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Introduction
The Radiation Therapy Program at Oregon Health & Science University (OHSU) prepares professional students in the field of radiation oncology, a highly specialized branch of medicine that utilizes ionizing radiation in the treatment of disease. The radiation therapist is a professional member of the Radiation Oncology team which includes physicians, physicists, dosimetrists, nurses and social workers.

Through the combination of didactic and clinical education, the Program provides Radiation Therapy students with a strong foundation in oncological diseases, physics, patient care and clinical skills. Technical skills gained will allow students to utilize ionizing-radiation producing equipment in the treatment of cancer for both curative and palliative purposes. In addition to meeting the technical requirements, graduates will possess the knowledge and skills to provide the appropriate patient care and patient-centered communication to patients and their families experiencing the diagnosis and treatment of cancer.

Accreditation
The Radiation Therapy Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). As a graduate of a JRCERT accredited program, students are eligible for board certification through The American Registry of Radiologic Technologists (ARRT). Students who graduate from the Radiation Therapy Program may also pursue an advanced degree in Medical Dosimetry or Health Administration.

JRCERT Contact
The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
https://www.jrcert.org/
mail@jrcert.org
Contact Information

Program Director
Kristi Linnea Tonning, MS, R.T.(T)
Work: (503) 494-6708
tonning@ohsu.edu

Clinical Coordinator
Maria Trinidad Thompson, BS, R.T.(T)
Work: (503) 494-3445
thommaria@ohsu.edu

Radiation Therapy Program Website

JRCERT
A Copy of Standards for an Accredited Educational Program in Radiologic Standards is Available online at: www.jrcert.org

ASRT
American Society of Radiologic Technologists

https://www.asrt.org/

ARRT
The American Registry of Radiologic Technologists®

https://www.arrt.org/

OBMI
Oregon Board of Medical Imaging

## Clinic Affiliation Contacts

<table>
<thead>
<tr>
<th>Organization</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Adventist Health</td>
<td>(503) 251-6305</td>
</tr>
<tr>
<td>Asante Rogue Regional Cancer Services (Medford)</td>
<td>(541) 789-4263</td>
</tr>
<tr>
<td>Compass Oncology – Rose Quarter</td>
<td>(503) 280-1223</td>
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<td>Kaiser Permanente</td>
<td>(503) 280-2931</td>
</tr>
<tr>
<td>Legacy Good Samaritan</td>
<td>(503) 413-7135</td>
</tr>
<tr>
<td>Legacy Mt Hood</td>
<td>(503) 674-1152</td>
</tr>
<tr>
<td>OHSU (Department of Radiation Medicine, Marquam</td>
<td>(503) 494-8756</td>
</tr>
<tr>
<td>Hill campus)</td>
<td>(503) 494-8756</td>
</tr>
<tr>
<td>Providence Portland</td>
<td>(503) 215-6029</td>
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<tr>
<td>Providence St. Vincent</td>
<td>(503) 216-2195</td>
</tr>
<tr>
<td>Salem Hospital Regional Cancer Center</td>
<td>(503) 561-5332</td>
</tr>
<tr>
<td>Samaritan Regional Cancer Center (Corvallis)</td>
<td>(541) 768-5220</td>
</tr>
<tr>
<td>Sky Lakes Cancer Treatment Center (Klamath Falls)</td>
<td>(541) 883-4171</td>
</tr>
<tr>
<td>St. Charles Cancer Center (Bend)</td>
<td>(541) 706-5800</td>
</tr>
<tr>
<td>PeaceHealth Southwest (Vancouver, WA)</td>
<td>(360) 514-1900</td>
</tr>
<tr>
<td>Tualley/OHSU Cancer Center</td>
<td>(503) 681-4200</td>
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<tr>
<td>OHSU Knight Cancer Institute Community Hematology – Oncology</td>
<td>(971) 262-9400</td>
</tr>
<tr>
<td>Providence Clackamas</td>
<td>(503) 513-3300</td>
</tr>
<tr>
<td>Roseburg Community Cancer Center</td>
<td>(541) 673-2267</td>
</tr>
</tbody>
</table>
OHSU Vision, Mission and Core Values

As part of its multifaceted public mission, OHSU strives for excellence in education, research and scholarship, clinical practice and community service. Through its dynamic interdisciplinary environment, OHSU stimulates the spirit of inquiry, initiative and cooperation among students, faculty and staff.

Setting the example for integrity, compassion and leadership, OHSU strives to:

- Educate tomorrow’s health professionals, scientists, engineers and managers in top-tier programs that prepare them for a lifetime of learning, leadership and contribution.
- Explore new basic, clinical and applied research frontiers in health and biomedical sciences, environmental and biomedical engineering and information sciences and translate these discoveries, wherever possible, into applications in the health and commercial sectors.
- Deliver excellence in health care, emphasizing the creation and implementation of new knowledge and cutting-edge technologies.
- Lead and advocate for programs that improve health for all Oregonians and extend OHSU’s education, research and healthcare missions through community service, partnerships and outreach.

Program Vision, Mission and Goals

Program Vision

The Radiation Therapy Program vision is to be a nationally recognized leader in radiation therapy education, professional collaboration and career development. Guided by professional and national standards, the program will provide well-rounded career education to radiation therapy students utilizing up-to-date didactic courses, diverse clinical experiences, advanced technologies and individualized mentorship.

Program Mission

Through the integration of both academic and clinical experience the Radiation Therapy Program will provide the means for each student to gain and apply the knowledge and skills necessary to become a competent and ethical practitioner in the art and science of radiation therapy. Built on the three components of the American Registry of Radiologic Technologists’ (ARRT) “equation for excellence” (education, ethics, examination), the program provides the preparatory education through didactic and clinical requirements to qualify graduates to take the ARRT national certifying exam. Promoting a culture of ethical behavior, the program upholds compliance with the ARRT rules of ethics required for initial and continuing certification. The mission and goals of this program are consistent with those of the OHSU and the School of Medicine.
JRCERT Program Goals
Upon completion of the Radiation Therapy program, graduates will:

1. Be clinically competent.
2. Demonstrate effective communication skills.
3. Model professionalism.
4. Develop and apply critical thinking skills.

