

Radiation Therapy Technology Program Student Handbook



Class of 2022-23



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APPENDICES

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Forms/Information		
Appendix 1	Clinical Site Locations, Phone Numbers, and Links	
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INTRODUCTION

This handbook has been written to guide the student through professional training and provide copies of policies and procedures that assure equitable treatment of students, faculty, and staff. Students entering into the Radiation Therapy Program, as a part of **Delgado Community College**, should familiarize themselves with the current online catalog of the school and the general information contained within. The online catalog can be found at the following link:
<http://catalog.dcc.edu/>

It is the responsibility of the student to access the online college catalog in order to have information about Academics, Student Services, and Student Life. The online catalog is a valuable resource for information on Student and Judicial Affairs, Graduation Requirements and other information important to your success.

PLEASE NOTE: The Radiation Therapy program **does not** follow the college catalog schedule for inter-semester breaks. Clinical skills and practice are essential to your formation as a radiation therapist and, although classroom attendance may be suspended during this time, clinical practice and evaluation continues between semesters.

This handbook will give a better understanding of what is expected of all students in the Delgado Community College Radiation Therapy Technology Program.

This handbook is not designed to present the rules and regulations of the affiliate hospitals. *It is the students' obligation to orient themselves to and abide by the rules and regulations of each hospital in his/her clinical rotation;* these rules and regulations will be discussed with the student(s) upon their assignment to each clinical site. A "Delgado RATH Student" binder is located at each clinical site and also contains information specific to the site.

Students are expected to uphold the responsibilities associated with the health care profession to the best of their abilities, and perform their duties as mature, intelligent adults.

The ethical standards that have been set by our profession and that are given to you in this handbook must be practiced by each student.

These Policies and Procedures are periodically reviewed and updated. An addendum will be distributed upon adoption.

NOTE:

Delgado Community College Radiation Therapy Technology Program reserves the right to make any changes in policy as may be deemed necessary due to unforeseen changes in the clinical environment and upon approval of the program officials as appropriate.

Students will be informed immediately of any changes in writing and will be responsible for compliance upon receiving this information.

COLLEGE

Mission

Delgado Community College, a comprehensive community college, offers programs through the Associate degree. The College provides a learning-centered environment through face-to-face and distance education to prepare students from diverse backgrounds to attain their educational, career, and personal goals, to think critically, to demonstrate leadership and to be productive and responsible citizens.

Vision

Delgado Community College is a diverse, dynamic, comprehensive community college committed to student success through innovative leadership, to excellence in teaching and learning, and to the cultural enrichment of the community it serves.

Core Values

We, at Delgado Community College, value:

- The worth of each individual
- Lifelong learning and the pursuit of knowledge
- Excellence in teaching in an accessible learning centered environment
- Meeting the needs of a changing workforce
- The cultural diversity of our students, faculty, staff, and administration
- Public trust, and personal and professional integrity and accountability
- Our responsibility to community, state, nation, and world

PROGRAM

Mission

The mission of the Delgado Community College Radiation Therapy Technology Program (RATH) is to provide students with both academic and clinical instruction which will prepare them to function **safely** as competent, compassionate, entry-level radiation therapists who respond professionally and ethically to patients and other team members of the radiation oncology facility and healthcare community.

Goals

To uphold the mission, the following goals have been set to prepare graduates to apply for the certification examination administered by the American Registry of Radiologic Technologists (ARRT) in Therapy:

1. Students will be clinically competent.
2. Students will demonstrate communication skills.
3. Students will develop critical thinking skills.
4. Students will model professionalism.

Student Learning Outcomes

The following Student Learning Outcomes will validate achievement of the program goals:

1. Students will be clinically competent.
 - The student will demonstrate safe and accurate equipment operation in CT simulation and on the treatment unit.
 - The student will verify understanding of simulation and treatment unit procedures.
 - The student will exhibit knowledge of basic patient care.
 - The student will perform and interpret basic treatment plans and calculations.
2. Students will demonstrate communication skills.
 - The student will successfully demonstrate effective communication skills in the clinical setting.
 - The student will demonstrate satisfactory oral communication.
 - The student will practice effective written communication skills.
3. Students will develop critical thinking skills.
 - The student will study documented radiation treatment errors to assist in development of problem-solving and critical thinking skills.
 - The student will demonstrate accuracy of locating and setting treatment unit parameters documented in the treatment prescription.
 - The student will use critical thinking & problem-solving skills in clinical situations.
4. Students will model professionalism.
 - The student will demonstrate professionalism in the clinical setting.
 - The student will demonstrate an understanding of the importance of professional development and lifelong learning.
 - The student will participate in community events related to cancer prevention and education.

Upon successful completion of the Radiation Therapy Post-Associate Certificate program, the learner will be able to:

Assess foundational knowledge of safe and accurate equipment operation in CT simulation and on the treatment unit (SLO # 1)

Exhibit professionalism and the ability to communicate and work effectively with an interdisciplinary team (SLO # 2)

Use radiation therapy equipment (SLO # 3)

Explain radiation therapy procedures (SLO # 4)

Discuss radiation treatment side effects (SLO # 5)

Analyze and implement treatment prescriptions and plans for safe and accurate treatment (SLO # 6)

Recognize the unique needs of patients (SLO # 7)

Objectives

The objectives of the radiation therapy technology program are to provide the technical and scientific background of radiation therapy technology with the necessary communication techniques essential for the application of learned concepts. Upon completion of the program, the student is eligible to take the American Registry of Radiologic Technologists (ARRT) examination in Therapy and is also qualified to become licensed in the state Louisiana and other states that may have specific licensure requirements.

Goals and Benchmarks

The radiation therapy technology program serves students seeking meaningful careers as radiation therapists, who assist physicians in the field of Radiation Oncology in the treatment of patients with cancer or other life-threatening diseases that are cured or abated through the use of therapeutic radiation.

It is the goal of the Radiation Therapy Technology Program to:

- Offer courses that prepare students for entry level positions in the field of Radiation Therapy.
- Have graduates attain job placement rate greater than 85% within twelve months of graduation.
- Prepare and qualify students to sit for the American Registry of Radiologic Technologists certification exam in Therapy with a cumulative average for all students of at least 80%.
- Maintain an average course completion rate of not less than 80%.
- Offer students the requisite scientific knowledge, practical skills, and general education to perform their job duties effectively and efficiently.
- Encourage graduates to pursue advanced degrees or advanced certification and to instill the desire for lifelong learning.
- Upon graduation, the radiation therapist with high ideals should be a top professional in the Radiation Therapy profession.

Admission

For information regarding technical standards, prerequisite courses, admission policies, tuition and fees, refund policies, academic calendars, academic policies, and criteria for transfer, credit please see the Delgado Community College website at www.dcc.edu.

The radiation therapist provides professional care as a member of the Oncology team by using ionizing radiation to treat patients with malignant or life-threatening diseases; the therapist does this in accordance with established departmental, state and *The Joint Commission* policies. It is essential that the therapist maintain a high level of quality work and professionalism at all times. Credentialing is also to be maintained as mandated by national and state organizations and regulations.

ASRT Practice Standards for Medical Imaging and Radiation Therapy

The American Society of Radiologic Technologists (ASRT) is the premier professional association of people working in medical imaging and radiation therapy. The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care. The ASRT Office of Practice Standards was established in 2004. These practice standards serve as a guide for the medical imaging and radiation therapy profession. These standards define the practice and establish general criteria to determine compliance. Practice standards are authoritative statements established by the profession, through evidentiary documentation, for evaluating the quality of practice, service and education provided by individuals within the profession. A copy of the **Radiation Therapy Practice Standards** (Effective June 20, 2021) can be found at the following link: https://www.asrt.org/docs/default-source/practice-standards/asrt-practice-standards-for-medical-imaging-and-radiation-therapy.pdf?sfvrsn=de532d0_24

Radiation Therapist Job Description

The **Radiation Therapy Practice Standards** describe the essential responsibilities and functions of a Radiation Therapist. The document outlines the Scope of Practice, along with Clinical, Quality, and Professional Performance Standards. Required communication skills, work environment, and equipment, along with physical, mental, and human relations

involvement are defined so the prospective radiation therapy student can judge his/her own capabilities in performing the required tasks.

COMMUNICATION SKILLS

- A radiation therapist must have the ability to communicate in English both verbally and in writing. The therapist must also be able to communicate effectively by telephone. He/she must be able to communicate successfully and pleasantly with the public.

WORK ENVIRONMENT

- The radiation therapists work day is 8 ½ hours (including a half hour lunch break.) Two 15-minute work breaks may be taken depending on the treatment schedule or clinical rotation.
- The radiation therapist works in an environment that has:
 - Hard floors
 - Continuous low-level noise from equipment
 - High and low light environments
 - Exposure to a variety of stimuli that demand physical and mental agility
 - Some hazardous materials that are regulated by OSHA and other regulatory agencies

EQUIPMENT

The radiation therapist must have the ability to operate a variety of computers and equipment used in a radiation oncology department including:

- Radiography equipment such as CT scanners, fluoroscopic units, x-ray machines, MV Imager, KV Imager, & Cone Beam CT
- High dose rate equipment such as linear accelerators, high dose rate remote after loading equipment (brachytherapy). When working in treatment planning, observe with radioactive sources used for implants.
- Block cutter and alloy melting pot; power tools
- Customized fabrication of treatment devices (alpha cradles, aquaplast, vac bags)
- Calipers for measuring patients
- Standard computers, treatment planning computers and computers that are associated with x-ray and treatment machines
- Digital imaging display, PACS, Personal monitoring devices

PHYSICAL INVOLVEMENT

The radiation therapist must have the ability to:

- Stand and walk for up to 8 hours a day
- Hand movement - hands are used continuously when maneuvering patients, equipment, handling films, writing in charts and operating miscellaneous equipment
- Lift and/or move equipment or supplies weighing up to 50 pounds, unassisted
- Lift patients with assistance; assist ambulatory patients without assistance
- Push or pull wheelchairs, stretchers, carts and other equipment
- Assist patients on to and off of exam and treatment tables
- Reach overhead to place blocks and treatment accessories in treatment unit and retrieve items from storage units.
- Bend or squat when maneuvering the patient from wheelchair to treatment or exam table, lifting equipment and supplies
- Push and pull free-standing cassette (film) holder in order to take verification films in the treatment room
- Carry cassettes, films and other supplies weighing up to 25 pounds.

MENTAL INVOLVEMENT

The radiation therapist must have the ability to:

- Understand and interpret written and verbal instructions
- Use good judgment in performing simulations, treatment planning, and therapeutic treatments
- Communicate verbally, electronically, and in writing
- Perform necessary mathematical and statistical operations
- Operate computers

HUMAN RELATIONS INVOLVEMENT

The radiation therapist must have the ability to:

- Work cooperatively and respectfully with peer group
- Work cooperatively and respectfully with all members of the interdisciplinary cancer team and specialists from other medical and non-medical fields

- Interact with patients in a concerned and compassionate manner
- Respond positively to supervision and accept suggestions
- Communicate politely and effectively by telephone and intercom

Program Accreditation

- The radiation therapy program is accredited by the **Joint Review Committee on Education in Radiologic Sciences** (JRCERT).

