

Northern Kentucky University
College of Health and Human Services
School of Allied Health

Radiation Therapy Program

Student Handbook
2024-2025

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Mission, Philosophy and Goals

University Mission

As a public comprehensive university located in a major metropolitan area, Northern Kentucky University delivers innovative, student-centered education and engages in impactful scholarly and creative endeavors, all of which empower our graduates to have fulfilling careers and meaningful lives, while contributing to the economic, civic, and social vitality of the region.

Program Mission

The Radiation Therapy Program at Northern Kentucky University will graduate competent, entry-level radiation therapists to provide quality radiation therapy treatments to patients diagnosed with cancer.

Program Philosophy

The Radiation Therapy faculty believe that any educational curriculum in higher education should include coursework that will help students acquire knowledge, skills, and professional behaviors. This should contribute to an understanding of self and the world, promote effectiveness in meeting civic, occupational, and personal challenges, enhance appreciation of the range and depth of human knowledge and experience, and encourage the desire and ability to continue learning. The program faculty are dedicated to the development of excellence in patient care and seek to promote within students an empathetic awareness of patients and their needs. The faculty believes that sound moral and ethical judgment is a requirement for becoming a professional radiation therapist.

Program Goals

The Radiation Therapy Program of Northern Kentucky University has identified goals, which are referenced to and consistent with the University mission statement.

1. The students will be clinically competent.
Student Learning Outcomes:
 - A. Students will perform general patient care skills.
 - B. Students will demonstrate routine radiation therapy procedures.
 - C. Students will perform radiation therapy simulations.

2. Students will communicate effectively.
Student Learning Outcomes:
 - A. Students will communicate effectively through written formats.
 - B. Students will communicate orally in the clinical setting.

3. Students will demonstrate critical thinking and problem-solving skills.
Student Learning Outcomes:
 - A. Students will interpret patient positioning shifts in treatment delivery.
 - B. Students will perform dosimetry calculations for specific treatments.

4. Students will demonstrate professionalism.
Student Learning Outcomes:
 - A. Students will demonstrate ethical decision making.
 - B. Students will formulate a professional development plan.

These goals support the University's mission to offer preparatory programs in career and selected professional fields, such as Radiation Therapy. Through related program activities and through graduates of the program, the community is served by having access to professionally capable and skilled allied healthcare workers.

Program Description

The Bachelor of Science in Radiation Therapy Program is a 36-month course of study that provides both educational and technical preparation in radiation therapy. Graduates are competent in all routine radiation therapy procedures. Education for the radiation therapy student is an integrated plan of classroom, laboratory, and clinical education.

Program Accreditation and Noncompliance Statement

The Radiation Therapy Program is currently accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The *JRCERT Standards for an Accredited Educational Program in Radiologic Technology* provide specific objectives that must be met by the program, and can be viewed at <http://www.jrcert.org/programs-faculty/jrcert-standards/> (the first link – Radiation Therapy Standards).

- Allegations of non-compliance with JRCERT Standards should be directed to the JRCERT, 20 N. Wacker Dr., Suite 900, Chicago, IL 60606-2901, (312) 704-5300.

<https://www.jrcert.org/accreditation-for-students/allegations/#:~:text=If%20you%20have%20addressed%20the,to%20be%20in%20non%2Dcompliance.>

Program Effectiveness

Program effectiveness will be assessed through credentialing examination pass rate, job placement rate, and program completion rate on an annual basis. This data will be available on the website (<https://www.nku.edu/academics/chhs/programs/undergraduate/radiationtherapy.html>) and will also be found in the future on the JRCERT's website (www.jrcert.org).

Classroom Instruction

The classroom component of the program provides a sound foundation of theory and basic knowledge on which clinical skills will be built. Topics covered by courses include study in: clinical practice, imaging, introductory law, medical terminology, orientation to radiation therapy, pathophysiology, principles of radiation therapy, quality management, radiation biology, radiation protection, patient care, radiation physics, research methods, sectional anatomy, treatment planning and magnetic resonance.

Laboratory Instruction

The development of clinical skills is initiated in the laboratory. RTT 214 Radiation Therapy Simulation is a lab-based orientation to radiation oncology. Students are evaluated to be sure they understand theory and procedure of simulation and basics of operation of a linear accelerator before using those skills in a clinical situation. The laboratory bridges the classroom and clinical components.

The program is affiliated with the following educational centers:

Oncology Hematology Care (OHC)/US Oncology

OHC/Mercy Health - The Jewish Hospital

OHC/Mercy Health East

OHC/Mercy Health West

OHC Fairfield

UC Health

UC Health University Hospital

UC Health West Chester Hospital

The Christ Hospital

Main Campus

Montgomery Campus

Saint Elizabeth Medical Center

Tri-Health

Good Samaritan

Kenwood

Thomas Center

Bethesda Butler Hospital

Good Samaritan Western Ridge Hospital

Dayton Physicians Network

Miami Valley Hospital South

Atrium Medical Center

Job Descriptions

Responsibilities for the Program Director

- The Program Director shall assure effective program operations.
- The Program Director shall oversee ongoing program assessment.

- The Program Director shall participate in budget planning.
- The Program Director shall maintain current knowledge of the professional discipline and educational methodologies through continuing professional development.
- The Program Director shall assume the leadership role in the continued development of the program.

Job Description for Program Director

Qualifications

- Holds at a minimum a master's degree.
- Minimum equivalent of 3 years full-time clinical experience in the relevant professional discipline.
- Minimum equivalent of 2 years full-time teaching experience in an accredited program required.
- Certified and licensed in the appropriate discipline.
- Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development.
- Evidence of leadership experience.
- Is proficient in curriculum design, program administration, evaluation, and instruction.

Organizational Relationship

- Reports to the Director of the assigned department.

Principal Functions

- Serves on admission and curriculum committees for relevant program.
- Reviews the curriculum of assigned program on a regular basis and makes recommendations for change.
- Coordinate program development and curriculum revision.
- Involves faculty in program decisions related to curriculum, admissions, recruitment, program policy development and revision.
- Submits annual reports and ensures continuing accreditation and reaccreditation materials related to program are maintained.
- Ensures that program descriptions in the Department Web site, NKU Catalog, and other printed materials, are current and accurate.
- Ensures that pre-graduate, graduate, and employer surveys are conducted on a regular basis as part of program assessment.
- Recommends and initiates program changes based on needs within the community.
- Ensures new faculty is oriented relative to their position and responsibilities in the program.
- Actively recruits students, and ensures appropriate recruitment materials are prepared.
- Assesses faculty, course, and field/clinical experience needs based on enrollment.
- Develops new field/clinical affiliations as necessary, including affiliation agreements as appropriate.
- Schedules courses and negotiates faculty teaching assignments in consultation with the Director.
- Oversees the procedure for students to apply for appropriate certification and/or licensure in the discipline.
- Communicates important information to program faculty on a regular basis.

- Develops, revises, and enforces program's policies and procedures indiscriminately and consistently.
- Represents the program's interests to the Director, College, NKU and the community.
- Actively participates in leadership of program and larger unit.
- Provides input to the Director regarding faculty evaluation and development needs.
- Utilizes collaborative conflict resolution, keeps the Director up to date on program issues, enrollment.
- Fulfills responsibilities of full-time faculty to include teaching and advising.

Terms of Appointment

- Program directors will be chosen through an interview process.
- Program directors will be full-time.

Responsibilities for the Clinical Coordinator

- The Clinical Coordinator shall correlate clinical education with didactic education.
- The Clinical Coordinator shall evaluate students.
- The Clinical Coordinator shall participate in didactic and/or clinical instruction.
- The Clinical Coordinator shall support the program director to help assure effective program operation.
- The Clinical Coordinator shall coordinate clinical education and evaluates its effectiveness.
- The Clinical Coordinator shall participate in the assessment process.
- The Clinical Coordinator shall cooperate with the program director in periodic review and revision of clinical course materials.
- The Clinical Coordinator shall maintain current knowledge of the discipline and educational methodologies through continuing professional development.
- The Clinical Coordinator shall maintain current knowledge of program policies, procedures, and student progress.

Job Description for Clinical Coordinator

Qualifications

- Holds a minimum of a baccalaureate degree or degree consistent with accreditation requirements.
- Minimum equivalent of two years full-time clinical experience in the professional discipline required.
- Minimum of one year of experience as a preceptor in an accredited program.
- Certified and licensed in the appropriate discipline.
- Proficient in curriculum development, supervision, instruction, evaluation, and academic counseling.

Principal Functions

Fulfill clinical coordination responsibilities throughout the calendar year, to include (but not limited to):

- Participates in securing appropriate clinical facilities;
- Assign students to clinical sites;
- Participate in the hiring and course assignment of clinical faculty;
- Orient all clinical faculty for clinical courses;
- Coordinates clinical education and evaluates its effectiveness;

- Cooperates with the program director in periodic review and revision of clinical course materials;
- Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development;
- Maintains current knowledge of program policies, procedures, and student progress;
- Teach as assigned by the program director with input from Chair;
- Advise students as assigned;
- Serve on program/department committees, as necessary;
- Fulfill other faculty obligations, in accordance with department; and
- University policies (office hours, commencement, etc.).