OHSU Student Learning Outcomes
1. Apply foundational knowledge of physics, anatomy, physiology, oncology and professional ethics in clinical decision-making.
2. Apply radiation safety practices.
3. Operate ionizing-radiation producing equipment and recognize any inconsistencies or malfunctions of that equipment.
4. Review and verify all approved treatment plans, instructions, prescriptions and images to ensure that the information is consistent and valid before delivering any treatment.
5. Safely deliver an approved treatment plan to patients of all ages and physical conditions.
6. Recognize side-effects or complications commonly associated with each treatment procedure and recommend the appropriate patient care.
7. Demonstrate understanding of current concepts related to organs at risk (OAR), acceptable dose limits and the side effects associated with radiation.
8. Interact with patients and their families professionally with cultural sensitivity using appropriate written, verbal and nonverbal communication.
9. Demonstrate professionalism and the ability to communicate and work effectively in an interdisciplinary team.
10. Understand the value of continuing education and apply research skills towards increasing knowledge and understanding of the current trends in the treatment and cure of cancer.
11. Demonstrate an understanding of health policy and systems with specific attention towards billing, compliance and error reporting.

Technical Standards for Program Completion
For successful completion of the course of study for the degree of Bachelor of Science in Radiation Therapy, candidates for graduation must possess the knowledge, skills, attitudes and judgment to function technically and provide patient centered care in clinical situations. Candidates must demonstrate the capacity to develop academic and emotional maturity as well as collaborative skills to function effectively in a radiation oncology team. All students admitted/completing the Program must meet, with or without reasonable accommodation, the following technical requirements:

1. Have the strength, motor coordination and manual dexterity to:
Transport, move, lift or transfer patients from wheelchair or stretcher to a patient support assembly (table).

Lift, move, adjust, and manipulate a variety of devices and equipment necessary for procedures.

To arrange the devices and equipment properly with respect to the patient and the treatment prescription according to established procedures and standards of speed and accuracy.

Physically place patient in proper position for procedure according to established standards.

2. Have communication and interpersonal skills necessary to:

- Communicate verbally in an effective manner to deliver explanation and directions to patients as it relates to the procedure and patient care.
- Properly communicate and interpret written or verbal instructions from therapists, physicians, physicists, dosimetrists and/or other personnel.
- Record and verify all necessary treatment data.

3. Be capable of:

- Handling stressful situations related to emotional, technical and procedural standards and patient care situations.
- Providing physical and emotional support to the patient during procedures and be able to respond quickly to situations requiring basic life support and emergency care of the patient in the absence of, or until the physician arrives.

4. Have the mental / intellectual capacity to:

- Calculate and select proper technical factors according to individual prescriptions with accuracy and speed.
- View and evaluate digital imaging results for the purposes of determining proper positioning, blocking and field arrangements.
- Document patient identification and other pertinent technical information as required.

Students/applicants who may have questions regarding these technical standards or who believe they may need to request reasonable accommodation in order to meet the standards are encouraged to contact the OHSU Student Access.

Expectation

The Radiation Therapy Program will provide, to the best of its abilities, all possible means necessary to gain full knowledge, understanding and competency in the field of radiation therapy. The degree of success in the program and as a radiation therapist will vary with personal motivation and determination.

Upon successful completion of all requirements students will receive a Bachelor of Science in Radiation Therapy degree from OHSU. Graduates will be eligible to apply for the board certification exam offered by the American Registry of Radiologic Technologists, (ARRT). Graduates seeking employment in Oregon will be required to be licensed by the Oregon Board of Medical Imaging (OBMI).
Curriculum

The curriculum presented is based on the American Society of Radiologic Technologists, (ASRT) curriculum guide. *Important Note: Class schedule may change based on faculty schedules.*

<table>
<thead>
<tr>
<th>Course Number</th>
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<td><strong>Summer B</strong></td>
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<td>ANAT 411</td>
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<td>RDTT 305</td>
<td>Medical Terminology</td>
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<td>RDTT 309</td>
<td>Clinic</td>
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<td>Introduction to Radiation Therapy</td>
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<td>RDTT 313</td>
<td>Radiographic Technique</td>
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<td>Basic Patient Care Skills in Radiation Therapy</td>
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<td>Simulation</td>
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<td>Patient Care in Radiation Oncology</td>
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<td>RDTT 328</td>
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<td>CONJ 311</td>
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<td>CONJ 312</td>
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<td>RDTT 309</td>
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<td>Radiation Therapy Physics II</td>
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**Spring**

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**Summer A**

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<tr>
<td>RDTT 409</td>
<td>Clinic w/Senior Capstone Project</td>
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</table>
Academic Requirements
Students in the Radiation Therapy Program must maintain an overall GPA of 2.0 or higher while enrolled as a Radiation Therapy student. Students with a GPA less than 2.0 will be automatically placed on academic probation.

A grade of “C” or higher is required to pass each course. Students that receive below a “C” in any course will be automatically placed on academic probation.

A grade of “C” or higher must be earned on all exams to pass the overall course. If a grade lower than a “C” is earned on an exam, remediation must take place within two weeks of graded feedback, regardless of the overall grade in the class. Remediation requirements are at the instructor’s discretion, and will result in a grade change for the exam of no higher than a “C”. Students must receive a final course grade of “C” or above to pass the course.

Students may be placed on probation or dismissed from school if they do not satisfy the clinical performance requirements necessary for the safe practice of radiation therapy. A student may be placed on probation or dismissed from school if they fail to exhibit reasonable professional development and behavior, regardless of their academic standing. The evaluation of students’ professional development and behavior are considered to be part of the academic process.

Policies
The Radiation Therapy Program at OHSU operates as a free-standing division within the School of Medicine. The Program provides a 24-month competency-based education consisting of both a didactic and clinical phase. The Program has its own established and approved admission and graduation requirements, and has primary responsibility for designing and implementing the education program, procedural guidelines and regulations deemed necessary to carry out the Program’s educational objectives. The Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Upon matriculation into the OHSU Radiation Therapy Program, each student agrees to be bound by the Code of Conduct, rules, policies, procedures and administrative regulations of OHSU, the School of Medicine, Graduate Programs and the Radiation Therapy Program, as they exist at the time of admission, and as they may be changed during the student’s continued enrollment. Students must be familiar with the policies and procedures of the Program as delineated in this manual, and are also required to familiarize themselves with all policies and procedures of OHSU, the School of Medicine and Graduate Programs as published on ‘O2’, the OHSU Intranet.

