH.**
Send changes to the:
 - Radiation Therapy Program Office (send e-mail to macwalke@iupui.edu)
 - University (do this on IU OneStart at <https://onestart.iu.edu>)
 - Indiana State Department of Health (send email to LAWheet@isdh.in.gov)

TRANSCRIPTS

The Office of the Registrar maintains the official academic record for all courses taken at IUPUI. Any student whose University account is clear may obtain a copy of his or her academic record at IUPUI, or request a copy be sent to a third party. <http://registrar.iupui.edu/transcript/>

Official transcripts are printed on security paper and are embossed with the Indiana University seal and signature of the Registrar. Transcripts are currently \$8.00 each. Fees can be paid by cash, check, money order, master/visa/discover charge card. It is a violation of the law for the university to release a copy of the transcript without the student's specific authorization.

A transcript can be obtained in person at:

Campus Center, Suite 250
 420 University Boulevard
 Indianapolis, Indiana 46202-5144

Registrar Office Phone Numbers

General Information	274-1519
Transcript Information line(recording)	278-1500
Veterans' Affairs	278-9163 (email GIbenefi@iupui.edu)
Fax Number	278-2240

PROBATION

Probationary actions are recommended to the Radiation Therapy Program (RTP) Director by faculty members or may be activated by the student's academic performance. When probationary actions occur, the student will be counseled and notified of the action, the length of probation and the action(s) necessary to be removed from probation. Failure to comply with the remedial actions outlined will **result in the dismissal** of the student from the program.

Examples of situations in which the student may be placed on probation:

Academic Probation	Program Probation	Clinical Probation
Cumulative GPA < 2.0	Professional course final grade of less than "C"	Failure to perform at minimal technical competency level.
Semester GPA <2.00	Classroom absences (unexcused and/or excessive, as defined by course syllabi	Clinical practice performed without direct supervision
	Failure to comply with RTP policies	Clinical absences(unexcused and/or excessive, as defined by course syllabi
	Lack of progress toward the degree	Excessive tardiness to clinical assignments
	Inability to meet technical standards	Poor interpersonal skills, including breaches of civility toward others, and language barriers
	Dishonesty of any type, especially a breach of academic integrity(see below**)	Failure to comply with RTP clinical policies.
	Disruptive classroom behavior	Inappropriate use of radiation
	Breaches of civility towards others	Breaches of the patient Privacy Policy or HIPPA requirements at any clinical site.
		Dishonesty regarding clinical activities including falsification of any clinical document
	Negligence that damages or may lead to damaging clinical equipment.	

Note: *The previous listings are not meant to be all inclusive. Other similar situations may result in probationary actions. Additional sanctions may be imposed by the IUPUI Dean of Students depending on the nature of the behavior.

** Unethical behavior may adversely affect a student's eligibility to take the ARRT Certification Examination.

DISMISSAL

A student who has been on probation and has failed to improve or correct performance problems will be dismissed from the program. In addition, dismissal may occur when the student fails to meet HPP or program academic standards or program professional standards. Examples of dismissal situations include but are not limited to: failure of two different courses in the same academic session; failure of two different courses in separate academic sessions; failure of a repeated course; and failure to meet minimum objectives in the **first year clinical courses**).

A student who has been dismissed from the program may not reapply for admission unless the student petitions and the RTP faculty grant a waiver of this policy. A second dismissal is considered final and the RTP faculty will not consider readmission.

PETITIONS AND APPEALS

Students may appeal decisions that they feel adversely affect them. The Radiation Therapy Program adheres to the Health Professions Programs Appeals Policy below.

HEALTH PROFESSIONS PROGRAMS APPEALS POLICY

The Health Professions Programs (HPP) in the School of Medicine abides by the appeals policies and procedures for academic and disciplinary due process as discussed in the Indiana University document Code of Student Rights, Responsibilities, and Conduct . This document is available online at <http://www.indiana.edu/~code/iupui/index.shtml>

Appeals of Admission Standards/Decisions: Admission standards exist at both the school and program level. To be eligible to appeal a program admission standard or decision, the individual must have completed the HPP application.

Appeals of Academic Standards/Decisions: Academic Standards exist at both the school and program level. To be eligible to appeal an academic standard or decision the individual must be a student in the School of Medicine

Individuals appealing admissions standards/decisions initiate the appeal at the program level; appeals of academic standards are initiated at the program level. Review of program level appeal must be initiated **within 5 business days, excluding holidays**, of the date that the individual was notified in writing of the program's decision. This decision will be sent to the student's university email address and it is the student's responsibility to monitor this account. The timeline to submit an appeal applies to both the student's initial appeal and any subsequent request to review the program level decision. HPP faculty review of appeals will be based upon evidence of procedural irregularities or compelling non-academic reasons.

Actions on academic misconduct and disciplinary matters proceed according to the campus specific policies and procedures.

RADIATION THERAPY PROGRAM (RTP) COMPLAINT RESOLUTION POLICY

All student complaints regarding activities or decisions made in the Radiation Therapy Program (RTP) will be handled in the following manner.

The student will **submit the complaint in writing with appropriate documentation**. A complaint may be filed at any time.

If the complaint regards a RTP policy, decision or, a RTP faculty member, the written complaint should be submitted to the RTP director. The complaint review procedure is as follows:

1. The complaint will be reviewed by the RTP director who has the following options:
 - a. Work out a reasonable solution with the student complainant
 - b. Appoint a committee of non-involved individuals within 10 business days of the receipt of the complaint. The composition will include representation from the RTP faculty (one of which will be appointed as chairman) and an HPP faculty member not in RTP. Other appropriate persons may be added, as needed, to address the specific situation.
 - The committee will review the complaint, gather additional documentation, and make a recommendation on both the validity of the complaint and possible resolutions to the complaint. The recommendation will be made within 15 business days of the appointment of the committee.
 - The RTP director will review the committee recommendation, consult with department or school administration, if needed, and provide a written decision within 5 business days of receiving the committee's recommendation.
 - The RTP director is responsible for implementing changes, if any result from the resolution of the complaint.
2. The complaining party will be informed of the result of the review process no later than 5 business days after a decision has been made.
3. If the complaint is not resolved at the RTP level, the complaining party may appeal the decision through the HPP appeal policy.

If the complaint regards the RTP director or an HPP policy, it should be submitted to the Director of the Health Professions Programs. These complaints will be reviewed according to HPP policy.

If the complaint involves incidents classified as Workplace Harassment and Violence, access this website: <http://www.iupui.edu/~fcouncil/documents/nonviolence.htm> for the procedures to follow at IUPUI.

For complaints related to alleged Radiologic Therapy Program's non-compliance with the Standards of the Joint Review Committee on Education in Radiologic Technology, students are encouraged to first exhaust all program, school, and University polices to resolve the complaint. If this process does not result in satisfactory resolution of the complaint, the student is encouraged to contact the Joint Review Committee directly. The process for filing an allegation is available on the JRCERT website at: <http://www.jrcert.org>

The **JRCERT mailing address** is:

Joint Review Committee on Education in Radiologic Technology,
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182
phone (312)704-5300 e-mail: mail@jrcert.org or www.jrcert.org

WITHDRAWAL

At any time during the program, a student may withdraw from the program. Subsequent readmission to the program would be based on the following:

Temporary Withdrawals

The student **must be in good standing in the program at the time of withdrawal**. The student **must arrange, in writing, a continuation agreement with the program director**. This agreement will state the duration of the withdrawal and any conditions the student will be required to meet prior to readmission. The student will be readmitted in accordance with the agreement. If the student does not follow the agreement, the student will be reclassified as a student who has permanently withdrawn and will fall under the “Other Withdrawals” identified below. It should be noted that the timing of the resumption of clinical coursework may be dependent on the availability of clinical space at the expected time of reentry and may not follow the original clinical schedule given to the student.

Clinical Re-entry Period

Students who temporarily withdraw from the clinical course sequence are required to resume clinical activities prior to officially continuing in the clinical course sequence. This period of time is call the “clinical re-entry period” and allows the student to refresh clinical skills. Enrollment in **RAON J352 Clinical Radiation Oncology Re-entry (1 cr.) is required**.

A tentative starting date for the clinical re-entry period must be determined at the time of the withdrawal. A clinical spot will be held for the student, if an open spot exists. If the student changes the date of re-entry or fails to schedule a re-entry meeting, no guarantee of clinical re-entry will be made.

Other Withdrawal

A student who withdraws without a continuation agreement or does not enroll for an academic session will not be allowed further enrollment in the program. If the student subsequently wishes to re-enroll, the student will be required to file a new application for admission. The student may request, but is not guaranteed advanced standing in the program based on the previous coursework completed.

HONORS

Indiana University and the Health Professions Programs offer the following honors programs recognizing superior student performances:

Degrees Awarded with Distinction*

The University recognizes candidate's superior performance in coursework by awarding the associate or bachelor's degree with one of three levels of distinction: distinction, high distinction, or highest distinction.