Job Description for Faculty/Adjunct Faculty

Qualifications

- All faculty must possess the identified educational degree required by the discipline and level of teaching (see Faculty Handbook for terminal degree requirements).
- Registered in appropriate discipline and licensed in the appropriate state(s).
- Demonstration of knowledge in current technology and skills in the related discipline.

Principal Functions

- All faculty must be prepared to plan and teach courses within their area of expertise. This includes developing (or using provided syllabus) for the classes assigned.
- Provide syllabus to plan, teach, develop student learning outcomes and evaluate lectures or activities within the course for assessment.
- Assure instructional excellence and innovation in course presentation.
- Remain current in the discipline through research and attendance at professional continuing education seminars.
- Serve on committees as assigned and attend faculty, departmental, and other meetings as necessary for support to the program director
- Advise students throughout the semester.
- Provide tutoring to students upon request.
- Maintain office hours to be accessible and available to students and staff.
- Review textbooks in the discipline with program director and participate in program review.
- Maintain grades and submit mid-term and/or final grades through myNKU by the University deadlines.
- Work cooperatively with the faculty team.
- Perform other duties as assigned.

Responsibilities of the Clinical Preceptor (JRCERT 3.3)

- A. The Clinical Preceptor shall be knowledgeable of program goals, policies, procedures and student progress.
- B. The Clinical Preceptor shall understand the clinical objectives and clinical evaluation system of the program.
- C. The Clinical Preceptor shall understand the sequencing of didactic instruction and clinical experience.
- D. The Clinical Preceptor shall provide students with clinical instruction/direct supervision and evaluates student clinical competence.

- E. The Clinical Preceptor shall maintain competency in the professional discipline, instructional and evaluative techniques through continuing professional development.
- F. The Clinical Preceptor serves as a member of the Advisory Committee for the Radiation Therapy Program.
- G. The Clinical Preceptor cooperates with NKU faculty in periodic review and revision of clinical course documents.

Qualifications of the Clinical Preceptor (JRCERT 3.2)

- A. The Clinical Preceptor shall be a radiation therapist with the equivalent of at least two years full-time experience in the professional discipline.
- B. The Clinical Preceptor shall hold American Registry of Radiologic Technologists (ARRT) certification or equivalent and active registration in the pertinent discipline.
- C. The Clinical Preceptor shall demonstrate proficiency in supervision, instruction and evaluation.

Specific Duties of the Clinical Preceptor (JRCERT 3.3)

- A. Monitors student attendance.
- B. Supervises or assures **direct supervision** at all times of the students assigned to the clinical affiliate.
- C. Monitors students' conduct and activities during clinical hours in accordance with the program's stated educational objectives.
- D. Administers or supervises competency examinations and general clinical evaluations.
- E. Ensures adherence to the structure of the clinical experience as determined by the NKU Clinical Coordinator in consultation with the Clinical Supervisor.
- F. Supervises the implementation of clinical assignments and departmental rotation schedules.
- G. Monitors student progress and makes recommendations to the NKU Clinical Coordinator and/or Clinical Faculty.
- H. Conducts departmental, hospital and physician office orientation for all incoming students.
- I. Identifies problems and/or concerns within the clinical component of the program so that they may be dealt with appropriately.
- J. Participates in clinical supervisor meetings as scheduled by NKU's Clinical Coordinator and as approved by administrative personnel.
- K. Assists the NKU Clinical Coordinator in designing room assignments which are consistent with the department's staffing patterns and the needs of the students. Such assignments must provide for a balanced clinical experience.
- L. Reviews and instructs students on new or updated procedures and equipment applicable to the students' clinical assignment.
- M. Whenever the Clinical Supervisor is not present in the Radiation Therapy Department, his or her responsibilities shall be turned over to the alternate Clinical Supervisor or shift supervisor.

Curriculum Requirements

To complete the Bachelor of Science in Radiation Therapy Program, students must complete the following:

- Prerequisites Selective Admission Courses (18 credits)
- Courses in Radiation Therapy (57 credits)
- Courses in Other Disciplines (45 credits)
- Total Degree Requirements (120 credits)

Successful completion of all program requirements satisfies University requirements of 120 total hours for a Bachelor of Science Degree.

GENERAL POLICIES AND PROCEDURES

1.0 Academic Advising

- 1.1 Each student must declare radiation therapy as the major prior to the start of RTT 200.
- 1.2 Each radiation therapy student will be assigned an academic advisor who will have regularly scheduled and posted office hours. The student should schedule at least one advising appointment per semester to discuss overall program performance, course scheduling, and career counseling.
- 1.3 A student who is experiencing academic difficulty in any course should discuss her/his performance with the course professor. If necessary, the student may be referred to the Learning Assistance Programs office for academic tutoring.
- 1.4 A student who has a classroom or course-related complaint should first discuss the issue with the professor of that course. If the difficulty cannot be resolved, the student should next seek assistance from the program director, followed by the department chair and dean.
- 1.5 The faculty recognizes that many students must work in addition to attending school.
A maximum of 15 hours workload is recommended due to the heavy course load. Course and clinical schedules will not be altered due to student employment schedules.
- 1.6 Students will not be scheduled for more than 40 hours per week in classroom, laboratory, and clinical activities. Classroom hours will vary per semester, which may include class times beginning at 8am with afternoon classes ending at 5pm.
- 1.7 If a student has completed some or all of the program's general academic requirements prior to admission to the program, he/she may carry fewer than 12 hours per semester while in the program. Under these circumstances, the student will be considered full-time by the program even though the University defines a full-time student as one who is carrying 12 or more hours. Students receiving financial aid may be required to carry at least 12 semester hours; students should contact the Office of Student Financial Assistance for clarification.

2.0 Academic Responsibilities and Standards

2.1 Textbooks

- 2.11 Each student is responsible for purchasing the required textbooks before the second meeting of the class.
- 2.12 Because the same textbook may be used again in later courses, it is strongly recommended that, before selling books, a student consult the Radiation Therapy faculty who will be teaching future courses.

2.2 Assignments

- 2.21 Each student is responsible for completing all reading, written, and oral assignments made by the faculty.
- 2.22 If a student is absent from class for any reason, he or she is still responsible for the material discussed and assigned in class.
- 2.23 Extension on due dates for assigned material may be granted at the instructor's discretion.

2.3 Classroom Etiquette

- 2.31 Each student is responsible for learning the content of any course in which he/she is enrolled and for respecting the rights of fellow students in the classroom. (See “Code of Student Rights and Responsibilities”
<https://inside.nku.edu/studentaffairs/departments/dean-of-students/student-rights.html>)

The sharing of ideas and clinical experiences by students is encouraged. The classroom is a place where students must feel comfortable participating in class discussions and other course activities without fear of ridicule. Students are expected to demonstrate appropriate professional behavior by actively listening to peers and faculty, voicing ideas in a respectful manner, and showing consideration for other's ideas and opinions.

- 2.32 The instructor has the right to ask any disruptive student to leave the classroom.
- 2.33 Sexual Harassment in the clinical setting should be reported to the course instructor. The University's Sexual Harassment Policy can also be found in the “Code of Students Rights and Responsibilities.”

2.4 Cell Phone Use / “Personal” Electronic Device Policy

The program has in place a policy for the use of cell phone/electronic devices by the student radiation therapy that applies to both academic and clinical settings. This policy may be superseded by policies established by the particular clinical facilities at which the student is scheduled for clinical rotations. The policy also applies to the use of cell phones/electronic devices for the taking of photographs at the clinical setting.

- 2.41 Ringing/vibrating cell phones or other smart devices are a sign of disrespect as they distract other students and the instructor in the classroom and lab. The use of any electronic devices (such as cellular phones, downloadable or text messaging devices, iPads, iPods, smart watches, etc.) is prohibited in the classroom and lab. Students using these devices will be asked to leave the academic setting immediately and the occurrence will be counted as an absence in the course. The student's course grade will be affected as indicated in the specific course syllabus attendance policy. Cell phones may not be used as a calculator during an exam. If

it is necessary that a student be reached by phone, the School of Allied Health office phone number (859.572.5476) should be used.

2.42 **At no time should students wear, carry or use cell phones or other electronic devices during their hours of clinical practicum, including clinical classes held by NKU faculty.** Their use during work hours and in work areas is prohibited as it is unprofessional and a potential cause of HIPAA violations. Cell phones/electronic devices cannot be carried in work areas and can only be used before the student clocks in and out for the day on Trajecsyst. Smart watches may be worn by the student as a time keeping device only, and must not be used in any other capacity. The following penalty applies if a student is caught having a cell phone/electronic device during work time and in a work area at any time during the program:

- 1st offense – written warning in the form of a Corrective Action Plan, which will lower the course grade by a full letter grade.
- 2nd offense – dismissal from the program.