Commitment to Diversity
OHSU is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you encounter sexual harassment, sexual misconduct, sexual assault or discrimination based on race, color, religion, age, national origin,
veteran’s status, ancestry, sex, sexual orientation, gender identity or disability please contact the Affirmative Action and Equal Opportunity Department at 503-494-5148 or aaeo@ohsu.edu. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the OHSU Title IX Coordinator, Laura Stadum. Contact Laura Stadum, JD at (503)494-0258 or titleix@ohsu.edu.

Non-Discrimination Policy
OHSU provides equal opportunities to all individuals regardless of race, color, religion, national origin, disability, age, marital status, sex, sexual orientation, gender, gender identity or expression, veteran status or any other status protected by law. It does not discriminate on any status protected by law. This policy applies to all employment, education, volunteer and patient care related activities or in any other aspect of OHSU’s operation. Retaliation for reporting discrimination is prohibited. To make an inquiry or report an incident of discrimination, contact OHSU’s Affirmative Action and Equal Opportunity (AAEO) Department at (503)494-5148, aaeo@ohsu.edu.

Other than OHSU's policies, in instances of conflict between the Radiation Therapy Program’s policies and procedures and those of the School of Medicine and/or Graduate Programs, the Radiation Therapy Program’s policies shall take precedence.

<table>
<thead>
<tr>
<th>Document or website</th>
</tr>
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<tbody>
<tr>
<td>Radiation Therapy Student Handbook</td>
</tr>
<tr>
<td>Radiation Therapy Program Website</td>
</tr>
<tr>
<td>OHSU Policy Manual</td>
</tr>
<tr>
<td>OHSU Code of Conduct</td>
</tr>
<tr>
<td>OHSU Professional Appearance Policy (#HC-HR-101-RR)</td>
</tr>
<tr>
<td>OHSU Requests for or Refusal of Healthcare Professionals or Other Personnel with Specific Characteristics Policy (#HC-RI-133-POL)</td>
</tr>
<tr>
<td>Graduate Studies Policies &amp; Guidelines</td>
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<tr>
<td>Medical Student Handbook (Posted on Student Portal)</td>
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<tr>
<td>Hand Hygiene</td>
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<tr>
<td>OHSU Core Competencies</td>
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<td>ASRT Practice Standards – Radiation Therapy</td>
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<tr>
<td>JRCERT Standards – Radiation Therapy</td>
</tr>
<tr>
<td>ARRT – Educators &amp; Students</td>
</tr>
</tbody>
</table>

Students will be provided access to applicable Program policies upon matriculation. After being given an opportunity to review the policies and ask questions, the student will be required to sign an agreement to abide by the policies as a condition of the student’s continued participation in the Program.
Compass Training
All students are required to complete the following online modules on Compass prior to orientation, and adhere to the precepts outlined in these courses at all times.

- OHSU HIPAA Privacy Education
- A Higher Standard: OHSU Respect at the University
- Integrity Education Booster

Workplace Violence Prevention and Response
It is recommended that students also complete the online Compass module Workplace Violence Prevention and Response. All faculty, staff and students at OHSU need to play a role in keeping our community safe.

Smoking
The OHSU campus is a tobacco-free environment. In support of this important initiative, OHSU has expanded benefits for employees and students who use tobacco. Students are encouraged to review these expanded benefits.

Background Checks
Students must pass an initial background check conducted before matriculation. Some hospitals and hospital systems require students to have a more recent background check and possible fingerprint check prior to clinical rotations. Students must comply with such a request. Additional background checks will be conducted via OHSU’s Department of Public Safety.

If at any time during enrollment a student is convicted of a felony or misdemeanor, found guilty in any proceedings in which they were charged with a felony or misdemeanor or have any pending arrests for a felony or misdemeanor, the student must immediately inform the Program Director.

Drug Testing
Students are referred to OHSU’s Policies and Procedures (see OHSU policy 03-30-095) and OHSU Code of Conduct regarding the use of alcohol or other drugs while an OHSU student.

To promote the health, safety and productivity of students and clients in their care, OHSU has established a drug testing program consisting of pre-clinical experience testing of students and "for cause" testing for any student suspected of being under the influence of unlawful drugs or alcohol during their course of study. (See OHSU policy 02-01-003)

All students accepted to the Radiation Therapy Program must successfully pass an initial drug screening prior to matriculation. Individual school policy shall dictate the timing of such screenings ensuring, at a minimum, students are tested before their initial clinical experience. All students may be tested "for cause." "For cause" testing includes alcohol and/or drug tests.
The cost of initial drug testing is included in student fees; any follow-up required testing will be at student’s expense.

Some hospitals and hospital systems require students to be drug tested beyond the initial screen and just prior to participating in a clinical experience. Students must comply with such a request and may be required to cover the cost of the testing.

**Basic Life Support/CPR for Healthcare Providers**

All OHSU students engaged in clinical practice or who have contact with patients are expected to maintain a current Basic Life Support (BLS)/CPR for healthcare provider’s card, certified by the American Heart Association (AHA). The BLS Provider card must be kept current and a copy must be given to the Clinical Coordinator at the beginning of the program. Students are not allowed to participate in the clinical setting without this card.

**Immunizations**

Immunizations are not provided by the Program.

Although some immunizations may be required or recommended by the Program, the choice regarding immunization is the responsibility of the student in consultation with the JBT (Joseph B. Trainer Health & Wellness Center). The OHSU immunization requirements imposed on all students as a condition of enrollment are based upon the recommendations for immunizations for health care workers issued by the Center for Disease Control (CDC). You may review a summary of these recommendations at the following [website](#).

Immunizations are available through the JBT, county health offices and/or the student’s personal health care provider. All costs associated with immunizations are to be incurred by the student.

