RADIATION THERAPY
BACCALAUREATE DEGREE PROGRAM

STUDENT HANDBOOK

Student Guide, Program Policies and Information

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August 2015

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August 2015
THE STUDENT HANDBOOK
This handbook is prepared for use by students in the Bachelor of Science Degree Program in Radiation Therapy and contains information specific about the Radiation Therapy Program. For general Texas State University (TXSTATE) policies, see the TXSTATE student handbook and catalog. The catalog is published every two years.

JRCERT NOTICE TO STUDENTS
Students should be informed that issues involving the quality in education, regarding this program may be addressed with the Joint Review Committee on Education in Radiologic Technology (JRCERT).

JRCERT
20 N. WACKER DR., SUITE 2850
CHICAGO, IL 60606-3182
(312) 704-5300
WWW.JRCERT.ORG

PROGRAM POLICY (2.75)
Allegations submitted to the JRCERT regarding non-compliance with education standards will be reviewed and resolved within 30 days of receipt. A record of all complaints and their resolution will be maintained by the program.

STATEMENT OF NON-DISCRIMINATION
Pursuant to Section 504 of the Rehabilitation Act of 1973, Texas State University will provide services and training, without discrimination, to any qualified handicapped person who meets the academic and technical standards requisite to admission and/or participation in the Radiation Therapy Program.

This handbook contains extremely important information! It is your responsibility to become familiar with the contents!
My signature below indicates that I have read and understand the contents of this handbook. I agree to abide by the policies and procedures outlined and understand that I am responsible for adhering to them.

________________________________________  __________________________
Student Signature                          Date
# INTRODUCTION

- Radiation Therapy Program Standards
- Accreditation
- Mission and Goals
- Description of the Profession
- Certification
- Licensure in Texas
- Practice Standards
- Radiation Therapist Code of Ethics

# PROGRAM DESCRIPTION AND POLICIES

- Minimum Criteria for Program Admission
- Criminal Background Check/Drug Screening
- Academic Progression
- Graduation
- Associated Program Costs
- Liability Insurance
- Health Insurance
- Immunization Requirements
- AIDS Policy
- Student Records and Release of Information
- The Curriculum
- Required Textbooks
- Cardiopulmonary Resuscitation
- Honesty
- Professional Development
- Breaks and Holidays
- Student Advising
- Scholarships
- Health Science Computer Lab
- Absences from Class, Clinicals, and Lab Sessions
- Due Process
- Student Employment
- Pre-Graduation
- Services for the Physically Challenged
- Texas State Academic Honor Code
- The Pledge for Students
- Addressing Acts of Dishonesty
- Academic Offenses
- Penalties for Academic Dishonesty
- Academic Student Standing Policies
- Assuring Clinical Competence After a Probation Period
- Program Faculty
- Evaluation and Assessment
- Health and Safety
- Reporting Exposure to a Communicable Disease
The structural elements of radiation therapy as a health profession in the contemporary health care delivery system in the United States include the following:

- A cognitive base within a baccalaureate degree level curricula.
- A scope of practice.
- A professional credential.
- A code of ethics.
- Clinical practice autonomy.
- Self-governance.

The history of these elements combines in a complex structure that can be traced across historical time spans and contemporary functional boundaries. For example, in the history of radiography, radiation therapy was at one time a responsibility of the radiographer. This is no longer true today.

The curriculum of the discipline contains elements of physics, psychology, patient care and pathology among others that cross horizontally through several medical specialties. The professional curriculum incorporates didactic and clinical elements and basic sciences that are reflective of contemporary practice in radiation therapy. Content and structured learning experiences develop attitudes and outcomes that prepare graduates to demonstrate a commitment to patient care and continued personal and professional development (ASRT Radiation Therapy Professional Curriculum, 1997).

This program holds as its central core, the Standards for an Accredited Educational Program in Radiologic Sciences, developed and published by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is dedicated to excellence in education, to quality and safety of patient care. Students, faculty, and administrators associated with the Radiation Therapy Program shall recognize that the program shares this commitment and strives to meet and exceed the standards (included in this student handbook).

The Joint Review Committee on Education assures quality in education through the accreditation of educational programs in radiation and imaging sciences. Students shall understand that the Standards are directed at the assessment of outcomes for the program and the student. Using these Standards, the goals are to protect the student and the public, and to identify outcomes by which a program establishes and evaluates assessment policies and procedures for continuous improvement. The student has the right to report program infractions of these standards to the JRCERT (contact information provided on the first page of handbook).
RADIATION THERAPY PROGRAM STANDARDS
Effective 2011

Standard One: Integrity
The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources
The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices
The program’s curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety
The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data
The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

ACCREDITATION
The Texas State University Radiation Therapy Program has established accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Standards for an Accredited Educational Program in Radiological Science may also be available by writing to the JRCERT (contact information is provided on the first page of this handbook).
MISSION AND GOALS

UNIVERSITY MISSION
http://www.txstate.edu/about/mission.html

Texas State University-San Marcos is a public, student-centered, doctoral granting institution dedicated to excellence in serving the educational needs of the diverse population of Texas and the world beyond.

UNIVERSITY GOALS

Goal 1: Promote academic quality by building and supporting a distinguished faculty.

Goal 2: Provide opportunities for a public university education and contribute to economic and cultural development.
Goal 3: Provide a premier student-centered, educational experience that fosters retention and success.
Goal 4: Enrich our learning and working environment by attracting and supporting a more diverse faculty, staff, and student body.
Goal 5: Develop and manage human, financial, physical, and technological resources effectively, efficiently, and ethically to support the university’s mission.

COLLEGE MISSION

The College of Health Professions educates and prepares health care professionals in a student centered learning environment. The College excels in teaching, research, and service while responding to the health care needs of the state and nation. To accomplish this, the Texas State University's College of Health Professions unites faculty, students, the health care communities, and consumers in coalitions that nurture the academic, scholarly, and service aspects of health care.

PROGRAM MISSION
http://www.health.txstate.edu/rtt/about/mission.html

To accomplish our vision, the Radiation Therapy Program educates and prepares students with a university level academic foundation, and a high degree of clinical competence to meet the present needs of radiation therapy in Texas and the nation.

PROGRAM VISION
In support of the College of Health Profession's mission, the Radiation Therapy Program will be the program of first choice for students seeking a baccalaureate degree in radiation therapy.
**PROGRAM GOALS**

The mission is supported by the seven general goals related to student learning and program effectiveness in alignment with the institutional goals. These are stratified and supported by the specific objectives, strategies, and measurable outcomes making up the program’s outcome assessment plan.

GOAL 1: The program will produce students with a strong critical thinking ability, knowledge base, and effective communication skills.

GOAL 2: Graduates will be competent in clinical aspects of radiation therapy.

GOAL 3: The Program will foster continued professional growth and development in students while in the program and after graduation.

GOAL 4: The program will maintain a level of definitive educational quality improvement.

GOAL 5: The program will retain and support knowledgeable, professional faculty.

GOAL 6: The program will maintain consistent, effective two-way communication with all clinical supervisors.

GOAL 7: The program will maintain acceptable student enrollment and graduates.

**DESCRIPTION OF THE PROFESSION**

Radiation therapy is the art and science of treatment delivery to individuals to restore, improve and enhance performance, diminish or eradicate pathology, facilitate adaptation to the diagnosis of malignant disease and to promote and maintain health. Since the major focus of radiation therapy is the delivery of prescribed dosages of radiation to individuals from radiation sources, the radiation therapist’s concern is with those factors that influence radiation dose delivery, individual well-being and responsiveness to treatment as well as those factors that serve as barriers or impediments to treatment delivery.

The practice of radiation therapy is performed by competent radiation therapists who deliver care to the patient in the therapeutic setting and are responsible for the simulation, treatment planning and administration of a prescribed course of radiation therapy. Radiation therapists assume direct responsibility for the well-being of the patient preparatory to, during and following the delivery of daily treatment. Additional related settings where radiation therapists practice include education, management, industry, and research.

**CERTIFICATION**

The initials R.T.(T)(ARRT) indicate registered technologist in radiation therapy and certification as a radiation therapist by the American Registry of Radiologic Technologists. Upon completion of a course of study in radiation therapy, individuals may apply to take the national certification
examination. The American Registry of Radiologic Technologists (ARRT) is the recognized certifying agency for radiation therapy.

Those who successfully complete the certification examination in radiation therapy may use the credential R.T.(T) following their name; the R.T. signifies registered technologist and the (T) indicates radiation therapist. To maintain ARRT certification and a level of expertise and awareness of changes and advances in practice, radiation therapists must complete 24 hours of appropriate continuing education every two years.

**LICENSURE IN TEXAS**
All graduates who pass the American Registry of Radiologic Technologists (ARRT) certification examination are qualified to obtain a Texas license to practice radiation therapy in Texas. Students may apply for a temporary license from the Texas Department of Health Medical Radiologic Technologist Program after graduation. Graduates are strongly encouraged to complete the registry examination as soon as possible.

Graduates are eligible to apply for a permanent license upon passing the registry examination. A temporary license is effective for 12 months and is non-renewable. Working graduates who have not obtained a permanent license by the end of 12 months are no longer eligible for employment until successfully completing the registry examination and obtaining a permanent license.

**PRACTICE STANDARDS**
(Adopted from the ASRT)
The complex nature of the cancer disease process involves multiple treatment modalities with surgery, medical oncology and radiation oncology among the most common. Depending on the location, pathology and state of disease, these methods may be used singularly, in combination or in sequence. Radiation oncology employs ionizing radiation to destroy cancerous tumors while sparing surrounding tissue. An interdisciplinary team of radiation oncologists, radiation physicists, medical dosimetrists, radiation therapists, nurses and support staff plan and deliver the course of treatment. While each team member plays a critical role in the delivery of health services, it is the radiation therapist who administers the radiation to the patient throughout the process.

The practice standards define the practice and establish general criteria to determine compliance. Practice standards are authoritative statements enunciated and promulgated by the profession for judging the quality of practice, service, and education. They include desired and achievable levels of performance against which actual performance can be measured. Professional practice constantly changes and actual practice varies from state to state as determined by local law and community custom. Recognizing this, the profession has adopted standards that are general in nature. The general format was favored over a "cookbook" style or "step-by-step" approach that would be difficult to maintain in a changing environment and confining for those practitioners with an expanded practice.

The standards focus on the dynamic nature of the health care delivery system. The standards are adaptable not only to the area of practice but also the locality of practice and institutional needs.
While a minimum standard of acceptable performance is appropriate and should be followed by all practitioners in a specific area, it is unrealistic and highly inappropriate to assume that professional practice is the same in all regions of the Unites States. State statute or regulation may dictate practice parameters. To conduct an appropriate review of the standards, one must look at the professional standard as well as local or state law that may impact the nature and scope of practice.

Format
The cohesive mature and inherent differences of medical imaging and radiation therapy are recognized in the general format of the standards. The standards are divided into three sections:

Clinical Performance Standards- define the activities of the practitioner in the care of patients and delivery of diagnostic or therapeutic procedures and treatments. The section incorporates patient assessment and management with procedural analysis, performance and evaluation.

Quality Performance Standards - define the activities of the practitioner in the technical areas of performance including equipment and material assessment, safety standards and total quality management.

Professional Performance Standards - define the activities of the practitioner in the areas of education, interpersonal relationships, personal and professional self-assessment and ethical behavior.

Each section of the standards is subdivided into individual standards, each section will be fully covered in the Introduction to Radiation Therapy course.

RADIATION THERAPIST CODE OF ETHICS
Revised and adopted by the ASRT, July 1998

1. The radiation therapist advances the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
2. The radiation therapist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and non-discriminatory with respect to race, color, creed, sex, age, disability or national origin.
3. The radiation therapist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
PROGRAM DESCRIPTION AND POLICIES

The program is a two and one-half year program beginning in the junior year, and consisting of Fall, Spring, Summer, Fall and Spring semesters. Upon completion of the degree, students are eligible to apply for the American Registry of Radiologic Technologists examination. Students are qualified for a Medical Radiologic Technologist License and Certificate from the Texas Department of Health upon passing the examination. Students are accepted to the program during the fall semester of each year.