1. To graduate with academic distinction, baccalaureate and associate degree candidates must rank within the highest 10% of their graduating class. The determination of eligibility for graduation with academic distinction will be done by the Health Professions Programs so that candidates will be ranked with classmates who received the same type of degrees (e.g., B.S. Cytotechnology; B.S. in Radiation Therapy).
2. If the 10% distinction of any class results in fractional value, the number will be rounded upward (e.g., a graduating class of 11 would have 2 individuals eligible for distinction.)
3. Calculation of the grade point for distinction will be **based upon the total number of hours completed at Indiana University**. A candidate must have earned a **minimum of 50% of the total credit hours required for that degree at Indiana University**.
4. No more than 10% of the Indiana University credit hours may be eliminated from the GPA determination by utilization of the mechanisms of pass/fail or special credit.
5. A minimum cumulative grade point average of 3.5 must have been achieved to be eligible.
6. **Three levels of distinction will be recognized and determined as follows:**

3.50 through 3.74	Distinction
3.75 through 3.89	High Distinction
3.90 through 4.00	Highest Distinction

7. Unique cases and appeals should be forwarded to the Radiation Therapy Program Director for consideration by the Associate Dean for Academic Affairs in the School of Medicine

****NOTE:** This is the **University-wide policy** for the award of degrees with distinction. The program and school do not have the option to make changes in this policy.

Health Professions Programs Dean's List

The Dean's List is a semester-by-semester recognition of student's academic achievement. The student population comprising the Dean's List is determined on the basis of the semester grade point average. For baccalaureate degree students, those who enroll in at least 9 credit hours and have a 3.50 or better GPA earn inclusion on the Dean's List. The School Office will send each program the list of semester Dean's List scholars.

IUPUI Honors College

The Honors College has been designed by IUPUI to provide a variety of opportunities tailored to challenge scholastic achievers, enrich their undergraduate education, and prepare them for the future. Students may work toward an Honors degree or take individual courses for Honors credit. Students desiring more information on the Honors College should call the Honors Program Office at 274-2660 or access: <http://honorscollege.iupui.edu>

STUDENT SUPPORT SERVICES

IUPUI offers a number of support services to students who may have challenges that affect their ability to achieve their educational goals. The RTP faculty are committed to helping students succeed to the extent that is possible, while maintaining the standards of patient care required in the healthcare environment. Student needs are supported, unless accommodating those needs is in conflict with the standards of patient care.

IUPUI Adaptive Educational Services

Adaptive Educational Services (AES) works to make campus life and learning accessible for students with disabilities. Qualified students with disabilities who enroll in classes seek the same educational opportunities as other students. AES assists students with disabilities in achieving their educational goals through such services as note taking, interpreting and test proctoring. AES's goal is to provide the means for students with disabilities to achieve their academic goals by augmenting their existing strengths and abilities. **Assistance from AES should be sought prior to starting courses.**

AES is committed to coordinating and providing the following accommodations in our classrooms as necessary:

- Coordinate with faculty members to meet special needs while maintaining high academic standards.
- Coordinate classroom requirements with special needs of students.
- Assist in obtaining access to tape libraries.
- Provide tape playback machines and talking calculators for loan.
- Provide access to a Perkins Braille.
- Provide access to computers specially designed for dexterity or visually impaired students as well as computer programs to increase typing speed or that utilize a speech synthesizer.
- Provide Visual Tek and Kurzweil library technology for visually impaired readers and students with learning disabilities.

Contact:

Adaptive Educational Services - Taylor Hall (UC) Rm 100

Tel: (317) 274-3241

TDD/TTY: (317) 278-2050

Email: AES@iupui.edu

Web: <http://diversity.iupui.edu/departments/affinity-council-single-page/>

IUPUI Counseling & Psychological Services (CAPS)

The Counseling and Psychological Services (CAPS) team at IUPUI is dedicated to the emotional, personal and academic growth of all our students. The professionally trained counselors at CAPS encourage all students concerned about anything affecting their personal welfare or achievement to use these services.

IUPUI CAPS provides counseling services to assist students with a wide range of concerns, including but not limited to:

Relationships, Parenting, Grief/Loss, Depression, Anxiety/Phobias, Trauma Recovery, Test Anxiety, Study Skills, Eating Disorders, Stress and Time Management

Many issues are addressed through one-to-one meetings with an individual counselor.

Relationship counseling is also available for two individuals wishing to address concerns between them. Relationship counseling may be appropriate for intimate couples, friends, roommates, etc.

At least one individual must be an IUPUI student.

Group counseling is also available. Groups are often formed around specific concerns or interests.

CAPS operates according to the legal mandates of mental health care. Therefore, all information is confidential. CAPS records are not a part of any academic or medical record. No information is released from CAPS without the written consent of the client, except as mandated by law.

If you or someone you know needs emergency services outside of CAPS hours, resources in the community include:

- Crisis & Suicide Hotline at (317) 251-7575
- Midtown Mental Health Center (24 hours) at (317) 630-8485

- BehaviorCorp (24 hours) at (317) 574-1252
- ICADV Hotline 1-800-332-7385 Voice and TTY (domestic violence)
- or contact your nearest emergency room

CAPS staff includes licensed psychologists, licensed mental health counselors, a post doctoral fellow and graduate students from a variety of mental health training programs. Graduate students receive individual and group supervision by licensed senior staff.

Hours: Monday through Friday 9:00 a.m. through 4:00 p.m. (Closed noon - 1:00 p.m. for lunch daily (some evening appointments available))

Contact:

IUPUI Counseling and Psychological Services
 Walker Plaza Rm 220
 719 Indiana Avenue
 Indianapolis, IN 46202
 tel.: (317) 274-2548
 fax: (317) 278-0948
 email: capsindy@iupui.edu
 Web: <http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/index.shtml>

Safety (Campus Police)

The IUPUI Police Department provides emergency services (crime reporting, security issues), vehicle assistance (lock-out, jump start, air for flat tires), and safety escorts 24 hours a day. For assistance:

- 274-7911 (emergencies)
- 274-2058 (non-emergencies)

Safety escort — Personal safety escorts may be obtained by calling the police/security agency for the property from which the escort is being requested:

VA Hospital VA Police Department	(317) 554-0063
Wishard Hospital Wishard Security	(317) 630-7071
Indiana University Health University Hospital Security	(317) 929-8000
Riley Hospital at Indiana University Health Security	(317) 929-8000
IUPUI buildings or parking lots IUPUI Police	(317) 274-SAFE (7233)

IUPUI Career Center

The IUPUI Career Center assists students, alumni, faculty and staff in developing and implementing a sound career planning strategy as well as to obtain occupational information on employment trends, career opportunities and job placements.

Contact:

IUPUI Career Center Business/SPEA Rm 2010

Phone: 317.274.2554

Email: career1@iupui.edu

Web: <http://www.career.iupui.edu/>

IUPUI UNIVERSITY WRITING CENTER

The University Writing Centers(UWC) are dedicated to assisting both the experienced and inexperienced writers with all types of composition, fostering productive discourse between students and their classroom instructors and helping IUPUI maintain its tradition of serious academic instruction in a positive, open and intellectually stimulating environment.

The University Writing Centers (UWC) are free service available to all IUPUI students, faculty and staff. Experienced readers can provide you assistance with your writing. UWC tutors can assist you with other writing-related projects such as resumes, scholarship letters, etc. Throughout the program you will have writing assignments in various courses. Writing may be difficult for some students. Writing professionals are available at the IUPUI Writing Center to assist students with writing assignments. The Writing Center is located in Cavanaugh Hall room 427. The phone number is 274-2049. A **Grammar Hotline** is also available at **274-3000**.

FOR APPOINTMENTS:

UWC Main Branch---(317) 274-2049

<http://www.iupui.edu/~uwc>

FOR QUICK GRAMMAR, USAGE AND CITATION QUESTIONS:

UWC Hotline—(317) 274-3000

writectr@iupui.edu

IUPUI MATH ASSISTANCE CENTER

The Math Assistance Center is a service of the Department of Mathematical Sciences and University College at IUPUI. The Center offers the following services **free to any Mathematics student**: Free Tutoring and Media Online Math Tutorials. Math Assistance Center, <http://mac.iupui.edu>

University College Building, Taylor Hall UC B001
815 West Michigan Street
Indianapolis, IN 46202 Phone: (317) 274-7898 Email: info@math.iupui.edu

STUDENT TECHNOLOGY CENTERS (COMPUTER CLUSTERS)

There are multiple Student Technology Centers scattered throughout the IUPUI campus. Multiple public clusters including a 24-hour cluster on campus available for student use. To find locations and other information about the hardware, software and hours of operations refer to the following address on the Internet: <http://stc.iupui.edu/index.php>

IUPUI offers some free computer technology workshops (STEPS) to help students improve their computer skills through University Information and Technology Services <https://ittraining.iu.edu/training/browse.aspx>

LIBRARIES

Radiation Therapy Program students have access to the library facilities throughout the campus. The Ruth Lilly Medical Library is located in the Medical Research and Library Building, while the University Library is located adjacent to the Business/SPEA building. Book collections may also be found in the IUH University Radiation Oncology Departmental Library. Students are expected to adhere to the loan policies of the libraries that are used.

HEALTH

Returning Students: Students returning for a second year in any of the IU School of Medicine Health Professions Programs **are required to document compliance in the following areas:**

- Background Check & Drug Screen+
- Health Screen

- Tuberculosis Skin Test (TST)
- Flu Shot

Please refer to the Health Professions Programs website:

www.medicine.iu.edu/hpp/returning.

IUPUI Student-Employee Health Center (SEHS)

The Student Health Center, primary care clinic serving IUPUI student population, is located on the first floor of Coleman Hall, 1140 W Michigan Street. The SEHS also has a clinic in the Student Center. Health services are available to Radiography students at SEHS on a fee for service basis. For further information concerning Student Health Services, students should contact the Student/Employee Health Clinic office at 274-8214 or at <http://www.iupui.edu/~iupuishc/> .