History of, or updated immunizations or testing, are required for:

- a) Tetanus/Diphtheria
- b) Measles (Rubella)
- c) Mumps
- d) Rubella
- e) Hepatitis B
- f) Varicella (Chicken Pox)
- g) Tuberculosis

For self-protection during clinical activities, annual immunization with a polyvalent influenza vaccine is strongly recommended.

Further information, including the Immune Status Form, is available from the JBT at (503)494-8665 or [online](#).
Communicable Disease

Students who develop or have been exposed to a communicable disease will report by phone or, when appropriate, in person to Student Health Services for appropriate screening, reporting and follow-up. Students will not participate in patient care until they have been determined non-infectious.

Student Identification

At all times, students on OHSU-owned or controlled property will wear the OHSU Identification Badge provided by Public Safety. OHSU ID badges must be visible and securely worn above the waist. Badges hanging from lanyards are not permitted in patient care areas.

At all times, students in any clinical setting will wear their OHSU identification badge with their name and title. If a clinical site requires another type of ID, the site’s ID and one OHSU ID will be worn.

All students will introduce themselves as Radiation Therapy students from OHSU during all encounters at all clinical sites. It is the professional responsibility of the student to ensure that patients, staff and visitors are made aware of their Radiation Therapy student status.

Occupational Dose Equivalent Radiation Guidelines

The Radiation Therapy Program adheres to OHSU Safety Services Policy 07-40-001 regarding radiation safety. Occupational Radiation Exposure reports are posted for review on Sakai for all students on a quarterly basis.

Safety Services Policy 07-40-001

OHSU Radiation Safety Officer Janet Franco reviews all Occupational Radiation Exposure reports. Employees and students are contacted by Radiation Safety in relation to any unusual results.

Figure 8.1 OHSU Radiation Safety Regulations
Radiation Safety Occupational Dose Process Map:

OHSU Radiation Therapy Program

Radiation Safety

March 2017

Dose limit exceeds threshold limits (see below for OHSU limits)

Radiation Officer
reviews dosimeter results on a quarterly basis

Radiation Officer sends reports to Clinical Coordinator

Clinical Coordinator reviews results

Reports are posted on Sakai, and available for student review

Dose limit exceeds threshold limits (see below for OHSU limits)

Radiation Officer contacts employee/student/Department

The exposure was only to the badge wearer?

Yes

Employee/student provides background information regarding exposure (i.e. forgot in vault)

Employee is monitored by Radiation Safety Officer

Repeats are discussed with employee/student and reported to supervisor

No

Department investigates potential exposure

Department reviews appropriate policies and procedures with staff

Department reports investigation results to Radiation Safety Officer

Employee/student review relevant policies and procedures

Employee/student exchanges badge and is monitored monthly

Employee is monitored by Radiation Safety Officer

Repeats are discussed with employee/student and reported to supervisor

NO

YES
## OCCUPATIONAL RADIATION DOSE EQUIVALENT GUIDELINES (Sum of Internal & External Sources)

<table>
<thead>
<tr>
<th>Category</th>
<th>Federal/State Annual Limit #</th>
<th>OHSU Annual Limit</th>
<th>OHSU Quarterly ALARA Limit</th>
<th>OHSU Monthly ALARA Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>mSv mRem</td>
<td>mSv mRem</td>
<td>mSv mRem</td>
<td>mSv mRem</td>
</tr>
<tr>
<td>Whole Body</td>
<td>50 5000</td>
<td>25 2500</td>
<td>6 600</td>
<td>2 200</td>
</tr>
<tr>
<td>Lens of Eye</td>
<td>150 15000</td>
<td>75 7500</td>
<td>18 1800</td>
<td>6 600</td>
</tr>
<tr>
<td>Skin &amp; Extremities</td>
<td>500 50000</td>
<td>250 25000</td>
<td>60 6000</td>
<td>20 2000</td>
</tr>
<tr>
<td>Declared Pregnant Worker</td>
<td>5 5000</td>
<td>2.5 250</td>
<td>0.66 60</td>
<td>0.2 20</td>
</tr>
<tr>
<td>Youthful Worker</td>
<td>1/10th of the above Federal/State, OHSU and ALARA adult limits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Whole body is defined as the head, trunk, and arms above elbow, legs above knee. Deep dose equivalent at tissue depth of 1 cm.
2. Eye dose equivalent is the dose equivalent at tissue depth of 0.3 cm.
3. Extremities include elbows and knees, arms below the elbow, and legs below the knee. Shallow dose to depth 0.007 cm.
4. Dose is for exposure over the entire pregnancy.
5. Youthful worker is defined as minors over 14 and under 18 years of age. Child labor laws prohibit youths under 14 years from working in areas where radiation hazards exist.


### Contact Information:

**OHSU Radiation Safety Officer**

Janet Franco  
(503) 494-2584  
francoj@ohsu.edu

### MRI

All personnel trained to work in a Diagnostic MRI Suite or an area with magnetic fields are responsible for maintaining a safe environment at all times. This includes safety screening and preparation of MRI patients, non-patient visitors, students and OHSU employees that work in or near the MRI Suite. OHSU Radiation Therapy students are required to complete the appropriate non-patient screening questionnaire and the [MRI Safety Foundations Training](#) in Compass prior to any rotation that includes access or proximity to an MRI scanner (See [policy # 700.37 Title: MRI Safety Guidelines and Screening for Patients/Staff/Visitors](#)). The training must be completed during or before Fall Term of junior year. An MRI sticker of approval will be provided upon completion, and must be placed on the back of the OHSU student ID badge. Training is valid for up to one year, and student must re-take the MRI Foundations Training at the start of senior year.
Information Privacy and Security

Students may contact OHSU Information Privacy and Security at oips@ohsu.edu or (503) 494-0219. Visit the “Info Privacy & Security” tab on O2 to learn more about information privacy and security at OHSU.

To report privacy and security concerns anonymously, students may call (877) 733-8313.

Box.com is the only secure cloud system approved by OHSU to protect restricted information. Google Drive, DropBox, OneDrive, iCloud, and other cloud and file share systems do not comply with OHSU security standards. Students have access to Box.com through O2 using their standard OHSU login.