Admission to TXSTATE does not guarantee admission to the program. Admission to the program is competitive and selective. The academic sequence begins during the fall semester. Enrollment is limited by student/faculty ratios in the clinical components of the program.

MINIMUM CRITERIA FOR PROGRAM ADMISSION

1. Admission to Texas State
2. Satisfactory completion of all general education requirements (C or better) and a minimum overall grade point average of 2.75.
3. Any student who did not complete at least two years of the same foreign language in high school is required to take 6-8 hours of the same foreign language.
4. Students must receive a “C” or higher in all math, science and support courses. BIO 2430, HP 3302, AT 3358, HIM 2360, HA 4307, HA 4307, HA 4315, PHYS 1320, PHYS 1110, CHEM 1341, CHEM 1141.
5. See Academic Services section of the catalog for course options that satisfy literature components.
6. Completion of an application packet for admission.
7. Three letters of reference and a career goal statement.
8. Successful interview of selected candidates with admission committee.
9. 40 hour clinical observation with completed evaluation on file by Jan. 15.
10. Students must be able to perform the 13 Technical Standards indicated by the American Disabilities Act (refer to program website or department for more information).
11. Previous misdemeanor or felony convictions will affect admission to the program.

Each applicant must complete and provide the following by January 15.
Deadline for submission of applications is January 15.
1. Radiation Therapy Program application
2. Official transcripts reflecting all course work
3. Career goal statement
4. Clinical setting evaluations
5. Three recommendation forms / personal reference letters to be forwarded directly to the program
Note: Students who have completed an Associate Degree or Certificate in Radiation Therapy can receive credit toward the Bachelor of Healthcare Administration degree.

Criminal Background Check/Drug Screening
As a condition for placement in some professional practice sites, students may be required to have a background check and/or drug screening and meet other requirements set by individual sites. Information on the process of drug screening will be provided by the school/department/program. Previous misdemeanor or felony convictions under various titles of the Texas Penal Code may affect eligibility for state license status following graduation and may affect admission consideration to the Radiation Therapy program.

Academic Progression
Students enrolled in the Radiation Therapy Program are required to maintain a grade of “C” or better in all coursework. Radiation Therapy courses are offered in a lock-step sequence. Each course is offered only once each academic year; therefore, progress in the program is affected should a student fall out of the sequence due to failure to successfully complete a course. A student who falls out of sequence (whether due to illness, course failure, or other reasons) will be delayed one year to repeat the course. In addition, a student may repeat a radiation therapy course only once. If the student does not earn a grade of at least “C” upon repeating the course, the student cannot continue in the program.

Graduation
To graduate with a Bachelor of Science in Radiation Therapy Degree, a student must successfully fulfill the general education requirements and complete all radiation therapy courses with a “C” or better. The student must meet the requirements for clinical competency as described in the Directed Clinical Learning syllabi. Graduation students must have attained a 2.0 or higher Texas State University GPA with a minimum of a 2.75 GPA in the Radiation Therapy major.

ASSOCIATED PROGRAM COSTS
In addition to regular university tuition and fees, students should expect to pay program-related expenses. These may include costs related to a background check, CPR certification, uniform, parking and travel for clinical experience at sites outside of San Marcos including but not limited to the Austin and San Antonio area, required immunizations, and liability insurance.

TXSTATE and its affiliated clinical facilities are not responsible for any of my medical expenses incurred while enrolled in the Radiation Therapy program. Medical and health insurance is recommended while enrolled in the program.

LIABILITY INSURANCE
1. All students of the Radiation Therapy program are required to purchase liability insurance, or demonstrate proof that they are insured.
2. Students may obtain information on liability insurance from the program office.
3. The liability insurance is provided. The annual premium will be required. A money order must be turned in to the administration assistant during the first week of the Fall semester.
HEALTH INSURANCE
You are responsible for any personal injury that occurs at the university or clinical facility. Purchase of Health/Accident Insurance is strongly urged. A copy of your insurance information may be kept in your student file, it is your responsibility to keep this information current.

IMMUNIZATION REQUIREMENTS
It is a policy of the College of Health Professions that each student must provide a health report completed by a physician, and must take certain immunizations before the student can be placed in a clinical or internship assignment. Information on these requirements and forms to be supplied may be obtained through the program office. The University Student Health Center offers immunization for Hepatitis B infection (mandatory). The cost includes an initial vaccination, a second immunization one-month later and a final immunization 6 months after the initial vaccination. For additional information contact the Student Health Center. Specific requirements are outlined in the Clinical Section of this handbook.

AIDS POLICY
The institutional policy with regards to students with AIDS follows the general guidelines of the American College Health Association and TXSTATE UPPS 07.09.01 Management of Acquired Immune Deficiency Syndrome (AIDS) on Campus.

Education – Information is provided by the university through the University Student Health Center. Employee pamphlets are available to students upon request

STUDENT RECORDS and RELEASE OF INFORMATION
Students are required to keep personal data current with the RTT Program. Changes in address, phone number and names must be promptly noted in student’s files. Changes may be given to the RTT Program Administrative Assistant. The release of information to and about students is in conformance with the Family Education Rights and Privacy Act, amended 1975. Your parents or relatives will not be provided with any information regarding your grades without your written consent.
THE CURRICULUM

Bachelor of Science in Radiation Therapy
Minimum 120 Hours

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<th>Freshman Year</th>
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<tr>
<td>English 1310, 1320</td>
<td>Biology 2430</td>
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<td>Math 2417 PreCalc</td>
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<td>RTT 4371 Clin. Rad. Onc. 2 3</td>
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<td>RTT 3301 Intro RTT 3</td>
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<td>RTT 4361 Dosimetry 2 3</td>
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<td>RTT 4310 Physics RTT 2 3</td>
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<td>RTT 4221 Dir. Clin. Lrng. 4 2</td>
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<td>RTT 4121 Clin Sim.Lab 4 1</td>
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<td>RTT 3310 Physics RTT 1 3</td>
<td>RTT 4330 Quality Assurance 3</td>
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<td>RTT 4331 Operational Issues 3</td>
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<td>Option 1: Includes US 1100</td>
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<td>Gen. Ed: 63 Hours / RTT Core: 57 Hours</td>
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Option 2: Excludes US 1100
Gen Ed: 62 Hours / RTT Core: 58 Hours
Total: 120 Hours
REQUIRED TEXTBOOKS

These textbooks are used for more than one course and would only need to be purchased once for use throughout the entire program enrollment. Students are advised to retain all textbooks for certification review purposes.

Directed Clinical Courses

Portal Design in Radiation Therapy
Dasher ISBN: 09642715-08

RTT 3300 - Patient Care


RTT 3301- Intro. R.T.


RTT 3302 - Rad Science

Rad Science for Technologists: Physics, Biology, Protection 9th ed
And Course Pack

RTT 3310 - Physics of RT 1

Applied Physics for Radiation Oncology

RTT 3330 - Quality Assur.

Treatment Planning in Radiation Oncology 3rd Ed.

RTT 3350 – Radiobiology

Basic Clinical Radiobiology
And Course Pack

RTT 4310 - Physics of RT 2

Radiation Therapy Physics 3rd ed
Hendee ISBN: 0471394939

RTT4360 - Dosimetry 1

Treatment Planning in Radiation Oncology 3rd Ed.

RTT4370 - Clin. Rad.Onc 1

RTT4371 - Clin. Rad.Onc 2
CARDIOPULMONARY RESUSCITATION
A course in CPR must be completed before the student begins the clinical training (first semester). When the student has completed the CPR course, a copy of the card is to be filed with the student’s records. Certification must be valid for the 2 years of the program. Sources for instruction will be the American Red Cross or the American Heart Association. Internet certifications will NOT be accepted.*

HONESTY
Honesty is a necessary trait in all healthcare professionals. It is assumed by the Program that all students practice honest and ethical behavior. Inability to fulfill this assumption in regards to academic honesty will result in disciplinary action as outlined in the Texas State student handbook, page 69: Academic Honesty Statement.

PROFESSIONAL DEVELOPMENT
Students are encouraged to join and attend meetings and other activities of the local professional organizations for radiation therapists. Students are also encouraged to join the American Society of Radiologic Technologists and the Texas Society of Radiologic Technologists.

BREAKS AND HOLIDAYS
Students will receive all university holidays and breaks. Additional information in Clinical Education section.

STUDENT ADVISING
Each student shall receive academic advising by the RTT program and the College of Health Profession’s Academic Advising Center, room 207. All inquiries and problems that relate to academic matters may be addressed in this manner. If you should experience any problems or difficulties that cannot be resolved you may contact the Associate Dean of the College of Health Professions. The appropriate chain of command will be followed regarding all complaints. In addition, the Texas State Counseling Center is available for students who wish to seek further assistance. Mediation services and the Students’ Legal Advisor’s Office are resources also available to assist the student.

SCHOLARSHIPS
Students may obtain financial aid information at Texas State’s Financial Aid and Scholarships Office. Scholarships may also be available through the Professional Organizations and the College of Health Sciences. Separate application must be made for each.

HEALTH SCIENCE COMPUTER LAB
The Health Science Computer Lab is available for student use. It is located in the Health Professions Building, Room 204. Lab hours vary and are posted on the door. The room is occasionally scheduled for classes. Students must abide by the rules posted in the Computer Lab.
ABSENCES FROM CLASS, CLINICALS, AND LAB SESSIONS
Students will be held accountable for all assignments and material missed due to absenteeism. Grade penalties for absences will be imposed to emphasize the importance of consistent attendance. Each faculty member will make course policy relating to absenteeism. Absenteeism policy will be included in each course syllabus. Students will be required to make up any/all excused absences from Directed Clinical Learning Courses.

Any absence due to participation in athletics or any other extracurricular activity, with or without 3rd party faculty justification will NOT be excused. Students should pay special attention to excessive absences as defined in the course syllabi due to your participation in any type of athletics participation. As an accredited clinical and professional program, our expectations are for students to be at their assigned classes or clinics as scheduled. As a lock-step program, failure to complete requirements of one course impacts your entire course of study and progression of the curriculum. Your interview for admission served to make these types of policies clear; this student handbook reaffirms these expectations built on policies and procedures.

DUE PROCESS
The RTT Program follows the policies and procedures as outlined in the University Student Handbook.

STUDENT EMPLOYMENT
Students are informed during the admissions interview that the program requirements allow little time for employment after their second semester. The program strives to separate employment from educational tasks and relations. Supervision of the clinical education involves the protection of the student's rights and limits the student’s activities to educationally related and valid academic and clinical requirements.

- Students and a supervisor must complete a Student Employment Form (provided from the department). A sample form may be found in the appendix section.
- Students may be employed in a clinical radiation oncology facility outside educational hours provided the work does not interfere with the educational program. An employer issued film badge must be worn, students must not wear their Texas State film badge during work hours.
- The student should not be involved in unsupervised treatment of patients.
- The work must be non-compulsory, paid and subject to employee regulations.
- The student employed during training is not covered during hours worked in that employment for liability by Texas State University.

**Students must NOT wear their Texas State film badge during work hours.**
**An EMPLOYER-ISSUED badge must be worn during any/all working hours.**
PRE-GRADUATION
The student is awarded the Bachelor of Science Degree in Radiation Therapy upon completion of the program. Applications for graduation are available through the College of Health Profession’s Advising Center, HSC room 207. Graduate fees may be paid during TXSTATE’s CATSWEB registration system. The cap and gown must be ordered through TXSTATE’s bookstore. The registrar’s office is responsible for mailing degrees.

A formal graduation reception is held in May of each year. The reception includes a pinning ceremony to acknowledge the successful completion of all program requirements in anticipation of graduation. Only graduating students are expected to attend. Students within the graduating class but lacking a requirement for graduation should refrain from participation until the actual graduating year.