2.43 The student may not make or receive personal phone calls in the radiation therapy department except in the case of emergencies; however, students are permitted to check messages via the cell phone at lunch.

2.5 Social Media

The radiation therapy program urges all students to be conscientious and careful when using social media (Facebook, Twitter, Instagram, LinkedIn, personal blogs, personal web sites, etc.). Inappropriate use can diminish personal reputations as well as the reputation of the university, program and program affiliates. Students must use good judgment on what material they permit to become public. The following rules apply to use of social media as a student in the radiation therapy program:

1. Students must be respectful in all social networking sites referencing the NKU radiation therapy program and any of its clinical affiliates.
2. Students may not discuss any patient information or post photographs containing patient medical images or other patient-related information.
3. Students must not use social networking sites at any time to harass, bully or intimidate other students. Behaviors that could constitute bullying or harassment include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color or disability; sexually suggestive, humiliating or demeaning comments; threats to stalk, haze or physically injure another student; or threats related to academic and/or clinical performance.
4. Students may not take or post any pictures from clinical site work areas; students must make sure that any pictures from non-work areas do not include any patients, visitors, or other unidentified individuals. The clinical facility must not be identified by name or logo.
5. Students must not post pictures of or information about other students, faculty, or clinical staff without first obtaining permission from that person.
6. When a picture of a student in clinical uniform is posted, the student becomes a representative of the radiation therapy program and respectful, professional postings are expected.

This policy may be superseded by policies established by the particular clinical facilities at which the student is scheduled for clinical rotations. Violation of this policy will result in disciplinary action.

2.6 Course Syllabus

- 2.61 Within the first week of each term, each professor is required to provide students in the course with a course syllabus.
- 2.62 The syllabus will contain a description of the course, the goals and/or objectives of the course, a method of evaluating and grading students, and the nature of written or oral assignments.
- 2.63 Each student in the course is responsible for meeting the requirements stated in the syllabus.

2.7 Evaluations and Grading

- 2.71 The American Registry of Radiologic Technologists (ARRT) has established a minimum passing score of 75%. Because program faculty want students to exceed the minimum, standards of grading that are consistent with the grading systems of other radiation therapy programs have been developed. The grading scale used for final course grades is:

Letter Grade	Percentage Grade	Grade Point
A	100 - 96	4.00
A-	95 - 92	3.67
B+	91 - 90	3.33
B	89 - 87	3.00
B-	86 - 85	2.67
C+	84 - 82	2.33
C	81 - 78	2.00
C-	77 - 75	1.67
D+	74 - 72	1.33
D	71 - 70	1.00
F	69 - 0	0

- 2.72 Each professor is responsible for determining academic achievement of students in the course.
- 2.73 Standards for evaluation and grading will be stated in the course syllabus.
- 2.74 Each course instructor will determine the policies and procedure for administration of quizzes, tests, and exams, and the course of action for missed quizzes, tests, and exams. Policy and procedure for review of quizzes, tests, and exams will likewise be determined by the faculty teaching the course. Students are to refer to the course syllabus for these policies and procedures. During exams, faculty may request that all book bags, purses, hats, coats, cell phones, other apparel and equipment considered non-essential be placed in a designated area of the classroom.

2.8 Standards of Academic Achievement

- 2.81 A grade of C- or less in a RTT or RAD course must be repeated. The student may not be able to continue with their current cohort pending course offerings. See Policy for Dismissal (See policy in section 11) and Readmission applies at that point.

- 2.82 A student receiving any unsatisfactory clinical evaluations or notice of poor clinical performance will be counseled by NKU radiation therapy faculty. If necessary, a corrective action plan may be completed. (See 8.0)

2.9 Standards of Professional Integrity

- 2.91 **Criminal Background Check:** Upon admission to the Radiation Therapy Program and before the start of the 2nd professional year of the program, students will be required to submit a Criminal Background Check (CBC). A CBC revealing an offense that would prevent a student from being accepted for clinical placement will result in dismissal from the program. Detailed instructions for completing the CBC will be provided to students as necessary, via PreCheck.
- 2.92 **Drug Screening:** Upon admission to the Radiation Therapy Program and before the start of the 2nd professional year of the program, students will be required to complete a drug screening test.
- 2.93 **Academic Integrity:** The maintenance of academic standards and integrity include the obligation not to lie, cheat or plagiarize. A student who uses dishonest or deceitful means to obtain a grade is guilty of cheating; a student who submits another's work as his or her own without adequate attribution is guilty of plagiarism. Sanctions for cheating and plagiarism, as well as appeal rights and procedures are outlined in the “Code of Student Rights and Responsibilities” on the NKU website.
- 2.94 **Civility:** The College of Health and Human Services expects all of its members, including faculty, staff, and students, to exhibit and practice civil behavior. The program supports diversity, equity, and inclusion as outlined by the Office of Inclusion at NKU. <https://inside.nku.edu/inclusive.html>

3.0 Expenses

In addition to the normal University tuition, fees, and book costs, a student in the Radiation Therapy Program will incur the following expenses.

Uniforms:

Each student is responsible for furnishing his/her own uniforms, including hosiery and shoes. Uniforms and shoes would be approximately \$325.00. NKU partners with Scrubin Uniforms (888.988.0028 | M-F | 8:30a – 5:00p EST).

Immunization & Testing:

Each student is responsible for the cost of all required immunizations. If a clinical site requires a drug test, the student is responsible for the cost of such test. The approximate cost for immunization is \$320. See link below for current costs at NKU:

<https://inside.nku.edu/studentaffairs/departments/health-services/services/registered-nurse-services.html>

- Flu Vaccines: Fall (Annually)
- TB: Fall (Annually)
- COVID: Currently 1 COVID Vaccine is required for clinical sites.

Transportation:

Each student is responsible for furnishing transportation to his/her assigned hospital. The approximate cost for travel during seven terms is approximately \$1000.00.

Insurance:

Students must provide proof of health insurance.

Program Fees:

Each term will have a \$50.00 fee assessed to cover the cost of radiation dosimetry service. In addition, some University courses assess a laboratory fee to cover the costs of materials used. The student is responsible for all of the Trajecsys fees of \$200.00. See Canvas RTP.org course for details.

Criminal Background Check and/or Drug Screen:

Required background checks and drug screening costs must be covered by the student and completed prior to each academic year.

CPR Training:

Each student is required to be certified in adult, child, and infant CPR. Documentation of certification must be provided. Online CPR certification programs are only acceptable with documentation of hands-on skills assessment. Approximate cost: \$100.00.

Course Supplies:

Students are responsible for providing their own course supplies, including flash drives, DVDs, etc.

Dosimeter:

Students will be provided with a radiation dosimeter in RTT 200. The cost for dosimetry service is included as course fees for RAD clinical practica. If the dosimeter is lost or damaged, the student assumes responsibility for the cost of replacement, which can be as much as \$75 per incident.

4.0 Health

4.1 Immunization and Screening for Communicable Diseases

4.11 Students must provide documentation of immunity to and/or immunizations according to CDC guidelines for healthcare personnel.

<https://www.cdc.gov/infectioncontrol/training/index.html>

The following immunizations must be documented prior to the start of the clinical practicum:

- 1) Rubella
- 2) Rubeola (measles)
- 3) Mumps
- 4) Varicella Zoster (chickenpox)
- 5) Hepatitis B (series of 3 vaccine injections)
- 6) Tdap
- 7) Influenza (required during flu season, annually)
- 8) COVID-19

9) TB

Students failing to submit documentation as required will be prohibited from starting or continuing their clinical experience.

- 4.12 To comply with hospital requirements, a two-step test for tuberculosis (TB) must be done prior to clinical. Annual testing is a one-step process for remaining clinical rotation. The student is responsible for submitting documentation of annual appropriate TB screening. A TB Blood Test can also be accepted. A student enrolled at the University can receive the two-step TB test for a small fee through Health, Counseling & Student Wellness (UC 440), (859) 572-5650. Failure to submit documentation as required will result in clinical suspension.
- 4.13 The student is responsible for notifying the Office of Disability Programs and Services (SU 309), (859) 572-5282, of any limiting disability or condition requiring accommodations.

4.2 Technical Abilities

Radiation Therapy involves direct patient care and requires the application of knowledge in the skillful performance of technical functions. Programmatic guidelines demand the following abilities:

- 1) Sufficient visual acuity to assess skin tone changes detectable in cyanotic or flushed skin, detect color shades/tones such as shades of gray seen on radiographs, evaluate radiographs for quality, and read printed words in textbooks and on medical equipment.
- 2) Sufficient hearing to communicate with patients and other members of the health care team, monitor patients via audio monitors, hear background sounds during equipment operations, and respond to the audible sounds of the equipment.
- 3) Sufficient gross and fine motor coordination to manipulate equipment and accessories, lift a minimum of 30 pounds, and to stoop, bend or promptly assist patients who become unstable.
- 4) Satisfactory physical strength and endurance to move immobile patients to or from a stretcher or wheelchair to the treatment table, work with arms extended overhead (approximately 80 inches from the floor), carry 20-25 pounds while walking, and stand in place for long periods of time.
- 5) Satisfactory verbal, reading and writing skills to explain radiation therapy procedures and direct patients during those procedures and communicate in English for effective and prompt interaction with patients, fellow students, faculty, and hospital personnel.
- 6) Satisfactory intellectual and emotional functions to ensure patient safety and exercise independent judgment and discretion in the performance of assigned responsibilities, measure, calculate, reason, and evaluate as required for direct patient care, and handle stressful situations related to procedural standards and patient care situations.
- 7) Students with a disability should declare the disability and provide verification to the Office of Disability Programs and Services (SU 309), (859) 572-5282, so reasonable accommodations can be made.