Emergency Preparedness (EP)

OHSU has established an Emergency Management Program that plans for an organized and effective response to emergencies. This page includes links to sign up for text alerts, inclement weather updates and other valuable information.

On Campus

If an emergency should occur while you are in the CLSB, the Program has established the parking lot of the 3030 SW Moody building as the meeting point to gather and assess the situation. If the 3030 building is inaccessible due to Trimet issues or a problem on the Tilikum Crossing, students will gather at the Schnitzer Lot to the north of the CLSB.

Clinical Sites

If an emergency should occur while you are at a clinical site, students will comply with established policies and practice at each clinical site. Students are required to be aware of the
specific emergency policies for each relevant clinical site. The Clinical Coordinator will verify awareness during clinical visits orally and through the Emergency Procedures Knowledge Evaluation in Trajecsys. This Knowledge Evaluation is due by the second visit by the Clinical Coordinator for each clinical rotation.

For more information regarding campus resources in case of emergency please refer to OHSU’s Emergency Resource Book.

Pregnancy
Any student who becomes pregnant during the school year may voluntarily report the pregnancy in writing to the Program Director or the Clinical Coordinator. The student may provide written notice of withdrawal or declaration of pregnancy at any time. Each case will be handled individually with respect for student's wishes for continuance or withdrawal. Students who elect to withdraw from the program due to pregnancy may be re-admitted without prejudice provided the student is in good standing at the time of withdrawal.

Academic options for the student may include the following:

- Continue in all aspects of the program.
- Withdraw from clinic courses during the pregnancy but continue in didactic courses. An “I” grade would be assigned for the clinic courses, which must be completed after the birth of the baby. Graduation would most likely be delayed.
- Withdraw from the entire program immediately. No credit would be lost and “I” grades would be assigned to all courses in progress. The student would arrange with the Program Director to resume programmatic work after the birth of the baby. Graduation would most likely be delayed.

Students that choose to “Declare their Pregnancy” must fill out the declaration form provided by the OHSU Radiation Safety Office.

This declaration is made in order to notify the OHSU Radiation Safety Office so a fetal radiation monitor may be issued and worn at the level of the waist during the pregnancy.

Professional Conduct Expectations
Conduct expected by the School of Medicine:

The faculty and students of the School of Medicine at the OHSU are expected to conduct themselves in an ethical, prudent and humanitarian manner while engaging in all phases of their professional and academic life. The following behaviors and attitudes are thought to embody some of the key requirements for professional conduct expected of faculty and students in the medical, graduate and allied health programs. A deviation from expected conduct may result in official School of Medicine disciplinary action.
A. Honesty is a necessary professional virtue. Students and faculty are expected to be honest in their academic and professional interactions with each other and in their dealings with peers, patients, the OHSU and the professional community.

B. It is expected that faculty and students will discharge their professional obligations in a timely and responsible manner.

C. Society sanctions health professionals to help people endure physical and emotional distress, entrusts them to examine intimate areas of the body and grants them the privilege of listening empathetically to closely guarded secrets and fears. Consequently, it is expected that health professionals will treat patients and their families with dignity and respect and will hold the information that they acquire in strictest confidence.

D. Faculty and students will not allow personal concerns and biases to interfere with the welfare of their patients.

E. Faculty and students should show respect for each other and for those who support the care of patients and the academic programs.

F. Faculty and students should assist each other to identify and maintain professional standards of conduct in a dignified and helpful manner.

G. Conflicts among students and faculty should be addressed and resolved in an equitable and professional manner.

H. Professional responsibilities require mental and physical abilities that are unimpaired by the use of drugs or alcohol.

Professional Appearance Policy

A clean, neat and professional appearance is required of students in all areas of the hospital and on the OHSU campus at all times.

Navy blue scrubs with matching top and bottoms and a visible OHSU badge are required in all clinical settings (clinical rotations and in clinic classes). Professional clean shoes must be worn during clinical rotations.

While in class the OHSU dress policy will be followed. While in clinics the Program guidelines must be adhered to as first priority. In the event an affiliated department dress policy is more conservative than the Program policy, it must also be followed. Jeans, leggings worn as pants, T-shirts and/or opened toe shoes are not allowed in the Radiation Medicine Department at any time (see OHSU Policy HC-HR-101-RR).

Grooming guidelines call for clean hands, hair, nails and body. All head and facial hair must be neat, clean, groomed and professional in appearance. Students are required to control body odors, which include excessive perfumes and aftershave lotions that could aggravate patient allergies. The Program also requires the removal of body piercing, except earrings, and the covering up of tattoos to meet professional appearance standards during all clinical rotations. Loop or hanging earrings are not acceptable.

Fingernails are to be neatly manicured and of length not to exceed ¼ inch fingertip and decorations should be safe, functional and customary for the work area.
A University Hospital identification badge must be worn at all times on and off campus while engaged in any activity as a student in the Radiation Therapy Program. OHSU ID badges must be visible and securely worn above the waist. Badges hanging from lanyards are not permitted in patient care areas.

Please contact the Program Director with any questions.

**Attendance Policy**

The student is required to be punctual and attend every class (academic and clinical) session. No classes are repeated. Unexpected absences must be communicated prior to class by e-mail to the Program Director. Clinical absences must be reported to the Clinical Coordinator and to the student’s Clinical Supervisor. Planned absences must be cleared with the Program Director in advance.

No absence excuses a student from making up the work missed, i.e. test and clinical hours. Excessive tardiness or absenteeism may result in the student's dismissal from the program. Tardiness and absenteeism also impacts academic and clinical evaluations and will play an important role in employment recommendations.

Students who miss an exam or scheduled presentation due to illness or medical emergency must provide a doctor’s note to the course instructor and program director in order for the absence to be excused. Students who miss an exam or scheduled presentation due to a family emergency or court date must provide appropriate documentation to the course instructor and program director in order for the absence to be excused. After verification of an excused absence course instructors will coordinate a makeup exam or presentation date with the student.

Students who do not provide documentation for an excused absence will receive a 0 on the assignment or a drop in letter grade, at the discretion of the course instructor.

Unexcused absences are considered as a professional development issue, and will be referred to the Progress and Promotions Committee for appropriate action.

