

# **POLICIES AND PROCEDURES RADIATION THERAPIST SCHOOL**

## **I. General**

- A. A registration package is distributed to each prospective student.
- B. A paragraph stating that the student has reviewed and understands the provisions of the Acceptance, Dismissal, and Grievance policy and Rules, Regulations and Guidelines of the Radiation Therapist School as outlined in the student handbook. This must be signed by the student on the first day the program begins.

## **II. Acceptance**

- A. Application
  - 1. All applications must be completed and returned no later than March 1<sup>st</sup> of the school year for which application is requested.
- B. Transcripts
  - 1. All School of Radiography transcripts (college and vocational transcripts if applicable) must accompany the application.
- C. Interview
  - 1. A personal interview will be arranged when convenient to student and school officials. The cut off date, as per brochure, for interviews is May 1<sup>st</sup>. Students are notified in writing if this cut off date is revised.
- D. Acceptance
  - 1. Acceptance will be based on transcripts, interview results and personal recommendation with preference given to Louisville area applicants.
  - 2. Prospective applicants will be notified in writing of acceptance no later than June 1st of the year for which they have applied.
  - 3. The school has a closed policy which states there will be no student transfers into the program once the academic year has begun.
  - 4. A former radiation therapy student needing to re-enter the program for additional time in clinical objectives and academic requirements should contact the Program Director within four months of the initiation of the school term. The student will be allowed to participate in all aspects of the program. By doing this the student shall become eligible to apply to sit for the National Registry of the ARRT for Radiation Therapist certification.

## **III. Requirements for Completion of the School**

- A. The following competencies as evaluated through the program's clinical and didactic education must be demonstrated by the student to be eligible for graduation. The competencies for our Radiation Therapist School are as follows:
  - 1. Practice oral and written communications.
  - 2. Maintain records of treatment administered.

3. Perform basic mathematical functions.
4. Demonstrate knowledge of human structure, function and pathology.
5. Demonstrate knowledge of radiation physics in radiation interactions and radiation protection techniques.
6. Provide basic patient care and cardio-pulmonary resuscitation.
7. Deliver a planned course of radiation therapy.
8. Verify physician's prescribed course of radiation therapy and recognize errors in computation.
9. Produce and utilize immobilization and beam directional devices
10. To assist in preparation of commonly used brachytherapy sources (dummy sources would be utilized).
11. Demonstrate knowledge of calibration and quality assurance of the equipment
12. Prepare isodose summations
13. Detect malfunctioning equipment.
14. Apply rules and regulations for radiation safety, and detect defects which might pose a radiation hazard.
15. Understand the function of equipment and accessories.
16. Demonstrate knowledge of methods of current patient evaluation (status checks) and continuing patient evaluation (follow up).
17. Recognize patients' clinical progress and complications, and demonstrate knowledge of when to withhold treatment until consultation with the physician.
18. Demonstrate knowledge of methods of applying wedges and / or compensating filters in a planned treatment

## B. Academic and Clinical Progress

(A review and summation of the student's academic and clinical progress will be made at the end of each semester.)

1. In the didactic evaluation of the program, the student must maintain a "C" average in each didactic course in order to be eligible for graduation.
2. In the clinical education component, the student must have maintained a successful completion level as follows to be eligible for graduation:
  - a. Clinical Rotation Affective (levels 1 & 2 ) and the Clinical Comprehensive Competency Evaluations -must achieve a **PASS.**
  - b. Acqu-Simulation Simulation and Treatment unit check-off sites - acceptable level for each check-off site.

- c. Physics competencies - completion of all tasks on check-off list.
3. A didactic assessment exam will be given at the end of the fall semester and at the beginning of the summer semester to serve as a tool to assess the students' academic ability only.
  4. The objectives, as stated in the Student Handbook, are evaluated through the program's clinical and didactic education and achieved by the student to be eligible for graduation.

#### **IV. Disciplinary Action Criteria**

- A. Infractions which are handled by: (1) First Offense, documented verbal warning; (2) Second Offense, written warning; (3) Third Offense, dismissal.
  1. Attendance and Dependability
    - a. Abuse of sick leave
    - b. Frequent tardiness
    - c. Leaving assigned area without permission or extending break time
    - d. Failure to notify Program Director of inability to report to school
  2. Failure to use safety measures prescribed by clinical instructors.
  3. Failure to practice good housekeeping policies of the Radiation Oncology Department.
  4. Smoking, drinking, eating in unauthorized areas.
  5. Failure to maintain good personal hygiene.
  6. Failure to observe any other regulations followed by the Brown Cancer Center and area hospitals.
- B. Infractions which are handled by: (1) First Offense, written warning; (2) Second Offense, dismissal.
  1. Collaborations, cheating or dishonesty involving any examinations.
  2. Disorderly conduct
    - a. Using profane or abusive language within departmental property
    - b. Negligent use or defacement of departmental and hospital property
    - c. Wasting school time or sleeping on the job
  3. Misuse of I.D. cards.
  4. Accepting money from patients.
  5. Failure to report inquiries or incidents involving visitors or employees.
- C. Infractions which are handled by immediate suspension or dismissal.
  1. Disorderly conduct
    - a. Fighting or engaging in heated arguments.
    - b. Drinking intoxicants while on duty.
    - c. Drug abuse or the unlawful possession of drugs or syringes and needles.
    - d. Conduct of a criminal; indecent or immoral nature.
    - e. Possessing explosives, firearms, or weapons.
    - f. Theft or other forms of dishonesty

2. Willfully subjecting a patient to physical abuse.
3. Failure to report injuries or incidents affecting patients.
4. Willful or idle conversation concerning patient, patient records, or other confidential information pertaining to the department.
5. Making false, malicious statements concerning other students, employees of the department.
6. Falsification of student records, time records or other departmental records.
7. Insubordination or refusal to follow reasonable requests or assignments of any supervisor.
8. Any absence of three (3) consecutive days or more with failure to notify the Program Director.