Student Injuries and Treatment

If a student is injured during an educational activity the injury must be reported. If on IU property an IU incident report must be filed. If at an affiliated hospital, that hospital's reporting procedures should be used. Copies of all reports are to be filed in the student's program folder. If treatment of the injury is required the student should go to SEHS if on campus or to the emergency room of the hospital. **STUDENTS ARE RESPONSIBLE FOR THE COST OF TREATMENT.**

IUPUI Tobacco Policy

Tobacco use or sale, including, but not limited to smoking, is prohibited on university-owned, -operated, -or leased property. Exceptions may be granted for specific auxiliary enterprises, as approved by the chancellor.

Tobacco use, including, but not limited to smoking, is not permitted in university-owned, -leased, or -operated vehicles.

Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a healthy environment in which to work, study, and live.

Violations of this policy should be referred to the appropriate administrative office for review and appropriate administrative action:

- ◆ for faculty, the Office of Academic Policies, Procedures and Documentation;
- ◆ for staff, Human Resources Administration;
- ◆ for students, the Office of The Dean of Students.

You are asked to restrict your smoking to the following areas:

Streets that are city owned, and therefore do not fall under the IUPUI Tobacco Free Policy:

- Michigan Street and the sidewalks on both sides
- New York Street and the sidewalks on both sides
- University Blvd. and the sidewalks on both sides
- Blackford Street and the sidewalks on both sides
- North Street from University Blvd to Sigma Theta Tau and the sidewalks on both sides
- 10th Street
- Dr. Martin Luther King (West Street)
- Indiana Avenue
- Limestone Street from Michigan to New York and the sidewalks on both sides
- Porto Alegre from Michigan Street to Limestone Street
- Wilson Street from 10th Street to the north edge of the Wilson Street Garage
- Elmwood from 10th to Wishard Blvd.

The remainder of the streets within the main campus boundaries (10th St. to the river and MLK to Porto Alegre St.) were either built by the campus or have been vacated by the city and now are owned by the University. Please do not smoke in any area not on the bullet list above.

You may visit this link for additional information <http://www.iupui.edu/~nosmoke/>

STUDENTS AS RESEARCH SUBJECTS

The Radiation Therapy Program Faculty neither encourages nor discourages the participation of students as subjects in research projects being conducted on campus. The student is free to decide the relative merits of such activities. The student is not obligated to participate in any project by virtue of his or her student status. The students should be aware, however, that research projects are not risk free and that the risks associated with the project should be considered before consenting to participate. Before consenting to any project that would involve the exposure to radiation the student should consider the total effects that might occur from both occupational and research exposures.

AFFIRMATIVE ACTIONS

Indiana University has an Affirmative Action Policy that is designed to eliminate discriminating practices. Students who believe they are victims of discrimination based on race, color, national origin, religion, sex, age, veteran status or disability should contact the program director or follow the procedures outlined in the Code of Student Ethics. Like discrimination, sexual harassment is covered by the Affirmative Action Policy and is not tolerated. For information contact the Affirmative Action Office at 274-2306.

IUPUI Workplace Harassment and Violence Policy

To accomplish its missions of teaching, research, patient care and public service, IUPUI strives to maintain a safe environment. Accordingly, threatening behavior and violence will not be tolerated, condoned, or ignored. Each department head, manager, supervisor, and employee is responsible for keeping the workplace free of threats and violence. This includes intimidating, hostile, threatening, or violent behavior by employees or non-employees (vendors, job applicants, visitors, spouses, etc.) against self, others, university property, or property on university premises belonging to others. To View the IUPUI policy and procedures related to workplace harassment and violence follow this web link: <http://www.iupui.edu/~fcouncil/documents/nonviolence.htm>

CLINICAL EXPERIENCES

Philosophy Of Clinical Experience

Clinical experience incorporates not only radiation therapy skill performance but also ethical considerations, professionalism, and educational drive in trying to strive for excellence; involvement in one's education and profession; and application of theory and knowledge to clinical actions. The basis of the clinical grade is the achievement of minimum objectives needed to pass the course. Higher clinical grades should be awarded to those who excel in clinical performance and who demonstrate overall professional development.

The clinical experience practicum courses are an integral part of the educational program. They are designed to provide the student with the opportunity to develop skill and competence in performing radiation therapy procedures. The clinical curriculum has been developed to integrate with the classroom and laboratory courses. The following information provides the overall framework for the policies and procedures that will be used across all clinical courses.

Clinical Courses

Assignments in the clinical education settings begin in Summer II of the junior year and continue throughout the program. The sequence of clinical assignments is as follows:

Junior Year

Summer II	Observation only assignments at the IUH- Indiana University Hospital Radiation Oncology Department
Fall	J350 Clinical Experience Basic 3 cr. Students begin assigned rotation to the clinical education settings on Tuesdays and Thursdays.
Spring	J351 Clinical Practicum I, 3 cr. Students continue assigned rotations to the clinical education settings on Tuesdays and Thursdays.

Senior Year

Summer I	J450 Clinical Practicum II, 3cr. Students continue assigned rotations to the clinical education settings on Monday, Tuesday, Wednesday, Thursday, and Friday.
Summer II	J451 Clinical Practicum III, 2 cr. Students continue assigned rotations to the clinical education settings Monday, Wednesday, and Friday.
Fall	J452 Clinical Practicum IV, 5 cr. Students continue assigned rotations to the clinical education settings Monday, Wednesday, and Friday.
Spring	J453 Clinical Practicum V, 5cr. Students continue assigned rotations to the clinical education settings Monday, Wednesday and Friday.

Refer to the Radiation Therapy Clinical Manual I,& II for complete descriptions of clinical experiences, objectives, evaluations, etc.(Available the beginning of 1st Fall and 1st Spring Semesters)

Radiation Therapy Clinical Course Schedule

Detailed assignment schedules for each course component will be provided to the student prior to the start of each clinical course. These will also be posted on Canvas/Oncourse. These clinical schedules are available at the clinical education settings for the student's convenience.

CLINICAL POLICIES AND PROCEDURES

Policies on Student Radiation Therapist Responsibilities During Clinical Assignments

- Student radiation therapists are directly responsible to the Radiation Therapy Program director & the Clinical Coordinator. However, when on assignment in the clinical education settings, they will respect the advice and direction and obtain information concerning their duties from Radiation Therapy Program faculty and the clinical supervisors/staff of the assigned clinical education setting.
- Students are responsible for all clinical areas assigned by the Radiation Therapy Program faculty and are not allowed to alter posted schedules.
- **TRADING CLINICAL ASSIGNMENTS IS NOT PERMITTED WITHOUT SPECIFIC PERMISSION.**
- Students must **report to clinical area assignments promptly and sign in**. There is no grace period given. Tardiness (lateness) problems will not be tolerated. (

please note: continual car trouble, traffic problems, oversleeping, etc. **are not acceptable reasons** for lateness)

- Students must obtain permission to leave their assigned clinical area from the supervising clinical staff or supervisor.
STUDENTS ARE NOT TO ASK SUPERVISING CLINICAL STAFF FOR EARLY RELEASE FROM A CLINICAL ASSIGNMENT. Early release **must be pre-approved** by the clinical coordinator.
- Students **must notify** their supervising clinical staff or supervisor when they are to report for scheduled classes or other Radiation Therapy Program activities that **take place during clinical hours.**
- Student radiation therapists are expected to participate in all domains that are within the scope of a practicing radiation therapist while **under direct supervision of an R.T.(T)** or appropriately credentialed clinical staff.
- If there are no procedures to do, the student should further acquaint themselves with the mechanics and procedures of the clinical area in which they are assigned. Once these tasks are accomplished, the student may complete clinical skill activities or request permission to study for courses.
- **Students are expected to act in a professional manner at all times.** Professional titles are to be used in the presence of patients and hospital staff. Fellow students and professional staff should be addressed by **BOTH** first and last name when using the paging system. **STUDENTS SHOULD AVOID CONTROVERSIAL DISCUSSIONS WITH REFERRING PHYSICIANS AND OTHER HOSPITAL PERSONNEL.** These matters should be brought to the attention of the RTP clinical coordinator and/ or RTP program director for referral to proper departmental personnel.
- Smoking is **not permitted** in any hospital or medical center campus building. Student radiation therapists are to refrain from eating lunch, reading newspapers and fraternizing in portions of the department devoted to patient physician services.
- **Personal pagers and cell phones are not allowed to be activated** during clinical assignments. Personal calls while in the clinic should be limited to those that are absolutely necessary- Emergencies only
- Students are expected to protect patient information by following HIPPA guidelines and all additional hospital guidelines related to patient information security.

Policy on Clinical Staff Supervision of Student Radiation Therapist

All radiation therapy students **must be under direct supervision at all times** while performing radiation therapy procedures.

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

The *Standards for an Accredited Program in Radiologic Sciences* defines the following elements for **direct supervision**:

1. A qualified radiation therapist evaluates the condition of the patient in relation to the student's knowledge;
2. A qualified radiation therapist is present during the conduct of the procedure;
3. A qualified radiation therapist reviews and approves procedures.

Policies on Clinical Attendance

Consistent attendance in the clinical settings is a behavior that the RTP faculty looks for in student radiation therapists. The RTP faculty strongly encourages students **to maintain an excellent attendance record.** The presence of the student in the clinic adds to the “professional preparation of the student. Although it is possible for a student to achieve minimal technical competence early in a given rotation, the RTP faculty believe that the student will gain considerably from multiple repetitions of radiation therapy clinical skills on a variety of patients who may present themselves during the time that a student spends in a particular clinical course. Additionally, student participation in the clinical environment helps the student learn interpersonal communication skills that are necessary in the radiation therapy work environment.