Students in this program will not be required to be involved in more than 40 hours per week of classroom or clinic attendance. In the event of evening or weekend workshops or symposiums, clinic or class time will be reduced to adhere to the 40 hour per week policy.

**Professional Conduct Policy**

OHSU students are expected to conduct themselves in accordance with the high ethical standards expected of health professionals. Because students, after graduation, may be licensed to practice as health professionals and may be required to assume responsibility for the life and welfare of other human beings, every student is expected to demonstrate a level of competence and patterns of behavior which are consistent with these professional responsibilities and which are deserving of the public’s trust. The University and Radiation
Therapy Program has the right to sever, at any time, the connection with any student considered unfit for a career in the health-related professions.

OHSU Honor Code
Any person who witnesses or has firsthand knowledge of the misconduct of a student as described below is obligated to send a written and documented report of the infraction to the dean of the student’s school or other appropriate executive staff member within five days.

Misconduct
In addition to conduct proscribed by a school, prohibited conduct includes but is not limited to:

- Submitting material in assignments, examinations or other academic work based upon sources prohibited by the instructor or the furnishing of materials to another person for purposes of aiding another person to cheat;
- Submitting material in assignments, examinations and other academic work which is not the work of the student in question and where there is no indication in writing that the work is not that of the student;
- Knowingly producing false evidence or false statements, making charges in bad faith against any other person or making false statements about one’s own behavior related to educational or professional matters;
- Falsification or misuse of university records, permits or documents;
- Violating existing school or university policies and regulations;
- Exhibiting behavior which is disruptive to the learning process or to the academic or community environment;
- Conviction of a crime before becoming a student under circumstances bearing on the suitability of a student to practice a health or related profession, conviction of a crime while a student, disregard for the ethical standards appropriate to the practice of a health related professional while a student or before becoming a student, or current habitual or excessive use of intoxicants or illegal drugs;
- Obstructing or disruption of teaching, research, administration, disciplinary procedures or other institutional activities including the university’s public service functions or other authorized activities on institutionally owned or controlled property;
- Obstruction or disruption interfering with freedom of movement, either pedestrian or vehicular, on institutionally owned or controlled property;
- Possession or use of firearms, explosives, dangerous chemicals or other controlled property in contravention of law or institutional rules;
- Detention or physical abuse of any person or conduct intended to threaten imminent bodily harm or endanger the health of any person on any institutionally owned or controlled property;
- Malicious damage, misuse or theft of institutional property, institutionally owned or controlled property or, regardless of location, is in the care, custody or control of an institution;
• Refusal by any person while on institutional property to comply with an order of the President or appropriate authorized official to leave such premises because of conduct proscribed by this policy when such conduct constitutes a danger to personal safety, property or educational or other appropriate institutional activities on such premises;
• Unauthorized entry to or use of institutional facilities, including building and grounds;
• Illegal use, possession or distribution of drugs on institutional owned or controlled property; and
• Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein,” Inciting means that advocacy of proscribed conduct which calls upon the person or persons addressed for imminent action and is coupled with a measurable apprehension of imminent danger to the functions and purposes of the institution, including the safety of persons and the protection of its property.

Note: In an effort to uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as Turnitin to compare a student’s submitted work against multiple sources.

Procedures for alleged Misconduct
Alleged misconduct will be reviewed by the Radiation Therapy Program Progress and Promotions Committee, and recommendations will be sent to Vice-Provost Academic Affairs and Undergraduate Articulation and Dean of the School of Medicine

- Dean is responsible for making final decision
- Student may appeal or grieve to the University (see Grievance Policy)

If not otherwise provided by a school or applicable program, allegations of prohibited conduct shall follow procedures described below:

Possible Actions
The following comprises examples of types of official School of Medicine actions which may be taken. One or more of the following actions may be imposed only after a hearing at which the student has had the opportunity to be present and present his or her side of the complaint.

- Loss of Privileges: Denial of the use of specific OHSU facilities.
- Financial Aid Termination: Cancellation of any or all financial aid including but not limited to tuition and fee waivers, scholarships, grants-in-aid and employment.
- Restitution: Reimbursement by transfer of property or services of the same or equivalent value to the OHSU or to a member of the OHSU community.
- Warning: Official notice to a student that his or her performance is in violation of the Medical School’s Exceptions for Academic or Professional Conduct. The continuation of violations may result in further action.
University Policy – Student’s Right to Appeal
A student may appeal a final disciplinary decision by their school or applicable program to the Provost as provided in OHSU Policy 02-30-050. Appeals to the Provost may be filed in the OHSU Office of Student Affairs and may only be made upon the following grounds:

- The School or program failed to follow established procedures with respect to the decision appealed from; and the error resulted in prejudice to the student;
- New material information is available that would not have been presented at the time of the proceedings at the school; or
- The decision is in conflict with applicable laws, rules or OHSU policies.

Appeals to the Provost must be in writing and the appeal must be submitted within thirty days of the student’s notification of the decision. The decision of the Provost is final.

Grievance Policy
Students have the right to grieve matters which they deem to be unfair or unreasonable. Students may submit a grievance for a grade only if unfair or unreasonable procedures are alleged. Students have the right to grieve matters related to, but not restricted to the following areas:

- Student-mentor or student-faculty conflicts
- Grading policies
- Curriculum issues
- Program policies
- Laboratory safety issues accreditation non-compliance issues

Grievances involving discrimination are referred to the Office of Affirmative Action/Equal Opportunity. (see below)

Accommodations
OHSU is committed to providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADA-AA) of 2008. If you have a disability or think you may have a disability (physical, sensory, chronic health, psychological or learning) please contact the Office for Student Access at (503)494-0082 or studentaccess@ohsu.edu to discuss eligibility for academic accommodations. Information is also available at www.ohsu.edu/student-access. Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon as possible. All information regarding a student’s disability is kept in accordance with relevant state and federal laws.

Health science programs are extremely rigorous and fast-paced. Accommodations that may have worked in your undergraduate program may no longer be effective in this environment. Please contact the Director of the Office for Student Access at (503)494-0082 to discuss your needs. Do it at the beginning of the quarter before you are in crisis.
Informal Procedure

Confidential grievances related to Title IX (see above) and/or Accommodations may contact the Affirmative Action and Equal Opportunity Department, or the Office for Student Access directly.