Joint Commission on Education in the Radiologic Sciences www.jrcert.org
20 N. Wacker Drive, Suite 900
Chicago, Illinois 60606-2901
Phone (312) 704-5300
FAX (312) 704-5304

- The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiation Therapy 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. The standards can be found at the following link:
<https://www.jrcert.org/accreditation-information/accreditation-standards-2021/>

Program Administration

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Career Opportunities for Radiation Therapists/Professional Organizations

The Radiation Therapist has career opportunities in a variety of areas. Therapists may be employed in hospitals, private clinics, public health facilities or in therapeutic radiography equipment sales and support. With more advanced training and education and/or certification, radiation therapists can become Certified Medical Dosimetrists (CMD) or Medical Managers/Administrators (MBA, MHA) or Medical Physicists (PhD). Please see the respective links for more information:

Radiation Therapist:

American Registry of Radiologic Technologists
Louisiana State Radiologic Technology Board of Examiners
Louisiana Society of Radiologic Technologists
American Society of Radiologic Technologists

<https://www.arrt.org/>
<http://www.lsrte.org/>
<http://www.lsrte.net/>
<http://www.asrt.org/>

Certified Medical Dosimetrist:

Medical Dosimetrist Certification Board
American Association of Medical Dosimetrists

<http://www.mdcb.org/>
<http://medicaldosimetry.org/>

Management/Administration:

The Society for Radiation Oncology Administrators

<http://www.sroa.org/>

Medical Physics:

The American Association of Physicists in Medicine

<http://aapm.org/default.asp>

CURRICULUM

Graduation Requirements

The radiation therapy technology program at Delgado Community College is 16 months in length, with 33 credit hours earned upon completion of the program. Graduates are awarded a POST-ASSOCIATE CERTIFICATE (P.A.C.) upon completion by Delgado Community College and are qualified to sit for the national registry examination in the discipline of therapy administered by the American Registry of Radiologic Technologists.

The student enrolled in the program may devote no more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.

A final grade of "C" or better must be earned in each Radiation Therapy course. It is a graduation requirement to pass at least two random, timed, proctored exams from Mosby's Radiation Therapy Exam Review book by Leia Levy during the final month of the program. The passing grade must be at least 90%.

A final competency evaluation is required in the last month of Clinical Practice IV and a score of 90% must be achieved for the student to graduate.

Academic Standards

1. Students will adhere to all the policies and procedures set forth in the Delgado Community College catalog and those contained in the Radiation Therapy Program Policy & Procedure Manual and Student Handbook.
2. The student must:
 - A. Maintain at least a 2.0 grade point average (GPA), a "C", in each and every professional Radiation Therapy course and a 3.0 grade point average (GPA), a "B" in RATH 242, Advanced Student Seminar. (Both based on a 4.0 point system)
 - B. Successfully complete the required clinical rotations, objectives, and competencies.
 - C. Maintain satisfactory patient care and ethical standards in clinical site.
 - D. It is a graduation requirement to pass at least two random, proctored, exams from Mosby's Radiation Therapy Exam Review book by Leia Levy during the final month of the program. The passing grade must be 90% or higher.
 - E. A final competency evaluation is required in the last month of Clinical Practice IV and a score of 90% must be achieved for the student to graduate.
3. Failure to meet any of the above requirements will result in termination from the program.
4. The grading system is as follows:

Numerical		Grade	Quality Point Average	Advanced Student Seminar
90-100%	=	A	4	93-100% = A
80-89%	=	B	3	92-86% = B
70-79%	=	C	2	
69% or below	=	F	0	

RATH Curriculum Sequence

Semester 1	Courses *	Credits
RATH 210	Principles and Practice of Radiation Therapy I	3
RATH 216	Oncologic Pathology	2
RATH 221	Radiation Biology	1
RATH 215	Clinical Practice I	3
Semester 2		
RATH 213	Radiation Therapy Physics I	2
RATH 212	Dosimetry / Treatment Planning I	2
RATH 225	Clinical Practice II	3
RATH 246	Imaging and Anatomy in Simulation	1
RATH 223	Radiation Therapy Patient Care	1
Semester 3		
RATH 230	Principles and Practice of Radiation Therapy II	3
RATH 232	Dosimetry and Treatment Planning II	2
RATH 233	Radiation Therapy Physics II	2
RATH 235	Clinical Practice III	3
Semester 4		
RATH 248	Quality Management / Operational Issues	1
RATH 242	Advanced Student Seminar	1
RATH 245	Clinical Practice IV	3
Total Hours		33

* Sequence may vary due to rotation of starting semester but all courses are offered in a sequence that begins with the fundamentals and progresses to more difficult material.

Course Descriptions

RATH 210 Principles and Practice of Radiation Therapy I

The principles and practice content for radiation therapy provides an overview of cancer and the specialty of radiation therapy. Historic and current aspects of cancer treatment are covered, along with the roles and responsibilities of the radiation therapist.

RATH 216 Oncologic Pathology

Introduction of the study of disease in two parts – general pathology and neoplasia. The focus of the course is on neoplasia; diagnosis, grading and staging, prognostic factors and patterns of spread.

RATH 221 Radiation Biology

Radiation biology content presents basic concepts and principles including interactions of radiation with cells, tissues and the body as a whole, and resultant health effects. This content discusses the theories and principles of tolerance dose, time-dose relationships, fractionation schemes and the relationship of these principles to the clinical practice of radiation therapy.

RATH 246 Imaging and Sectional Anatomy in Simulation and Treatment Planning

This course is designed to establish a knowledge base in factors that govern and influence the recording of radiographic images in patient simulation, treatment planning and treatment verification in radiation oncology. Normal sectional anatomy via diagrams and Radiologic images will be presented.

RATH 215, 225, 235, 245 Clinical Practice I, II, III, IV

The clinical practice content is designed to provide sequential development of patient care and procedural information specific to radiation therapy. Through structured sequential assignments in clinical facilities, radiation therapy students are introduced to team practice, patient-centered clinical practice and professional development. These concepts are initially discussed, examined and evaluated in the classroom prior to clinical rotations.

RATH 212 Dosimetry and Treatment Planning I

Treatment planning content explains factors that influence clinical planning of patient treatment. This includes isodose descriptions, patient contouring, radiobiologic considerations, dosimetric calculations, compensation and clinical application of treatment beams. Optimal treatment planning is emphasized, and particle beams, stereotactic and emerging technologies are presented.

RATH 213 Radiation Therapy Physics I

Radiation physics content establishes a basic knowledge of physics as it applies to the clinical setting. Fundamental physical units and measurements, basic principles, atomic structure and types of radiation are discussed. Also presented are the fundamentals of x-ray generating equipment, x-ray production and x-ray interactions with matter.

RATH 223 Radiation Therapy Patient Care

Patient care content for radiation therapy provides students with foundational concepts and competencies in evaluation of patients before and after treatment delivery. The various psychological and physical needs and factors affecting treatment outcome will be presented. Both routine and emergency care procedures are discussed.

RATH 230 Principles and Practice of Radiation Therapy II

The principles and practice content for radiation therapy examines the management of neoplastic disease and promotes both critical thinking and ethical decision-making. The epidemiology, etiology, detection, diagnosis, treatment and prognosis of neoplastic disease are evaluated in relation to histology, anatomical site and patterns of spread. The radiation therapist's responsibility in the management of neoplastic disease will be examined and linked to specific professional skills within their scope.

RATH 232 Dosimetry and Treatment Planning II

Advanced dosimetry and treatment planning. This course presents the more complex aspects of therapeutic calculation and treatment planning. Students are introduced to isodose curves, isodose curve summation and advanced modality planning.

RATH 233 Radiation Therapy Physics II

Content is designed to review and expand concepts and theories in radiation physics. Detailed analysis of the structure of matter, properties of radiation, nuclear transformations, production and interactions of ionizing radiations are emphasized. Treatment units used in external beam therapy, measurement and quality of radiation, absorbed dose, dose distribution and scatter analysis are among the concepts presented.

RATH 242 Advanced Student Seminar

This course is intended to be a practical examination of all course work relevant to treatment planning, physics, oncology nursing, and radiobiology and the application of this knowledge in the clinical setting.

RATH 248 Quality Management and Operational Issues

Quality management, quality assurance, safety and operations content describe the development of a culture of safety through quality control and assurance checks. This process includes the clinical aspects of patient care, medical records, treatment delivery, localization equipment and treatment planning equipment. The role of the various radiation therapy team members in quality management will be discussed as well as the legal and regulatory implications for maintaining optimal patient care. Accreditation agencies and the radiation therapist's role in the accreditation process will also be covered.

REQUIRED TEXTBOOKS, RECOMMENDED BOOKS/REFERENCES, AND RESOURCES

Students should develop a professional library to retain during their career. All texts listed below are considered part of the radiation therapist's professional library.

Required Textbooks	Author(s)	Edition
Principles and Practice of Radiation Therapy	Washington, Leaver & Trad	5th
Mosby's Radiation Therapy: Study Guide and Exam Review	Levy	1st
Pathology for the Health-Related Professions	Damjanov	5 th or 6 th
Primer of Medical Radiobiology	Travis	2nd
Portal Design in Radiation Therapy	Dasher	3rd
The Physics & Technology of Radiation Therapy	McDermott & Orton	2018
Radiation Therapy Essentials: Board Preparation Tool	Vann	1st
Recommended Books/References	Author	Edition
CT Anatomy for Radiotherapy (DCC Library online)	Bridge & Tipper	1 st , 2 nd
Applied Physics for Radiation Oncology	Stanton & Stinson	Revised
Quality and Safety in Radiation Therapy	Pawlicki	1st
The Physics of Radiation Therapy	Khan	3rd
Handbook of the Physics of Radiation Therapy	Khan	1st
Treatment Planning in Radiation Oncology	Khan	4th
The Basic Physics of Radiation Therapy	Selman	3rd
Clinical Oncology: A Multidisciplinary Approach for Physicians and Students	Rubin	8th
Technological Basis of Radiation Therapy	Levitt	
Towards Safer Radiotherapy	Royal College of Radiologists	2008
NCRP Report #116	NCRP	

Resources (Websites/Journals)		URL
Delgado	Canvas/Library	www.dcc.edu
Elsevier	Pageburst eBooks/Evolve Resources	https://evolve.elsevier.com/
The Point	Wolters Kluwer/Lippincott Williams & Wilkins	http://thepoint.lww.com/faculty
ARRT	American Registry of Radiologic Technologists	www.rrt.org
ASRT	American Society of Radiologic Technologists	www.asrt.org
	Journal(s) News Magazine	<i>Radiologic Technology</i> <i>Radiation Therapist</i> <i>Scanner</i>
LSRTBE	La. State Radiologic Technology Board of Examiners	www.lsrtbe.org
LSRT	Louisiana Society of Radiologic Technologists	www.lsrt.org
AAPM	American Association of Physicists in Medicine	www.aapm.org
	Journal(s)	<i>Medical Physics</i> <i>AAPM Reports</i>
NRC	Nuclear Regulatory Commission	http://www.nrc.gov/reading-rm/doc-collections/#cfr
ASTRO	American Society of Therapeutic Radiation Oncologists	https://www.astro.org/
	Journal(s)	<i>Practical Radiation Oncology</i> <i>Red Journal</i>
ROSEIS	Radiation Oncology Safety and Education Information System	https://roseis.astro.org/
RT Review	Radiation Therapy Review Radformation.com	http://www.rt-review.com/ http://www.radformation.com/
NCRP	National Council on Radiation Protection	http://www.ncrponline.org/
ACR	American College of Radiology	http://www.acr.org/

MDCB	Medical Dosimetry Certification Board	http://www.mdcb.org/
AAMD	American Association of Medical Dosimetrists	http://www.medicaldosimetry.org/
JCAHO	The Joint Commission	http://www.jointcommission.org/
FDA	U.S. Food and Drug Administration	http://www.fda.gov/
ROESG	Radiation Oncology Education Collaborative Study Group	https://roecsg.uchicago.edu/
RO-SSI	Radiation Oncology Safety Stakeholders Initiative	http://info.radoncssi.org/

City Park Campus

Library

The Marvin E. Thames Sr. Learning Resource Center, on the City Park campus, provides valuable resources to assist students and faculty with their education needs. A wide array of online resources is provided to the Delgado Community College community. Students, faculty and staff may currently access these and many other online resources through Canvas and the Delgado web site, <https://dcc.libguides.com/library>

VERT Classroom

The Virtual Environment Radiotherapy Training (VERT) classroom also has reference books for radiation therapy student use. Students may sign out books with permission from the program director and/or clinical coordinator. The student must log books in and out of the classroom on the VERT Classroom Book Sign Out Sheet.