SERVICES FOR THE PHYSICALLY CHALLENGED
The program is in compliance with the University’s policy of non-discrimination against otherwise qualified disabled persons (as found in the University’s Undergraduate Bulletin). The Program Director and TXSTATE’s Disability Service Center are available to students in need of guidance in this area.

TEXAS STATE ACADEMIC HONOR CODE
As members of a community dedicated to learning, inquiry and creation, the students, faculty and administration of our university live by the principles in this Honor Code. These principles require all members of this community to be conscientious, respectful and honest.

WE ARE CONSCIENTIOUS. We complete our work on time and make every effort to do it right. We come to class and meetings prepared and are willing to demonstrate it. We hold ourselves to doing what is required, embrace rigor, and shun mediocrity, special requests, and excuses.

WE ARE RESPECTFUL. We act civilly toward one another and we cooperate with each other. We will strive to create an environment in which people respect and listen to one another, speaking when appropriate, and permitting other people to participate and express their views.

WE ARE HONEST. We do our own work and are honest with one another in all matters. We understand how various acts of dishonesty, like plagiarizing, falsifying data, and giving or receiving assistance to which one is not entitled, conflict as much with academic achievement as with the values of honesty and integrity.

The Pledge for Students
Students at our university recognize that, to ensure honest conduct, more is needed than an expectation of academic honesty, and we therefore adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation:
I pledge to uphold the principles of honesty and responsibility at our university.
The Pledge for Faculty and Administration
Faculty at our university recognize that the students have rights when accused of academic dishonesty and will inform the accused of their rights of appeal laid out in the student handbook and inform of the process that will take place. The statement is as follows: I recognize students' rights and pledge to uphold the principles of honesty and responsibility at our university.

**Addressing Acts of Dishonesty**
Students accused of dishonest conduct may have their cases heard by the faculty member. The student may also appeal the faculty member's decision to the Honor Code Council. Students and faculty will have the option of having an advocate present to insure their rights. Possible actions that may be taken range from exoneration to expulsion.

**Academic Offenses**
A. Academic work means the preparation of an essay, thesis, report, problem assignment or other projects which are to be submitted for purposes of grade determination.
B. Violation of the Honor Code includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion and the abuse of resource materials. Cheating means engaging in any of the following activities:

Copying from another student's test paper, laboratory report, other report of computer files, data listing or programs.
During a test, using materials not authorized by person giving the test.
Collaborating, without authorization, with another person during an examination or in preparing academic work.
Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the content of an unadministered test.
Substituting for another student or permitting another person to substitute for oneself in taking an examination or preparing academic work.
Bribing another person to obtain an unadministered test or obtain information about an unadministered test.
Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough or final versions of an assignment by a professional typist.

C. Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

D. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

E. Abuse of resource materials means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.
Penalties for Academic Dishonesty
Students who have been found responsible for committing academic dishonesty may be subject to:

A. Academic Penalties
   A requirement to perform additional academic work not required of other students in the course;
   A reduction to any level of the grade in the course, or on the examination or other academic work affected by violation of the Honor Code; A requirement to withdraw from the course with a grade of F or W.

B. Disciplinary Penalties means any penalty that may be imposed in a student disciplinary matter pursuant to The Official Texas State Code of Student Conduct.

Procedures in Cases of Academic Dishonesty

A. Initiation of Action
   When a member of the faculty reasonably suspects that a student under the faculty member's supervision has violated the Honor Code, the faculty member will follow these procedures. The faculty member's proceedings are informal and are not adversarial. The faculty member may consult with his or her chair regarding the matter.

B. Faculty Disposition
   The faculty member will summon the student orally or in writing to a private, personal conference. At the meeting the faculty member will explain to the student both the suspected code violation and the evidence that supports the suspicion that the violation occurred. The faculty member may rely on documents and other written statements. If the faculty member relies on documents or written statements, the faculty member will provide the student with copies of such documents.
   The faculty member will give the student at least three calendar days to respond to the suspected code violation. The student may respond in writing or in person at a subsequent meeting with the faculty member, as determined by the student. The student may be represented by legal counsel at any meeting.

   If the student fails to respond in the time that the faculty member provides, the faculty member may proceed to determine the matter as provided below.
   The faculty member, after considering the evidence and the student's response, will determine whether the student violated the Honor Code and will notify the student of his or her determination and of any academic penalty assessed. The faculty member will also advise the student that the student may accept or reject either the faculty member's determination or any academic penalty.
   a. If the faculty member is not convinced that the student violated the Honor Code, the matter will end.
   b. If the faculty member is convinced that the student violated the Honor Code, the faculty member may assess an academic penalty as defined in Section 2.04.
   c. In addition to an academic penalty, a faculty member may recommend additional disciplinary action.

   On the Honor Code Review Form, the faculty member shall:
   a. note his or her determination and any academic penalty;
   b. note any additional disciplinary penalty recommended;
c. give the student an opportunity to indicate the student's acceptance or rejection of the faculty member's determination;  
d. sign and date the form; and  
e. deliver the form to the Coordinator of Student Justice with copies to the student and faculty member's dean.

C. Convening the Honor Code Council  
The dean of the college will convene the Honor Code Council if (1) the faculty member recommends an additional disciplinary penalty; (2) the student rejects the faculty member's determination; or (3) the student has a record of a previous violation of the Honor Code. When the Honor Code Council convenes, it will give the student notice of the reported code violation, notice of the evidence that it has to support that violation, and an opportunity to respond, according to these procedures.

a. Reviewing Academic Penalties. When the Honor Code Council reviews an academic penalty, it will ask the faculty member to submit, in writing, the documentation and evidence that supports the suspected offense, as well as any mitigating evidence. The Council will then provide the student with a copy of the faculty member's materials and an opportunity to respond to those materials within a reasonable time determined by the Council. The Council may request additional written materials from either party. The Council will consider all material submitted and make its recommendation as provided below.

b. Reviewing Disciplinary Recommendations. When reviewing a recommendation for a disciplinary penalty, the Council will follow the applicable procedures for hearings in Section 03.05 of the Code of Student Conduct. These procedures include notice to the student of the charges and evidence of an Honor Code violation and an opportunity to respond to the charges and evidence at a hearing.

c. Reviewing Cases Involving Both Academic Penalties and Disciplinary Recommendations. When reviewing cases that involve both an academic penalty and a recommendation for a disciplinary penalty, the Council will review the academic penalty under the procedures in subsection “a” above, and will review the disciplinary recommendation under the procedures in subsection “b” above.

After conducting its review, the Council will submit its findings and recommendations to the dean of the college where the alleged violation occurred. The dean will make a determination as to whether the student violated the Honor Code and, if so, as to whether to impose any academic or disciplinary penalty on the student.

a. If the Dean is not convinced that the student violated the Honor Code, the matter will end and the dean will remit the student's work to the faculty member for evaluation and grade assignment with supervision from the dean or the dean's representative.

b. If the Dean is convinced that the student violated the Honor Code, the dean may assess an academic penalty, a disciplinary penalty, or both.

D. Appeal  
Within five days of receiving the dean's written decision, the student may appeal in writing to the Provost and Vice President for Student Affairs. As provided in the Rules and Regulations of the
Board of Regents, Texas State University System (Chapter VI, Section 5.36), the Provost will hear appeals of academic decisions and the Vice President for Student Affairs will hear appeals of disciplinary decisions. The Provost and Vice President for Student Affairs will render their decisions on the appeals within a reasonable time and will inform all parties, including the student and the faculty member, of their decisions. To appeal, the student should send written appeals to both officials. In both cases, grounds for appeal are limited to allegations that: Proper due process procedures were not followed. However, deviance from prescribed procedures will not necessarily invalidate a decision or proceeding unless they caused significant prejudice to the student; The penalties assessed are not commensurate with the code violation committed; or The university has violated a right guaranteed the student by the Constitution or laws of the United States or the state of Texas.

ACADEMIC STUDENT STANDING POLICIES

1. Student Disciplinary Procedures involving both academic and non-academic misconduct have been defined in the Texas State student handbook. This is applicable to every student enrolled at the university in addition to the professional behavior described in the clinical education section of this handbook. Applicable policies can also be found in the university’s web page. The procedures are based on due process and are constructed to protect both the student and the university.

2. Permanent records are kept by the Records and Registration office. These are confidential between the student and the university. Students may request transcripts of their permanent academic records at any time by providing an authorizing signature for the release of records.

3. Grades are assigned according to the university’s grading system on a four point scale (detailed in the undergraduate catalog and student handbook along with definitions and policies for pass/fail, incomplete, withdrawal and credit by examination).

4. Academic policies relating to student standing at the university are found in the undergraduate catalog and student handbook.

The following provisions and definitions apply to the Radiation Therapy Program.

Student standing in the Radiation Therapy Program is defined as “good standing,” “probation,” or “dismissed.”

Good Standing

A student in “good standing” has no deficiencies and will be able to continue the sequence of courses in the curriculum. When all the requirements of the Radiation Therapy Program and the university are satisfied, the student will graduate. To remain in good standing, students must exhibit compliance with policies of the university and the Radiation Therapy Program. In addition to academic achievement, student’s performance must demonstrate satisfactory progress in clinical skill development and professional attributes, as evaluated by program officials.
Probation

All new students are classified as “on probation” for the first two semesters in the program (New Student Probation Period). Students are advised that a grade of “D” in any course during this probation period will result in an automatic dismissal from the program. A student may be classified as “on probation” in the Radiation Therapy Program, even if not on probation with the university.

A student will be placed on probation during the program if:

- The semester or cumulative grade point average falls below 2.75
- The student receives a letter grade of “D” for any course.
- The student performance indicates unsatisfactory progress in developing clinical skills and professional attributes.

A student who receives a letter grade of “D” for any course must arrange personal consultation with the course instructor. The student will be provided consultation with clear remediation instructions and guidelines. The instructor will complete a consultation form that describes the deficiency and provides a clear recommended plan of action. Both instructor and student will provide signatures of understanding. The failure to complete the recommended plan of action within the time frame designated will result in automatic dismissal.

A student on probation may not continue with any course within the curriculum, may not continue to the next clinical course, may not graduate in the major until the deficiency has been corrected. Each course is specifically sequenced and provided once each year. Students that are required to repeat a course will be considered on probation during the 12 month lapse period.

Do not just go away and disappear, faculty will not go looking for you. It is the student’s responsibility to make consultation arrangements.

Assuring Clinical Competence After a Probation Period

Clinical competence at the point of graduation is a program responsibility. It is recognized that the level of clinical achievement and competence will decrease within the 12 month lapse period. The demonstration of competence 12 months prior to graduation is not a valid indicator of current skill. Students must show competence and demonstrate sustained skill levels from an acceptable time frame prior to graduation to the point of graduating. The following procedure will serve as a mechanism by which the student will be evaluated for current clinical competence and skill. The student returning from a 12 month probation period must:

- Repeat the last clinical course taken regardless of course grade.
- Demonstrate clinical competence by repeating selected competency examinations. The clinical coordinator will be responsible for making the selections from the Program Mandatory Treatment and Simulation checklist.
• Demonstrate an acceptable level of competence, equal to or higher than the level achieved prior to the probation period.

The student requiring a 12 month lapse period must also repeat a clinical course.

**Dismissal**

A student may be “dismissed” from the Radiation Therapy Program, irrespective of status with the university, if:

- The student receives a course grade of “D” during the New Student Probation Period.
- The student receives a course grade of “F”.
- The student receives a “D” and fails to arrange a personal consultation with the course instructor within 30 days.
- The student is not in compliance with the recommended plan of action set forth to clear probation (within the time period indicated).
- The student receives a second course grade of “D” or lower after repeating a course.