- **Attendance in clinic is required** and all absences are recorded in cumulative and clinical site specific records for each student. These records will reflect all absences, excused or not, and will be available for use by faculty when giving references on the student.
- The student is **not allowed to miss more than two days** on an assigned **clinical rotation**, failure to adhere to this will result in failure of that rotation (**No exceptions**, unless there are special circumstances approved in advance by the Program Director and/or Clinical Coordinator.)
- Each **clinical course** will have a designated number of personal days for which the student may be absent without a course penalty. These personal days are to be used for **illness or unavoidable personal business** (e.g., doctor/dentist visits, child care, care repair, etc.)- **not for additional vacation time.** A student missing time greater than the stated limits will receive a **reduction in the clinical grade.** A student may appeal absences beyond the stated maximum allowed for a course when such absences are documented as unavoidable.

- Students are **required to report a clinical absence to the RTP program clinical coordinator & the clinical supervisor of the educational setting** before 9:00 am of the day of the absence by **phone and/or email**. **Partial hours and half days must also be reported & approved by the Clinical Coordinator before the student leaves the clinical site. All absences regardless of length of time must be reported & approved by the Clinical Coordinator prior to leaving clinic.** An absence that is not reported by the student or has not been satisfactorily approved by the RTP faculty will be recorded as unexcused. Failure to report absences will result in the student being penalized for the time taken(i.e., double time off will be subtracted: if a half day is taken without notification, the student will be penalized a whole personal day)
Late reporting of an absence is handled in the same manner.

- Students may request release time from clinical assignments to attend educational programs / professional development in the field of radiation therapy. **These must be pre-approved by the Clinical Coordinator.** Approval by the Clinical Coordinator will be based upon the current clinical performance of the student. **Students must provide verification of attendance.** The normal proof of attendance includes the initials or signature of an RTP faculty member or completion of an Evidence of Continuing Education form.
- Students who are absent from clinical assignments because they are repeating a course required in the radiation therapy curriculum that is offered only at a time when they are to be in clinic will be provided with an alternative clinical assignment schedule. **The missed clinical time must be made up.** The clinical coordinator and program director will consult with the student in preparing the alternate schedule.

Policy on Funeral Leave:

A student is **granted up to two clinic (2) funeral days** for the death of a parent, sibling, spouse, child, grandparent or equivalent in law. A student is granted one clinic (1) funeral day for the death of an aunt, uncle, and other relative or equivalent in law, or close friend. These absences are NOT counted as personal days. Request for additional time off can be made based on extenuating circumstances. This additional time off will require the student to use their personal days or may require that the student take an incomplete in the clinical course.

The student must contact the program director and/or clinical coordinator & the clinical instructor by phone or email to request funeral leave. **The absence must be prescheduled or reported to the program director and/or clinical coordinator & the clinical instructor before the specified time for that clinical assignment.** Funeral leave will not be granted without pre-scheduling. When requesting funeral leave, the student must give the name of the deceased, relationship to the student, and the date and location of the funeral. Documentation of attendance at the funeral is

required (usually a showing or prayer card). Documentation must be given to the clinical coordinator. There is not a grade reduction because of these absences provided the student is demonstrating clinical competence.

Policy on absence due to Weather Conditions

When weather conditions are such that **IUPUI classes are canceled, all Radiation Therapy classes and clinical assignments will be cancelled.** When IUPUI cancels classes, the News Bureau, upon word from the Vice President, notifies radio and TV stations in the Indianapolis metropolitan area. The IUPUI website will also announce cancellation of classes by 7:00 a.m. *if possible*. Students who would normally leave home before 7:00 a.m. may wait until 7:00 a.m. if the weather is severe enough that IUPUI cancellation appears possible. If classes are not cancelled you are to proceed to clinic.

If IUPUI cancels classes, students do not need to call the office or the clinical instructor. **Note: In the event that IUPUI does not cancel classes and if a student feels road conditions are too bad to drive, or the roads have been shut down by their county, they must use personal time.**

Policies on the Recording of Clinical Attendance

- Students will be using an attendance log sheet for each clinical rotation. The student will bring this attendance form on the first day of each of his/her clinical assignment. The attendance log is to remain in a location established by the clinical supervisor at each clinical education sight until the student completes the rotation. **The student is not allowed to remove the attendance log before he/she has completed the rotation.** Failure to follow this guideline will result in student misconduct subject to procedures described in the *IU "Code of Student Rights, Responsibilities and Conduct"*. This log will allow the student to keep a running record of clinical attendance during the course. The student will turn in an attendance log sheet **at the end of the rotation**, as part of the student's clinical records.
- **It is the student's responsibility** to initial the clinical education setting attendance sheet for each scheduled clinical day. The student is to sign in **posting the exact arrival time immediately** upon arrival. This should be signed by the clinical staff directly supervising the student each day.—not at the end of the rotation. ***Falsification of attendance records will be treated as student misconduct subject to procedures described in the IU "Code of Student Rights, Responsibilities, and Conduct."***
- Late arrivals and tardiness & early release **along with the reason** must be recorded on the sign-in attendance sheet.
- If the student does not initial the clinical education setting attendance sheet, the student will be recorded as absent. If the student was actually present, documentation to that effect must be presented to the Radiation Therapy Program clinical coordinator to remove the recorded absence. The required documentation

is a signed statement by the clinical instructor/supervisor indicating that the student was present. **Documentation must be submitted within one month of the date in question to remove the recorded absence.**

- It is the **student's responsibility to maintain a record of clinical attendance**. Students are advised to periodically check the attendance record with the RTP clinical coordinator.
- Repeated occurrences of **improperly documenting attendance** will be reflected in the student's grade for the clinical course and will result in the student being placed on **probation in the program and/or dismissed from the program**. This constitutes **irresponsible behavior** not in keeping with standards outlined in the clinical course syllabi.
- Other attendance or dependability problems (not being in assigned area, tardiness, leaving with out permission, etc.) are recorded and will also **result in a reduction of the clinical grade**. These records will be available for use by the faculty when giving references on students.
- If serious attendance problems exist, the student may be asked to complete additional rotations to meet the minimum clinical objectives, may be asked to withdraw from the course, or may force disciplinary action. Such action is based on the individual circumstances that caused the attendance problems. **Students with extenuating circumstances that result in extended absence during any portion of the radiation therapy program may receive an incomplete grade from the clinical course in which the student was enrolled at the time of the absence. This will necessitate repeating a part or that entire clinical course, which may delay graduation.**

Procedure For The Recording of Clinical Attendance

- The student will initial the clinical education setting attendance sheet for **each scheduled clinical day present upon arrival and when leaving. The attendance form is to be left at the clinical education site until the last day of the student's rotation.**
- The student is to **sign in immediately upon arrival** with the exact date and time. The student will sign out with the exact time when leaving clinic. **If the student is leaving clinic before the scheduled release time, the reason why must be documented.**
- The clinical staff **directly supervising** the student will initial the attendance sheet **each day to verify student attendance.**
- The student will turn in the clinical attendance sheet to the RTP clinical coordinator at the end of the rotation.

Procedures for Reporting Clinical Absences or Late Arrival

To be excused for the day due to illness or personal business, the student must call the RTP clinical coordinator (948-7945) **before 9:00a.m.** If the voice mail picks up the call, the student should leave the information as a recording. ****The student must state whether the reason for the absence is illness or personal business and indicate his/her current clinical assignment. Do not use texting to inform the RTP clinical coordinator of the absence from clinic!** The student must also call the clinical education setting's assigned clinical staff to inform them of his/her absence. **Failure to report an absence by 9:00 am will result in double time being subtracted.**

Students are expected to be in the **assigned clinical area by the published start time** on the student's clinical education setting schedule. If a student will be **unavoidably** late, they must **call the RTP clinical coordinator and the assigned clinical staff prior** to the start time for the clinical area and report the reason for the delay.

Pre-scheduling an Absence

Students may pre-schedule a personal day by calling or leaving a voice mail message for the RTP clinical coordinator and informing the assigned clinical staff of the absence. Pre-scheduling is used for medical appointments, car repairs, etc. The student will record the absence on the clinical attendance sheet with the clinical staff verification initial, and the student will not need to call the office on the day of the absence.

Policies on RTP Student Uniform (Dress Code)

The student uniform guidelines listed below are designed to promote a professional appearance. If doubt should arise as to the appropriateness of a particular uniform or the overall appearance of a student, the matter will be reviewed by the RTP faculty. **The RTP faculty members and all hospital and clinical staff working with students (e.g. therapists, dosimetrists, nurses and physicians) have the right to send a student home if they feel the student is inappropriately attired, has an unprofessional appearance, or is otherwise violating the dress code policy.** This includes but is not limited to uniforms that do not fit appropriately (ie: uniforms that are too baggy, dragging the floor, or too tight). Abuse of uniform policy will result in clinical grade reduction. Additionally disciplinary action may be recommended for repeated dress code violations.

Radiation Therapy Student Dress Code

- The minimum standards identified in the previous section must be adhered to.
- The **student uniform color is Landau wine** . The Landau line is available at most uniform stores, such as the Uniform House, Inc., located at 1927 N. Capital Avenue.
- The basic Scrubs uniform will consist of a Landau wine colored slacks and the Landau wine colored shirt or top. .
- A white long sleeved turtleneck or white short-sleeved t-shirt (t-shirt sleeves may not extend beyond the sleeve or bottom of the uniform top) may be worn under

the uniform top for warmth. Thermal type undershirts that can be seen under the uniform top or sweat shirts are not appropriate.