A student who wishes to grieve a matter mentioned under the Grievance Policy above is encouraged to first discuss the problem with the individual(s) involved. In the case of a grade or course related grievance, the student should first address the concern to the course instructor. If not satisfied with the response of the individual(s), or if the student is unable, for any reason, to discuss the matter with the individual(s) involved, students may address the grievance to the Program Director and/or to the Medical Director. The grievance should be documented.

Formal Procedure

If the parties are unable to resolve the issue to their mutual satisfaction through the informal process, the grievant may file a written formal grievance with the Vice-Provost for Academic Affairs and Undergraduate Articulation within 20 days after the termination of the informal grievance procedure. The document should describe:

- Nature of the grievance
- Circumstances under which the grievance took place,
- Previous efforts to resolve the problem
- Nature of the redress the grievant is seeking

The Vice-Provost for Academic Affairs and Undergraduate Articulation will convene a Committee within 20 workdays. The Committee will meet within 10 workdays after receipt of the grievance. The Committee subsequently sets a time and place for the grievance hearing and sends written notification to the parties involved. The hearing may consist of a series of meetings between the Committee and individuals involved in the grievance or a single meeting with all parties present. At any stage of the proceeding, each party to the grievance may be accompanied by an advisor of that party’s choice. The advisor will not be permitted to speak on behalf of the party or participate in any other manner not approved of by the Committee. The Committee members may, at any time, request additional information or documentation from the grievant and/or others, and may request that individuals appear before it during the hearing process to provide information.

At any stage of the proceeding, the Committee may attempt to resolve the grievance. If an acceptable resolution is reached, the Committee will prepare a Statement of Understanding for all parties to sign. A copy of the statement will be provided to the parties and the Vice-Provost for Academic Affairs and Undergraduate Articulation.

If a resolution is not reached before the conclusion of the hearings process, the Committee will deliberate privately and reach a decision with respect to the grievance. A decision should be reached within 20 workdays of the conclusion of the hearings process. The Committee will
prepare a report summarizing the Committee’s factual findings, the Committee’s conclusions based on the evidence presented at the hearing and the Committee’s recommended solution or determination of the grievance.

The Committee should also record the vote for and against the recommendation. Member(s) of the Committee may file a minority report with the Vice-Provost for Academic Affairs and Undergraduate Articulation. A copy of the report will be forwarded to the Vice-Provost for Academic Affairs and Undergraduate Articulation and the Dean of the School of Medicine and to the parties to the grievance. The Vice-Provost for Academic Affairs and Undergraduate Articulation shall reach a final decision on the grievance within 10 days of receipt of the report. A copy of the decision will be sent to the parties and to members of the grievance Committee. The Vice-Provost for Academic Affairs and Undergraduate Articulation’s decision may be appealed to the Provost in accordance with OHSU policy on appeals.

For any complaints and/or other allegations related to non-compliance of JRCERT Standards, follow the procedures outlined above or complete and submit the JRCERT allegations reporting form at www.jrcert.org.

Professional Liability
While enrolled in the Radiation Therapy Program at OHSU and its affiliates, students are covered under the Oregon Tort Liability Act (OR30.260 through 30.300)

Academic Standards
Radiation therapy students are responsible for conducting themselves in a manner that is above reproach at all times. The Program maintains that above all, ethical conduct, especially honesty, is one of the most important attributes of a competent health care professional. Having adopted the high ethical standards of the radiation therapy profession, the student is charged with the responsibility for the behavior of colleagues as well as their own.

Faculty expect the following from each student:

- All assignments, quizzes and examinations will be completed on an individual basis unless otherwise directed by the faculty. Sharing of homework is considered cheating.
- No resources will be consulted during examinations or quizzes unless specifically authorized.
- Submitting material in assignments, examinations or other academic work that is fabricated or not that of the student and there is no indication (citation) in writing that the work is not that of the student is considered plagiarism.

Violations of the above are a breach of academic or professional conduct standards are cause for dismissal. Students with knowledge of an infraction are obligated to provide this information to the Program Director immediately.
During a presentation, common courtesy is expected. The students are expected to arrive on time and not delay the presentation by reason of tardiness. **All cell phones and pagers are to be turned off during class and clinic hours.** The students will remain seated during the lecture and not leave prior to the end of the presentation. Students must request permission to leave the room during examinations.

Wireless service is provided for your convenience; however, personal use of the internet during lectures is not acceptable.

Arriving to class on time is an expectation of all students. Tardiness is unacceptable to the Program. Chronic tardiness will not be tolerated and will be viewed as a Behavioral Development issue and referred to the Progress and Promotions Committee for appropriate action to include dismissal.

**Academic Integrity/Plagiarism/Cheating**

Academic dishonesty is defined as cheating, plagiarism or otherwise obtaining grades under false pretenses. Plagiarism is defined as submitting the language, ideas, thoughts or work of another as one’s own or assisting in the act of plagiarism by allowing one’s work to be used in this fashion. Cheating is defined as, but not limited to: obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text and other materials; obtaining or providing unauthorized information concerning all or part of an examination prior to that examination; taking an examination for another student or arranging for another person to take an exam in one’s place; altering test answers after submittal for grading; changing grades after grades have been awarded; or altering other official academic records. A charge of cheating can have severe consequences.

**Citations and References**

Students are expected to provide sufficient references and citations on all submitted coursework, including (but not limited to): presentations, reports, and papers (both formal and informal). Failure to properly cite or reference source material, whether intentional or unintentional, may be interpreted as plagiarism. Consequences for plagiarism are determined by the program director and course instructor and may lead to failure and remediation, probation, or dismissal from the Radiation Therapy Program.

**Academic Conduct**

Due to the adjacent educational, administrative, clinical and research activities in CLSB and other classroom buildings, noise is to be kept to a minimum, especially in hallways.