Desktop computers are also available to radiation therapy students in the classroom. Students must follow the college policy regarding computer use. No food or open drink container including cans are allowed in the VERT classroom. Water bottles and drinks with tops are approved.

GENERAL POLICIES & PROCEDURES

Withdrawal or Failure/Re-entry

WITHDRAWAL/RE-ENTRY

A student may withdraw on his/her own accord from the program. The Delgado Community College withdrawal procedures will be followed.

Should the student in good standing wish to reenter at a later time, these are the policies set forth for reentering the program.

- A. The student in good standing wishing to reenter the program could reenter in the corresponding semester of the following program year.
- B. The student shall submit an application to reenter and must discuss his/her desire to reenter the program with the program director well in advance of the semester (s)he wishes to reenter.
- C. The student will be advised that (s)he shall be responsible for a reentry clinical competency evaluation. This is done in order to determine the student's clinical knowledge retained during the absence. Should the student fail the competency, (s)he will be counseled to repeat the clinical semester prior to re-entrance into the program.
- D. If the student withdraws before the completion of the first semester, (s)he will reapply and be considered as a new applicant.

WITHDRAWAL AND FAILURE

A student who withdraws from or fails one or more courses in his/her major cannot proceed to the next level of course work or graduate. All course work must be successfully completed with a grade of "C" or better with the exception of RATH 242, Advanced Student Seminar.

Any student may re-enter the program only once. If a student fails any course in the major after re-entry, (s)he will not be granted permission to re-enter again.

If the student wishes to re-enter the program, the student must seek advisement from the program faculty in advance of planned re-entry. The student's academic record will be reviewed and a planned course of studies will be advised.

The student, at the time of advisement, should make it verbally known that (s)he will formally re-apply to the program upon completion of these courses. Upon re-application, consideration of the student will be based upon and according to:

- 1. program and college admissions criteria
- 2. competitive qualifications
- 3. success in the advised courses
- 4. available student space in affiliate hospitals
- 5. successful completion of the clinical competency evaluation

Each student who does not meet the 2.0 grade point average requirement will be counseled and given a document that states his failure and states the requirements for re-entering the program.

Violation of RATH Policies/Disciplinary Action

VIOLATION OF RATH POLICIES

The Delgado Community College Radiation Therapy Technology Program's established policies and procedures must be adhered to by all students to effectively maintain a high quality of health care. These policies and procedures are administered to provide fair treatment to all students without partiality. The Program Director is the Chief Student Affairs Officer.

It is the responsibility of the student to conduct her/himself in a manner fitting an academic environment. In most cases, the exercise of good sense and judgment prevail. Disciplinary proceedings shall be enforced for any student who attempts to commit any of the following acts, but not limited to the following (subject to immediate dismissal where evidence is apparent):

1. Conviction of a felony.
2. Negligence in performance as a student radiation therapist, to include rudeness or discourteous treatment to a patient or staff members.
3. Affliction with any problem, disability or addiction which, in the opinion of the program faculty, would impair the student's professional performance.
4. Fraud or deceit.
5. Engagement in any practice in the clinical setting beyond the scope of duties permitted a student radiation therapist.
6. Violations of the Code of Ethics as established and found in this document.
7. Application of radiation to humans without a prescription from a licensed physician.
8. Inappropriate opinion and discussion about a patient's illness/prognosis with a patient, the patient's family, or in public.
9. Insubordination.
10. Theft of or damages to the property of the state, member of the school or clinical affiliate.
11. Excessive absences or tardiness.
12. Intentional obstruction or disruption of teaching, administration, disciplinary procedures or similar types of behavior.
13. Unauthorized use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials on hospital/clinical site premises or Delgado Community College premises.
14. Physical abuse or threat thereof against any person on campus, at an affiliate hospital or at any college-authorized event, or other conduct which threatens or endangers the health and safety of any person(s).
15. Dishonesty, such as cheating or knowingly furnishing false information to the program.
16. Plagiarism, stealing or passing off the ideas or words of another as one's own, without crediting the source.
17. Forgery, alteration or misuse of documents, records or identification.
18. Use, possession or distribution of narcotics or dangerous drugs such as, marijuana, hallucinogens and other drugs which are not prescribed or expressly permitted by law.
19. Conduct which adversely affects the student's suitability as a member of the academic community (e.g. drunkenness, use of profanity, disorderly conduct, verbal abuse, harassment of others).
20. Aiding or inciting others to commit any act set forth above.
21. Evidence of intoxication or use of drugs on hospital premises or Delgado Campus.
22. Smoking in classrooms, laboratories, and other designated places as prohibited by law (i.e., smoke-free clinical sites)
23. Falsification of medical documents regarding patient care.
24. Disorderly conduct, or loud, indecent or obscene conduct or expression on hospital or college premises.
25. Failure to comply with directions issued by school officials.
26. Failure to comply with policies and procedures of affiliate hospitals.
27. Gambling in any form on college or hospital property.

Information Regarding **Academic Appeals** can be found at the following link:

<http://catalog.dcc.edu/content.php?catoid=32&navoid=4462>

Information regarding **Student Judicial Procedure** can be found at the following link:

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-80/>

DISCIPLINE APPEALS

Any student, who has exhausted all the College Administrative appeals regarding academic matters, may appeal his/her grievances to the Louisiana Board of Trustees for the State Colleges and Universities and the Joint Commission on Education in the Radiologic Sciences.

Students are advised at orientation that they can contact the JRCERT at any time during their tenure with the program with a grievance or concern without going through the college/program appeals process. A direct appeal to the JRCERT will be resolved within a 30-day time frame from the date the program director is notified by the JRCERT. All records of the appeal will be kept by the program director.

Louisiana Board of Trustees for State Colleges and Universities

P.O. Box 3677
Baton Rouge, LA 70821-3677
Phone (225) 342-4253
FAX (225) 342-9318 or 6926

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Phone (312) 704-5300
FAX (312) 704-5304
www.jrcert.org

The ruling of these two authorities is final and the matter, being closed at this level, may no longer be appealed.

Substance Abuse

Substance abuse is defined as using any chemical agent which can impair the students' mental status and reasoning ability, without regard to whether the said substance is legal, illegal or a prescribed medication. Delgado Community College prohibits the abuse of drugs including alcohol. It is unlawful to possess, use, or distribute illicit drugs on Delgado property, hospital property, or at any College-sponsored event whether or not the event occurs on campus.

Any student who has medications prescribed which may alter mental status and reasoning ability must have a written statement from the prescribing physician that he is able to perform the duties expected of a radiation therapy student. If at any time a student must take a prescribed medication which may impair the student's status and reasoning ability the program director should be notified immediately.

Any student who is suspected of substance abuse will be counseled by the program director, clinical coordinator, and director of Allied Health Admissions. If this group concurs that substance abuse is a problem to the student's physical or emotional well-being or potential hazard to the protection and safety of patients, other students, faculty, hospital staff and property, the student must be willing to submit to appropriate testing and counseling. The college provides counseling, referral services and other assistance to students who seek help with substance abuse problems through the Student Health Service (504) 671-5620.

All reports of alleged illegal use of any controlled substance by students should be treated as confidential and handled in accordance with the provisions of this issuance to protect the privacy of the individual.

Delgado Community College, as a recipient of federal grants and contracts is required to adhere to the provisions of the Drug Free Workplace Act of 1988. As an educational institution, Delgado Community College is committed to the good health and well-being of all of its students and is concerned about the personal problems of any student that could arise from the illegal use or abuse of any controlled substance.

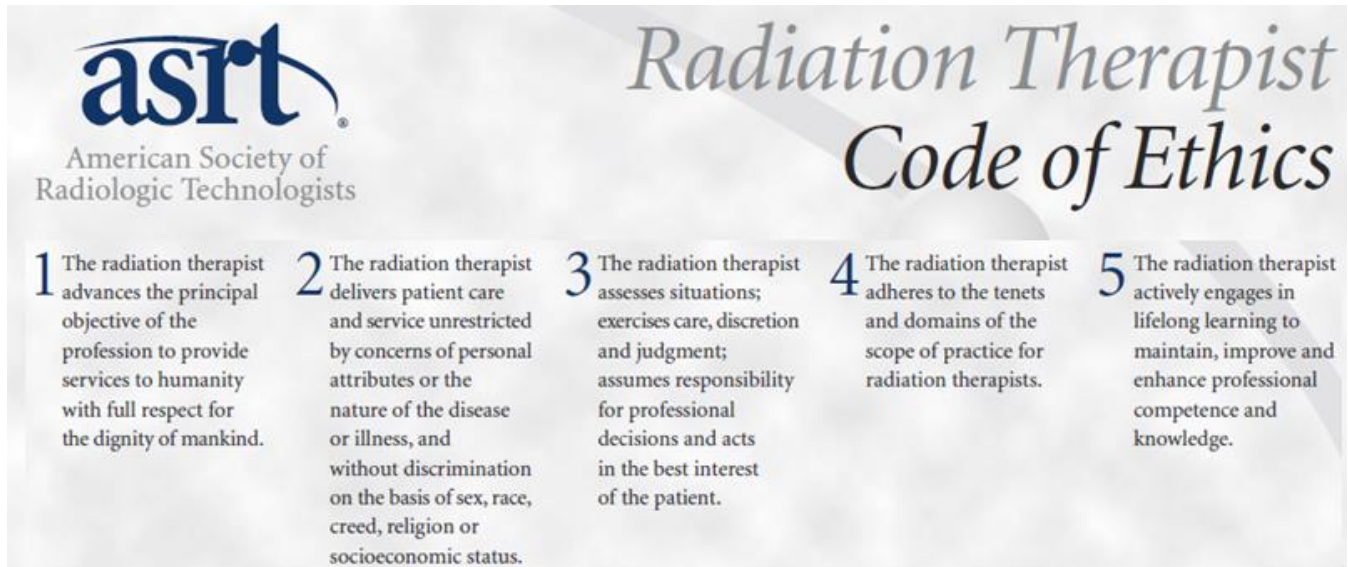
Be advised:

All affiliate hospitals currently **REQUIRE** drug testing under a mandate from **The Joint Commission**. Some of our affiliate hospitals randomly test employees and students. Refusal to take these tests or failure of a drug test will result in elimination from the Radiation Therapy Technology program.