Additionally, while most actions involving dismissal would occur following a probationary period, the Student Review Board may dismiss a student from the major in radiation therapy, without having previously been placed on probation, under the following conditions:

i. Academic ineligibility as per university policy defined in the student handbook, under “Minimum Academic Standards.”

ii. Academic offenses/dishonesty defined in the TXSTATE student handbook.

iii. Non-academic misconduct as defined in the TXSTATE student handbook, pages, “Conduct Required” and “Conduct Prohibited.” The Radiation Therapy Program stipulates a “Code of Professional Conduct,” defines professional behavior and non-professional behavior in the Clinical Policies and Procedures section of this handbook.

iv. Non-academic misconduct while enrolled in the Professional Curriculum including but not limited to:

**Patient Safety Is Our Number One Priority**

- Attending a clinical education site under the influence of drugs or alcohol.
- Contributing to the injury of a patient, staff member or fellow student.
- Failure to comply with any radiation protection standards.
- Breach of patient confidentiality or privacy.
• Dishonesty in reporting of clinical hours or absences.
• Falsifying records or program documents.
• Excessive absenteeism or tardiness.
• Failure to report any medical condition and/or any required medication or treatment that may pose a risk of injury to the patient by disrupting clear concentration and good judgment.
• Failure to follow doctor’s orders related to any medical condition that may pose a risk to patients.
• Gross disrespect or insubordination toward program officials and/or instructors.
• Failure to comply with policies and procedures of any clinical education site

5. Reinstatement: Program officials may reinstate a student under the following provisions.
   a. Students declared academically ineligible by the university and dismissed will follow university policies for reinstatement. If approved, the student will be placed on probation for one semester. Following that semester, if the student is returned to good standing, he/she may reapply for admission to the major and be considered for acceptance along with the other applicants. The student is not guaranteed readmission.
   b. Students dismissed for academic or non-academic misconduct by the university may petition for readmission according to the university policies published in the TXSTATE student handbook and TXSTATE web page. A student readmitted by this mechanism may reapply to the Radiation Therapy Program and be considered for acceptance along with the other applicants. The student is not guaranteed readmission.
   c. Students dismissed from the Radiation Therapy Program, but in good standing with the university may reapply to the program for a subsequent class. The student will be required to discuss the successful remedy of the problem leading to dismissal with the Program Admissions Committee during the student selection interviewing process. The student is not guaranteed readmission.

6. Change of Grade: Students who wish to protest a grade earned in a course should first discuss the grade with the instructor. If no resolution is reached, the student may appeal the grade to the program chair. If no satisfactory conclusion can be reached at this level, the student may appeal to the college dean whose decision is final. This corresponds with the university policy. Appeals must be made no later than five working days after the decision or after having received the grade. All supporting documentation, including written arguments when requested, shall be filed no later than five working days after notice of appeal is given.

7. Graduation Requirements: Candidates for the bachelor in science degree in radiation therapy must accomplish the following prior to graduation.
   a. Fulfill the general education requirements
   b. Be a student in good standing.
   c. Complete the courses prescribed by the Undergraduate Curriculum Committee for the degree of radiation therapy with a cumulative grade point average of at least a 2.75. Grades below “C” in individual courses are unacceptable and must be repeated.
d. Meet the requirements for clinical competency as described in the Directed Clinical Learning syllabi.

8. Transfer of credits earned at colleges and universities accredited by an acceptable regional accreditation agency will be governed by university rules as presented in the undergraduate catalog and/or by established articulation agreements for the major.

9. Student Withdrawal and Reentry:
   a. Withdrawal from a course is usually not possible without affecting status in the major. The curriculum is rigorous and strictly sequenced. If a student would withdraw from a course, he/she would be unable to proceed into the next semester or summer session and would have to appeal to the Student Review Board to be allowed to retake the course at a later time as members of future classes would be affected.
   b. Withdrawal from the major should be considered carefully prior to any action being taken. The student is strongly urged to talk with the College of Health Professions Advisor as well as the program chair. Program officials will make every attempt to deal with the student’s concerns and facilitate continuance. A statement in writing is required by the Program Chair if the student determines to withdraw.
   c. Reentry and Readmission: Students who feel they must withdraw from the major once accepted, are encouraged to speak to program officials prior to withdrawal. Students are not guaranteed placement should they wish to reenter. They must reapply to the major and be considered for placement by the Admissions Committee.

10. A leave of absence approval is required of any student who will miss more than two consecutive weeks of training while in the professional phase of the major. A student must submit a request in writing for such a leave and speak with the Program Chair. The Program Chair will develop a plan for a return after leave of absence. Approval of the plan must be granted by program officials.

PROGRAM FACULTY

PROGRAM CHAIR (DIRECTOR)
The Program Chair is responsible for the overall administration of the program. The director organizes, administers, reviews, develops and assures program effectiveness. This individual assumes responsibility for the direction of the Radiation Therapy Program, maintains compliance with the Standards for an Accredited Educational Program in Radiologic Sciences, develops and implements the program’s strategic plan. The chair assures that administration, faculty and clinical staff support the fulfillment of the program’s missions and goals.

THE PROGRAM CLINICAL COORDINATOR
The Program Clinical Coordinator is responsible for the overall coordination and evaluation of the clinical education process for the radiation therapy students in the clinical education centers. The individual assumes responsibility for uniform standard clinical education for the students enrolled in the program, the development of detailed clinical objectives and assignments, and implementation of clinical policies. The Program Clinical Coordinator also has didactic responsibilities and must be effective in methodologies providing classroom instruction. This individual is instrumental in the development of clinical policies.
CLINICAL EDUCATION SUPERVISOR
Each clinical facility has at least one Clinical Education Supervisor. In addition to their responsibilities for the day-to-day operation of the department at the clinical site, these individuals are responsible for the supervision of the student’s clinical education. This includes supervising the students through appropriate clinical site work centers and assuring that they are assigned to qualified radiation therapists as well as advising and counseling students.

CLINICAL INSTRUCTOR
Each clinical facility has permanently employed radiation therapists working as clinical staff, qualified full-time radiation therapists may serve as clinical instructors. In addition to their responsibilities for the day-to-day operation of the department at the clinical site, these individuals are responsible for the supervision of the student’s clinical education. This includes supervising the students through appropriate clinical site work centers, evaluating students on a regularly scheduled basis, assisting, advising and counseling students. Any/all registered radiation therapists regardless of employment status is responsible for the direct supervision of students.

DIDACTIC PROGRAM FACULTY
The Didactic Program Faculty is responsible for conducting courses in cooperation with the Program Chair and the designated curriculum. This individual submits course outlines and objectives, evaluates students and reports progress. The faculty assures that teaching strategies support the fulfillment of the program’s missions and goals and course content corresponds with a currently recognized and accepted curriculum.

EVALUATION AND ASSESSMENT
Students are strongly urged to participate in evaluation exercises to assist the program officials in outcome assessment and improvement of the program.

COURSE AND FACULTY EVALUATIONS
Evaluation of courses and instructors by the students will be carried out in accordance with university policy.

EVALUATION OF CLINICAL INSTRUCTORS
Students will evaluate clinical instructors at the end of each clinical rotation.

POST-GRADUATE EVALUATIONS
An evaluation form / post-graduate survey will be sent to graduates and their employers one year and three years following graduation.

OUTCOMES ASSESSMENT
Outcome assessment will be conducted on a continuous basis. The program officials will gather information for analysis. Outcome measures that do not meet benchmarks will signal a need for revision which will be addressed by the program officials and Advisory Committee.

ACCREDITATION REVIEW
The Advisory Committee and program officials will analyze an evaluation of this program by the JRCERT. This evaluation will be instrumental in directing change for improvement.

DEVELOPING CLINICAL PROFICIENCIES
A systematic step by step approach provides clinical skills development. The sequence involves:

Academic Preparation – completed initially on campus with general studies such as physics, anatomy and physiology. Preparation continues during the clinical semesters with other courses such as patient care, radiobiology and pathology.

Observation – Your initial activities at the clinical site will consist of observing qualified radiation therapists at work.

Assisting Qualified Worker – Once you feel comfortable in the treatment room you are assigned, you will be given an opportunity to assist the supervising radiation therapist in delivering treatments.

Performance Evaluation – students will receive an evaluation for each clinical rotation. All professional staff having the opportunity to work with you will be asked to provide input in the written evaluation.

The student will review the evaluation with the Program Clinical Coordinator. The student will, upon request, have an opportunity to meet with the specific evaluators. This process is intended to promote open discussion of the student’s clinical progress. Frequent feedback to the student is a vital part of their professional growth.

Each student will be requested to complete a general evaluation of the clinical instructors at the end of each clinical site assignment. This will provide valuable feedback to the appropriate personnel at the affiliate site.

Clinical Competency Evaluation - The student must perform a number of clinical competency examinations after they have observed and assisted the corresponding procedure listed on their checklist. In the course of their clinical education, the student will operate as many units as is feasible and necessary to achieve the required clinical competencies.

A competency checklist/evaluation for each category and or a course grade is used to assess student performance. Students must meet clinical competencies in all categories to be eligible for program completion.

Performance Maintenance – Once you pass the Competency Evaluation for a particular treatment or technique you need additional practice to maintain and master the skill. The student at this point should be able to demonstrate an understanding of treatment rational. Student preparation by way of a prepared case study for each competency evaluation may serve as a tool for a quick review of each treatment technique.
The student may be required to repeat an examination if factors lead to the conclusion that the student has allowed him/herself to become less proficient.

Grading Procedures for Directed Clinical Learning Courses
The teaching instruments used for grading consist of:
• The logbook/case studies
• Written assignments
• A comprehensive, written, clinical final exam
• Clinical competency completion
• Checklist completion
• An affective evaluation

The clinical learning evaluation is composed of technical skills and professional attributes, a grade is obtained based on the appropriate numerical conversion chart for the course. The clinical competency is assessed as either pass or fail.

The Program Clinical Coordinator has the prerogative to alter the clinical grade if the student’s behavior and attitude is not in compliance with the professional conduct guidelines listed or if other clinical policies are not adhered to.

HEALTH AND SAFETY POLICIES

TXSTATE and its affiliated clinical facilities are not responsible for any medical expenses incurred by a student enrolled in the program.

1. Student health service is available to students on campus who meet requirements and pay the segregated fee at registration.

2. All applicants are apprised of the “Radiation Therapist Scope of Practice” found in Appendix E. They are to consider whether the functions of the position of radiation therapists and radiation therapy student are within their abilities, with or without accommodation.

3. If it is determined that the student requires reasonable accommodation to perform the “Practice Standards,” the clinical education site and the university will make every effort to provide such accommodation.

4. Should a student become injured during the clinical education, he/she may be permitted to be treated on an emergency basis at the clinical site, with expenses billed to his/her insurance carrier. An incident report must be completed at the clinical education site.

5. Students will become informed of precautions to be taken in caring for patients during the Patient Care course. Universal precautions/standard precaution measures are to be strictly adhered to for safety of students, staff and patients.

6. If a student should be exposed to patient body fluid by a needle stick, OSHA recommendations will be followed and the student will be seen by the clinical education site personnel. An incident report must be completed at the clinical site.
7. Policy on Reporting Exposure to Communicable Diseases:
   In the interest of protecting radiotherapy patients from exposure to communicable disease, the Radiation Therapy Program requests that students contracting such diseases inform the Program Clinical Coordinator. Upon such notification, the Clinical Coordinator will advise the student on the appropriate steps to take to avoid patient exposure. All such information given by students to program officials will be held in strict confidence and will not be used against the student.

8. If the student is exposed to a communicable disease at the clinical education site; e.g., by a needle stick, the student MUST report the exposure to the Clinical Education Supervisor who will inform the Program Clinical Coordinator and Medical Advisor. The student will be seen by the clinical education site personnel. An incident report must be completed at the clinical site.

ALARA POLICIES

Radiation Safety:
- General radiation safety measures will be provided in the Introduction to Radiation Therapy course prior to any clinical education.
- Students will be provided a radiation dosimeter that will be worn while in the controlled area.
- Students, staff and visitors are not allowed in treatment rooms during the treatment.
- Monthly radiation exposure personnel monitoring reports will be reviewed and filed in the radiation therapy program office.

Radiation Exposure Safety Investigation Levels:
ALARA investigation threshold levels are taken from personnel monthly dosimetry readings based on annual regulatory limits. The following provides measurement levels at which prescribed actions are to be taken.