- White shoes with white hose or socks must be worn with the uniform. Shoes must be all white and made of a non-porous material. Shoes may not have open toes or be a sandal-type construction.
- The student uniform **must be worn at all times** when in the clinic or participating in any educational activity(Labs, Research) within the clinical setting.

Students are advised to talk to the Clinical Coordinator if they have questions about shoes or apparel before purchasing articles to wear to clinic.

Inappropriate and Unacceptable Attire

Examples of unacceptable attire include, but are not limited to: extremely long, ill- fitting uniforms; clogs or mules; leather tennis shoes that have colored decorations; non-leather shoes; sandals or open-toed shoes, sling backs or backless shoes; hoodies; fleece outerwear; jeans; stretch knit or athletic (sweat) pants; bare back, bare midriff, off the shoulder, or low neckline tops of any type; body-hugging clothing; shorts; sunglasses (without medical reason); large hair accessories, head coverings (except as required professionally or for religious reasons); clothing with pictures/writing. This type of attire is **not permissible for any student while on clinical rotation.**

Students must abide by hospital dress guidelines regarding wearing hospital issued scrub suits. Check with the RTP faculty member at the hospital for areas where students wear hospital scrubs. Hospital issued scrubs are the property of the hospital and **may not** be worn or taken outside the hospital (e.g. scrubs are not to be worn home, worn into clinic from home or to the program office).

Minimum Standards for all RTP Students

- **Identification Badge** - The RTP student picture ID nametag must be worn at all times unless working in a sterile environment. It must be worn at the collar level so that it is easily read and the picture is visible. If the student loses or damages the ID nametag, the student will be responsible for replacing the nametag within one day. Replacement badges are subject to a charge. While on the VA & St.Vincent Hospital, Anderson, IN clinical rotation assignment, the student will have a separate ID badge for each facility to be worn only while at VA& issued by VA& the same at St. Vincent Hospital. **The St.Vincent , Anderson ID badge must be returned on the last clinical day.**
- **Radiation Monitoring Device** – The student must wear a radiation monitoring device while in clinic. The badge type is to be worn on the torso (between the waist and collarbone) to get the most accurate reading. When wearing a lead apron, the device should be worn on the outside of the lead apron. **Students not wearing a radiation monitoring device will not be allowed to remain in clinic and will be recorded as absent.** If the student returns to clinic after getting the badge, the minimum time deducted from the clinical attendance record will be ½ day. **See Policy on Radiation Monitoring Device Responsibilities** below for additional information.

- **Personal Hygiene** – All students are required to be clean and maintain appropriate personal hygiene with regard to their body, hair, and nails. Hair and nails need to be clean and neat and must not interfere with the student’s or patient’s safety or the ability of the student to participate in clinical activities. Hair that is shoulder length or longer must be secured back or up. No extreme styles are permitted. This includes, but is not limited to, colored hair (such as purple, orange, green, blue), spiked hair, Mohawks, etc. Unpleasant body and mouth odors must be attended to. Male students who choose not to be clean shaven are allowed to wear beards or mustaches but they must be neatly trimmed and groomed.
- **Clothing** - Students must dress in a manner that is professional and appropriate for clinical activity. Clothes and shoes need to be clean, neat, and in good repair. Pants that are too long should be altered to the appropriate length. Rolling, cutting or pinning up the material is not allowed. Clothes must be **free of wrinkles, soil, stains, odors, tears.**
- **Fingernails** - Artificial fingernails are **not** allowed in clinic. Fingernails should be kept short, clean, and **unpainted** to avoid scratching the patient. **Research has shown that chipped nail polish can harbor as many germs as artificial nails.**
- **Jewelry, Cosmetics and Tattoos** - Minimal amount of jewelry should be worn to clinic. Jewelry must not interfere with the student’s or patient’s safety or the ability of the student to participate in clinical activities. No facial, lip, nose, or tongue jewelry will be permitted while in clinical activities. No more than 2 earrings per ear lobe and they should be studs or short in length. Minimal amounts of make-up are allowed. Tattoos cannot be visible & must be covered up.
- **Food and chewing gum** - Chewing gum is **not** allowed in clinic. Food is not allowed in patient care areas.
- **Perfume, aftershave and scented lotions** - Due to patient sensitivity from medication or medical conditions, students may **not** wear any type of scent while in clinic. Hand and skin lotion should be labeled unscented if it is to worn to clinic.

THE ALARA PROGRAM

The Radiation Office (RSO) evaluates radiation exposure for adherence to the University’s program for maintaining exposures **As Low As Reasonably Achievable (ALARA)**. Any excessive exposures and/or deviations from the ALARA program are investigated by the RSO and reported to the Radionuclide Radiation Safety Committee (RRSC) .

The investigation levels and the basic procedures for maintaining the ALARA program are as follow:

External Dose Equivalent

	Level I	Level II
Whole body/TEDE	125 mrem/qtr (1.25mSv/qtr)	375 mrem/qtr (3.75mSv/qtr)
Lens of eye	375 mrem/qtr (3.75 mSv/qtr)	1250 mrem (12.5 mSv/qtr)
Extremities	1250 mrem/qtr (12.5	3750 mrem/qtr (37.5

	mSv/qtr	mSv/qtr)
Skin	1250 mrem/qtr (12.5 mSv/qtr)	3750 mrem/qtr (37.5 mSv/qtr)
Organ	1250 mrem/qtr (12.5 mSv/qtr)	3750 mrem/qtr (37.5 mSv/qtr)

- **Exposure less than Level I-** except when deemed necessary, no further action will be taken in those cases where an individual’s exposure is less than those listed under Level I
- **Exposures greater than Level I but less than Level II-** Each individual whose exposure equals or exceeds Level I will be asked to complete an *Investigation of Elevated Exposure* form. The RSO will then review this form and the individual’s exposure history. The RSO will report the results of the review at the first RRSC meeting following the quarter when the exposure was recorded. No additional action is required unless deemed appropriate by the RSO and/or RRSC. The RRSC may consider each exposure in comparison with those of other performing similar procedures as an indication of the ALARA program quality and will record the review in the RRSC minutes.
- **Exposure greater than or equal to Level II-** Each individual whose exposure equals or exceeds Level II will be asked to complete an *Investigation of Elevated Exposure form*. The RSO will then review this form and the individual’s exposure history. The RSO will investigate in a timely manner the cause(s) of all personnel exposures equaling or exceeding Level II, and if warranted, take action, if any, and a copy of the individual’s exposure history will be presented to the RRSC at the first quarterly meeting following the completion of the investigation.

Policy on Radiation Monitoring Device Responsibilities

- The Program will issue each student a current radiation monitoring device provided through the IUPUI Radiation Safety Office. Periodic personnel exposure reports, received from the RSO will be located in the Radiation Therapy Program Office room 107 in a three ring binder. **When a report is received from, the RSO each student will be asked to review and initial their report.** A student may request to see their personal exposure reports at any time.
- The Program follows the RSO ALARA Program, which includes policies and procedures for monitoring and intervention in the event of excessive personnel exposure. If a student’s measured dose equivalent exceeds 125 mrem (1.25 mSv) at any time during a calendar quarter, the student will receive an “Investigation of Elevated Radiation Exposure” form from the IUPUI/IUMC Radiation Safety Office to be completed and returned to that office.

- Students are responsible for wearing a current monitoring device while working in clinic & any time they are participating in an educational activity where radiation exposure may occur.

Students not wearing a current monitoring device or not wearing the correct badge will not be allowed to remain in clinic or the educational activity.

- Students are responsible for replacement costs of lost monitoring devices and monitoring device holders and for any delinquency fees assessed. Students who lose their monitoring device should inform their clinical instructor or the clinical coordinator as soon as possible. Students will need to go to the Radiation Safety Office, CL 159, immediately, to obtain a temporary badge.

Radiation Monitoring Devices Exchange Policy

- Monitoring devices are exchanged quarterly . The months to exchange the radiation monitoring device will be **March, June, September, and December on the 15th day.**
- Students must exchange radiation monitoring devices **within 5 working days** of the quarterly issue date without exception. The five day grace period allows for when the exchange day falls during a weekend, holiday, days off, etc. (Note: Grace period may be changed if the holiday or vacation periods conflict with the return date. **Announcements of such exchanges will be made.**)
- Students will turn in their old monitoring device and pick up their new one around the 15th of the month. An email will be sent to notify students when to exchange the dosimeters.

Penalties for Radiation Monitoring Device Non-Compliance

Non-compliance examples include, but are not limited to:

- exchanging a badge for the wrong badge
- losing a radiation badge
- washing, drying, or otherwise damaging the badge so that it cannot be read

1 st offense	Written warning
2 nd offense	-1/3 letter grade in the enrolled clinical course
3 rd offense	-2/3 letter grade in the enrolled clinical course and clinical probation
4 th offense	Program dismissal

***penalties are cumulative throughout the entire program**

In addition, the Radiation Safety Office charges the Radiation Therapy Program delinquent fees for late or lost radiation monitoring devices. Students must pay these fees for late or lost device. The late or lost device fee is \$10.00 if the radiation monitoring device is not turned into the clinical coordinator by the 20th of the month in which it is to be exchanged. If the badge is not turned by the 20th, the student will receive a memo indicating that a \$10.00 fee is due. Checks for the late fee should be made out to the IU Foundation and turned into the clinical coordinator.