PROFESSIONAL BEHAVIOR AND INTEGRITY

ASRT Code of Ethics

With complete awareness of medical ethics, this therapist uses understanding and precision to provide all phases of radiation therapy treatment delivery; provide appropriate patient care; maintain a safe environment; communicate effectively; maintain the ethical and professional values outlined in the American Society of Radiologic Technologists (ASRT) Code of Ethics.



General Information

- Students report to their assignments as scheduled for their clinical component, routine conferences, and attend classes as scheduled at Delgado Community College or at clinical sites.
- Students are rotated through the radiation oncology department of each clinical site for sufficient periods of time to obtain a complete range of experiences and for specialized clinical education.
- The student is responsible to the clinical preceptor and other designated personnel of his/her assigned hospital during clinical assignments. The student will be responsible for electronic sign in/out each day per instruction. The student shall always report his/her absence to the **clinical coordinator, program director and clinical preceptor** before the hour the student is scheduled to report for duty.
- The student will ultimately be responsible to the program director and clinical coordinator for the sum total of clinical attendance and all performance evaluations.
- Students may not at any time take the place or assume the responsibility of qualified staff.

Professional Conduct

Use of Cell Phones & Other Personal Electronic Devices in the Workplace:

The use of personal cell phones and other personal electronic devices in the workplace must comply with the guidelines established below:

- This policy applies to all radiation therapy technology students at every clinical site. Personal telephone calls must be kept to a minimum and made only during breaks and/or lunch periods.

- Student's friends and relatives should not call the department during clinic hours except in cases of emergency. Again, personal telephone calls must be kept to a minimum. Students cannot make long distance calls from department telephones. **Students may not carry cell phones in the clinic.** Cell phones should be off in didactic classes. Cell phone calculators may not be used in didactic classes.
- Personal cell phones and other personal communication or entertainment devices should be turned off or placed in the silent mode within clinical facilities, including public areas, in office and patient care areas.
- Headsets or ear pieces are not to be worn, even when not in use.
- Cell phones should be clearly out of view. Students may keep cell phones in lab coats, scrub pockets, iPad case, purse, or book sack.
- Unless it is an emergency, personal calls and text messages should be made during breaks and lunch periods away from simulation, treatment unit, treatment planning, and patient care areas.
- In order to protect confidentiality of patients, the taking of photographs or the recording of conversations in the workplace is strictly prohibited.

The Student Will:

- not discuss the patient's ailments or diagnosis with the patient, his relatives, or the public. This information is confidential.
- practice proper patient care and radiation safety practices.
- not administer any treatment or take images without direct orders and a prescription from a physician. Students shall not image any human for experimental purposes. Unless under direct supervision, students will not operate equipment.
- refrain from discussing the personalities of staff members with the patients.
- be responsible to the clinical preceptor and/or designated personnel while in the hospital.
- not congregate or be boisterous in the halls or patient area.
- not eat or drink except in a designated staff lounge or other designated area, and never within sight of the patient.
- abide with organizational regulations governing smoking.
- except in emergencies and with permission of the clinical preceptor, not receive or make personal telephone calls from the department.
- inform the clinical instructors before leaving the assigned area or department at any time.
- Students will display **respect** to all persons (including instructors) in the department. Physicians and instructors will always be addressed by title. All patients and family members will be addressed as Miss, Ms., Mrs., or Mr., unless otherwise requested by that person. All Delgado radiation therapy students **must** identify themselves as students while in the program. Students should also introduce Delgado faculty when in the clinical area.

All of these things come into play when the clinical staff grades your performance. Refer to Student Performance Evaluations.

Professional Appearance

RADIATION THERAPY PROGRAM - UNIFORM POLICY & INFORMATION

Dress Code:

Students are expected to maintain dress standards required by the Delgado Community College Radiation Therapy Program. These include the highest standards of cleanliness, neatness, good taste and safety. Students who do not adhere to these standards may be required to leave the clinical area. Any lack of adherence will be reflected on the student evaluation and the final clinical grade for the semester. Any time missed for being sent home must be made up.

Shoes:

Clean, all white/grey, all leather shoes with a low or medium heel are required. Laces must be white/grey. The heel and toe are to be closed. Clogs are not acceptable. Rubber soles and heels are preferred. Be sure shoes and shoelaces are clean. White or coordinated color socks are allowed.

Personal Hygiene:

A neat, clean, fresh-smelling person is extremely important to the professional demeanor of a health professional. Cancer patients can be sensitive to some smells so only light perfume or cologne should be worn.

Cosmetics:

Makeup is to be used in moderation for daytime wear. Fingernails should be natural, short and neatly trimmed. Only neutral nail polish shades are allowed.

Hair:

Hair must be neat and clean, styled for safety and conservative in appearance, i.e. no bold color, style, or sculpturing. For your safety, no loose ties, ribbons, scarves, or adornments allowed. Long hair must be styled so that it does not fall in the front of the shoulders.

Jewelry/Piercings:

A watch may be worn. Apple/smart watches are not permitted. Small post earrings for pierced ears may be worn with the uniform. Students can wear no more than one earring per earlobe. Jewelry inserted in any other visible piercing will not be allowed. You may wear one ring or wedding set. Excessive jewelry will not be allowed.

Tattoos:

Visible tattoos must be covered by clothing.

Electronics:

All cell phones must be silenced at clinical sites. Rules will be outlined in orientation. Apple/smart watches are **not** permitted in class or clinical.

Students are not allowed to attend clinical out of uniform and must wear their uniforms to and from clinical in order to be ready to work upon arrival.

If employed, you are not allowed to wear the uniform from your place of employment to your program clinical site.

Surgical scrubs belonging to the hospital are only to be worn in the event you accompany a physician or physicist into surgery.



<https://www.uniformsbybayou.com/IndexPage>

Uniform:

The uniforms for the clinical component are to be purchased prior to the start of the program. The vendor is **UNIFORMS BY BAYOU**.

Store Hours & Locations: <https://www.uniformsbybayou.com/StoreLocations>

Uniforms by Bayou – Covington 13488 Seymour Myers Covington, LA. 70433	Uniforms by Bayou - Marrero 5033 Lapalco Blvd. Suite B-3 Marrero, LA. 70072
Uniforms by Bayou - Metairie 3624 West Esplanade Metairie, LA 70002	Uniforms by Bayou - Baton Rouge 8650 Perkins Road Baton Rouge, LA. 70810

A card is on file indicating which uniforms are acceptable for male and female students. The card is listed under Delgado Radiation Therapy.

UNIFORM COLOR: Caribbean Blue/Natchez with white embroidery

Male	Female
<u>Tops:</u> #7502 Unisex top #8219 V-neck top, 2 pocket	<u>Tops:</u> #7502 Unisex top #8219 V-neck top, 2 pocket #2500 by Healing Hands
<u>Bottoms:</u> #8555 Cargo pant with zipper #81006 by Dickies Medical Uniforms	<u>Bottoms:</u> #8320 Streamline pant #8327 no seam #9502 Drawstring boot cut pant #9560 by Healing Hands
<u>Lab Coat:</u> Styles vary. Only short, white coats. Natchez color embroidery.	<u>Lab Coat & Jacket:</u> #7525 White or Natchez #86306 by Dickies Medical Uniforms #2391A by Cherokee Uniforms

A monogram is to be included on the front of all uniform pieces with designated contrasting embroidery. If a t-shirt is worn under scrubs, it must be solid white. Modification of uniforms is strictly prohibited.

Questions - Please contact:

Robin L. Wegener, M.S.,R.T.(R)(T)(ARRT)
 Radiation Therapy Technology Program - **Delgado Community College**
 615 City Park Avenue
 New Orleans, LA 70119
 (504) 671-6230 office/(504) 671-6236 VERT Classroom
rwegen@dcc.edu

Absenteeism and Tardiness Policy

The student's total number of absences, regardless of cause, will be reviewed by the Clinical Coordinator and Program Director on an ongoing basis. Each student is required to log in and out with **TimeStation** at assigned class and clinical sites. Students are allowed to use cell phones to clock in and out if a clinical site computer is not available. Time station uses GPS location tagging. **Students must be located within the radiation therapy department while clocking in and out.**

- The **clinical coordinator, program director, and clinical preceptor** must be notified **before** on-duty shift time when illness or other circumstances prevent the student from reporting to the hospital. Failure to call the clinical coordinator, program director, and clinical preceptor will result in a **warning**. A second failure to call in to the clinical coordinator, program director, and clinical preceptor will result in a **written warning**. A third failure to call the clinical coordinator, program director, and clinical preceptor will result in **automatic dismissal**.
- Any student who will be late arriving (tardy) for their scheduled clinical time must also notify the clinical coordinator and clinical preceptor. Tardiness is defined as arriving to the department later than 3 minutes. Students who become ill while on duty are to report to the clinical preceptor, clinical coordinator, and program director for referral to care.
- Any student who uses more than the allowed time for vacation, holiday or sick time within the course of the program will be required to make up the time. The clinical coordinator will schedule the makeup time at the convenience of the clinical sites. Occurrences can be a combination of tardiness or absence.
- Excessive absences of clinical time can result in the student's clinical grade being dropped three points for each unscheduled absence. Excessive absence is defined as 3 unscheduled absences within a 90-day period. Extenuating circumstances will be evaluated on an individual basis by the clinical coordinator and program director.
- A student who experiences an extended illness (more than 3 days) or a hospitalization will be required to bring a note from a physician upon return to the program. Circumstances such as these will be evaluated by the clinical coordinator and program director with regards to make-up time.
- It must be duly noted that attendance and punctuality is part of attitude and performance and as such will affect the clinical grade.
- Students are responsible for and expected to make up classroom assignments missed. It is recommended that they meet the respective instructor immediately upon returning to class if this is the case. Class attendance is regarded as an obligation as well as a privilege for the student, and all students are expected to attend regularly and punctually all classes in which they are enrolled. If a student receives excessive unexcused absences (as recorded by class attendance rolls) the instructor may recommend that the student be withdrawn from the class.
- Personal Time Forms must be filled out for planned absences. Forms are located in the VERT classroom and also included in Appendix 2. Personal Time Forms must be filled out for all planned absences.

Personal Time and Holidays

The policy regarding time off for illness, personal leave, job interviews, grievance, holidays, and scheduled vacation is as follows:

- Personal Time (PT) covers any hours missed on clinical days.
- 3 PT days are assigned to each student at the beginning of spring semester.
- 3 PT days are assigned to each student at the beginning of the summer semester.
- 3 PT days are assigned to each student at the beginning of the fall semester.
- This time does not accumulate and is used at the student's discretion for the purposes listed above.
- If an absence occurs on a clinical day, arrangements to be absent must be made in advance with the clinical preceptor, program director, and the clinical coordinator (unless it is an unexpected illness). In the event of illness, the student is responsible for contacting the clinical preceptor, program director, and the clinical coordinator prior to the start of the student's shift. Failure to contact all appropriate personnel at least 30 minutes prior to the start of the clinical rotation will result in the point deduction listed below.