If a measurement point is below Level I no action will be required. Should the value be between Level I and II, the Clinical Education Coordinator will:
- Review the circumstance through a personal interview with the student

It is at Clinical Education Coordinator’s discretion to take additional steps to investigate and/or take action based on the known circumstances. Any value which exceeds Investigation Level II requires further investigation and immediate action. Upon notice of the badge reading the Clinical Coordinator will:
- Inform the Program Director
- Interview the student to ensure dosimetry badge was not irradiated or exposed causing a reading while it was not worn such as left in the dryer, dropped in the room, or lost for a period of time.
- Interview the department supervisor at the clinical facility
- If reading accurately reports personnel exposure assign the student to a non-ionizing clinical department such as Nursing for the rest of the year
- Complete a full Student Consultation Report documenting the findings, contributory factors, and the action plan for improvement with all required signatures

| Texas State Radiation Therapy Program |
| Radiation Exposure Safety Investigation Levels (millirem) |

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<th>Maximum Annual Occupational Dose Limits</th>
<th>10% of Occupational Limit</th>
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<th>5% of Limit</th>
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All female students shall read and sign the additional instructions concerning Prenatal Radiation Exposure. The signed copy of verification will be filed in the student’s academic file, copies of these may be found in Appendix B and C.

**Student Pregnancy**

Overview:
A student who is pregnant or suspects she is pregnant may or may not inform the program officials. If she chooses to inform the program officials of her pregnancy, it must be in writing and indicate the expected date of delivery. The pregnant student also has the right to revoke her declaration at any time; however, the withdrawal of declaration must also be in writing.

Students should understand that a pregnancy during the two years of the Radiation Therapy core curriculum would have an impact on the timing of their education and the timing of graduation.
- Courses are only offered once each year and an extended leave for pregnancy will require extensive make up work of up to a year to maintain the proper sequence of courses.
- There are potential risks to an embryo or fetus secondary to radiation exposure that may require counseling and alteration of the clinical education experience.

The following policy has been adopted to guide the program and its students in the event of a student pregnancy.
- All students will be made aware of risks and hazards of prenatal radiation exposure during course work at TXSTATE.
b. The U.S. Nuclear Regulatory Commission Regulatory Guide 8.13 regarding “Possible Health Risks to Children of Women Who are Exposed to Radiation During Pregnancy” can be found in appendix A. Female students are to read this document and complete the required forms.

Written Notice of Voluntary Declaration

c. The definition of "Declared Pregnant Woman" means that she has voluntarily informed the Program Director and Radiation Safety Officer (at each site) in writing of her pregnancy and the estimated date of conception. Upon becoming a “Declared Pregnant Woman,” the student will be issued a fetal monitoring film badge in addition to the normal employee film badge, and the record of the baby’s radiation dose will be kept separately from that of the worker.

d. Disclosure of pregnancy is voluntary. The student who becomes pregnant during the clinical education is strongly “urged” to notify the Program Clinical Coordinator immediately. Despite any appearance to the contrary, the pregnancy is not officially recognized by the program until the female student declares herself pregnant in writing.

e. It is in the best interest of the student and her fetus for the student to be promptly advised in methods to reduce radiation exposure.

f. A counseling session will be set up with the Radiation Therapy Program Radiation Safety Officer upon the student’s notification, to review radiation exposure risks and any additional monitoring practices which may be initiated.

g. The student may decide to continue the clinical education during the pregnancy or to take a leave of absence.

h. Should the student decide to leave the program during pregnancy and delivery, the student would be readmitted to the program at the first available opening after delivery.

Option for Student Continuance in the Program Without Modification

i. If the student remains in the program, she will be strongly urged not to participate in brachytherapy or fluoroscopy during the pregnancy. Competency and experience in this area may be made up following delivery.

j. The student maintains the option of voluntarily continuing the normal course of the curriculum during the pregnancy. The request to continue the program curriculum without modification must be in writing.

k. If radiation monitoring shows exposure levels approaching unacceptable limits [ALARA maximum annual limit to fetus = 500mrem], appropriate action will be taken to maintain safe exposure levels.

Licensees are required to attempt to prevent pregnant workers from exceeding ~ 55 millirem during any one month. The desire is to avoid a large dose to the fetus during the 8th to the 15th weeks of the pregnancy as this is the period during which it is most sensitive to potential radiation-induced effects.

l. If delivery occurs during a semester, all course work and required clinical experience must be acquired before the student is eligible for graduation and the ARRT registry examination.

m. It is the student’s responsibility to seek and secure a plan acceptable and approved by the Program Clinical Coordinator and Program Chair prior to the delivery date. The university cannot guarantee normal program completion time if a pregnancy occurs during the program.
The program will not modify the clinical or didactic education required to graduate. The program will however work with the student by modifying their clinical schedule in the effort to accommodate a normal delivery and successful completion of the program.

**Option for Written Withdrawal of Declaration**

The student maintains the option of voluntarily withdrawing the declaration of pregnancy. The withdrawal of declaration must be **in writing**.

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**CLINICAL EDUCATION**

**HIPPA POLICY**

The Health Insurance Portability and Accountability Act was enacted nationally in an effort to protect individuals’ rights to privacy and confidentiality. The Texas State Radiation Therapy Program is committed to maintenance of confidentiality based on our ethical, legal and moral responsibilities to protect the rights of patients. Students are oriented and educated in the general implications of HIPAA for patient care via several courses throughout the curriculum. Students first received instruction and orientation to the policy and procedures during the students first semester in RTT 3300 Patient Care and RTT 3301 Introduction to Radiation Therapy. Other coursework during all clinical courses, quality assurance, operational issues may also include applications and implications of following or failing to follow HIPPA policy.

It is also the responsibility of clinical faculty of each clinical education site to orient students to the implications of HIPAA for that site as well as specific policies and procedures pertinent to their site during each clinical experience.

As a student engaged in clinical education experiences throughout the radiation therapy curriculum, there are many opportunities to access patient information both verbally and through written and/or electronic records, on a need-to-know basis. This is termed a “clinical privilege.” Inherent with this is a responsibility to maintain the confidentiality of this information and prevent disclosure of this information to others who do not need to know nor should know this information.

Patient information used in case studies, log books, and other instructional materials must be de-identified (see section 164.514 of HIPAA). The following specific identifiers of individual patients or of relatives, employers or household members of patients must be removed:

- Names
- All geographic subdivisions smaller than a state
- All elements of dates (except year) for birth date, admission date, discharge date, date of death and all ages over 89 and all elements of dates (including year) indicative of such age
- Telephone and fax numbers
- E-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Vehicle identifiers and license plate numbers
• Device identifiers and serial numbers
• Photographs or any comparable images

Students can maintain confidentiality by doing the following:

• Hold in confidence any information about patient and families that comes to your attention. Refrain from public hallway, cafeteria or elevator conversations about patient care.
• Do not use any social networking/electronic media to disclose, discuss or post about patient issues or staff/workplace issues.
• Access only those records or parts of records that your clinical instructor indicates are pertinent for performance of your clinical responsibilities.
• Refrain from reviewing any Medical Record that does not pertain to your clinical responsibilities or has not been assigned by your clinical instructor.
• Refer any requests for patient information from unauthorized sources (e.g., insurance companies, friends, etc.) to your clinical instructor or his/her supervisor.
• Do not photocopy any part of a medical record without seeking written permission and following institutional policies for doing so.
• Communicate any questions about confidentiality with your clinical instructor and seek help in finding out how it is best maintained.
• Learn and follow the procedures established at your facility to meet HIPAA requirements.

CLINICAL ROTATIONS
The Program Clinical Coordinator will assign students to clinical sites. The schedule will reflect equal experience for all students enrolled in the program.

Area rotations (linear accelerator, nursing, dosimetry) will be determined by the Program Clinical Coordinator with input and approval by the Clinical Education Supervisor of all affiliate clinical sites to ensure balance of experience for the students in all major areas. Students are not expected to be in attendance of didactic classes and clinical rotations more than 40 hours in a week’s time.

All attendance sheets submitted must correspond with rotation schedule assignment. The Program Clinical Coordinator must directly approve any change in the clinical schedule for all students. Deviation from the assigned schedule OF ANY FORM will constitute a failure to comply with program policy constituting non-academic misconduct and grounds for dismissal without review. See page 15.

Non adherence to the clinical attendance sign in procedure will result in no credit being given to clinical assignments done during that time. That time would have to be made up in accordance with review by the appropriate program official.

Anticipated tardiness should be reported whenever possible so that the clinical site supervisor knows the reasons for the delay.
Students are not allowed to leave the clinical department without permission of the Clinical Education Supervisor.

The student will be excused for a period of time as arranged through the RTT Program Director, Program Clinical Coordinator, and/or Clinical Education Supervisor in the event of death of an immediate family member. The student must promptly inform the RTT Program Director or Clinical Education Supervisor of the need for time off so that the appropriate arrangements can be made.

**CLINICAL OBJECTIVES AND ASSIGNMENTS**

The clinical experience of the student is a planned part of the educational program. The clinical experience of the student is governed by sound clinical objectives and the progress of the student is evaluated and the results in the overall evaluation of the students.

Clinical Instructors will be provided specific objectives of learning included in the Clinical Staff Guidelines at the beginning of the rotation. The student will review all objectives and assignments with the clinical instructor at the beginning of each clinical rotation. The clinical assignments will be primarily monitored and graded by the Clinical Instructor as defined in this handbook. The clinical instructor must be of permanent full-time employment status at the clinical institution. While direct supervision is required by any/all registered radiation therapists, temporarily employed, locum tenum staff may not grade student clinical assignments. Specific requirements for each rotation will vary according to the clinical site department in which the student is assigned. Each student will be assigned to work with a registered radiation therapist or other professional depending on the area rotation.

**STUDENT SUPERVISION**

All clinical experience in Radiation Therapy shall be under direct supervision. The Joint Review Committee on Education in Radiologic Technology defines direct supervision as “a registered radiation therapist being present while any treatment is being administered”. The supervising radiation therapist must check all student activities (e.g. set-ups, calculations, etc.) before the treatment is given. Students must not accept responsibility for administering radiation therapy treatment.

JRCERT Standard Four – regarding health and safety, objective 4.4 is written as follows. Objective 4.4 assures that all radiation therapy procedures are performed under the direct supervision of a qualified practitioner.

Explanation: Direct supervision assures patient safety and proper educational practices. All radiation procedures require direct supervision. The JRCERT defines direct supervision as student supervision by a qualified practitioner (e.g., registered radiation therapist, credentialed medical physicist, licensed radiation oncologist) during all aspects of the procedure. Students must always be directly supervised.

The site visit team reported that on occasion, students are permitted to assist patients on/off the treatment table or change a treatment device without the appropriate direct supervision. Qualified practitioners are outside of the treatment room and observing students via electronic monitoring devices and are not physically present during all aspects of the procedure. The JRCERT does not consider supervision of students over electronic monitoring devices as direct supervision.
PROFESSIONAL BEHAVIOR
As a representative of Texas State University, the Radiation Therapy Program, the assigned clinical institution and the entire profession of Radiation Therapy, it is of paramount importance that the student maintains the highest standards of professionalism.

You are expected to:
- Treat all persons with whom you have contact, with kindness, courtesy and respect.
- Maintain confidentiality of medical records.
- Respect patient privacy.
- Attempt to establish rapport with fellow students, technologists, patients and other personnel.
- Maintain a cooperative and uncomplaining attitude.

In addition, the student will adhere to the following policies while at the clinical facility:

1. Smoking, smokeless tobacco, eating, drinking or chewing gum are permitted only in designated areas.
2. Smoking while in uniform projects an image that is unsatisfactory to the College of Health Professions. Students are requested not to smoke while wearing a TXSTATE Radiation Therapy uniform.
3. **Students will not leave their assigned area at any time without permission.**
4. Students will not remain in the clinical department after clinical hours.
5. When not actively engaged in clinical work or other duties, students will remain in their clinical work area and not congregate in offices, halls, or other rooms.
6. Personal telephone calls are not encouraged. No one will be called from the working area except in an emergency. No one will leave a patient unattended to talk on the telephone.
7. Electronic devices, and cellular phones, are **not permitted** in patient care areas.
8. Students will wear the TXSTATE uniform only during assigned clinical hours. Students shall not wear the TXSTATE Radiation Therapy uniform during employment or any other publicly identifiable function.