4.3 Health Insurance

Each student is required to carry personal health insurance. Health insurance information on an independent health plan is available through the NKU Health, Counseling and

Student Wellness office (UC 440), (859) 572-5650. Neither the University nor affiliated medical facilities provide such coverage for students. Annual documentation of insurance coverage is required.

4.4 Temporary Disability

- 4.41 If a student incurs a temporary disability, **it is the student's responsibility to report the disability to the director of the Radiation Therapy Program.** Temporary disability is defined as pregnancy, broken bones, back injuries, communicable diseases or any other injury or condition that could temporarily prevent the student from safely participating in lab or clinical coursework or could endanger the patients or other members of the program. Documentation from the student's physician will be necessary in the case of a temporary disability.
- 4.42 If a student incurs a temporary disability, the director will work with program faculty to make every reasonable effort to accommodate the student. For disabilities of short duration, the director and the student may attempt to reschedule the education missed. For disabilities of longer duration, where rescheduling is not possible, the student may need to withdraw from the program and re-enter the following year.
- 4.43 Any student returning to classes following a temporary disability must submit documentation to the program director or clinical coordinator from their physician stating the student can return to clinical without any restrictions. This documentation must be received before the student is permitted to resume regular coursework.

4.5 Pregnancy

In accordance with NKU's pregnancy policy and Title IX (<https://inside.nku.edu/titleix/pregnancy---parenting.html>), the radiation therapy pregnancy policy is made known to accepted and enrolled female students and designed to allow students three choices:

- a written notice of voluntary declaration
- an option for written withdrawal of declaration
- an option for student's continuance in the program without modifications

Because radiation can increase the likelihood of biological effects in the fetus, the radiation therapy program has policies related to the declared pregnant student.

- 4.51 **Written Notice of Voluntary Declaration of Pregnancy.** Radiation protection regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to her employer or, in this case, the program director. It is the pregnant student's choice whether to declare the pregnancy. Declaration of pregnancy must be in writing and must include the student's name, declaration that she is pregnant, the estimated date of conception (month and year only), and the date the letter is given to the program director. A sample form letter is available in the Radiation Therapy Program office for convenience; a pregnant student may also write her own letter, as long as it includes the above information. It is the student's responsibility to share this information with course faculty and clinical preceptors, if she so chooses.
- 4.52 **Dose Limits and Monitoring.** Any student who states in writing that she is pregnant will be provided with a second dosimeter to be worn at the waist level.

A second dosimeter will not be given to any student who may be pregnant but has not declared the pregnancy in writing. Although the National Council on Radiation Protection and Measurements (NCRP) recommendation limits the pregnant radiation worker to 500 mR for the embryo/fetus, the Radiation Therapy Program limits the dose to 250 mR because students are not in radiation areas on a full-time basis.

- 4.53 **Counseling for Informed Decision.** The declared pregnant student is encouraged to schedule an appointment with the program director to discuss biological risks associated with exposure to radiation, the precautions and procedures to minimize exposure, the regulations she is expected to observe, and cumulative radiation records. If the established radiation safety procedures are practiced, it is highly unlikely that a student radiation therapist will exceed 250 mR. Based on past radiation monitoring reports, students' dosimeter readings are normally well below this limit on an annual basis when they are scheduled in all areas. The program director may make recommendations to the student and clinical coordinator regarding clinical education assignments to minimize fetal dose, such as clinical reassignment or a leave of absence, the student may also choose to continue the program without modifications.
- 4.54 **Option for Student Continuance in the Program Without Modification.** As mentioned in 4.53, student may decide to continue in the program without modification.
- 4.55 **Option For Written Withdrawal of Declaration of Pregnancy.** Student has the right to withdraw their declaration of pregnancy.

5.0 Exposure to Infectious Disease Policy

Any student, through the course of clinical education, who is contaminated through air, blood or other body fluids that are potentially infectious must:

1. Follow the hospital's procedure for reporting the incident.
2. Notify the clinical preceptor at the site.
3. Notify the program director and/or clinical coordinator.
4. Follow prescribed treatment at his/her own cost.

For further information regarding infectious diseases students can access the Centers for Disease Control (CDC) <https://www.cdc.gov/infectioncontrol/training/index.html> and/or the NKU websites for infectious disease:

<https://inside.nku.edu/safety/policies/fireandlifesafety.html>

<https://inside.nku.edu/president/communication/campus-communications/2021/covid-19-vaccination-update.html>

6.0 Student Records

The registrar's office maintains records of all courses attempted and/or completed by all students. The following records are kept by the program and are available for student review:

1. Immunization record

2. Radiation monitoring record
3. Attendance and clinical rotation records
4. Clinical competency records

Records may not be removed from the program office. Confidentiality of student records both on campus and at the clinical sites is maintained according to the Federal Family Educational Rights & Privacy Act of 1974 (FERPA) through the use of locked file cabinets or other locked boxes.

6.1 Right to Inspect Records

Under FERPA, students have the right to inspect and review any and all official records, files and data pertaining to them (with specific exceptions, a list of which may be obtained from the Registrar).

Students who want to challenge the contents of their records should contact the Dean of Students, or follow the procedure outlined in the “Code of Student Rights and Responsibilities” on the Student Affairs website

<https://inside.nku.edu/registrar/StudentResources/ferpa.html>

7.0 Student Counseling

Several types of counseling/assistance are available to Radiation Therapy students.

7.1 Academic Counseling

The purpose of academic counseling is to promote, assist, and maintain superior student performance. During a scheduled advising appointment, the academic advisor will review the student's performance and behavior and make appropriate recommendations.

Feedback given in counseling may be used to identify areas of strength and weakness in student performance or behavior.

7.2 Behavior Record

The Behavior Record Form is used to document positive or negative student performance. The form may be used by clinical personnel, faculty, or other students to record incidents that may be either positive or negative. All Behavior Record Forms will be kept in the student's file. Positive records will be used in writing letters of reference. Negative records may be used to substantiate behavior before taking disciplinary action.

7.3 Student Services

There are several offices on campus that provide student services, such as the Offices of Health, Counseling & Student Wellness (University Center 440), Disability Programs and Services (SU 309), and Career Services (UC 225). The staff in these offices seek to help students develop appropriate academic, career, and life goals, and to assist them in maximizing their academic, social and emotional potential. Programs offered include: health services, special programs, counseling and testing services, career services and peer support groups. Other university and student services are identified in the *NKU Undergraduate Catalog*.

8.0 Disciplinary Action

Students in the program are expected to adhere to program and hospital policies. Failure to adhere to such policies will result in the following disciplinary actions:

1. Verbal reprimand/student conference.

2. Faculty/student conference, documented by a written reprimand in the form of a Corrective Action Plan.
3. Dismissal from the program following failure to complete Corrective Action Plan.

It should be noted that some situations may be serious enough to require immediate stern disciplinary measures, resulting in immediate dismissal from the program.

8.1 Corrective Action Plan

The Corrective Action Plan includes a description of the incident or behavior, steps to be taken to correct the behavior, timetable for completing the plan, and consequences for failure to complete the plan. The plan will be signed by both the student and faculty and kept in the student's permanent record. A corrective action plan will result in reduction of a course grade by a full letter grade (i.e. A- to B-). Multiple corrective action plans could result in dismissal from the program.

9.0 Appeal Process/Grievance Policy

The appeal process is outlined in the "Code of Student Rights and Responsibilities" on the Student Affairs website. Within the radiation therapy program the following steps need to be followed before pursuing student affairs:

- Student speaks with course instructor
- If the grievance concerns clinical, then the student speaks with the clinical coordinator
- If the grievance concerns have not been addressed by the course instructor or clinical coordinator then the student speaks with the program director.
- If not resolved, the student can speak with the Allied Health School Director.

<https://inside.nku.edu/studentaffairs.html>

<https://inside.nku.edu/studentaffairs/departments/student-accessibility/student-resources/current-students/accommodation-appeal-procedure.html>

10.0 Withdrawal from the Program

The following steps are necessary when withdrawing from the program:

1. The student should meet with a faculty advisor to discuss the withdrawal process.
2. The student will return the dosimeter and any other NKU property that is on loan.
3. The student will follow the University guidelines for completing the course withdrawal process. If a student withdraws from a professional course, the student must also withdraw from the program.