Clinical attendance will be monitored at 7:30 each day. (Warm-up times may vary.) Students not clocked in, prepared, and at their assigned rotation will be counted tardy/absent.

.5 points, for each tardy, will be deducted from the student's final clinical grade for the semester

1 point, for each absence, will be deducted from the student's final clinical grade for the semester

Holidays: Martin Luther King Day, Mon/Tues/Wed of Mardi Gras Week, Thursday & Good Friday, Memorial Day, 4th of July, Labor Day, Wed/Th/Fri of Thanksgiving Week, Christmas/New Year's Break, Fall Holiday

Channels of Communication

An important objective of the program is to help the student to become more self-directing. Self-direction includes many aspects of education and good communication is paramount in becoming a radiation therapy professional.

The channels of communication are always open and the student should always feel free to discuss a perceived, potential or actual problem with the appropriate instructor, supervisor, coordinator or the program director. In order to facilitate rapid resolution to a problem, the student should follow these lines of communication:

If the problem relates to a didactic course, the student should first speak with the faculty member teaching the course. If the problem is not resolved to the student's satisfaction then the student should make an appointment to meet with the program director.

If the problem relates to the clinical setting, the student should first speak to the person with whom they are having the problem. If the problem is not resolved to the student's satisfaction then the student should speak to the clinical preceptor and/or coordinator. If still not resolved to the student's satisfaction then the student should make an appointment with the program director.

It is important that the student use this communication flow in order to be able to practice conflict resolution in the workplace and not allow problems to linger or go unresolved.

SAFETY

Fire Safety

- It is the responsibility of every student to become familiar with the fire rules and regulations of the department and the clinical site to which they are assigned.
- The greatest danger in a hospital is the panic caused by the fire and smoke. You can prevent such panic by remaining calm, reassuring the patient, and taking quick and appropriate action.

Unscheduled Class Cancellation or College Closings

- In the event of Delgado Community College closing due to unforeseen circumstances; i.e. weather, civil disaster, pandemic etc., the students will be excused from both didactic classes and clinical rotation until the college re-opens. When the college re-opens for classes the students will resume their normal schedule.
- If clinical sites are closed due to inclement weather, students may be scheduled at another center or required to use a general-purpose day. The clinical coordinator and program director should be contacted whenever there is a question.
- To get current information regarding the status of the college, students can check the website www.dcc.edu or phone (504) 671-5000. The college also updates the local news media and information can be obtained over the radio or television. **STUDENTS ARE RESPONSIBLE FOR GETTING INFORMATION ABOUT COLLEGE CLOSINGS AND OPENINGS** and are expected to return to class/clinical when the college re-opens.
- If there is a closing of the college due to a facility related circumstance (i.e., electrical outage at the college), students SHOULD FOLLOW THEIR NORMAL CLINICAL SCHEDULE. Classes missed at the college during such an event will be made up once the college reopens. Students will be notified by the instructor about additional class days or extended class days required to cover the missed material.
- **Delgado Alert (Email & Text Alert System)** <https://dcc.omnilert.net/subscriber.php>
Delgado Alert is a state-of-the-art emergency alert system for Delgado Community College students, faculty and staff. Subscribers to Delgado Alert will receive timely notifications on mobile phones, Blackberries, PDA's, pagers, and email accounts in the event of an emergency. Emergency messages and updates will also continue to be posted to www.dcc.edu
- Anyone of our students, faculty members or staff members can receive emergency notifications on their mobile devices when they sign up for Delgado Alert. Text messaging charges may apply, depending upon subscriber's carrier.

Health and Safety Medical Care

ACCIDENTS and/or INCIDENTS INVOLVING THE STUDENT

- Immediately report all incidents and/or injuries and accidents to the **clinical preceptor**, so that proper care can be given.
- The college program director and clinical coordinator **must** be informed of any such accidents by the beginning of the next work day.
- Form 2610/001, attached to Delgado Policy No. AA-2610.1, Emergency Care for Injured Allied Health and Nursing Clinical/Practicum Students, must be completed.
<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-143>
- Each student must have their own Medical Insurance.

ACCIDENTS or INCIDENTS INVOLVING THE PATIENTS

- The hospital policy for accidents and incidents must be followed.
- The program director and clinical instructor **must** be notified of any such accidents or incidents.

PPE- Video on how to don and doff

PPE <https://utmb.ensemblevideo.com/hapi/v1/contents/permalinks/Nk9n7Q6H/view>

Communicable Diseases & Disease Exposure Policy - [PAGE LINK TO COLLEGE WEBSITE](#)

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects). The state of Louisiana has listed those diseases, which are reportable as communicable diseases.

The current list of reportable diseases is as follows (2020):

Anthrax	Babesiosis	Botulism	Brucellosis
Chlamydia	Cholera	Coccidioidomycosis	Cryptosporidium
Cryptococcus	Cyclospora	Diphtheria	E. coli
Giardiasis	Gonorrhea	Guillain-Barre'	Hemophilus
Hepatitis A, B, C, D, & E	HIV/AIDS	Influenza	
Legionella	Listeriosis	Lyme disease	Malaria
Measles	Meningoccal Infections	Mumps	Norovirus
Pertussis	Plague	Poliomyelitis	Psittacosis
Q fever	Rabies	Rubella	Salmonellosis
Severe acute respiratory syndrome-associated Coronavirus disease (SARS)(COVID-19)	Shigellosis	Smallpox	Spotted fever rickettsiosis
Staphylococcal Invasive Disease (MRSA)	Streptococcal Group A & B	Syphilis	Tetanus
Toxic-shock syndrome	Trichinellosis	Tuberculosis	Tularemia
Typhoid fever	Vancomycin resistant Enterococcus (VRE)	Varicella	Vibriosis
Viral Hemorrhagic Fever	West Nile virus	Yellow Fever	

Delgado Community College provides students enrolled in the Radiation Therapy program information regarding the possibility of occupational exposure to communicable diseases, including Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) and COVID-19. Delgado Community College seeks to minimize the risk of occupational exposure to communicable diseases for all students, faculty, and patients/clients. Therefore, all students will be taught and will practice Universal/Standard Precautions in accordance with the current Centers for Disease Control and Prevention (CDC) guidelines. In addition, students are expected to adhere to the policies of the clinical partners.

Prior to each clinical rotation, members of the faculty will provide instruction on the use of Universal/Standard Precautions, and possible exposure to blood and other body fluids. The faculty will ensure that each student understands and is capable of adhering to the Universal Precautions. Thereafter, each student is responsible for reviewing and practicing Universal/Standard Precautions in the clinical setting.

Students understand that the use of universal precautions is essential to protect themselves, significant others, family members, patients/clients, and other health care workers from communicable diseases. Students understand that radiation therapy involves the study and care of people throughout the life span and that these people may be at any point along the wellness/illness continuum. By participating in caregiving activities, students understand that they may be exposed to communicable diseases, including Hepatitis B ("HBV"), Tuberculosis ("TB"), Human Immunodeficiency Virus ("HIV") and Coronavirus.

I understand that radiation therapy technology involves cognitive learning, affective values, and clinical performance standards. I recognize the need to care for persons with communicable diseases. I understand and agree that I cannot, as a Delgado Radiation Therapy student, ethically and morally refuse to care for patient/clients with HIV, HBV, TB, Coronavirus, or any other communicable disease. If I am uncomfortable with caring for patients with communicable diseases, I will discuss my concerns with the program director. If, after discussion, I am unwilling to care for patients with communicable diseases, I understand that my clinical grade will reflect my lack of participation.

Communicable diseases vary in their virulence, duration, mode of infection, and affects. In order to fully protect students, patients, and clinical staff, the student should do the following:

- Follow current department policies outlined in the RATH Student Binder
- Students suspecting exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the State of Louisiana and the CDC must see a physician immediately.
- Students diagnosed with any diseases (conditions) stated above and as determined by their physician to be of short duration which may be transferred by air or contact, may **not** attend Radiation Therapy courses and/or clinical, depending on physician's recommendations.
- Students diagnosed with communicable diseases that are of relatively long duration may **not** attend radiation therapy courses and/or clinical, depending on physician's recommendations, and must present a written diagnosis to program officials. The student may be able to continue Radiation Therapy clinical courses with proper counsel from the infection control nurse and /or the department of the Clinical site. Depending on the severity of the disease, the type of the disease and the student's physician, the student may be required to withdraw from the Radiation Therapy course(s).
- Students may return to clinical assignments once three (3) days (72 hours) have passed since recovery defined as:
 - a. Resolution of fever without the use of fever-reducing medications AND
 - b. Improvement in respiratory symptoms (cough, shortness of breath)

Failure to comply with this notification policy will result in disciplinary action as determined by the radiation therapy program faculty.

1. Students are responsible for adhering to "Standard Precautions" when handling patients in the clinical setting.

"STANDARD PRECAUTIONS" are as follows:

Gloves:

- a) For touching blood or other body fluids, mucous membranes and non-intact skin.
- b) For handling items or surface soiled with blood or body fluids.
- c) For performing venipuncture and other vascular access procedures.

Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, or eyes.

Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or body fluids.

Hands should be washed immediately after gloves are removed.

Handle and dispose of needles and sharps safely. Never bend, break, or recap needles. Use puncture resistant containers for needle and sharp disposal.

Minimize the need for emergency mouth to mouth resuscitation, have available mouth pieces, Ambu bags, or other ventilation devices for use in areas in which the need for resuscitation is predictable.

Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

2. For any significant exposure to a communicable disease, the student should report the exposure according to the policy at their clinical site. The procedure for reporting a significant exposure is included in RATH Student Handbook.
3. A significant exposure is one in which a person is subjected to an infectious agent in a way considered likely to lead to acquisition of disease. Whether an exposure to an infectious agent is important depends on various factors, including:
 - a) Mechanism of transmission of the agent involved and the person's infective potential; for example, a non-coughing patient with pulmonary infection poses little threat;
 - b) Type and duration of contact;
 - c) Host susceptibility;
 - d) Whether or not suggested precautions were used. The Office of Hospital Infection Control, in consultation with

others who may be involved, will have to determine whether an important exposure has occurred and if intervention is needed after the exposure.

4. It is the responsibility of the student to report to the faculty or clinical instructor any illness, communicable disease, or any other physical or emotional problem that may adversely affect other students, faculty, or patients. A student must immediately report any signs or symptoms of a communicable disease to his clinical instructor and/or clinical preceptor.

The student must report to their private physician for proper diagnosis of the problem. Depending on the severity of the health problem, the student may be asked not to attend the classroom or clinical educational assignment during the period of resolution, and to complete makeup work at a later time as scheduled by the instructor. Depending on the severity of the disease, the type of disease and the student’s physician, the student may be required to withdraw from the course(s). The student’s confidentiality will be protected. If the student fails to report such health problems, he/she is responsible for any injury or other health problem caused by his/her negligence.