You are expected to treat patients with kindness, courtesy and respect. When you get your patients from the waiting / reception area, introduce yourself and try to establish rapport. Once the patient has changed into a gown, make sure that the patient is properly gowned or covered up.

Professional behavior is not limited to contact with any single group of people. It is reflected in attitude and in communication with physicians, supervisors, co-workers as well as patients. Examples of non-professional behaviors are:

- Gossip
- Disclosure of medical information with patients or relatives
- Discussions of inappropriate subject matter within hearing of patients, visitor, etc.
- Consumption of food in patient area including chewing gum
- Excessive noise
- Dirty jokes
- Loitering
Students are responsible for their own actions and must not engage in any activities considered non-professional or non-conducive to proper patient care. Unprofessional conduct in the classroom, laboratory, clinical setting, professional meetings, etc. will not be tolerated and may result in a recommendation for dismissal from the Program.

The TXSTATE Code of Student Conduct is applicable to every student enrolled at the university in addition the professional behavior described. Disciplinary procedures are outlined in the university student handbook, The Texas State Student Handbook.

Serious infractions can result in immediate dismissal from the RTT Program. Any student under the influence of intoxicating drugs or liquor in the classroom, laboratory, or clinical area will be recommended for immediate dismissal from the Program.

If a student senses a problem in the clinical environment involving him or herself, contact the Clinical Education Supervisor immediately.

**CODE OF PROFESSIONAL CONDUCT**

A student enrolled in the Radiation Therapy Technology Program at TXSTATE is expected to:

1. Appear and conduct oneself in a professionally acceptable manner.
2. Be cognizant of and adhere to the chain of command.
3. Show respect for and be mutually supportive of fellow students, faculty and staff regardless of race, religion, gender, nationality, or economic status.
4. Identify truthfully and accurately one’s credentials and professional status.
5. Refrain from performing any professional service that requires competence that one does not possess or which is prohibited by law unless the situation morally dictates otherwise.
6. Accept responsibility for relating incompetence and unethical conduct to the proper program official.
7. Regard as strictly confidential all information concerning each patient and refrain from discussing this information with any unauthorized individual, including the patient.

**FILM BADGES AND PERSONNEL MONITORING**

The Radiation Therapy Program will furnish a film badge to all students spending time in areas where ionizing radiation is in use. Outlined below are the guidelines to be used by personnel regarding disbursement, care, and monitoring of film badges.
1. The company that will provide the film badges and process the exposed badges effective June 1, 1999 is identified below:

   Radiation Detection Company
   3527 Snead Drive
   Georgetown, TX 78626
   Phone# 512-831-7000
   www.radetco.com

2. An individual’s film badge will be processed immediately when it is suspected that he/she might have received a single exposure greater than 100mRem or an accumulated exposure greater than 300mRem in one week.

3. A record of the individual’s radiation status will be kept by the Clinical Coordinator or Administrative Assistant and will comply with the 10 CFR 19 and 20. The personnel exposure readings will be available in the Radiation Therapy office in the Health Professions building. Yearly totals will be kept in the student academic file and are available by calling the administrative assistant at 512-245-9081.

4. At no time will a film badge be exposed to radiation unless worn by the individual to whom it is issued. Any infraction of this rule may result in the loss of that person’s privilege to work with the radioactive material and/or ionizing radiation at any clinical site.

5. Collection and distribution of the film badges for routine processing will be the responsibility of the administrative assistant in the Radiation Therapy program. However it is the responsibility of each student to assure that the changing of his/her film badges will be within one week following the first of each month.

6. Pregnant workers are urged to inform the Clinical Coordinator so a separate waist level badge can be provided to estimate fetal exposure.

7. All female students shall read and sign the additional instructions concerning Prenatal Radiation Exposure. The signed copy of verification will be filed in the student’s academic file, copies of these may be found in Appendix B and C.

8. The estimate of radiation exposure made from the monitoring devices will only be correct if the following rules are observed.
   a. The film badge shall be worn at all times while student is in a clinical setting.
   b. Wear the badge at collar level outside a lead apron. Pregnant workers should request an additional badge to be worn at waist level inside any lead aprons.
   c. Leave the film badge in a safe place so it is not exposed to heat, moisture, or other potentially damaging environments.
   d. Never wear a film badge issued to another person.
   e. The film badge issued to you is your responsibility. Turn it in at the right time.
and take care of it.

f. Do not tamper with the film badge (by removing the film, for example).

g. Report the loss of a badge **immediately** to the clinical coordinator.

h. Report any other incident relative to the wearing of the film badge to the Clinical Coordinator. Examples include accidental exposure when the badge was not worn or accidental exposure to the badge in the wash.

i. The film badge is the property of TXSTATE’s Radiation Therapy program and will be returned to TXSTATE upon completion or termination from the radiation therapy program.

j. The TXSTATE film badge shall not be worn in any clinical setting that is not part of the directed clinical learning experience at TXSTATE.

k. Flagrant violations of this policy may result in reprimand, suspension, or a failing grade in Directed Clinical Learning for that semester.

9. The Radiation Therapy Program Radiation Safety Officer will be consulted in the event of a question or concern regarding a student’s exposure.

**CRITERIA FOR CLINICAL SITE AFFILIATIONS AND STAFF**

**Facility**

1. Assures the institution’s organizational and administrative structures support the program’s missions and needs of the student.  
   *Copy of organizational chart.*

2. Provides accessible learning resources to support the achievement of student learning outcomes.
   *Library with publications.*

3. Assures that available student services are readily accessible to all students.
   *Adequate parking, emergency care.*

4. Assures the health and safety of students associated with educational activities are safeguarded through documented policies.
   *Radiation Protection Policy and Procedure.*

5. Assures that Nuclear Regulatory Commission regulations regarding the declared pregnant student (declared pregnant worker) are published and made known to accepted and enrolled female students (Provided at TXSTATE).

6. Assures that students utilize equipment and accessories and employ techniques and procedures in accordance with accepted equipment use and radiation safety practices to minimize radiation exposure to patients, selves and others.
   *Policy of student behavior in clinic.*

7. Assures radiation therapy procedures performed by students are under the direct supervision of a qualified practitioner.
   *Department Policy, Clinical supervisors workshop.*
8. Assures all learning environments are in compliance with applicable state and federal safety laws.  
   *Eyewash stations, proper ventilation, OSHEA regulations.*

**Staff Credentials**

9. Assurance of academic and professional qualifications.  
   **Assurance that the Job description of clinical educational supervisor and clinical instructors are included in department job description.**  
   Related duties are included in annual performance evaluation.  
   **Assurance that Radiation therapists hold RTT and Licensure credentials.**  
   **Medical Advisors – diplomat of the American Board of Radiology or equivalent in the appropriate discipline and possesses a current license to practice medicine.**

**Personnel**

10. Provides an adequate number of faculty to meet all educational, program, administrative and accreditation requirements.  
    **Ratio of 1 FTE clinical educational instructor to 1 student.**

**IMMUNIZATIONS**

Each student entering the clinical environment is required to have the following immunizations according to Texas Department of Health Services:

1. Poliomyelitis (OPV or IPV)
2. MMR (measles, mumps, rubella)
3. TDaP (diphtheria, tetanus, pertussis), Td booster required every 10 years.
4. Annual TB (tuberculosis) skin test (PPD), initial two-step for baseline assessment.
5. Varicella (Hx of chickenpox or immunization)
6. Annual Flu Shot (H1N1)

**DRESS CODE**

The following is the required dress code for all radiation therapy students during clinical rotations. Deviation from dress code may result in dismissal from clinical sight and will be considered an unexcused absence.

Program issued scrubs, name badge, **solid white** tennis shoes (closed).

Personal hygiene and a professional presentation are critically important at all times. Students should have at least two uniforms to assure a neat and clean image.

Students must wear the uniform during any/all clinical attendance. Participating in departmental non-uniform days is not allowed. This includes Blue Jean Days, Dress Down Days and other similar type occasions.
In addition:
1. Shoes and clothing are to be neat, clean and pressed at all times.
2. Clean and CLOSED solid white tennis shoes must be worn at all times with white crew length socks.
3. Students must maintain good oral hygiene. No chewing gum allowed.
4. Appropriate undergarments will be worn. No thong type underpants.
5. Neat and clean hair styles. Hair longer than shoulder length should be fastened in some way.
6. Beards / mustache must be neatly trimmed.
7. Cosmetics are to be subtle and conservative and perfume or cologne are not permitted
8. Fingernails must be neatly trimmed. If fingernail polish is worn, it must be in light natural colors. No bright or unusual colors such as red, black, orange, blue, etc. **No artificial nails allowed.**
9. Multiple rings, earrings and bracelets are not permitted. All jewelry must be free of sharp surfaces that could scratch a patient.
   ❖ Jewelry should be limited to one or two rings, a watch, and stud earrings.
10. Body piercing jewelry is prohibited. Tongue rings or studs are not permitted.
11. Tattoos will not be visible and must be covered.

At no time are student uniforms to be worn while the student is working as an employee or volunteer of a clinical facility.

**ABSENCES**
The guidelines support the following program objectives:
**Objective 2.2:** The program will provide learning activities that promote the synthesis of theory, use of current technology, competent clinical practice, and professional values.
**Objective 2.3.5:** Students will demonstrate initiative, punctuality and responsibility in their attendance and work ethic during clinical training.

**Attendance is mandatory for all clinical assignments.**
Any clinical time that is missed must be made up by the end of the semester or an incomplete grade will be given for the course. If the clinical time missed is not made up by the beginning of the next scheduled session a failing grade will replace the incomplete.

**SICK LEAVE**
Sick leave is marked on the logbook as “S” during clinical time. If a student is present for part of the day, hours present are recorded in the appropriate place on the logbook. Sick leave cannot be advanced. Sick leave may be taken for personal illness or for the illness of a relative who is either living in the student’s household or who is totally dependent upon the student.

**SCHEDULED SICK LEAVE**
Scheduled sick leave (doctor or dentist appointments, etc.) should be planned with the Program Clinical Coordinator as far in advanced as possible. A minimum of one week notice in writing is required. This request must be approved by the Program Clinical Coordinator.
If extenuating circumstances occur, (for example: surgery, car accidents, death in family) the Program Clinical Coordinator will make arrangements on an individual basis. Advance notification, whenever possible should be made to both the Clinical Education Supervisor and the Program Clinical Coordinator.

Unexcused absences will not be tolerated. If you are unable to report to your assigned work center, contact the Clinical Education Supervisor and the Program Clinical Coordinator as early as possible. Deviation from notification procedures will result in a deduction from your final clinical grade.

TARDINESS
Time missed being tardy should be made up at the end of the assigned shift on the same day. This will be recorded as a tardy. Three (3) tardies within one semester will result in the deduction of your final clinical grade.

INCLEMENT WEATHER
In cases of bad weather or severe weather conditions, the student must use his or her own judgment when deciding whether or not to attend clinical. The student will inform the Clinical Education Supervisor and Clinical Coordinator as soon as possible if not attending. If schools in the area are canceled, your absence will be excused.

Students attempting to verify the existence of a Campus Closing should listen to local radio or television broadcasts for information. Absence of a student during a legitimate Campus Closing will not be reflected in the personal time that is allotted each student. Failure to report to the department as scheduled when unfavorable weather conditions exist but a Campus Closing has not been issued, may result in the student being required to make up hours. However, if a Campus Closing has been issued, students are not to report to the clinic. Students may phone the school directly to check on Campus Closing, you may call 512.245.2111 or check http://www.txstate.edu/.

HOLIDAY CLOSURES
Students are not expected to report to clinical sites on any holidays observed by the campus. Students are advised that professional liability insurance is void when the institution is not in session.