Penalties for turning in a device late in regards to grade reduction apply regardless of late turn in (by the 20th of the month that it is to be exchanged) or payment of late or lost fees. **Students**

will be check-listed with the university if assessed fees go unpaid. Students cannot register for classes or graduate if check listed.

Policy on Patient Privacy (HIPAA Requirements)

HIPPA-Health Insurance and Accountability Act: This is a federal law that, in part, governs access and usage of patient identifiable information. When a RTP student is in a clinical site and has access to patient information, the student must abide by the limitations identified by the clinical site's HIPPA policies. The RTP Patient Policy is always in effect regardless of the clinical site's policies.

Confidentiality of patient information and HIPAA requirements represent an ethical standard that must be maintained by the students during the course of the student's education.

- Students may not access patient information or examinations unless the information is needed for educational purposes. Students requiring patient information, charts or images are to respect the privacy of the patient and remove patient names from such information and images. Additionally, patient ID numbers are to be removed from all images and information, unless the faculty member specifically indicates that numbers are to remain.
- Students are to refrain from discussing patients and patient information except as related to their education.

Students who fail to comply with this policy will be disciplined on an individual basis. Action may include reprimand, probation, removal from a specific clinical education setting, course failure and/or program dismissal depending on the severity of the situation.

Policy on Communicable Disease Exposure

Students entering the program must complete the immunizations required by the School of Medicine for all entering students. Chickenpox, which has not previously been on the list for required immunizations, is on the rise in many hospitals. A student who has not had chickenpox and had not been immunized runs the risk of contracting the disease. A student who contracts chickenpox will be excluded from clinical activity for the incubation period of the disease (12 days).

When exposed to a communicable disease, the student must abide by the hospital policies regarding continued patient contact during the incubation period for the disease. If a student misses a significant amount of clinical time during the incubation period, no absence grade reductions will be made provided the student can meet the minimum clinical competencies required in the course. A student who does not meet minimum competencies will be given additional clinical rotations to equal the time missed to allow

completion. Such extensions of clinical rotations normally delay the completion of the program. It should be noted, however, that the student may not be able to earn higher than the minimum number of competencies in these situations due to the extended absence.

Policy on MRI Safety – see Appendix 1

Policy on PET Safety – see Appendix 2

Policy on CT Safety – see Appendix 3

Policy on Performance of Related Work

Students employed by any of the clinical education settings may not engage in that employment during scheduled clinical experience. Likewise, related work performed by the student as a hospital employee may not be substituted for educational clinical experience.

POLICY ON THE PREGNANT STUDENT RADIATION THERAPIST

The declaration of pregnancy by a student is voluntary and not required. Studies have shown that the fetus is more sensitive to radiation than the mother. Information related to the risk of radiation and pregnancy was provided when the student originally applied for and received a personnel monitoring badge. An additional copy of that information is available from the Radiation Safety Office & in the Radiation Therapy Program Office.

If pregnancy is declared (such a declaration must be in writing), adequate precautions must be observed to assure the cumulative dose equivalent to the fetus is less than 500 millirem (mrem) or 5 millisieverts (mSv) over the entire pregnancy. Furthermore, it is recommended that any radiation exposures that occur over the entire pregnancy be relatively uniform from one month to another. In some cases, the Radiation Safety Office and/or a supervisor or program director may impose specific restrictions to assure the aforementioned limits are met. Based upon the personnel monitoring results of student radiation therapists over several years, specific restrictions do not appear necessary; however, there are certain program rotations that may result in potential radiation exposures (e.g., rotations involving fluoroscopy or rotations involving brachytherapy).

Given the aforementioned information, the pregnant student may choose any one of the following options:

Option #1 - UNDECLARED PREGNANCY POLICY

The pregnant student may choose not to declare pregnancy. As indicated above, the declaration of pregnancy by a student is voluntary and not required. In that case, the

radiation exposure limits for occupational radiation workers (5,000 mrem or 50 mSv) would apply to both the student and her unborn child.

Option #2 – DECLARE PREGNANCY AND CONTINUE IN THE PROGRAM WITHOUT MODIFICATION

The pregnant student may continue through the program without modification. As indicated above, the likelihood that the limits to the fetus would be exceeded is low. The Radiation Safety Officer will meet with the student and explain the monitoring procedure. The student will complete for A-7 located on EHS.iupui.edu and the Radiation Safety Officer will provide the student with a fetus monitor (evaluated monthly). The student will receive an official letter from the Radiation Safety Officer. The Radiation Safety Office will be monitoring the pregnant student's monthly exposures closely. If any unusual exposures are noted in a given month or if the cumulative exposure approaches 50% of the 500 mrem limit, the RSO and/or the RT Program Director would meet with the student to discuss possible causes of the elevated exposures and any additional precautions that would need to be observed.

Option #3 – DECLARE PREGNANCY WITH RESTRICTED CLINICAL ROTATIONS

As indicated above, while radiation exposures to student radiation therapists have historically been very low, the potential for elevated radiation exposures exist for students participating in clinical rotations that involve fluoroscopy and/or brachytherapy (i.e., implant patients). Thus, a student may select this option and will not be allowed to participate in clinical rotations involving either of these medical procedures.

If this option is selected, the student should be aware that substitute clinical rotations will not be provided. All clinical rotations missed by the student must be made up. This will result in a delay in the completion of the radiation therapy program.

In addition to the clinical restrictions, the declared pregnant student will be expected to complete all the requirements for any sequential, didactic course(s) in which she was enrolled prior to enrolling in the next semester's coursework. This is necessary since the Radiation Therapy courses are sequential and prerequisite courses must be completed prior to the beginning of the next course.

Option #4 - DECLARE PREGNANCY AND REQUEST TEMPORARY LEAVE

A declared pregnant student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses she is currently enrolled in. There would be a place reserved for the student in the next accepted class. It would not be necessary to submit another application for admission.

Option #5 - PERMANENT WITHDRAWAL

A pregnant student may request to withdraw from the Radiation Therapy Program for an indefinite period of time. If she wishes to be reinstated, she must submit a Health Professions Programs Application and compete for readmission to the program. Any

previous coursework would be reevaluated at the time of readmission to assure competency has been maintained.

CHANGING THE SELECTED OPTION

A student may change her option selection (including option 1 which is essentially removing the declaration of pregnancy) at any time. The student must notify the RT Program Director and the Radiation Safety Office in writing of her option selection change. All restrictions (or reduction in restrictions) would apply to the newly selected option.

Revised 7/1/08
Adopted 7/7/08

CLINICAL GRADES

Clinical grades are assigned by the RTP clinical coordinator with evaluation by clinical staff. The clinical grades are based on attainment of general and specific objectives for each clinical course and on evaluation of performance and behavior during the clinical experiences. Course objectives will be found in the Clinical Manual Part I.

Students are responsible for demonstrating that they have met the minimum clinical performance objective in each clinical course. In addition, appropriate input will be obtained from supervising clinical staff regarding the overall performance of the student in a variety of performance areas (e.g. attendance and punctuality, communication skills, retention of material, etc.).

The clinical staff assigned to each department is responsible for all evaluation materials. Evaluation methods are selected that evaluate the student's attainment of the objectives for the overall experience and the specific rotation. Evaluation methods may vary from institution to institution because of different staff, applicability to the procedures at a given institution, and the needs of the student. All evaluations, regardless of the type, should be perceived by the student as a reflection of how well the student is performing in the clinical course.

Periodic counseling sessions will be held with each student by the clinical coordinator. The student may review his/her own clinical records any time. The clinical staff should be consulted if the student is unsure of his/her progress. A letter grade will be assigned at the close of each clinical course.

Clinical Course Grade Reduction Chart for Excessive Absences

Course	No grade reduction	-1/3 letter grade	-2/3 letter grade	-1 letter grade	Fail course
J350	2.5 days	3 days	3.5 days	4 days	Over 4 days
J351	3 days	3.5-4 days	4.5-5 days	5.5-6 days	Over 6 days
J450	3 days	3.5-4 days	4.5-5 days	5.5-6 days	Over 6 days
J451	3 days	3.5-4 days	4.5-5 days	5.5-6 days	Over 6 days
J452	4 days	4.5-5 days	5.5-6 days	6.5-7 days	Over 7 days
J453	4 days	4.5-5 days	5.5-6 days	6.5-7 days	Over 7 days

Appeals of Clinical Grade Reduction for Excessive Absences

Students may submit an appeal to have an absence they consider “beyond their control” disregarded for grade reduction purposes only. Only clinical absences beyond the “no grade reduction” category are appealable. Special circumstances are also appealable.

To appeal, a student is required to submit a written appeal letter to the clinical coordinator, by the end of the week following the absence. The student may be asked to meet with the clinical faculty to discuss the appeal. The written appeal must include:

- Student’s name
- Student’s current clinical assignment
- Brief explanation of the circumstances of the absence
- Substantiating documentation (Dr’s note, auto repair bill etc.) Must be attached.

Failure to present a formal appeal to the clinical faculty will result in the grade reduction indicated on the chart. Clinical faculty may also recommend clinical probation for students who exhibit attendance problems of a continuing nature. Additional appeals procedures are described in the RTP Student Handbook.