DAILY SELF-SCREENING PROTOCOL

If you answer YES to either question, you must notify the clinical coordinator and program director immediately.

Since your last day in class/clinic, have you had:

1. Cough?	YES NO
2. Shortness of breath or difficulty breathing?	YES NO
3. If you answer YES to TWO or more symptoms on this list, you must notify the clinical coordinator and your preceptor immediately.	
1. Fever?	YES NO
2. Chills?	YES NO
3. Muscle pain not associated with exercise?	YES NO
4. Headache?	YES NO
5. Sore throat?	YES NO
6. New loss of sense of taste or smell?	YES NO

Radiation Protection

- A monitoring device (film badge dosimeter) is worn by each student. A record of the results will be filed in the program office after all students have reviewed and initialed their reading for the month. Pregnant students will also receive a fetal film badge dosimeter.
- Radiation protection and safety measures must be strictly adhered to. Students can review individual clinical site radiation protection policies in the RATH Student binder.
- Because of the limitations placed on pregnant radiation workers, full participation in the clinical training program may not be achieved; the student must make up all missed class and clinic time. If the student is unable to complete assigned time commitments by the end of the program, she will not graduate until she has successfully completed didactic work and clinical rotations.
- The policy of the program for enrolled female students regarding the declared pregnant student (in accordance with Nuclear Regulatory Commission) is as follow:
 - A female student has the option of whether or not to inform program officials of her pregnancy.
 - If the student chooses to voluntarily inform officials of her pregnancy, the *Declaration of Pregnancy* form, located in Appendix 6, must be filled out and signed by the student. The declaration of her pregnancy remains in effect until the student withdraws the declaration in writing or is no longer pregnant.
 - In the absence of this voluntary, written disclosure, a student cannot be considered pregnant. For the undeclared pregnant woman, the normal occupational limits for the adult radiation student (worker) apply (as well as ALARA).
 - If a student chooses to disclose her pregnancy, she has the option of continuing the educational program without modification and interruptions or taking a leave of absence from the program.
 - If a student chooses to disclose her pregnancy to program officials, Delgado Community College and all the affiliate hospitals will protect, as much as possible, the fetus of any student.
 - The dose limits for the embryo and fetus in occupationally exposed women is currently set at a maximum dose of 50 mrem/month or .5 Sv/month with a maximum of 500 mrem/gestational period or 5mSv/gestational period, both with respect to the fetus.

RADIATION SAFETY RULES (NRC)

Radiation safety is an integral part of the radiography and radiation therapy professions. Therefore, it is imperative that students be aware of radiation protection rules that must be followed by personnel.

The ALARA (As Low AS Reasonably Achievable) concept will be followed regarding DCC Radiation Therapy radiation safety policies. This concept was developed by the National Council on Radiation Protection (NCRP) and is accepted by all regulatory agencies. This concept is for radiation therapists, radiographers, students in the radiography professions and radiologists to share the responsibility to keep occupational and non-occupational absorbed doses below their allowable maximum levels, which can be achieved through the employment of proper radiation control procedures.

Radiation Protection and Monitoring

The ALARA concept will be adhered to. A student is expected to exercise sound radiation protection practices at all times. At no time should a student participate in a procedure that exhibits unsafe protection practices.

Radiation Monitoring Device

- Film badges will be provided by Delgado to all students for their clinical experience.
- Students are required to wear their film badge at the clinical affiliate hospital. No student will be allowed to participate in activities at the clinical affiliate hospital if he or she is not wearing a current film badge.
- The student is responsible for controlled storage of their film badge.
- The program director will review the Radiation Dosimetry Report on a monthly basis.
- If the film badge is lost or damaged, report it immediately to the clinical coordinator or program director. A \$10 fee will be assessed if the badge holder needs to be replaced.
- Should a student badge be exposed or a radiation monitoring incident occur, please report to the clinical preceptor or program director so accurate records may be maintained.

RADIATION PROTECTION RULES GOVERNED BY ALARA

1. Should not routinely hold a patient while making an exposure
2. Always wear your film badge.
3. Wear film badge at the neck.
4. Wear film badge outside lead apron if working in simulation and requested to stay in room to attend to a patient while exposure is being made.
5. Never leave your film badge in a treatment room or simulation room.
6. Never wear your film badge if you are having medical or dental radiographs taken of yourself.
7. Wear lead apron when appropriate.
8. Always use collimation.
9. Never make an exposure while the door to the simulation room is open.
10. Never enter a simulation room without knocking to be sure an exposure is not in progress.
11. Follow the appropriate rules for radiation safety set by each clinical affiliate.

Delgado Community College Radiation Therapy program will follow the following ALARA Level limits:

ALARA Level Limits

	Whole Body Dose	Lens of Eye	Extremities or Skin
Normal Dose Limits (no action required)	5,000 mrem/year	15,000 mrem/year	50,000 mrem/year
ALARA Level I	125 mrem/quarter	375 mrem/quarter	1,250 mrem/quarter
ALARA Level II	375 mrem/quarter	1,125 mrem/quarter	3,750 mrem/quarter

If any student exposure should exceed the allowable limit, the program director will contact the radiation safety officer at the clinical site. The level at which the reading exceeds will determine what further actions will be taken. When a reading exceeds any of the above ALARA Level limits, the student, Program Director and/or Clinical Coordinator will meet with the clinical site radiation safety officer to determine the reason for the exposure, any specific procedural or other problems during the monitoring period which might account for the exposure, and to file the appropriate documentation.

Policy for Clinical Supervision of Students

- The JRCERT defines direct supervision as “a registered radiation therapist being present while any treatment is being administered.”
- All treatment set-ups MUST BE CHECKED and evaluated by a radiation therapist prior to administering treatment.
- Students must not take the place of staff radiation therapists and are supervised under DIRECT SUPERVISION under the following parameters:
- A qualified radiation therapist reviews the procedure in relation to the student’s achievement to determine the student’s ability to perform the procedure;
- A qualified radiation therapist evaluates the condition of the patient in relation to the student’s knowledge;
- A qualified radiation therapist is present during the performance of the procedure;
- A qualified radiation therapist reviews and approves all work (treatment, dosimetry, simulation) prior to applying to patient.
- Clinical assignments will be primarily monitored and graded by the clinical coordinator, however, daily monitoring and oversight of student clinical work will be performed under the direction of the clinical instructor(s) to which the student is assigned.

ROLE OF THE CLINICAL STAFF (INSTRUCTOR):

Each clinical instructor is responsible for observing the student in the clinical situation, working with the student in meeting objectives, evaluating competency and, in general, working with the student in student-patient relationships. Clinical instructors supervise students on a one-to-one basis, instruct students on departmental requirements for radiation therapy procedures and evaluate students overall clinical performance. The instructor is the person who will collaborate with the clinical coordinator and program director in grading each student on their clinical practice objectives. The clinical instructor will refer the student to the clinical coordinator and program director if individual tutoring is warranted.

Responsibilities of the Clinical Instructor(s):

- Understand the clinical competency system, requirements for student supervision,
- Support the educational process, and Maintain current knowledge of program policies, procedures, and student progress.

ROLE OF THE CLINICAL PRECEPTOR:

Each affiliate hospital assigns a lead therapist to serve as clinical preceptor with the overall responsibility for the students while they are in the clinical education center. This person is the liaison with the school through the clinical coordinator and program director. Duties for the clinical preceptor include the monitoring of student attendance, supervision and assistance of students while in the clinical education setting, evaluation of students overall performance, and making of minor modifications in clinical assignments to assure each student benefits from a full range of clinical experiences.

Responsibilities of the Clinical Preceptor:

- Is knowledgeable of program goals,
- Understands the clinical objectives and clinical evaluation system,
- Understands the sequencing of didactic instruction and clinical education,
- Provides students with clinical instruction and supervision,
- Evaluates students’ clinical competence,
- Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development, and
- Maintains current knowledge of program policies, procedures, and student progress.

ROLE OF THE CLINICAL COORDINATOR:

The clinical coordinator serves the students by overseeing their entire clinical experience. This person correlates clinical and didactic education, evaluates the student's competency, coordinates clinical education and evaluates its effectiveness, and cooperates with the program director in periodic review and revision of clinical course materials.

Responsibilities of the Clinical Coordinator:

- Correlates clinical education with didactic education,
- Evaluates students,
- Participates in didactic and/or clinical instruction,
- Supports the program director to help assure effective program operation,
- Coordinates clinical education and evaluates its effectiveness,
- Participates in the assessment process,
- Cooperates with the program director in periodic review and revision of clinical course materials,
- Maintains current knowledge of the discipline and educational methodologies through continuing professional development, and
- Maintains current knowledge of program policies, procedures, and student progress.

Student Exploitation

1. Affiliated radiation oncology departments are required to have the inherent capacity for operating without relying on student manpower. The student work week – including didactic and clinical time – must not exceed 40 hours.
2. The primary objective of clinical education is strictly for educational purposes.
3. During the course of clinical education, students will be required to perform the duties of radiation therapists, after he/she meets proper competency requirements. These activities are considered essential to development of the student into a competent radiation therapist. Students are not to consider such activities as student exploitation.
4. If the student can demonstrate that (s)he has been exploited during clinical education, the student is advised to bring all relevant information and documentation to the attention of the Clinical Coordinator and DCC program director immediately.
5. Students are required to attend regularly scheduled clinical education rotations.

CLINICAL EDUCATION

Student Clinical Education

The following is to acquaint the student with the different phases of their clinical responsibilities and the grading systems involved with their clinical education. Students are expected to uphold the responsibilities associated with the health care profession by performing clinical duties as mature, intelligent adults.

The ethical standards that have been set forth in the manual must be practiced by each and every student. The profession of radiation therapy technology has advanced to such a degree in recent years that a greater level of academic achievement and critical thinking is required to be a competent Radiation Therapist. It is important that Delgado Community College and each clinical affiliate work together as a team to provide the best educational opportunities in both the didactic and clinical aspects of the radiation therapy technology program.

The clinical component is the most important aspects of the radiation therapy technology program. Throughout the clinical education process students apply, in the clinical setting, what they have learned in the classroom and labs. When there are no patients to treat, students should review patient charts, photos/images, or practice moving equipment in the room. Students should take the initiative to become familiar with the treatment equipment and procedures. No books or other reading materials are allowed at the console areas. Studying in the clinical area is permitted when time allows.

Competency Based Clinical Education Plan

INTRODUCTION:

- A clinical competency-based program has been established for the students enrolled in the Delgado Radiation Therapy Technology program. It is designed to evaluate the knowledge, skills, and abilities required of students within the clinical education component of the program.
- Students will participate in “labs” where clinical procedures will be demonstrated, practiced, and evaluated. The student will be required to perform clinical competency evaluations on specific examinations as determined by the clinical coordinator and program director. Students may be permitted more than one chance to perform each competency if the competency is not completed successfully.
- There will be circumstances where the professional expertise of the faculty will prevail. Under these circumstances, a student will be interrupted or removed from a procedure to ensure safety of the patient and the student.