FUNERAL LEAVE:
Students who have a death in the immediate family will be given three (3) days funeral leave. Funeral leave will not be counted as part of the student’s personal time. Immediate family includes - mother, father, (in-laws) siblings, and children. A Funeral Director’s letter is required for verification.
CLINICAL GRIEVANCE POLICIES

STUDENTS
It is the policy of Texas State University’s Radiation Therapy Program to work with students in finding fair and equitable solutions to problems, including any student grievance, appeal, question, misunderstanding or discrimination. Students are urged to take problems concerning clinical education to their Clinical Education Supervisor.

1. The student should first take their problem or question to their CES. Usually the Instructor will have direct knowledge about the subject and is best qualified to resolve the situation.
2. If the student and CES are unable to find a solution or answer within 5 class days, the student may then bring the matter to the attention of the Program Clinical Coordinator. The student should feel free to discuss the matter fully.
3. Should a satisfactory and impartial solution not result from step #2 within 5 class days, the student may pursue the matter through the Program Director.
4. Should a satisfactory and impartial solution not result from step #3 within 5 class days, the student may pursue the matter through the Dean's Office of the College of Health Professions.
5. Should a satisfactory and impartial solution not result from step #4 within 5 class days, the student may pursue the matter through the University Office of Student Affairs. Under the direction of the Dean of Students and Vice President for Student Affairs, the Director of Student Justice shall be primarily responsible for the administration of the student justice system. The Assistant Director of Residence Life/Designee will work closely with the Director of Student Justice in resolving minor disciplinary problems.
6. The student should find a satisfactory means towards resolution from step #5 within 5 days.

Student Disciplinary Procedures involving both academic and non-academic misconduct have been defined in the 2004-2005 Texas State student handbook.

See also Student Advising.

CLINICAL SITE REQUEST TO REMOVE STUDENT
In the event that the clinical site requests that a student be removed from the facility permanently, two subsequent courses of action may take place:

1. If the situation is based on a problem specific to the facility and would not prevent the student from completing the program, the university may assign a student to another facility. If that facility is willing to accept the student with full disclosure, the student will be allowed to complete the program. The student will not be allowed a second transfer unless the facility is no longer functioning, or policies at the facility change so that students are no longer accepted.
2. If the situation is based on unacceptable, intolerable, or illegal actions by a student which violate the clinical policies set forth in this handbook, or which violate any local, state, or federal laws, the student will be removed from the clinical site and released from the program. Under these circumstances, a student will not be allowed to reenter the program at any time in the future.
Appendices
Appendix A

UNITED STATES NUCLEAR REGULATORY COMMISSION

Regulatory Guide 8.13 - Instruction Concerning Prenatal Radiation Exposure

(Draft was issued as DG-8014)

Revision 3
June 1999

Availability Notice

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A. INTRODUCTION

The Code of Federal Regulations in 10 CFR Part 19, "Notices, Instructions and Reports to Workers: Inspection and Investigations," in Section 19.12, "Instructions to Workers," requires instruction in "the health protection problems associated with exposure to radiation and/or radioactive material, in precautions or procedures to minimize exposure, and in the purposes and functions of protective devices employed." The instructions must be "commensurate with potential radiological health protection problems present in the work place."

The Nuclear Regulatory Commission's (NRC's) regulations on radiation protection are specified in 10 CFR Part 20, "Standards for Protection Against Radiation"; and Section 20.1208, "Dose to an Embryo/Fetus," requires licensees to "ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv)." Section 20.1208 also requires licensees to "make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman." A declared pregnant woman is defined in 10 CFR 20.1003 as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.

This regulatory guide is intended to provide information to pregnant women, and other personnel, to help them make decisions regarding radiation exposure during pregnancy. This Regulatory Guide 8.13 supplements Regulatory Guide 8.29, "Instruction Concerning Risks from Occupational Radiation Exposure" (Ref. 1), which contains a broad discussion of the risks from exposure to ionizing radiation.

Other sections of the NRC's regulations also specify requirements for monitoring external and internal occupational dose to a declared pregnant woman. In 10 CFR 20.1502, "Conditions Requiring Individual Monitoring of External and Internal Occupational Dose," licensees are required to monitor the occupational dose to a declared pregnant woman, using an individual monitoring device, if it is likely that the declared pregnant woman will receive, from external sources, a deep dose equivalent in excess of 0.1 rem (1 mSv). According to Paragraph (e) of 10 CFR 20.2106, "Records of Individual Monitoring Results," the licensee must maintain records of dose to an embryo/fetus if monitoring was required, and the records of dose to the embryo/fetus must be kept with the records of dose to the declared pregnant woman. The declaration of pregnancy must be kept on file, but may be maintained separately from the dose records. The licensee must retain the required form or record until the Commission terminates each pertinent license requiring the record.

The information collections in this regulatory guide are covered by the requirements of 10 CFR Parts 19 or 20, which were approved by the Office of Management and Budget, approval numbers 3150-0044 and 3150-0014, respectively. The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.
B. DISCUSSION
As discussed in Regulatory Guide 8.29 (Ref. 1), exposure to any level of radiation is assumed to carry with it a certain amount of risk. In the absence of scientific certainty regarding the relationship between low dose exposure and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. At the occupational dose limit for the whole body of 5 rem (50 mSv) per year, the risk is believed to be very low.

The magnitude of risk of childhood cancer following in utero exposure is uncertain in that both negative and positive studies have been reported. The data from these studies "are consistent with a lifetime cancer risk resulting from exposure during gestation which is two to three times that for the adult" (NCRP Report No. 116, Ref. 2). The NRC has reviewed the available scientific literature and has concluded that the 0.5 rem (5 mSv) limit specified in 10 CFR 20.1208 provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers associated with radiation exposure during pregnancy.

In order for a pregnant worker to take advantage of the lower exposure limit and dose monitoring provisions specified in 10 CFR Part 20, the woman must declare her pregnancy in writing to the licensee. A form letter for declaring pregnancy is provided in this guide or the licensee may use its own form letter for declaring pregnancy. A separate written declaration should be submitted for each pregnancy.

C. REGULATORY POSITION
1. Who Should Receive Instruction
Female workers who require training under 10 CFR 19.12 should be provided with the information contained in this guide. In addition to the information contained in Regulatory Guide 8.29 (Ref. 1), this information may be included as part of the training required under 10 CFR 19.12.

2. Providing Instruction
The occupational worker may be given a copy of this guide with its Appendix, an explanation of the contents of the guide, and an opportunity to ask questions and request additional information. The information in this guide and Appendix should also be provided to any worker or supervisor who may be affected by a declaration of pregnancy or who may have to take some action in response to such a declaration. Classroom instruction may supplement the written information. If the licensee provides classroom instruction, the instructor should have some knowledge of the biological effects of radiation to be able to answer questions that may go beyond the information provided in this guide. Videotaped presentations may be used for classroom instruction. Regardless of whether the licensee provides classroom training, the licensee should give workers the opportunity to ask questions about information contained in this Regulatory Guide 8.13. The licensee may take credit for instruction that the worker has received within the past year at other licensed facilities or in other courses or training.

3. Licensee's Policy on Declared Pregnant Women
The instruction provided should describe the licensee's specific policy on declared pregnant women, including how those policies may affect a woman's work situation. In particular, the instruction should include a description of the licensee's policies, if any, that may affect the declared pregnant woman's work situation after she has filed a written declaration of pregnancy consistent with 10 CFR 20.1208.

The instruction should also identify who to contact for additional information as well as identify who should receive the written declaration of pregnancy. The recipient of the woman's declaration may be identified by name (e.g., John Smith), position (e.g., immediate supervisor, the radiation safety officer), or department (e.g., the personnel department).

4. Duration of Lower Dose Limits for the Embryo/Fetus
The lower dose limit for the embryo/fetus should remain in effect until the woman withdraws the declaration in writing or the woman is no longer pregnant. If a declaration of pregnancy is withdrawn, the dose limit for the embryo/fetus would apply only to the time from the estimated date of conception until the time the declaration is withdrawn. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.

5. Substantial Variations Above a Uniform Monthly Dose Rate
According to 10 CFR 20.1208(b), "The licensee shall make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman so as to satisfy the limit in paragraph (a) of this section," that
is, 0.5 rem (5 mSv) to the embryo/fetus. The National Council on Radiation Protection and Measurements (NCRP) recommends a monthly equivalent dose limit of 0.05 rem (0.5 mSv) to the embryo/fetus once the pregnancy is known (Ref. 2). In view of the NCRP recommendation, any monthly dose of less than 0.1 rem (1 mSv) may be considered as not a substantial variation above a uniform monthly dose rate and as such will not require licensee justification. However, a monthly dose greater than 0.1 rem (1 mSv) should be justified by the licensee.

D. IMPLEMENTATION
The purpose of this section is to provide information to licensees and applicants regarding the NRC staff's plans for using this regulatory guide.

Unless a licensee or an applicant proposes an acceptable alternative method for complying with the specified portions of the NRC's regulations, the methods described in this guide will be used by the NRC staff in the evaluation of instructions to workers on the radiation exposure of pregnant women.

REFERENCES

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APPENDIX: QUESTIONS AND ANSWERS CONCERNING PRENATAL RADIATION EXPOSURE
1. Why am I receiving this information?
The NRC's regulations (in 10 CFR 19.12, "Instructions to Workers") require that licensees instruct individuals working with licensed radioactive materials in radiation protection as appropriate for the situation. The instruction below describes information that occupational workers and their supervisors should know about the radiation exposure of the embryo/fetus of pregnant women.

The regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus. This instruction provides information to help women make an informed decision whether to declare a pregnancy.

2. If I become pregnant, am I required to declare my pregnancy?
No. The choice whether to declare your pregnancy is completely voluntary. If you choose to declare your pregnancy, you must do so in writing and a lower radiation dose limit will apply to your embryo/fetus. If you choose not to declare your pregnancy, you and your embryo/fetus will continue to be subject to the same radiation dose limits that apply to other occupational workers.

3. If I declare my pregnancy in writing, what happens?
If you choose to declare your pregnancy in writing, the licensee must take measures to limit the dose to your embryo/fetus to 0.5 rem (5 millisievert) during the entire pregnancy. This is one-tenth of the dose that an occupational worker may receive in a year. If you have already received a dose exceeding 0.5 rem (5 mSv) in the period between conception and the declaration of your pregnancy, an additional dose of 0.05 rem (0.5 mSv) is allowed during the remainder of the pregnancy. In addition, 10 CFR 20.1208, "Dose to an Embryo/Fetus," requires licensees to make efforts to avoid substantial variation above a uniform monthly dose rate so that all the 0.5 rem (5 mSv) allowed dose does not occur in a short period during the pregnancy.

This may mean that, if you declare your pregnancy, the licensee may not permit you to do some of your normal job functions if those functions would have allowed you to receive more than 0.5 rem, and you may not be able to have some emergency response responsibilities.

4. Why do the regulations have a lower dose limit for the embryo/fetus of a declared pregnant woman than for a pregnant worker who has not declared?
A lower dose limit for the embryo/fetus of a declared pregnant woman is based on a consideration of greater sensitivity to radiation of the embryo/fetus and the involuntary nature of the exposure. Several scientific advisory groups have recommended (References 1 and 2) that the dose to the embryo/fetus be limited to a fraction of the occupational dose limit.

5. What are the potentially harmful effects of radiation exposure to my embryo/fetus?
The occurrence and severity of health effects caused by ionizing radiation are dependent upon the type and total dose of radiation received, as well as the time period over which the exposure was received. See Regulatory Guide 8.29, "Instruction Concerning Risks from Occupational Exposure" (Ref. 3), for more information. The main concern is embryo/fetal susceptibility to the harmful effects of radiation such as cancer.

6. Are there any risks of genetic defects? Although radiation injury has been induced experimentally in rodents and insects, and in the experiments was transmitted and became manifest as hereditary disorders in their offspring, radiation has not been identified as a cause of such effect in humans. Therefore, the risk of genetic effects attributable to radiation exposure is speculative. For example, no genetic effects have been documented in any of the Japanese atomic bomb survivors, their children, or their grandchildren.