## **V. Dismissal Criteria**

### **A. Dismissal for Failure to Maintain Academic and/or Clinical Standards**

1. Didactic course values are based on a unit system (see grading policy). Student must complete all courses and maintain a "C" average in each course to be a candidate for graduation.
2. Clinical progress is based on the unit system. Students must maintain a "C" average on the clinical objectives based on the clinical affective and comprehensive evaluations. Clinical progress is also based on the compliance with the clinical education components as stated in Section III B. A student must have maintained successful completion in all of the clinical education components to be a candidate for graduation.
3. If a student does not meet the requirements of 1 and 2 in V., they will be given written notice and 30 days to take corrective action to meet the standards.
4. If after 30 days, the student is unable to maintain the standard requirements, they will appear before the Executive Council of the Advisory Committee for recommendation of further corrective action or dismissal.

### **B. Pregnancy**

1. Should a student become pregnant during the academic year and should elect to notify the program director of her condition, the following actions would be taken. The student may continue the program until such time as the student is unable to perform the clinical objectives and maintain the academic requirements.
2. The student will be allowed to continue with the didactic portion of the program and will be assigned the clinical portions until such time she is unable to perform the clinical duties. If the student cannot maintain her clinical or academic standings, she will be released from the program for that school year.
3. If the student decides to withdraw from the program, she would be eligible to continue the following year at the same time as long as the student notifies the program director of her intentions of continuing the program within four months of the initiation of that school term. This condition of re-entering the program at the status of which she left the program would be honored for the following school term.
4. The radiation safety precautions for pregnant females must be followed during her

pregnancy term.

5. The student can undeclare her pregnancy at any time should she choose to do so.

C. Extended Disability

1. Should a student become ill or injured during the academic year, the Program Director must be advised of his/her condition at the earliest diagnostic results. The student may continue the program until such time as they are unable to perform the clinical objectives and maintain the academic requirements.
2. If the student cannot maintain their clinical or academic standings, they will be dismissed from the program for that school year.
3. Should dismissal be warranted, the student would be eligible to continue the following year at the same time as long as the student notifies the program director of his/her intention to enter the program the following school year. Notification is required four months prior to the initiation of that school term. This condition of re-entering the program at the status of which he/she left the program would be honored for the following school term.

D. Temporary Disability

1. If a student incurs a temporary disability, the student shall immediately report the disability to the Director of the School for the Radiation Therapist. Temporary disability is defined as broken bones, back injuries, communicable diseases, or any other injury or condition that could prevent the student from safely continuing the training schedule or endanger the patients or other members of the program.
2. Communication between the program medical advisor and the student's physician will be necessary in the case of a temporary disability. Temporary disability shall be documented between the student's personal physician and the program medical advisor. Medical advisor will consult with the program director to determine eligibility for the student's ultimate completion of the program.
3. If a student incurs a temporary disability, every reasonable effort will be made to accommodate the student. For disability of short duration, an attempt will be made to reschedule the training missed. For a disability of longer duration, the student will comply with the Long Extended Disability Policy.

## VI. Rationale for Grievance

- A. When a student has been advised to discontinue the program and he/she is not in agreement with the decision, he/she may file a formal written grievance to the program director. (Grievance procedures as outlined in the policy in Section VII would be activated.)
- B. In the event that a student becomes involved in a disagreement or dispute with a clinical instructor, didactic instructor, or staff member, the student should contact the Clinical Coordinator or Program Director immediately. If the problem cannot be solved at the Clinical Coordinator/Program Director level, the next recourse is to file a written grievance to the program director, to initiate the formal grievance procedure. (See grievance procedure as outlined in Section VII.)
- C. When a student has been issued disciplinary actions and he/she is not in agreement with the infraction, he/she may file a formal written grievance to the Program Director. (See Section

VII grievance procedure that would be activated.)

## **VII. Grievance Procedure**

- A. Formal written grievance is submitted by the student to Program Director within one month of the event.
- B. Program Director has 5 working days to make his/her written response to the student.
- C. If the grievance is regarding an action by the program director, a member of the program's Executive Council of the Advisory Committee should be notified directly in writing within one month of the event and that member will call a meeting of the Executive Council of the Advisory Committee members, excluding the Program Director, to occur within 5 working days. The council will review the written grievance and gather relevant information.

The Executive Council for the Advisory Committee Members includes the following.

Shelley McGuire  
Debbie Terrell  
William Spanos  
Michael Mills  
Beverly Kelly

- D. If student does not agree with the Program Director's decision or the grievance is regarding an action by the Program Director, he/she is to appear before the Executive Council of the Advisory Committee for their response within 5 working days. The Advisory Committee is given 5 working days to make their written response to the student.
- E. If within one month the student still does not agree with the Advisory Committee decision, he/she will present his/her case before the University of Louisville Hospital's Grievance Committee. The council's written decision shall be final and presented to the student within the following working day.

(Edited 4/2010 mb)

## **VIII. Graduation**

- A. Upon successful completion of the requirements of the Radiation Therapist School, graduates may apply to sit for the National Registry of the ARRT for Radiation Therapist certification.