RATIONALE:

- The main purpose of the clinical education component in the Radiation Therapy program is to affect a transfer of knowledge from theory to the actual acquisition of skills in clinical radiation therapy.
- This transfer is accomplished by a continuation of clinical assignments in all aspects of therapeutic procedures, with their correlation as close as possible to classroom and laboratory experience.
- Virtual Environment Radiotherapy Training (VERT) will be used to supplement didactic and clinical assignments. Evaluation of VERT experiences will also be used to assess student competency and knowledge.
- Students must realize that a finished treatment, simulation or calculation, and the observation of the student during the performance portion of that particular activity are, by no means, the only aspects of clinical education that must be evaluated. In addition, the following play an important role in the overall performance of a student in clinical education courses:
 - Attitude
 - Enthusiasm
 - Attendance is required for all clinical assignments
 - Punctuality
 - Personal appearance
 - Interpersonal relationships with:
 - Patients
 - Other health care professionals
 - Instructors
 - Fellow students

The above will be evaluated at the end of each month by a clinical instructor.

Radiation Therapy Competency Requirements

Clinical Competency:

In addition to developing clinical competency, the foundation of radiation therapy technology encompasses standards of conduct and ideals essential to meeting both the emotional and physical needs of the patient. This information is outlined in the ASRT Practice Standards for Medical Imaging and Radiation Therapy.

General Competency Requirements:

Candidates for certification as a radiation therapist are required to meet the Professional Requirements specified in Section 2.02 of the ARRT Rules and Regulations.

Section 2.02 Ethics Requirements for Certification. A candidate for certification must be a person of good moral character and must not have engaged in conduct that is inconsistent with the *ARRT Standards of Ethics* or the *ARRT Rules and Regulations* and must have complied and agree to continue to comply with the *ARRT Standards of Ethics* and the *ARRT Rules and Regulations*.

There are core clinical competencies that all individuals must demonstrate to establish eligibility for ARRT certification. These requirements are in addition to graduation from an educational program accredited by a mechanism acceptable to the ARRT. The requirements listed are the minimum core clinical competencies necessary to establish eligibility for participation in the ARRT Radiation Therapy Examination. The ARRT encourages individuals to obtain education and experience beyond these core requirements. The following describes the competency requirements for Radiation Therapy that became effective January 1, 2022: <https://www.art.org/pages/art-reference-documents/by-discipline>

Didactic Requirements

Candidates must successfully complete coursework addressing the topics listed in the ARRT Content Specifications for the Examination in Radiation Therapy.

Clinical Requirements

Candidates for certification must demonstrate competency in the clinical activities as mandated by the American Registry of Radiologic Technologists. Demonstration of clinical competence means that the clinical coordinator and/or program director has personally observed the candidate performing the procedure and that the candidate performed the procedure independently, consistently, and effectively.

Documentation

To document that the didactic and clinical requirements have been satisfied, candidates must have the program director (and authorized faculty member if required) sign the endorsement section of the Application for Certification included in the Certification Handbook.

Objectives/Competency

The student will be required to perform certain approved clinical objectives each semester. These objectives will be listed in your clinical course syllabus. A complete therapeutic treatment, simulation, dosimetric or nursing objective will be observed by the clinical instructor. The student will then be required to demonstrate his/her proficiency in performing the procedure to the satisfaction of the clinical coordinator, instructor or program director. Once again, VERT will be used to test knowledge.

Grading for Clinical Rotations

As stated earlier, the clinical grade is comprised of both technical skills and professional attributes. Specifically, this final grade is based on the DCC Evaluation Report and the completion of clinical competencies. The Program Director and Clinical Coordinator, with input from the clinical instructors and clinical preceptors submit the final grades to the college for each student.

Collective Clinical Practice Description: Clinical practice is designed to provide sequential development of skills in order to achieve outcomes and goals. All clinical requirements are cumulative. Successful demonstration of skills in Clinical Practice I must continue to be documented in Clinical Practice II, III, and IV. Likewise, successful demonstration of skills

in Clinical Practice I and II must be maintained in Clinical Practice III and IV. As well, Clinical Practice I, II, and III outcomes must be documented in Clinical Practice IV. A final competency evaluation is required in the last month of Clinical Practice IV and a score of 90% must be achieved for the student to graduate.

Verification of Achievement of Student Learning Outcomes: To assure attainment of the program mission and goals, specific didactic courses are paired with clinical practice. Principles & Practice of Radiation Therapy I & II, Radiation Therapy Patient Care, and Medical Imaging and Sectional Anatomy in Treatment Planning intersect with Clinical Practice I, II, III, & IV. All didactic and clinical practice courses include assignments, tasks, labs, and competencies required to document successful completion of Student Learning Outcomes.

Failure of Clinical Rotation

If a student fails Clinical Practice I, the student will be unable to move to Clinical Practice II, therefore immediate dismissal will occur.

If a student successfully completes Clinical Practice I but cannot achieve the required Clinical Competency Requirements within **three attempts** for all Radiation Treatment Procedures and Simulation Procedures required by the ARRT during Clinical Practice II, III, and IV, immediate dismissal will occur.

Clocking In/Out

Students must clock in and out at all clinical rotations. Students who do not clock in/out will be considered absent. Students should clock in upon immediate arrival at the clinical site and clock out at the end of the clinical shift. Any inaccurate recording of a student's time is considered a falsification of records and will result in disciplinary action. Students must clock in before the assigned time for arriving at clinic, and clock out at or after the assigned time for leaving clinic. Arriving to clinic at the last minute to find that a computer is unavailable due to another person using it does not constitute "internet unavailability".

Any student found guilty of clocking in or out for another student (or having anyone else do so) will be referred to the proper college authorities for sanctions as stated in the academic handbook. Clocking in/out from an unauthorized site (home, etc.; recognized by IP address), will constitute deliberate falsification of records, resulting in severe disciplinary action, including dismissal.

Students can use their smart phone to clock in or out as long as the student is physically onsite at their scheduled clinic education setting. The student must turn on the "Location" feature setting on their smartphone as to demonstrate the actual location on *Time Station* maps. If the *Time Station* system is down all together, the student may text the clinical coordinator and program director.

Student Employment during the Clinical Program

It is generally not recommended that students work while completing the program; however, if students do work while enrolled, such work cannot interfere with the educational process. Students may not be employed in the Radiation Oncology Department during their regularly scheduled clinical or course hours. Students will not be excused from educational time for any employment commitment.

Communication

- As stated above, good communication is paramount in becoming a radiation therapy professional. Always introduce yourself to the patient and any additional people in the room; wear your name tag at all times.
- The following protocol is suggested to address patients, their relatives, and clinical site personnel:

"Hello Mr./Mrs./Dr. _____ (name), I am _____, (student's name) a Delgado Student working with _____ (name of RTT, CMD...) in the department. I am going to be helping with your _____ today."
- Use the department protocol for answering the phone. Generally, "Radiation Oncology. Your Name, May I help you?".
- Never discuss a patient's history or information on reports with them or their relatives. Patient charts and all other patient records should be kept out of the reach of unauthorized persons including patients. If they request this information, tell them it must be given to them by their physician.
- Do not discuss matters pertaining to work in any areas where the patient may be present.
- No conversation should take place within a patient's hearing which is not directly intended for their ears.
- Treat each therapist, doctors (radiation oncologists as well as other specialists), and other health professionals with the respect due their profession. Under no circumstances are students to address members of the medical staff as anything other than "doctor" while in clinical settings.
- Do not become involved in arguments with any member of the professional staff regarding procedures or routines of the Department of Radiation Oncology. Any differences of opinion with any doctors or health professionals should be referred immediately to the supervising therapist.
- While walking in the hallways of the clinical site, if you see a visitor who seems lost or wandering, stop and inquire if you may direct them.

Asking questions:

- Think before asking a question in front of a patient on the simulation or treatment table. We do not want our patients to lose confidence in you or the staff. Students should ask questions outside of the treatment room whenever possible.
- Comparison to other clinical sites should not be addressed at the clinical site. Questions should be asked about technique used at that center you are scheduled. You should ask technical questions in the following manner: "Can you tell me (how, why, when, and/or who) _____ is done here at (clinical site). We will critically think and compare techniques in the VERT classroom and in labs.

Smoking/Vaping/eCigarettes

All clinical education settings are smoke free environments. Smoking is not permitted in the Radiation Oncology Department, any clinical site classroom, conference room, hallway or office, or directly outside the Medical System buildings. Clinical affiliate smoking policies are located in the RATH student binder. These products include but are not limited to cigarettes, cigars, cigarillos, pipes, hookah-smoked products, oral and smokeless tobacco products, electronic cigarettes, and any additional products that meet the definition of a tobacco product as defined by the U.S. Food and Drug Administration (FDA)

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-38> Delgado Policy

Student Learning Outcomes

Collective Clinical Practice Description: Clinical practice is designed to provide sequential development of skills in order to achieve outcomes and goals. All clinical requirements are cumulative. Successful demonstration of skills in Clinical Practice I must continue to be documented in Clinical Practice II, III, and IV. Likewise, successful demonstration of skills in Clinical Practice I and II must be maintained in Clinical Practice III and IV. As well, Clinical Practice I, II, and III outcomes must be documented in Clinical Practice IV. A final competency evaluation is required in the last month of Clinical Practice IV and a score of 90% must be achieved for the student to graduate.

Verification of Achievement of Student Learning Outcomes: To assure attainment of the program mission and goals, specific didactic courses are paired with clinical practice. Principles & Practice of Radiation Therapy I & II, Radiation Therapy Patient Care, and Medical Imaging and Sectional Anatomy in Treatment Planning intersect with Clinical Practice I, II, III, & IV. All didactic and clinical practice courses include assignments, tasks, labs, and competencies required to document successful completion of Student Learning Outcomes.

ASRT Radiation Therapy Practice Standards

Principles & Practice of Radiation Therapy I & II, Radiation Therapy Patient Care, and Medical Imaging and Sectional Anatomy in Treatment Planning all provide essential information required to identify with the Scope of Practice and Practice Standards for radiation therapists. As outlined in the *ASRT Practice Standards for Medical Imaging and Radiation Therapy*, "Radiation Therapy integrates scientific knowledge, technical competency and patient interaction skills to deliver safe and accurate treatment with compassion." To that end, the program has developed the following standards and routines for simulation and treatment unit competency:

Although each patient has varying treatment parameters, individual therapists have their own routines, and every center has their specific practices, the following standard operating procedures and routines must be demonstrated by the radiation therapy student for each simulation and treatment unit rotation competency executed:

Standard Operating Procedures & Routines

For PATIENT IDENTIFICATION:

The student must **CONFIRM:**

Check name (3 forms), ON screen?, Find data, Review data with patient, Move to sim/treatment Room

The student must ask the patient for three forms of identification. Once they are sure it is the correct patient, they must verify the patient picture on the screen and ask the patient where they are having treatment. Once they confirm the patient and review their data, they can ask the patient to move to the treatment room with them.

For SIMULATION and TREATMENT UNIT Rotations:

The "**SAME**" standard: **Straighten, Align, Move Couch, & Ensure immobilization**

The "SAME" standard must be used for every patient. The student should demonstrate straightening the patient on the simulation or treatment couch. The student is required to align the patient to the table for both longitudinal and lateral directions. Once straight and aligned, the student may move the couch/PSA vertically, longitudinally, and laterally as needed. The student must then ensure immobilization is sufficient to begin simulation or treatment.