7. What if I decide that I do not want any radiation exposure at all during my pregnancy? You may ask your employer for a job that does not involve any exposure at all to occupational radiation dose, but your employer is not obligated to provide you with a job involving no radiation exposure. Even if you receive no occupational exposure at all, your embryo/fetus will receive some radiation dose (on average 75 mrem (0.75 mSv)) during your pregnancy from natural background radiation.

The NRC has reviewed the available scientific literature and concluded that the 0.5 rem (5 mSv) limit provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers. If this dose limit is exceeded, the total lifetime risk of cancer to the embryo/fetus may increase incrementally. However, the decision on what level of risk to accept is yours. More detailed information on potential risk to the embryo/fetus from radiation exposure can be found in References 2-10.

8. What effect will formally declaring my pregnancy have on my job status? Only the licensee can tell you what effect a written declaration of pregnancy will have on your job status. As part of your radiation safety training, the licensee should tell you the company's policies with respect to the job status of declared pregnant women. In addition, before you declare your pregnancy, you may want to talk to your supervisor or your radiation safety officer and ask what a declaration of pregnancy would mean specifically for you and your job status.

In many cases you can continue in your present job with no change and still meet the dose limit for the embryo/fetus. For example, most commercial power reactor workers (approximately 93%) receive, in 12 months, occupational radiation doses that are less than 0.5 rem (5 mSv) (Ref. 11). The licensee may also consider the likelihood of increased radiation exposures from accidents and abnormal events before making a decision to allow you to continue in your present job.

If your current work might cause the dose to your embryo/fetus to exceed 0.5 rem (5 mSv), the licensee has various options. It is possible that the licensee can and will make a reasonable accommodation that will allow you to continue performing your current job, for example, by having another qualified employee do a small part of the job that accounts for some of your radiation exposure.

9. What information must I provide in my written declaration of pregnancy? You should provide, in writing, your name, a declaration that you are pregnant, the estimated date of conception (only the month and year need be given), and the date that you give the letter to the licensee. A form letter that you can use is included at the end of these questions and answers. You may use that letter, use a form letter the licensee has provided to you, or write your own letter.

10. To declare my pregnancy, do I have to have documented medical proof that I am pregnant? NRC regulations do not require that you provide medical proof of your pregnancy. However, NRC regulations do not preclude the licensee from requesting medical documentation of your pregnancy, especially if a change in your duties is necessary in order to comply with the 0.5 rem (5 mSv) dose limit.

11. Can I tell the licensee orally rather than in writing that I am pregnant? No. The regulations require that the declaration must be in writing.

12. If I have not declared my pregnancy in writing, but the licensee suspects that I am pregnant, do the lower dose limits apply? No. The lower dose limits for pregnant women apply only if you have declared your pregnancy in writing. The United States Supreme Court has ruled (in United Automobile Workers International Union v. Johnson Controls, Inc., 1991) that "Decisions about the welfare of future children must be left to the parents who conceive, bear, support, and raise them rather than to the employers who hire those parents" (Reference 7). The Supreme Court also ruled that your employer may not restrict you from a specific job "because of concerns about the next generation." Thus, the lower limits apply only if you choose to declare your pregnancy in writing.

13. If I am planning to become pregnant but am not yet pregnant and I inform the licensee of that in writing, do the lower dose limits apply? No. The requirement for lower limits applies only if you declare in writing that you are already pregnant.
14. What if I have a miscarriage or find out that I am not pregnant?
If you have declared your pregnancy in writing, you should promptly inform the licensee in writing that you are no longer pregnant. However, if you have not formally declared your pregnancy in writing, you need not inform the licensee of your nonpregnant status.

15. How long is the lower dose limit in effect?
The dose to the embryo/fetus must be limited until you withdraw your declaration in writing or inform the licensee in writing that you are no longer pregnant. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.

16. If I have declared my pregnancy in writing, can I revoke my declaration of pregnancy even if I am still pregnant?
Yes, you may. The choice is entirely yours. If you revoke your declaration of pregnancy, the lower dose limit for the embryo/fetus no longer applies.

17. What if I work under contract at a licensed facility?
The regulations state that you should formally declare your pregnancy to the licensee in writing. The licensee has the responsibility to limit the dose to the embryo/fetus.

18. Where can I get additional information?
The references to this Appendix contain helpful information, especially Reference 3, NRC's Regulatory Guide 8.29, "Instruction Concerning Risks from Occupational Radiation Exposure," for general information on radiation risks. The licensee should be able to give this document to you.

For information on legal aspects, see Reference 7, "The Rock and the Hard Place: Employer Liability to Fertile or Pregnant Employees and Their Unborn Children--What Can the Employer Do?" which is an article in the journal Radiation Protection Management.

You may telephone the NRC Headquarters at (301) 415-7000. Legal questions should be directed to the Office of the General Counsel, and technical questions should be directed to the Division of Industrial and Medical Nuclear Safety.

You may also telephone the NRC Regional Offices at the following numbers: Region I, (610) 337-5000; Region II, (404) 562-4400; Region III, (630) 829-9500; and Region IV, (817) 860-8100. Legal questions should be directed to the Regional Counsel, and technical questions should be directed to the Division of Nuclear Materials Safety.

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REFERENCES FOR APPENDIX
National Council on Radiation Protection and Measurements, Considerations Regarding the Unintended Radiation Exposure of the Embryo, Fetus, or Nursing Child, NCRP Commentary No. 9, Bethesda, MD, 1994.
REGULATORY ANALYSIS
A separate regulatory analysis was not prepared for this regulatory guide. A regulatory analysis prepared for 10 CFR Part 20, "Standards for Protection Against Radiation" (56 FR 23360), provides the regulatory basis for this guide and examines the costs and benefits of the rule as implemented by the guide. A copy of the "Regulatory Analysis for the Revision of 10 CFR Part 20" (PNL-6712, November 1988) is available for inspection and copying for a fee at the NRC Public Document Room, 2120 L Street NW, Washington, DC, as an enclosure to Part 20 (56 FR 23360).

1. Single copies of regulatory guides, both active and draft, and draft NUREG documents may be obtained free of charge by writing the Reproduction and Distribution Services Section, OCIO, USNRC, Washington, DC 20555-0001, or by fax to (301)415-2289, or by email to (DISTRIBUTION@NRC.GOV). Active guides may also be purchased from the National Technical Information Service on a standing order basis. Details on this service may be obtained by writing NTIS, 5285 Port Royal Road, Springfield, VA 22161. Copies of active and draft guides are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW, Washington, DC; the PDR's mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-3343.

2. Copies are available at current rates from the U.S. Government Printing Office, P.O. Box 37082, Washington, DC 20402-9328 (telephone (202)512-1800); or from the National Technical Information Service by writing NTIS at 5285 Port Royal Road, Springfield, VA 22161. Copies are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW, Washington, DC; the PDR’s mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-3343.
FORM LETTER FOR DECLARING PREGNANCY
This form letter is provided for your convenience. To make your written declaration of pregnancy, you may fill in the blanks in this form letter, you may use a form letter the licensee has provided to you, or you may write your own letter.

DECLARATION OF PREGNANCY

To: _________________________

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in________________ (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

___________________________  
(Your Signature)

___________________________  
(Your Name Printed)

___________________________  
(Date)
Appendix C

TEXAS STATE UNIVERSITY
RADIATION THERAPY PROGRAM
Verification of Understanding of Prenatal Exposure

My signature verifies that I have read and understand the U.S. Nuclear Regulatory Commission Regulatory Guide 8.13, which explains the risk of prenatal radiation exposure. I also understand that the Texas State Radiation Therapy Program and its clinical affiliates recommend that pregnant students should not be involved with brachytherapy treatments.

Adjustments in clinical site assignment may be necessary to meet the limitations set by ALARA guidelines. Texas State University-San Marcos does not guarantee eligibility for graduation or application for the ARRT examination if all Directed Clinical Learning class requirements are not accomplished. All clinical time missed must be made up in order to pass that part of the curriculum.

Pregnant women are required to wear their film badges as well as other measuring devices deemed necessary and desirable by the Clinical Coordinator and consulting physicist.

I have read and understand the material outlined above and the rest of the document and agree to all conditions.

_______________________________________  __________________
Student Signature         Date
Appendix D

Texas State University
Radiation Therapy

Radiation Therapy Employment Notification

Name_____________________________________________________________ Date________________________

1. Institution of employment:______________________________________________________________________
   Address:____________________________________________________________________________________
   ______________________________________________________________________________________
   Phone number:_______________________________________________________________________________

2. Name and title of reporting Supervisor: ___________________________________________________________

3. Condition of Supervision (physicians, radiation therapists):_________________________________________

4. Employment days and hours:____________________________________________________________________

5. Start date: _____________________________      End date:_____________________________

6. I acknowledge the following:

   A. My student liability insurance is valid only when I am functioning as a student. When functioning as an employee my student liability insurance is negated. I may wish to consider supplemental insurance or check with the employer with respect to insurance as an employee.

   B. Acknowledgement of this information in no way implies any Texas State University responsibility for me when engaged in activities related to employment.

   C. Extracurricular employment does not substitute for the regularly scheduled clinical education requirements in my educational program. I may not perform any clinical education competencies or other objectives during employment hours.

   D. My educational responsibilities and objectives should not be compromised by obligations as an employee. The department would not wish to see me compromise my educational goals.

   E. It is the responsibility of the Radiation Safety Office of the employing facility to provide to me a radiation safety monitor to use during my employment hours. The Radiation Safety Office is responsible for providing my radiation safety records to Texas State University-San Marcos Radiation Therapy Program.

   F. It is understood that I will wear the appropriate radiation safety monitor for employment and clinical rotations and not both at one time.

Student Signature:_______________________________________________________________

Cc: Student, Program Director, Student File, Radiation Safety Office
Appendix E

Radiation Therapist Scope of Practice  Effective June 19, 2011

A profession’s practice standards serve as a guide for appropriate practice. The practice standards define the practice and establish general criteria to determine compliance. Practice standards are authoritative statements established by the profession for judging the quality of practice, service and education provided by individuals who practice in medical imaging and radiation therapy. Practice Standards can be used by individual facilities to develop job descriptions and practice parameters. Those outside the imaging, therapeutic, and radiation science community can use the standards as an overview of the role and responsibilities of the individual as defined by the profession.

The individual must be educationally prepared and clinically competent as a prerequisite to professional practice. Federal and state laws, accreditation standards necessary to participate in government programs and lawful institutional policies and procedures supersede these standards.

The scope of practice of the medical imaging and radiation therapy professional includes:

• Receiving, relaying and documenting verbal, written and electronic orders in the patient’s medical record.

• Corroborating patient's clinical history with procedure, ensuring information is documented and available for use by a licensed independent practitioner.

• Verifying informed consent.

• Assuming responsibility for patient needs during procedures.

• Preparing patients for procedures.

• Applying principles of ALARA to minimize exposure to patient, self and others.

• Performing venipuncture as prescribed by a licensed independent practitioner.

• Starting and maintaining intravenous access as prescribed by a licensed independent practitioner.

• Identifying, preparing and/or administering medications as prescribed by a licensed independent practitioner.

• Evaluating images for technical quality, ensuring proper identification is recorded.

• Identifying and managing emergency situations.

• Providing education.
• Educating and monitoring students and other health care providers.

• Performing ongoing quality assurance activities.

The scope of practice of the radiation therapist also includes:
1. Delivering radiation therapy treatments as prescribed by a radiation oncologist.

2. Performing simulation, treatment planning procedures and dosimetric calculations as prescribed by a radiation oncologist.

3. Utilizing imaging technologies for the explicit purpose of simulation, treatment planning and treatment delivery as prescribed by a radiation oncologist.

4. Detecting and reporting significant changes in patients’ conditions and determining when to withhold treatment until the physician is consulted.

5. Monitoring doses to normal tissues within the irradiated volume to ensure tolerance levels are not exceeded.

6. Constructing/preparing immobilization, beam directional and beam modification devices.

7. Participating in brachytherapy procedures.