11.0 Dismissal from the Program

Conditions that may result in dismissal from the Radiation Therapy Program include, but are not limited to:

1. Failure to meet academic standards (see section 2.81).
2. Unsatisfactory clinical progress.
3. Failure to meet requirements of a corrective action plan.
4. Multiple corrective action plans.

5. Patterns of behavior jeopardizing patient safety, individual or group progress and/or contract agreement with the clinical affiliate.
6. Patterns of behavior indicating an attitude of irresponsibility to self, patient, profession or University.
7. Endangering program or clinical site personnel, fellow students, patients or public.
8. Serious violations of clinical site rules and regulations.
9. Negligence with regard to radiation protection.
10. Misuse of dosimeter or a pattern of excessive dosimeter readings that are unexplainable.
11. Cheating, forgery, and/or plagiarism, including falsification of records.
12. Unethical behavior, including lying and misrepresentation.
13. Violation of confidentiality policies.
14. Harassment, sexual or otherwise, towards patients, clinical staff, other students, faculty, or anyone else involved with the program.
15. Unacceptable criminal background check or drug screening.

11.1 Process for Dismissal Consideration:

1. The student's performance records will be reviewed by the Allied Health School Director, program director, the NKU faculty, the clinical coordinator, and/or the appropriate clinical preceptor, as appropriate.
2. A recommendation will be made in writing and discussed with the student and will become part of the student's permanent record. Any student wishing to appeal may follow the appeal process found on the Dean of Students website.

12.0 Readmission to the Program

A student wishing to be readmitted to the program must make formal application to the program. Readmission must occur within one year of program dismissal or withdrawal; readmission is not guaranteed, but is granted on an individual basis, based on the student's previous records and the availability of clinical placement. The program must be completed within four years of initial enrollment in the professional component. A student who does not complete the program within four years must reapply and complete the competitive admissions process. If readmitted, all radiation therapy courses must be repeated. Students dismissed for ethical violations, or for a second time, will not be eligible for readmission for a period of five years from the date of dismissal. Exceptions to this policy may be made on an individual basis.

13.0 Recognition of Student Achievement

13.1 Student Awards

Each year, awards are given to graduating students who have demonstrated outstanding clinical performance and scholastic achievement. Awards presented may include:

- Award for Clinical Excellence

14.0 Graduation

14.1 Requirements

It is the graduating student's responsibility to fulfill all program as well as university requirements for graduation as stated in the *NKU Catalog* and file the necessary paperwork with the office of the Registrar by the deadlines. Degrees will be awarded in May to all students fulfilling graduation requirements by the end of the spring semester. Students earning 3.5 GPA or higher will be recognized as graduating with honors and will receive honors cords for the graduation ceremony.

14.2 Commencement

All students completing program requirements are encouraged to participate in May commencement exercises.

15.0 Application for Registry and Licensure

15.1 American Registry of Radiologic Technologists (ARRT)

In the spring semester of the third year, each student will register on line with the ARRT. Applications may be submitted up to 3 months prior to graduation. Upon receipt of the application, the ARRT will send the applicant an application status report and admission ticket. The applicant can then schedule an appointment to take the test during the time specified on the Status Report. The ARRT rules and regulations require that candidates successfully complete a program of formal education before sitting for the exam. After students complete the program, the director will submit verification of program completion to the ARRT. Failure to complete the program requirements prior to sitting for the exam will invalidate the results and the student will have to submit a new exam application to the ARRT.

15.2 State Licensure

Many states require licensure to work as a radiation therapist. A student who performs radiation therapy procedures as part of his/her educational program is exempt from licensure requirements by the Commonwealth of Kentucky and the States of Ohio and Indiana. It is the responsibility of any student or graduate seeking employment to contact the appropriate agency to apply for a license. Since the program maintains clinical affiliations with hospitals in Kentucky, Ohio, and Indiana, the following information is provided:

15.21 Kentucky Radiation Therapy Licensure

A graduate radiation therapist who delivers radiation to human patients must be licensed by the Kentucky Board of Medical Imaging and Radiation Therapy (KBMIRT). There are two types of licenses that pertain to graduate radiation therapist.

1. **Temporary license.** Issued to an individual who has completed an appropriate educational program, allowing him/her to perform radiation therapist procedures while awaiting examination results. The temporary license will expire on the last day of the month one year following issuance and is not renewable. At that time, application must be made for a radiation therapy license.
2. **Radiation Therapy License.** Issued to a graduate of an appropriate education program who successfully passed the American Registry of Radiologic Technologists examination; this license allows him/her to perform all radiation therapy procedures. All applications for a radiation therapy license will be filed with the Kentucky Board of Medical Imaging and Radiation Therapy at <http://KBMIRT.KY.gov>.

15.22 Ohio and Indiana Licensure

To apply for a license or receive information on licensure in Ohio or Indiana, interested students should contact the appropriate agency below:

Ohio Dept. of Health

Radiologic Licensure

246 North High Street

Columbus, OH 43215

Telephone: (614) 752-2370 | Fax: (614) 564-2460

E-mail: Xray.Licensure@odh.ohio.gov

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/radiologic-licensure>

Indiana Department of Health

Medical Radiology Services

2 North Meridian Street, 4th Floor Selig

Indianapolis, IN 46204

(317) 233-1325 (IDOH Main Switchboard)

Questions: MedicalRadiology@isdh.IN.gov

Program Manager: Dave Nauth | dnauth@isdh.in.gov | (317) 233-7563

<https://www.in.gov/health/cshcr/medical-radiology-services/>

16.0 Student Participation on University Committees & Organizations

A student may be asked to serve on program committees and organizations. Participation is voluntary and in no way will affect the student's grades. Examples of such committees include the Radiation Therapy Advisory Committee and College of Health and Human Services Students Ambassadors.

POLICIES & PROCEDURES – Laboratory & Equipment

17.0 General Laboratory Policies: Radiation Therapy Simulation Lab

The laboratory is an educational environment and students are encouraged to utilize the lab outside of the scheduled class time. Appointments should be made with the course instructor. While in the lab, the student must comply with the following rules and regulations:

- 17.1 No student is allowed in the lab at any time without the presence or permission of the lab coordinator, course instructor or program director.
- 17.2 Students must get approval to use the lab for anything other than assigned experiments or projects.
- 17.3 No eating or drinking is allowed in the CT rooms.
- 17.4 Phantoms must be treated carefully to prevent damage. Replacement costs range from \$200 to \$25,000.
- 17.5 Each group of students is responsible for straightening the room at the end of each lab session. This includes changing the pillow case and cleaning the exam table.
- 17.6 All accessories, phantoms, image receptors, etc. must be returned to storage at the end of each lab use.
- 17.7 The units must be turned off when leaving the area.
- 17.8 Any equipment, computer, or processor malfunction must be reported to the lab coordinator or course instructor. Examples of items to be reported are:
 1. Failure of warning lights.
 2. Erratic behavior of meter indicators.
 3. Failure of locks to work properly.
 4. Sensations of mild electric shock on touching any part of the equipment.
 5. Presence of small particles of metal on equipment in the vicinity of moving components.
 6. Intermittent function of any instrument, particularly if accompanied by unusual noises.
- 17.9 Students must not attempt to repair malfunctioning equipment. All maintenance should be conducted by qualified service engineers.

18.0 Radiation Safety Policies

- 18.1 Dosimeters must be worn during lab classes. (This policy is further addressed in the laboratory course syllabi.)
- 18.2 No student will remain in the CT room during an x-ray exposure.

- 18.3 No exposure will be made on human subjects. Intentional exposure of another person will result in immediate dismissal from the program. Accidental exposure of another person will result in a written warning and the student will be subject to corrective action. (See 8.1)
- 18.4 Failure to use appropriate radiation safety procedures may result in immediate suspension and/or dismissal from the program.

19.0 Procedures for Proper Care and Maintenance of Equipment

The student should translate attitudes about caring for personally owned expensive equipment to the equipment in the workplace. A piece of diagnostic CT equipment may cost in excess of \$100,000. Students may be liable for repair costs incurred by their negligence.

POLICIES & PROCEDURES – Clinical Coursework

The Radiation Therapy Program at Northern Kentucky University is affiliated with a variety of hospitals and office practices to provide suitable facilities for all phases of education in radiation therapy. The program maintains an affiliation agreement with each clinical education setting that defines each party’s separate and joint responsibilities. All "hands-on" experience at the hospitals is provided in clinical courses called radiation therapy practica. Students spend two 8-hour days each week working with patients in the radiation therapy department at one of the hospitals. The practica offers the students extensive experience in an actual radiation therapy department and are designed to train professionals who are competent to perform all entry level radiation therapy procedures.

In addition, practica experience helps students develop and practice professional work habits and appropriate interpersonal relationships with other members of the health-care team and with patients. While at the hospital/outpatient oncology department, students are directly supervised at all times by registered radiation therapists.