Release Time – Educational Meetings/ Professional Development

Students **may request release time** from clinical assignments to attend educational programs or to obtain professional development in the field of radiation therapy. Students must provide verification of attendance. These activities **must be preapproved**

by the Clinical Coordinator. You must request approval a minimum of 2 weeks in advance of the activity. The normal proof of attendance includes the initials or signature of a Radiation Therapy Program faculty member, a representative designated by the clinical coordinator or completion of an Evidence of Continuing Education form.

Clinical Grades

Refer to the clinical course syllabus for each clinical course located in the Radiation Therapy Clinical Manual Part 1.

ATTENDANCE

It is the expectation of the RTP faculty that students **attend all clinical assignments**. All special absences must be prearranged with the Clinical Coordinator or in her absence the Program Director. **Absences from clinic to study for examinations are strongly discouraged.** Trends in the attendance of individual students are monitored throughout the program using a running attendance record form. Faculty has access to this record.

Clinical Absence Due to Required Course Attendance

Students who are absent from clinical assignments because they are repeating a required baccalaureate degree course, which is offered only at a time when they are to be in the clinic, will be provided with an alternative clinical assignment schedule. The schedule must be in the same clinical area and for the same aggregate time period as the time missed. The clinical coordinator will consult with the student in preparing the alternate schedule.

When weather conditions or non-related weather emergencies are such that IUPUI classes are cancelled, all **radiation therapy classes and clinical assignments** will be cancelled. If IUPUI cancels classes, students do not need to call the office.
Note: *In the event that IUPUI does not cancel classes and if a student feels road conditions are too bad to drive, or the roads have been shut down by their county, they must use personal time and notify the RTP clinical coordinator & their Clinical Supervisor at the clinical education setting to report the absence.*

VACATION

- Vacation time is allocated for use at the specific times that **coincide with the IUPUI breaks**, but **may not be the exact same dates** as those of IUPUI. Specific dates will be provided.
- Vacation time **may not be accumulated for use at a later time and cannot be used to eliminate excess clinical absences.**
- Classroom courses meet according to the University schedule, which may not correspond to hospital holidays.

Radiation Therapy Program students receive vacation during the following times

Junior Year

- IUPUI Semester break between SSII and Fall Semester
- IUPUI Labor Day
- RISP/RTP Fall Break(as designated by the RISP/RTP faculty)**RTP/RADI courses only, usually Columbus Day**
- RISP/RTP Veterans Day- RAON Clinic Courses only
- IUPUI Thanksgiving Break
- IUPUI Semester Break between Fall and Spring (includes Christmas and New Years holidays)
- IUPUI Martin Luther King Day
- IUPUI Spring Break Week
- RTP Good Friday
- IUPUI Memorial Day
- IUPUI 4th of July

Senior Year

- IUPUI Break between Spring and Summer I
- Memorial Day Holiday
- IUPUI Break between Summer I and Summer II
- Fourth of July
- IUPUI Break between Summer II and Fall Semester (Slight changes in Fall start dates may be set by RTP faculty to provide Fall Break)
- Labor Day
- RISP/RTP Fall Break (as designated by the RSP/RTP faculty)
- RTP Veteran's Day(RAON Clinic Courses only)
- Thanksgiving Break (as approved by IUPUI)
- IUPUI Semester Break between Fall and Spring Semester (includes Christmas and New Years holidays)
- IUPUI Martin Luther King Day
- RTP President's Day (RAON clinic courses only)
- IUPUI Spring Break Week
- RTP Good Friday

REPLACEMENT COST POLICY

Students are responsible for the replacement of costs for items that are issued to them or that they borrow. The items that fall within this category include, but are not limited to, radiation monitoring devices and holders, identification badges and fasteners, books from the program collection or library, and copies of course handouts which they received at no charge.

Students should be aware that while performing activities during clinical experience courses in one of the clinical education settings, the student is responsible for using site equipment in a manner that does not damage the equipment. Students who have been taught proper usage of equipment and then cause damage to that equipment may be considered negligent in their actions. This negligence may result in disciplinary action. The hospital may also choose to seek restitution from the student.

Replacement charges must be equal to the cost to replace the item.

INDIANA UNIVERSITY SCHOOL OF MEDICINE

GUIDELINES FOR USE OF ONLINE SOCIAL NETWORKS

*** This is a summary of the guidelines listed by IUSM, for the complete list, please visit Indiana University School of Medicine website at:**

<http://msa.medicine.iu.edu/files/7113/2648/2858/OnlineProfessionalism.pdf>

Overview and rationale

Web blogs and online social networks such as Facebook and MySpace have become popular communication tools over the past several years. These forums offer unique opportunities for people to interact and keep in contact, and have great potential to augment friendships and professional interactions. As professionals with a unique social contract and obligation, medical students as well as practicing physicians must be cognizant of the public nature of these forums and the permanent nature of postings therein. While these sites offer terrific potential to bolster communication with friends and colleagues, they are also a potential forum for lapses of professionalism and professional behavior. These sites may give the impression of privacy, but postings and other data should be considered in the public realm and freely visible by many people. IUSM has adopted the following guidelines to assist students in safely and responsibly using these sites.

Guidelines for ethical/professional behavior

Professionalism

Postings within social network sites are subject to the same professionalism standards as any other personal interactions. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. The professionalism description can be found in the *IUSM honor code*, which is signed by all students, residents, fellow and faculty. Student conduct is also governed by the *IUPUI Student Code of Conduct*. **Students may be subject to disciplinary actions within the school for comments that are either unprofessional or violate patient privacy.**

Statements made by you within online networks will be treated as if you verbally made them in a public place.

In online social networks, the lines between public and private personal and professional are blurred. Just by identifying yourself as IUSM student or resident, you are creating perceptions about IUSM by those who have access to your social network profile or weblog. Be sure that all content associated with you is consistent with your position at the school and with IUSM's values and professional standards.

Unprofessional postings by others on your page reflect poorly on you. Please monitor other's postings on your profile and work to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.

Keep in mind that statements and photos posted within these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires, and there are many examples of people not being offered a job because of findings on social network sites.

Others may post photos of you, and may "tag" you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to "untag" yourself from any photos as a general rule, and to refrain from tagging others unless you have explicit permission from them to do so.

Use of these social networking sites or web blogs can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.

Confidentiality

HIPPA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPPA violations.

Patient privacy measures taken in any public forum apply to social networking sites as well.

Patient Contact

Interactions with patients within these sites are strongly discouraged. This provides an opportunity for a dual relationship, which can be damaging to the doctor-patient relationship, and can also carry legal consequences.

Social media in clinical settings

Be aware of social networking policies in each of IUSM's Affiliated hospitals:

1. IUH- Indiana University Hospital
2. Roudebush VA
and at the other clinical education sites.

Appendix 1

IU Health policy: MRI Safety

Purpose

It is the goal of the Department of Radiology through constant efforts, to minimize the risks of incidents associated with Magnetic Resonance Imaging.

Scope

This policy applies to all IU Health Academic Health Center personnel, physicians, patients, contractors, family members and visitors who are present at an IU Health MRI facility.

Exceptions

Any exceptions to this policy must be cleared through a radiologist and must be documented in the patient chart.

Definitions

Cryogen – liquid helium and/or nitrogen used to cool the superconducting magnets

Ferrous Metal - metal that contains iron. Ferrous metals are magnetic.

Magnetic Resonance Imaging (MRI) – an imaging procedure in which a diagnostic image is produced whose pixel values represent the characteristics of radiofrequency (RF) signal emitted by the tissue when a magnetic field is applied.

Quench – rapid boil-off of the liquid cryogen into odorless and colorless gases

Safety Zone III - this area is the region in which free access by unscreened non-MR personnel or ferromagnetic objects or equipment can result in serious injury or death as a result of interactions between the individuals or equipment and the MR scanner's particular environment.

Policy Statements

There are many potential risks in the MRI environment which are related to the high magnetic field strengths used in the clinical setting. Attention must be given to the avoidance of ferromagnetic objects nearing the vicinity of the MRI system. All metallic objects should be scrutinized carefully. The risk of attracting a projectile increases with the proximity to the scanner.

Procedures

- A. Basic MR safety information will be included in the orientation of non-MR staff.
- B. Level I MRI personnel (who routinely works in the MRI area but NOT in the MRI magnet room) must complete the basic MRI safety training annually, emphasis is placed on potential hazards from the strong magnetic field. This training must be completed in order to have **independent** access to the MRI area (safety zone III).
- C. Level II MRI personnel (who routinely work in the MRI magnet room) must complete the advanced (Level II) MRI safety training annually which includes all aspects of MRI safety and the emergency procedures.
- D. Access to the MRI area is restricted and monitored for anyone without MRI safety level I or II training.
- E. Ongoing MR education is recommended for all staff working in the MRI area. Application training will be provided for the operators of any new system and new equipment. MR technologists must meet the continuing education requirements for their certification. IU Health radiology provides bi-annual ASRT approved continuing education seminars.
- F. An MRI safety screening questionnaire must be completed for all patients and visitors before entering the MRI magnet room. This questionnaire asks detailed questions about metal objects and patient history which are necessary to ensure safety. Any implant must be positively identified and its MRI safety must be documented on the screening questionnaire prior to the exam.
- G. All patients will change into hospital issued clothing prior to MRI exam.
- H. All patients and visitors, including physicians and hospital personnel, must pass the MRI safety screening prior to entering the MRI magnet room and must be under constant direct supervision by a Level II MRI personnel while remaining in the MRI exam room.
- I. There will be no admittance of ferrous metal objects such as (patient transport equipment, IV poles, oxygen tanks, pulse oximeters, pumps, Stethoscope, mops, cell phones, pagers, scissors, watches, keys, pens, pencils, coins, jewelry, hairpins, etc.) into the MRI magnet room. Even medical devices that have moving parts, such as a pump,

may malfunction or having magnetic components, such a monitor, may become a projectile when inside the MRI magnet room. Only approved MRI compatible equipment and medical devices will be allowed. For more detail, please refer to Radiology Policy 8.2.072 *Emergency Procedure in MRI Environment*. If it is not considered medically safe to remove the infusion pump and MRI is the first diagnostic method of choice, the medical team will make special preparations.