For CT SIMULATION:

The "**SIMMED**" routine: **Set BB's/wires, Image, Mark, Measure, Educate, & Document**

Once the "SAME" standard is demonstrated in CT simulation, the student may execute the "SIMMED" routine. After proper immobilization, the student may set the BB's/wires to prepare for the scout/images. Once the patient is imaged, the student may mark the patient and make any necessary measurements. After being marked, the student must educate the patient on care of their marks and what future appointments will hold. Once the patient is gone, the student must document the required information.

For TREATMENT UNIT:

The "LASER" routine: **Level, Align, Screen check, Exit, & Review chart**

Once the "SAME" standard is demonstrated on the treatment unit couch, the student must perform the "LASER" routine. After proper immobilization, the student must level the patient to the lateral lasers. Once level, the patient must be aligned to the isocenter. After the patient is positioned correctly, the student is required to check the in-room screen/monitor for any notes or changes that must be made before exiting the room. Once out of the room, the chart must be reviewed again.

The following "STEPS" must be articulated by the student and then demonstrated:

Study the plan, Think about the console, Eyes on patient, Port film verification, & Safe to treat

After reviewing the chart, the student must study the treatment plan and know what fields are to be treated. The student must understand the machine console, compared to the operating system console while keeping their eyes on the patient. If port films are necessary, the student must demonstrate knowledge of how to KV, MV, and ConeBeam CT image. Once images are checked and verified, and couch moved accordingly, the student must affirm it is safe to treat and beam on once permission is given by the radiation therapist.

Please note:

Each department has specific policies for treatment "time outs" for "new starts". The RATH student must include the above acronyms within each department's "time out" process. Review of each acronym:

SIMULATION:

CONFIRM

SAME

SIMMED

TREATMENT UNIT:

CONFIRM

SAME

LASER

STEPS

Before students are allowed to begin ARRT required competencies in CT Simulation and Treatment Procedures, they must document successful demonstration of the above standards and routines.

Once again, all clinical requirements are cumulative.

RADIATION THERAPY PROGRAM - CLINICAL SITES

Clinical Site	Main Phone #	Machine #	Website
East Jefferson General Hospital 4200 Houma Blvd Metairie, LA 70006	(504) 503-5139	(504) 503-5142	http://www.ejgh.org/
Ochsner Baptist Medical Center 2700 Napoleon Avenue New Orleans, LA 70115 Ochsner Clinic Foundation (Main Campus) 1514 Jefferson Highway New Orleans, LA 70121 East Baton Rouge Medical Center Ochsner Cancer Center 17050 Medical Center Drive Baton Rouge, LA 70816	(504) 842-6145 (Answered at Main campus) (504) 842-3440 (225) 236-5443	(504) 842-3392	http://www.ochsner.org/
Slidell Memorial Hospital Regional Cancer Center 1120 Robert Blvd Slidell, LA 70458	(985) 280-8688	(985) 280-6667	http://www.slidellmemorial.org/cancer-center
Thibodaux Regional Cancer Center 608 N Acadia Rd Thibodaux, La 70301	(985) 447-5500 985	(985) 493-4001 Kay - office	https://www.thibodaux.com/centers-services/cancer-center/
Touro Infirmary 1401 Foucher Street New Orleans, LA 70115	(504) 897-8387	(504) 897-7011 (Ext 2464)	http://www.touro.com/?id=95&sid=3
University Medical Center New Orleans 2000 Canal Street New Orleans, LA 70112	(504) 702-3727	(504) 702-3734 (504) 702-3735	http://www.umcno.org/
West Jefferson Medical Center 1101 Medical Center Blvd. Marrero, LA 70072	(504) 349-1489	(504) 349-1487	https://www.wjmc.org/

**Delgado Community College
RATH Program**

GPT Request Form:

Name _____

Date Requested _____

Days Out _____

Reason vacation conference medical other _____

**Delgado Community College
RATH Program**

GPT Request Form:

Name _____

Date Requested _____

Days Out _____

Reason vacation conference medical other _____

**Delgado Community College
RATH Program**

GPT Request Form:

Name _____

Date Requested _____

Days Out _____

Reason vacation conference medical other _____

**CLINICAL/PRACTICUM STUDENT
INCIDENT/ACCIDENT REPORT FORM**

Information on Injured Student -----

Name:
Last First Middle

Student ID Cell/Daytime Phone

Home Address:
(city/state/zip)

Information on Clinical/Practicum Faculty Member -----

Name: Title

Cell/Daytime Phone Program

Description of Accident -----

Date of Incident/Accident

Exact Location of Accident (Name of business, full address, department involved)

Describe Equipment Being Used

First Aid Administered? Yes No Doctor Seen? Yes No

Witnesses (include names, affiliation, and phone numbers if available):

Student's Description of Accident

Student's Signature

Date

Faculty Member's Description of Accident:

Faculty Member's Signature

Date

Program Director's Signature

Date

Original – Delgado Compliance Office; Copies – Student, Faculty Member, Program Director

RADIATION THERAPY TECHNOLOGY PROGRAM, STUDENT PROGRAM APPOINTMENT CONTRACT

I hereby acknowledge that I have received a copy of and I have read and understand the policies and procedures outlined in the Delgado Community College Radiation Therapy Technology Program Student Handbook, Class of 2022-23. I understand that if any further clarification is needed, I may contact my program director for explanation.

I understand the policies and procedures and agree to observe all rules and regulations as stated therein.

Furthermore, I understand that I will be dismissed from the program and/or clinical affiliate if:

- a. I do not maintain at least a 2.0 grade point average (GPA), a "C", in each and every radiation therapy (RATH) course and a 3.0 grade point average (GPA), a "B" in RATH 242, Advanced Student Seminar. (Both based on a 4.0 point system)
- b. I do not comply with the Policies and Procedures Manual and Rules and Regulations of the Clinical Sites and successfully complete the required clinical rotations, objectives, and competencies.
- c. It is a graduation requirement to pass at least two random, proctored, timed exams from Mosby's Radiation Therapy Exam Review book by Leia Levy within the last month of the final program semester. The passing grade must be 90% or higher.
- d. A final competency evaluation is required in the last month of Clinical Practice IV and a score of 90% must be achieved for the student to graduate.

Student's Name (Print)

Signature

Date

DELGADO COMMUNITY COLLEGE, PROGRAM IN RADIATION THERAPY TECHNOLOGY, STUDENT MEDICAL INSURANCE

Students of the Delgado Community College Radiation Therapy Technology Program are responsible for their own medical insurance coverage throughout the course of the Program. The college and affiliate clinical sites are not responsible for illness or accidents that occur while the student is assigned to a clinical affiliate site or at the college.

Please sign the appropriate line below

I have medical insurance.

Student's Name (Print)

Signature

Date

I **do not** have medical insurance, but I am aware that I am responsible for medical expenses incurred through illness or accident during my clinical training.

Student's Name (Print)

Signature

Date

Please refer to Delgado Policy No. AA-2610.1, ***Emergency Care for Injured Allied Health and Nursing Clinical/Practicum Students***, for more information.

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-143>

PUBLIC PROTECTION LAW R.S. 37.3207

In 1984, the Louisiana legislature passed the law known as R.S. 37:3207. This law protects the public by ensuring that only Radiation Therapists who have been certified by the ARRT in Therapy are allowed to administer radiation therapy treatments in all Louisiana Hospitals.

Radiation Therapy Students are exempt from this law only during their scheduled clinical assignment hours.

Therefore, you are not exempt from this law at any other time. Students who administer treatment outside of their clinical time are in violation of Public Law 37:3207. Any know violations will be reported to the proper authorities and you will be prosecuted to the fullest extent of the law. If you are found in violation of this law, you will be immediately dismissed from the Radiation Therapy Program.

I understand the above statement and consequences if I violate this law.

Student's Name (Print)

Signature

Date

Pregnancy Declaration

I fully understand the contents of these documents, have had my questions answered to my satisfaction, and choose to proceed with my radiation therapy education as indicated below.

_____ I am fully aware of the Radiation Therapy Program pregnancy policy and choose to continue my didactic and clinical education without modification or interruption. If I am currently pregnant or become pregnant while in the radiation therapy program, I may notify my program director or clinical instructor voluntarily and in writing with one of the options below if I want to declare my pregnancy.

_____ I am pregnant and choose to continue my didactic and clinical education without modification or interruption. I accept full responsibility for my own actions and the health of my baby. Furthermore, I absolve, discharge, release, and hold harmless my clinical site(s) and staff, and Delgado Community College together with its officers and employees (the radiation therapy program and its faculty) for any legal liability, claims, damages, or complications that may occur during fetal growth, birth, and postnatal development of my baby.

_____ I am pregnant and choose to continue my didactic and clinical education with some modification of my clinical assignment. I will not participate in brachytherapy or CyberKnife procedures. A grade of incomplete will be given until I have completed all clinical education missed during my pregnancy. The completion of the incomplete may delay my sitting for the ARRT exam.

_____ I am pregnant and choose to take a leave of absence from clinical assignments during my pregnancy. A grade of incomplete will be given until I have completed all clinical education missed during my pregnancy. The completion of the incomplete may delay my sitting for the ARRT exam.

_____ I am pregnant and choose to take a leave of absence from the Delgado Community College Radiation Therapy Program. If I notify the program director of my desire to return, I will be offered a position in the next class, the following year.

_____ I wish to withdraw my previous declaration of pregnancy.

I agree to comply with the above-stated policy with my decision as indicated above.

Student signature Date

Program Director signature Date

MRI Safety & Screening Checklist

MRI Systems have a very strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. To assure the radiation therapy student potentially entering the MRI environment are safe, an appropriate “MRI Safety” training will be required. This assures that students are screened appropriately for magnetic wave or radiofrequency hazards. Each student will answer an MRI Screening Questionnaire. As with all radiation therapy clinical rotations, students will be directly supervised by the MRI technologist during their rotation in the MRI suites.

More information can be found at the following link to the ACR MR Safety page:

<https://www.acr.org/Clinical-Resources/Radiology-Safety/MR-Safety>

I have completed the MRI Screening Questionnaire and understand the magnet is always on.

Student's Name (Print)

Signature

Date

COVID-19 Policy**Delgado's response to the coronavirus disease outbreak:**

<https://www.dcc.edu/coronavirus/default.aspx>

I, _____, understand that:

- Participation in Clinical Education carries inherent risk of exposure to infectious diseases, which may include, but are not limited to, seasonal flu, Covid-19, Tuberculosis (TB), Methicillin-resistant Staphylococcus aureus (MRSA), and clostridium difficile (C-diff).
- Clinical education is an essential component of my professional education that cannot be replaced with laboratory experiences, virtual simulations, or other remote experiences.
- I will have completed instruction in infection control practices and the use of PPE prior to clinical placement.
- I agree to follow safe infection control practices in the clinical setting and to adhere to any additional Safety Guidelines, Policies and Procedures instituted by my clinical site and my professional program. I understand that failure to follow these guidelines may result in dismissal from the clinical site.
- Following these procedures and guidelines does not eliminate the risk of contracting these diseases, only reduces the probability of transmission to myself and others.
- I agree to being placed into clinical settings.

Student's Name (Print)

Signature

Date