Successful Competency Criteria:

Student should lead and direct the entire treatment delivery following the evaluation criteria established in the competency check-off sheet. This includes all aspects of the treatment delivery from escorting the patient from the waiting room to treatment room, to escorting the patient back to the waiting room. Students are expected to complete the competency with a team approach. Students may ask a therapist to participate in the delivery of treatment, i.e., be the opposite side partner when leveling a patient for instance. The program respects the professional clinical judgement of the practicing radiation therapists to determine if a student successfully completes a competency.

20.0 Clinical Education Settings

The affiliated clinical education settings and their approximate distance from campus are listed below. Any student may be assigned to any of the following clinical sites during the 7 clinical terms of the program.

The program is affiliated with the following educational centers:

Oncology Hematology Care (OHC)/US Oncology	
OHC/Mercy Health - The Jewish Hospital	18 miles
OHC/Mercy Health East	13 miles
OHC/Mercy Health West	18 miles

OHC Fairfield	31 miles
UC Health	
UC Health University Hospital	15 miles
UC Health West Chester Hospital	33 miles
The Christ Hospital	
Main Campus	12 miles
Montgomery Campus	23 miles
Saint Elizabeth Medical Center	10 miles
Tri-Health	
Good Samaritan	13 miles
Kenwood	19 miles
Thomas Center	23 miles
Bethesda Butler Hospital	35 miles
Good Samaritan Western Ridge Hospital	22 miles
Dayton Physicians Network	
Miami Valley Hospital South	55 miles
Atrium Medical Center	41 miles

20.1 Clinical Assignments

While in the program, each student is assigned to all clinical sites. Students' clinical assignments may be changed at any time during the first year for extenuating circumstances i.e. new equipment installation. Students will be assigned to a different clinical site for their second and third professional years.

20.2 Scheduling of Clinical Coursework

The clinical practica parallel the University schedule during the fall and spring semesters and during the two five-week summer sessions.

During the regular semester, clinical practicum hours will typically be from 8:00 am to 4:30 pm. Clinical hours are scheduled by the clinical coordinator and are not flexible. That is, students may not clock in early and leave early. If an office closes early, students may be permitted to leave the site early, but they must contact the clinical instructor prior to leaving via email and mark on Trajecsys.

20.3 Radiation Therapy Assignments

Radiation Therapy assignments will be made by the NKU clinical coordinator no later than the beginning of each semester and may be changed only by the NKU clinical faculty.

20.4 Lunch and Break Scheduling

Students are required to follow the department policies regarding breaks and lunch periods. Some departments may take morning and afternoon breaks with a shorter lunch period (30 minutes), while other departments may not take breaks, but take a longer lunch period (maximum 45 minutes). Students should see the clinical preceptors at each site for specific lunch and break protocols. Lunches and breaks will be assigned by department

leaders or clinical preceptors. All students are required to remain at their clinical sites during the lunch period. Cafeterias and/or break rooms are available at each facility.

If there is a **need** for an exception to this policy, the student must get approval from the clinical preceptor prior to leaving the site. Students using Trajecsyst must clock out and back in using TIME EXCEPTION on Trajecsyst.

20.5 Clinical Classes

While we are currently holding clinical classes at our designated clinical sites, there is a possibility that this could change based on circumstances out of our control such as the COVID pandemic. Students will be promptly notified of any such changes.

21.0 Attendance Policy

Development of good professional habits in the area of attendance and punctuality is an integral part of the student's clinical education. Students are responsible for attending on all scheduled days and for monitoring their attendance records. Frequent absenteeism or tardiness reflects a pattern of behavior that indicates an attitude of irresponsibility that will affect the student's grade.

21.1 Attendance

Students using Trajecsyst are to follow the course syllabus for accurate attendance tracking.

21.2 Absence Time

Students are allotted 2 eight hours absence time per semester with no point deduction. Severe weather: If NKU is closed, all clinical practica are cancelled. If morning or afternoon classes are delayed by NKU, students should plan to attend clinical practicum for a 4-hour shift, at which time all attendance and tardy rules will apply. For example, if NKU delays classes until 10am, then students should be at their respective clinical sites at 10:00 am.

21.3 Absence Reporting

Any absence (whether excused or unexcused) requires e-mail notification to the clinical site supervisor and the NKU faculty instructor in one email before the start of the shift. See clinical syllabus for details.

21.4 Excused absences include

Excused absences many include: Illness with a return-to-work letter, car repair receipt, funerals (NKU policy), court notices, weather in your area unrelated to NKU closing, day care closing and documentation, or ill child with doctor's note.

21.5 Scheduling Make-Up Time

Make up time will be scheduled during **FINAL EXAM WEEK** in consultation with the student, clinical preceptors, clinical faculty and clinical coordinator to comply with the JRCERT standards.

If make-up time cannot be completed by the end of the current semester, a student may request an "I" (Incomplete), which will extend make-up time opportunity until the university's date for course completion. If course requirements are not met by that date, the (I) will be converted to an "F" at that time.

If an incomplete (I) is not requested by the student, a final course grade will be calculated as provided by the grade book.

21.6 Unexcused Absences

Each unexcused absence will result in final clinical course grade reduced by a full letter grade. It is considered an unexcused absence for any of the following reasons: Failure to notify the clinical site supervisor and clinical coordinator before the start of the shift and failure to make up absences as scheduled. Clinical suspension for any reason as part of a Corrective Action Plan.

21.7 Severe Weather

The University has a severe weather policy. If NKU is closed, all clinical practica are canceled also. Any clinical time missed due to severe weather when NKU is not closed will apply toward program attendance policies. University closings will be announced through Norse Alert Emergency Contact System. To receive messages from Norse Alert, sign up at <https://inside.nku.edu/norsealert.html>. Closings and delays will also be posted on NKU's home page, <http://www.nku.edu>.

21.8 Holidays

The Radiation Therapy Program and NKU recognize the following holidays: Labor Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, and Independence Day. Students will not attend the clinical practicum on these holidays.

21.9 Special/Emergency Leave

Special or emergency leave may be approved by the program director. Examples include extended disability, family emergency and funeral leave. Absences may be made up at the end of the semester. Make-up for extended absences will be scheduled in consultation with the clinical coordinator. Alterations to this policy may be made for extenuating circumstances, as determined by the clinical coordinator.

22.0 Standards of Appearance and Attire

The personal appearance and demeanor of Radiation Therapy students at Northern Kentucky University reflect both the University's and the profession's standards. Appearance is also indicative of the student's interest and pride in his or her profession. Standards of clinical appearance and attire are set by the NKU faculty and Advisory Committee. All students are required to adhere to the following dress code policy:

1. Students must wear the professional uniform approved by the program. A plain white or gray T-shirt may be worn under scrub tops.
2. The professional uniform should be clean, neatly pressed and in good condition. Uniforms are required to be conservative in style. Wrinkled fabric is not appropriate for uniforms worn in the radiation therapy department.
3. Undergarments must not be visible.
4. Gray lab coats may be worn for warmth over the uniform top or dress.
5. Shoes should provide excellent support and protection for the foot; they should be white or gray leather (or leather-like) and should completely enclose the foot (no clog-style shoes). White, black or gray walking shoes/canvas running shoes are acceptable. Shoes that make excessive noise are unacceptable. Shoes must be kept clean.
6. Photo ID badges and dosimeters must be worn at all times. Students will purchase an NKU photo ID badge through the All-Card office on campus.

7. Hospital-owned scrub clothes may be worn ONLY while working in surgery or when working in areas where personal clothing is subject to contamination such as special procedures (i.e. intraoperative, brachytherapy).
8. Hair must be neatly groomed and styled to avoid contact with the patient. Long hair must be pulled back or up. Beards and mustaches must be of reasonable length and neatly trimmed.
9. For professional appearance, jewelry should be conservative. Jewelry, if worn, must be limited to: wedding, engagement, or class rings, watches, short simple chains, and small earrings that do not dangle. For safety, no bracelets, long chains, or dangling earrings may be worn.
10. Facial and tongue piercings are unprofessional in appearance and are not acceptable. Visible body piercings are limited to the ears only with a maximum of three piercings per ear. Gage earrings and dangling earrings are not allowed. Other facial piercings are not permitted (e.g., no nose, tongue or eye piercing jewelry). Jewelry associated with other body piercings must be covered by clothing or be removed while at clinical practicum. Some clinical sites may be more restrictive in the policy concerning professional appearance, and in this case, students must adhere to the clinical site policies.
11. Tattoos may contain inappropriate language and/or symbols that can be considered offensive to patients, visitors, and clinical staff. **Therefore, those tattoos must be covered while working at the clinical site.** Facial tattoos are not permitted.
12. Good, **daily, physical hygiene** including body and hair cleanliness and daily oral care must be followed. Because sick patients are easily nauseated by smells, fragrances, perfume, cologne, and aftershave should be minimal.
13. Students must follow CDC Hand Hygiene Guidelines, which prohibit artificial nails, nail polish, and fingernail length in excess of ¼".
https://www.cdc.gov/handhygiene/download/hand_hygiene_core.pdf (Slide 19).
<https://www.jointcommission.org/standards/standard-faqs/ambulatory/national-patient-safety-goals-npsg/000001558/> Last update 2021.