J. To protect from the effects of acoustic noise, all patients and anyone who remains inside the MRI exam room during the procedure are required to wear hearing protection devices such as ear plugs or headphones.

K. All patients will be given the alarm (squeeze ball) prior to the beginning of the exam.

L. Although there is currently no data suggesting that there is a risk to the embryo/fetus of a healthcare worker involved in MRI, it is prudent to minimize the exposure of these individuals to the radiofrequency varying fields that only occur during actual scanning. Pregnant healthcare workers are permitted to perform all the functions and duties associated with MRI during all trimesters except that they should not remain in the MRI scanning room during the actual scanning process. For more detail, please refer to Radiology Policy EC 8.4.021 *Pregnant Patient Imaging*.

M. If a patient is known to be claustrophobic, the exam may be scheduled with conscious sedation or general anesthesia provided the patient has a driver. If the patient is unaware they have claustrophobia until the start of the exam, all attempts will be made to work with the patient to complete the exam, including communicating with the patient throughout the exam as necessary, offering to place a washcloth over the patient's eyes and moving to a large bore scanner if possible.

Cross References

Radiology Policy EC 8.2.072: *Use of Equipment in MRI Magnet Room*

Radiology Policy EC 8.2.073: *Emergency Procedure in MRI Environment*

Radiology Policy EC 8.2.074 *Intra-Operative MRI safety*

Radiology Policy EC 8.4.021: *Pregnant Patient Imaging*

References/Citations

IU Health MRI Safety Screening Form

Reference Manual for Magnetic Resonance Safety. Implants and Devices by Frank

Shellock

ACR Guidelines for MRI Safety

IX. Forms/Appendices

[Appendix 1 - rad8-2-07.pdf](#)

[Appendix 2 - rad8-2-07-2.pdf](#)

[Appendix 4 - rad8-2-07-4.pdf](#)

[Appendix 5 - rad8-2-07-5.pdf](#)

1. Safety Modes of MRI Scanners (11-14-2012)
2. Guidelines for Screening Implants and Devices Prior to MR Exam (6/17/2013)
3. MRI of Patients with Revo® or Advisa® or MRI SureScan® Pacing System Undergoing MRI Exams (8/15/2014)- retired (use manufacturer guidelines)
4. Screening Patients Incapable of answering MRI Safety Questions (8/15/2014)
5. Patients with Metallic Body-piercing Jewelry (10/2/2014)

Appendix 2 Nuclear Medicine and PET Radionuclide Handling (PET Safety)

Purpose

A. To minimize the risks associated with handling, storing, transporting, using and disposing of radioactive materials. To safeguard and protect all employees and visitors in the Nuclear Medicine and PET Departments.

B. To ensure that all of the policies and procedures as developed by the IUMC Radiation Safety Council and Radionuclide Radiation Safety Committee are followed.

C. To ensure operations are consistent with Nuclear Regulatory Commission (NRC), State of Indiana Regulations and Nuclear Regulatory Commission license conditions.

D. To ensure that personnel exposure is ALARA (As Low As Reasonably Achievable).

Policy Statements

Nuclear Medicine Technologists will follow the appropriate radiation safety policies when handling radionuclides to ensure low personnel exposure by the safe handling of radioactive materials, following proper ordering and receiving of radioactive material, ensuring proper facility and material labeling, emergency procedures and other policies and procedures as outlined by the "Nuclear Medicine/PET Radiation Safety Procedures Manual."

Procedures

A. Nuclear Medicine Technologists are required to be familiar with all appropriate Radiation Safety policies as described in the "Nuclear Medicine/PET Radiation Safety Procedures Manual." Any questions concerning such policies are to be referred to the chief tech, the manager, or the Radiation Safety Office (274-4797).

B. The "Nuclear Medicine/PET Radiation Safety Procedures Manual" will be referred to for in-depth information and procedures pertaining to:

1. Administration of the radiation safety program
2. Regulations governing the use of radioactive materials
3. Authorization for individuals and facilities

4. Procurement of radioactive materials
5. Rules for the safe handling of radioactive materials
6. Personal monitoring and limits
7. Instrumentation requirements
8. Survey requirements and limits
9. Radiation safety regarding patients
10. Control of airborne radioactivity
11. Waste disposal
12. Labeling and postings
13. General safety procedures
14. Noncompliance policy
15. Radiation emergency procedures

16. Decontamination procedures

C. Radionuclides are delivered to the IUMC Radiation Safety Office or directly to the Nuclear Medicine hot lab, PET, or Cardiology Department. A dispensing log sheet (paper or computer record) is to be prepared for each radionuclide/pharmaceutical which is received and/or prepared for patient administration. Each log shall contain such information (where appropriate) as the supplier, lot number, compounding materials and lot number(s), expiration, product name, activity, time of assay, concentration, dates, and initials.

D. The hot lab is restricted to authorized personnel only and is locked when unattended. Radionuclide delivery personnel have access to the hot lab and have had training in the

safe handling of radioactive materials. All radioactive packages are surveyed for radiation levels and contamination after the receipt of the package.

E. A student technologist will perform or assist in the preparation of a diagnostic kit, or draw a radionuclide or unit dose for patient use only under the supervision of a staff nuclear medicine technologist. Preparations and/or doses will be countersigned by the staff technologist who assumes all responsibility.

F. Radioactive materials will only be administered to patients after the written authorization by a physician-signed prescription (for diagnostic use). A nuclear medicine technologist may administer a patient diagnostic dose upon verbal orders from the prescribing physician, provided that such orders are reduced to writing by the technologist (per the radiologist) prior to administration. Written directives are required for all radiopharmaceutical therapies and ^{131}I amounts greater than $30\ \mu\text{Ci}$ ^{131}I by a staff physician who is recognized as an "Authorized User".

G. It is the responsibility of the technologist administering the unit dose to the patient, or by supervising the student administration, to check the prescription/order or the written directive prior to the administration to ensure the dose amount and type are correct, and that the patient receiving the dose is the same patient for whom the dose was prescribed. Once the dose has been administered, the label shall be affixed to the prescription area of the consultation request form or notations made on the written directive. The label shall include the initials of the technologist administering the dose, as well as the time, route, and site of administration.

H. It is also the responsibility of the technologist administering the unit dose to the patient, or supervising the student administration, to ensure that all women of childbearing age (8-55years) are screened for the possibility of pregnancy or breastfeeding. Screening results shall be documented accordingly.

I. To minimize radioactivity contamination in the laboratory, unit doses of radionuclides/radiopharmaceuticals may leave the radiopharmacy or dispensing area only in a properly lined dosing tray, and only immediately prior to administration. Dose trays with radioactive material should not be left unattended in any part of the department. Similarly, after injection, the dose tray should be returned to the radiopharmacy or dispensing area and all contaminated supplies placed in the appropriate waste receptacles.

Gloves should be worn when removing waste.

J. The radiation safety staff will perform the NRC required semi-annual leak test and the semi-annual physical inventory of sealed radioactive sources. All receipt, transfer and disposal of radioactive material will be documented.

Appendix 3

IU Health CT Safety

Purpose

To assure precautions are used to keep radiation exposure to a minimum

Policy Statements

Precautions should be constantly observed by all radiologic technologists to keep radiation exposure to a minimum.

Procedures

- A. If your presence is not required, stay out of the room when x-rays are being produced.

- B. The x-ray room door must be closed during an exposure.

- C. If you must be in the room when x-rays are being taken, wear protective clothing, i.e., lead apron, lead thyroid shield, lead glasses. Regulations (410 IAC 5) states "Staff and ancillary personnel shall be protected from direct scattered radiation by protective aprons or whole body protective barriers of not less than twenty-five hundredths (0.25) mm lead equivalent

- D. Lead gloves are to be worn if your hands are in the primary beam. Indiana Department of Health Regulations (410 IAC 5) states "All individuals shall be positioned such that no part of the body will be struck by the useful beam unless protected by five-tenths (0.5) mm lead equivalent."

- E. Avoid holding the patient while the radiograph is being taken.

- F. While x-rays are being produced, maintain as great a distance as possible from the xray tube and from the x-ray field on the patient.

- G. Never expose yourself to the primary x-ray beam.

- H. Avoid production of unnecessary x-rays.

- I. Personnel monitoring badges must be worn in accordance with the personnel monitoring

policy (08.4.04).

J. In the event of a declared pregnancy by a female technologist assigned to areas such as fluoro, portables, and surgery, an attempt will be made to limit the time spent in these areas when possible. Individuals who become pregnant are encouraged to declare their pregnancy with the Radiation Safety Office by completing a Radiation Safety A-7 form and returning it to that office. The Radiation Safety Office will let the individual know of any recommendations to assure that the dose equivalent to the technologist's unborn child will be limited to 500 mrem (5 mSv). Any questions concerning personnel monitoring and badging should be addressed by Radiation Safety staff.