A student who violates NKU standards for appearance and attire will be told he or she is in violation and will be required to conform to the standards. This may require immediate clinical suspension (clocking out) until the problem is satisfactorily corrected. Clinical suspension for violation of the dress code policy will comply with the attendance policy.

Repeated violations may result in disciplinary action.

23.0 Standards of Clinical Behavior

The Radiation Therapy student is a member of the health care team and is expected to adopt a model of professional behavior. The following standards of clinical behavior are based on Code of Ethics for the Radiation therapist (<https://www.arrt.org/pages/about/about-us/governance>) and are enforced by the NKU faculty.

1. Students are expected to demonstrate initiative by being motivated to participate in all clinical activities at all times. A good work ethic is expected. Students should be alert and attentive to the workload and needs of the imaging department.

2. The student must remain in his or her assigned area unless the unit is not being utilized. If the clinical preceptor or supervising radiation therapist cannot locate a student, disciplinary action will be initiated. (See 8.0)
3. The student is expected to observe and/or participate in all procedures performed in his/her assigned area.
4. The student must assist the radiation therapist in performing all radiation therapy related tasks, to include patient care, room cleanliness, supply acquisition, etc.
5. The student must notify his/her supervising radiation therapist before leaving any assigned area.
6. Use of any (prescribed or non-prescribed) drugs that may affect motor skills or cognitive function is prohibited during clinical assignments.
7. The student must restrict gum chewing, eating and drinking to non-patient areas. All hospitals have "no smoking" policies and it is the student's responsibility to be familiar with and adhere to these policies.
8. Physicians must be addressed by the title "Dr." at all times.
9. No student may accept a gratuity from a patient.
10. The student must follow the program's Cell Phone Use and Social Media policies (see 2.4 and 2.5).
11. Computers at the clinical sites are to be used only in the scope of patient care. Students may not access these computers for personal needs, or for any reasons unrelated to direct patient care, including access of their own medical records.
12. Students who are employed at one of the clinical affiliates may not use employee computer log-on, parking pass, ID or swipe badge while participating in clinical practicum as an NKU student.

Failure to adhere to any of these standards listed above will result in disciplinary action.

23.1 Confidentiality

Breach of confidence is damaging to the reputations of both the program and the hospital and has legal and ethical implications. Patient information is highly confidential and shall not be revealed to anyone. Medical information can be shared with other department personnel only in the direct line of duty to meet specific medical needs. During the program, patient case studies may be discussed in class and may include written assignments and radiation treatment specifics. Students may not access images of a "sensitive nature." This includes but is not limited to:

- morgue files
- luminaries/celebrities
- active legal cases
- files labeled as "confidential"
- any clinical education center employee, family member or affiliate

These records may neither be accessed nor copied, even under an educational pretense. Prior to printing any patient treatment related information or burning cases on CDs, the student must request permission from the clinical preceptor. At no time should patient and/or hospital identification be included on printed or electronic images taken from the clinical sites. Students are strictly prohibited from photographing any patient images and/or records. All students must sign the program's statement of confidentiality form and comply with specific confidentiality policies at the clinical sites. If a clinical site has

its own policy regarding reproduction of images, students assigned to that site are required to follow the policy.

24.0 Health and Safety Standards

24.1 Illness

- 24.11 If the student is too ill to attend clinical practicum, the radiation therapy department and NKU's clinical coordinator must be notified as soon as possible prior to the scheduled starting time.
- 24.12 A student is expected to use good judgment in determining whether or not to attend clinical practicum because of illness. The clinical preceptor/supervisor has the authority to dismiss a student from the clinical site if the student's illness might compromise patient care. The program's regular attendance policy will apply to these situations.
- 24.13 A student who has a communicable disease may be restricted from working with high-risk patients. Examples of common communicable diseases include herpes simplex (fever blisters), hepatitis, cold, and flu. If a student has a suspected communicable disease, he/she should contact the clinical coordinator, clinical preceptor, or the floor supervisor before the start of the shift. Changes in the student clinical assignment may be required. Protective measures that may be taken include:
1. The student may be required to use reverse isolation techniques while working with non-high-risk patients.
 2. The student may be suspended from clinical coursework until he or she is no longer contagious as documented by a physician if necessary.

Students may also request more information at:

<https://www.cdc.gov/infectioncontrol/training/index.html>

24.2 Injury

If a student becomes injured in the course of assigned clinical duties, the student must report the injury to the supervising technologist and follow established clinical site guidelines for treatment. The student is responsible for the cost of any treatment provided. Any injury, however minor, that occurs while at the hospital must be reported to the supervising radiation therapist. This rule is designed to protect both the student and the institution by ensuring that appropriate treatment is given.

24.3 Drug Screening and Substance Abuse

All students admitted to the radiation therapy program must successfully pass a drug screening test before beginning the program's curriculum. All students will also be required to complete a drug screening test prior to the start of the 2nd professional year of the program. Radiation Therapy students dismissed from the program due to failing the drug test will be ineligible for readmission to the program for a period of five years (see 12.0 – Readmission to the Program).

When there is probable cause to believe that a student is unable to perform clinical/laboratory activities as assigned with reasonable skill and safety to patients or equipment due to use of alcohol, drugs, narcotics, chemicals or any other substance which could result in mental or physical impairment, the student may be suspended from the program pending evaluation of the incident by the program director. The clinical

affiliate, at its discretion, may also temporarily suspend a student from the clinical site if substance abuse is suspected. Upon temporary suspension, the student will be required to immediately come to NKU campus in order to complete a drug test in the Health Services Offices. The College of Health and Human Services Drug Test Policy will be followed. The student will be required to bear the cost of this screening. (See “Code of Student Rights and Responsibilities” at:

<https://inside.nku.edu/studentaffairs/departments/dean-of-students/community-standards/community-standards-student-rights.html>

<https://inside.nku.edu/content/dam/Student-Affairs/Docs/Annual%20Drug%20Free%20Notification%20to%20Employees%20and%20Students.pdf>

25.0 Infection Control Procedures

A health care worker in today's world must expect to encounter unidentified or undiagnosed cases of infectious diseases. Appropriate Infection Control Procedures must be followed whenever there is a possibility of exposure to blood or other body fluids, regardless of the patient's diagnosis or condition. If a student has not been test-fitted for an N95 mask or hood then students should not participate in procedures when these devices are required. Students may access the Centers for Disease Control (CDC) for additional information.

25.1 Patient Safety

The student has equal responsibility with hospital employees for the safety of the patient. Each student will know the location of first aid supplies and the emergency "crash cart." The student will also be familiar with the hospital's fire and safety codes. Any mechanical or electrical malfunction of equipment that could cause injury to patients or staff must be reported immediately.

25.2 Patient Injury

The student is responsible for using all safety precautions to protect the patient. Should a patient be injured, the student shall do the following:

1. Immediately report the incident, no matter how minor, to the supervising radiation therapist
2. Call a physician/radiation oncologist to examine the patient
3. Complete the hospital's incident form and any other requirements.

26.0 Radiation Safety and Monitoring

Radiation monitoring devices (dosimeters) will be issued to each student at the beginning of the program. The policies regarding the use of the dosimeter are as follows:

1. The dosimeter is to be worn at collar level at all times in the NKU laboratory and during the clinical assignment at the affiliate hospital.
2. Dosimeters will be worn ONLY when working as an NKU student.
3. A student who does not have a dosimeter due to loss or destruction will be suspended from the clinical assignment until the dosimeter has been replaced and three points will be deducted from the clinical grade. An absence report form must also be completed for

all time missed. The time missed will be considered excused and will count toward total make-up time, but not toward absence points.

4. A student who loses his/her dosimeter may be required to pay a replacement fee of up to \$75. Should a dosimeter replacement fee be incurred but not paid by the end of the term, an additional dosimeter infraction will be assessed.
5. Students are to change their dosimeter in the Radiation Therapist Program office within the first five weekdays of the 3rd month. If a student does not change his/her dosimeter on time it will be considered a dosimeter infraction and three points will be deducted from the clinical grade.
6. Arriving at the clinical site without a dosimeter is considered a dosimeter infraction with a three-point deduction in the clinical course grade. The student must clock out and leave the clinical site immediately to retrieve the dosimeter. The student will clock in upon return to the clinical site. The time missed must be made up at the end of the shift or as soon as possible. Arrangements should be made with clinical faculty for this make-up time.
7. Radiation exposure reports will be available in the program office quarterly. Each student is required to initial the radiation exposure report at the time they change their dosimeter, indicating awareness of personal radiation exposure.

26.1 Radiation Dose Limits for Students and Thresholds for Corrective Actions

- 26.11 A student who receives more than 50 mrem in any one month will be notified by the program director. A student who receives more than 100 mrem in any one month will be counseled by the program director and must follow a Corrective Action Plan. A student who repeatedly receives more than 100 mrem per month may be suspended from the program.
- 26.12 A student who receives more than 375 mrem per calendar quarter will be suspended from the clinical practicum, pending investigation of the incident. A student may be reinstated in the clinical practicum after counseling by the program director and must follow a Corrective Action Plan. Clinical suspension will be made up according to the absence policy.
- 26.13 A student who receives more than 500 mrem in a calendar year or who, after investigation, was found to use improper radiation safety practices, will be dismissed from the program.
- 26.14 A student who loses a dosimeter at the hospital or who is aware of an accidental exposure must document the incident in writing and submit this to the program director. This information will remain in the student's file and will be used to justify potential high dosimeter readings.

26.15 Kentucky State Regulations

Item 12:2 Occupational Dose

Regulation: 902 KAR 100:019, 902 KAR 100:040, 902 KAR 100:072

Criteria: Applicants must do either of the following:

Demonstrate that unmonitored individuals are not likely to receive, in one year, a radiation dose in excess of 10 % of the allowable limits.

OR

Monitor external and/or internal occupational radiation exposure (**902 KAR 100:019**).

Occupational Dose Limits For Adults

Annual Occupational Dose Limits for Adults (902 KAR 100:019)	
Body Location	Dose (Annual)
Total Effective Dose Equivalent (TEDE)	0.05 Sv (5 Rem)
Dose to the skin of the whole body or any extremity*	0.5 Sv (50 Rem)
Dose to lens of the eyes	0.15 Sv (15 Rem)
<i>*Extremities includes the arms below the elbows and the legs below the knees</i>	

Investigational Levels

Part of Body	Investigational Level I (mrem per year)	Investigational Level II (mrem per year)
Whole body; head; trunk including male gonads; arms above the elbow; or legs above the knee	500 (5 mSv)	1500 (15 mSv)
Hands; elbows; arms below the elbow; feet; knee; leg below the knee; or skin	5000 (50 mSv)	15,000 (150 mSv)
Lens of the eye	1500 (15 mSv)	4500 (45 mSv)

26.16 Ohio Regulations

For users of radioactive materials, radiation protection standards require that from all sources of occupational exposure:

- a. The annual total whole-body dose should not exceed (5 rems) or 5000 mrems per year. The whole body includes the head, trunk, arm above the elbow, and legs above the knee.
- b. The specified annual dose limit to the skin or any extremity (shallow dose equivalent) is (50 rems) or 50,000 mrems per year.
- c. The specified annual dose limit to the eye (lens of the eye) is 15 rems or 15,000 mrems per year. In addition to these limits, federal and state regulations require that every reasonable effort be made to maintain radiation exposures “AS LOW AS REASONABLY ACHIEVABLE.” This is commonly referred to as the ALARA principle.

27.0 Temporary Suspension by Clinical Personnel

The clinical preceptor has the right, responsibility, and authority to temporarily suspend a student from clinical practicum if:

- 27.1 The student commits an act endangering hospital personnel, fellow students, patients, or public.
- 27.2 The student has seriously violated hospital, physician’s office, radiation therapy department or program rules and regulations.
- 27.3 The student is not performing clinically related activities.

27.4 The student abuses the dress code policies.

27.5 The student engages in unprofessional behavior, including dishonesty.

Other reasons for temporary suspension include but are not limited to: insubordination and improper radiation safety practices. For any student dismissed from a clinical education center, there is no guarantee of reassignment to another clinical site.

In this case, the student would be dismissed from the program. Appeals to such action shall be conducted in accordance with NKU's "Code of Student Rights and Responsibilities".

28.0 Direct Supervision JRCERT Standard 5.4

Explanation: Appropriate supervision assures patient safety and proper educational practices. The program must develop and publish supervision policies that clearly delineate its expectations of students, clinical preceptors, and clinical staff. The JRCERT defines direct supervision as student supervision by a qualified practitioner who:

- is physically present during the conduct of the procedure,
- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge, and
- reviews and approves the procedure and/or image. Supervision of students over closed-circuit monitor(s) is not acceptable.

29.0 Clinical Competency Evaluation System

Clinical education provides a professional environment where the student can build upon his/her classroom knowledge to develop the technical and interpersonal skills needed to achieve professional competence.

The Radiation Therapy Program at NKU has developed a progressive competency system that allows the student to move toward increased independence and skill. Following classroom instruction, independent research, and evaluations, the student works toward achieving competency in the clinical setting. The student first observes the procedure, then assists the radiation therapist, progressively assuming more responsibility in performing the radiation therapy procedure until enough skill and confidence has been achieved to request competency testing. Once initial competency has been established, the student is expected to continue to perform the exam to enhance competency and develop proficiency. The student may request re-evaluation to demonstrate continued competency. (See definitions of initial and continued competency below.)

1. **Documentation of didactic understanding of treatment/procedure by one of the following methods:**
 - * Previous successful competency completion.
 - * Research and submit a written summary of disease and potential treatment technique.
 - * Material has been covered in classroom setting.
 - * Student will keep a record of successful competencies to review with clinical preceptor at the beginning of rotation.

2. **Procedure Evaluation:** After documenting didactic or clinical competency, the student may be assessed for clinical competency by performing the procedure on a patient. At that time, he/she will notify the radiation therapist. The radiation therapist will evaluate the student's performance during the procedure and complete and sign the competency form on Trajecsys, verifying the student performed the procedure. Once a student initiates a competency evaluation, he/she must complete the process of evaluation and submit.

29.1 Initial Competency Evaluation Procedure

Initial competency can be defined as the first formal demonstration of the ability to perform a radiation therapy procedure independently that meet or exceed professional standards.

Either a registered staff radiation therapist or the CS may evaluate a student's procedural performance provided that:

1. Documentation of didactic instruction or independent research;
2. The student requests evaluation BEFORE starting the procedure;
3. The evaluating radiation therapist is able to observe the performance CONTINUOUSLY AND DIRECTLY;
4. The student completes the procedure independently, with no assistance.
5. If the evaluating radiation therapist believes that the student is not capable of performing the procedure independently, he/she may discontinue the procedure at any time and provide the needed assistance. The student may re-attempt the competency until 100% has been achieved.

29.2 Continued Competency Re-Comp Procedure

Continued Competency is defined as the re-evaluation of a procedure for which the student has already demonstrated competence. Repeated evaluation is done to assure the student has maintained the skills needed to perform examinations.

29.21 **Students in each year of the program must be directly supervised and continuously evaluated by a radiation therapist during both initial and continued competency examinations.**

29.3 Competency Record Form

When a student earns a passing competency score, that score is recorded on the Trajecsys system.

29.4 Competency Requirements for Clinical Coursework

Competency requirements for each practicum have been established. The student may elect to do any combination of initial and continued competency exams to meet the total requirement for the semester.

Competency Requirements

Number of competencies determined each term.

29.5 Competency Requirements for Progression

A student is required to have demonstrated ARRT competency procedures before graduation.

29.6 Early Completion of Competency Requirements

The student may complete more than the minimum required competency exams each semester. Additional competencies will count toward the total program competency requirement, but will not count toward the next semester's requirements.

29.7 Clinical Competency

If at any point in his or her education a student demonstrates critical clinical errors, lack of judgment, or clinical incompetence, a corrective action plan will be implemented.

Situations that may prompt a corrective action plan include:

- Failure of a Continued Competency Assessment
- Unsatisfactory clinical evaluations (<85%)
- Notification in writing by clinical personnel or that a student is consistently not performing at an appropriate level

As with any Corrective Action Plan, failure to meet the requirements of the individual plan may result in program dismissal (see 11.0).

30.0 General Clinical Evaluation

In order to assess the student's overall performance, behavior and progress, a General Clinical Evaluation Form must be completed as specified in the course syllabus. The evaluation form requires the clinical preceptor or supervising radiation therapist to identify behaviors that describe the student's performance during the rotation and asks for comments concerning the student's progress.

- 30.1 It is the student's responsibility to alert the clinical preceptor or the radiation therapist working with the student to complete the weekly evaluation each week.
- 30.2 General Clinical Evaluation Forms must be submitted for a grade according to the course syllabus. Evaluations for a specific time period may not be completed after the due date as specified in the syllabus.

31.0 Professional Development

Students are encouraged to participate in professional organizations. Students are required to become a student member to the American Society of Radiologic Technologists (ASRT). To that end, each student has an obligation to be professional at all times in clinic. Professional development activities are also included in many didactic courses throughout the curriculum.

32.0 MRI Safety

Students are trained on MRI safety before entering the clinical arena. Students are expected to follow the guidelines and necessary screening procedures each semester before the start of their clinical rotations. MRI safety training is discussed in depth during the Introduction to Radiation Therapy (RTT 200) and before each clinical practicum course. The screening protocol follows the American College of Radiology (ACR) for students having access to the MR environment, if applicable in clinical courses: RTT 286, RTT 296, RTT 376, RTT 386, RTT 396, RTT 486, and RTT 496. Students are also mandated to notify the program should their screening status change.

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5355372/>

https://www.acr.org/-/media/ACR/Files/Clinical-Resources/QC-Manuals/MR_QCManual.pdf

https://nku.instructure.com/courses/64053/files/8725517?module_item_id=2645804