In our designated classroom, non-alcoholic drinking will be allowed during class. Allowance of eating during lectures or tests will be at the discretion of each lecturer. Students will maintain the classroom in a clean and orderly fashion.
Course information (including but not limited to: syllabus, requirements, resources etc.) is available through Sakai. Students are required to communicate, submit, and manage course material through Sakai based on the requirements of each course instructor. Each student is responsible for obtaining lecture notes, handouts and assignments through Sakai and/or email or by the relevant faculty. In the event of an absence, the student should make arrangements to obtain from a fellow student the lecture notes that have been missed. The instructor, upon request, will supply handouts. The instructor will arrange a time to discuss notes and/or handouts if requested by the student.

The individual instructor determines testing (major and minor), absences and tardiness policies.

### Withdrawal

Students who wish to withdraw from the program must complete a withdrawal form. The form can be found on the Registrar’s webpage [www.ohsu.edu/registrar](http://www.ohsu.edu/registrar) under General Forms and Information. After completing the form, the director will sign then send it to Graduate Studies. This will be followed by an exit interview with the Program Director.

The withdrawal form can be found here: [http://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/upload/Withdrawal-LOA-Form_Updated_050316.pdf](http://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/upload/Withdrawal-LOA-Form_Updated_050316.pdf)

### Evaluation Criteria

The Program staff welcomes and encourages written feedback regarding any aspect of the Program. Students are required to complete evaluations of didactic presentations, all courses within the curriculum and clinical rotation sites through Sakai and relevant surveys.

The feedback provided shall be considered confidential and information determined from the contents of the evaluations will be disseminated outside of the Program only in summary form, without identification of the student, unless specifically authorized by the student. These evaluations will be maintained in a permanent Program file and will be used to refine the curriculum and ensure the selection of optimal instructors in subsequent education programs.

Students are required to complete OHSU Blue evaluations and clinical survey evaluations at the end of each term of the Program and an exit survey at program completion. Surveys are designed to evaluate individual clinical sites, courses, instructors and the Program as a whole.

### Behavioral Probation

Certain policies and procedures outlined in this document, including but not limited to policies regarding attendance, classroom behavior and timeliness in submitting assignments, are designed to enhance the education and the educational process of the students in the OHSU Radiation Therapy Program.
The behavior of a student found to be consistently in violation of such policies and procedures will be reviewed by the Progress and Promotions Committee. At the discretion of the committee, a student may be placed on behavioral probation if a pattern of behavior exists which demonstrates willful neglect of the Program’s policies and procedures. At a minimum, behavioral probation will require that a student maintain compliance with all policies and procedures of the Program for the remainder of the time they are a student in the Program. Additional requirements may be imposed to compensate for previous violations.

A student who commits additional infractions of policies and procedures or who fails to satisfactorily complete the requirements imposed on them by the Progress and Promotions Committee within the prescribed time frame will be subject to dismissal.

Probation Policy

Upon receiving less than a 2.0 cumulative grade point average, or less than a “C” grade in any required course, the Radiation Therapy student will automatically be placed on academic probation. A student receiving less than a “C” grade in any required course must complete a prescribed program of remediation and successfully pass a supplemental exam within 21 days.

After successfully passing the supplemental exam, a “remediated” grade for the course will be submitted to the Registrar. The student’s transcript will reflect both the initial non-passing grade and the remediating passing grade for the same course. A student required to remediate a course due to a non-passing grade will remain on academic probation for at least one subsequent quarter despite the successful completion of remediation.

A student who fails to satisfactorily complete the supplemental exam with a “C” grade within 21 days will be subject to dismissal.

Any student on academic probation who fails to pass all required course work in the subsequent term or fails to regain a cumulative average of 2.0 may be subject to dismissal.

A student on academic probation who has successfully completed all required remediation, achieved all passing grades in the subsequent term and regains a 2.0 cumulative average is eligible to be removed from academic probationary status at the discretion of the Progress and Promotions Committee.

Students must receive a “C” grade or above in clinical evaluations for all clinical rotations. Clinical evaluation grades are a calculated combination of the evaluations completed by the supervising therapist and observation evaluations from the Clinical Coordinator/Program Director. In the event a student receives less than a “C” grade in the final evaluation of a rotation, the student may be required to repeat all or a portion of the clinical experience (regardless of the overall grade calculated).

Cause for Probation

- Academic and/or professional misconduct
- Less than a 2.0 cumulative grade point average
- Less than a "C" grade in any course

**Cause for Dismissal**
- Academic and/or professional misconduct
- Second term of an cumulative grade point average of less than 2.0
- Less than a "C" grade in any course upon taking a supplemental exam (which must be completed within the first 21 days from the end of the quarter)
- Less than a “C” grade in any course while on academic probation

Failure of more than one course anytime in the program will result in probation and may result in dismissal. Dismissal is dependent on academic standing, professional standing, clinical standing, and previous probation. Notices of probation and dismissal are sent from the Program Director and/or the Vice Provost of the Office of Academic Affairs in Allied Health. The student may appeal the dismissal.

**University Standards**

**Tuition & Fees**
Information can be obtained from the OHSU Registrar's Office after July 1st by calling: (503)494-7800, or by visiting their website at [www.ohsu.edu/registrar](http://www.ohsu.edu/registrar).

**Radiation Therapy Tuition and Fees**

**Financial Aid and Assistance**
Financial Aid is arranged through the [Financial Aid Office](mailto:finaid@ohsu.edu) at (503)494-8249 or finaid@ohsu.edu.

Any financial aid program that requires documentation by the Program Director must be given to the Program Director two weeks prior to the due date.

Veteran's Assistance may require a record of attendance for academic/clinic instruction on a monthly basis. Forms are available in the Registrar's Office.

**Access and Disability Service**
OHSU is committed to providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADA-AA) of 2008. If you have a disability or think you may have a disability (physical, sensory, chronic health, psychological, learning or other) please contact the Office for Student Access at (503) 494-0082 or studentaccess@ohsu.edu to discuss eligibility for academic accommodations. Information is also available at [www.ohsu.edu/student-access](http://www.ohsu.edu/student-access). Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon
as possible. All information regarding a student’s disability is kept in accordance with relevant state and federal laws.

Learning requires self-activity, self-discipline, motivation and initiative on the part of each individual student. The faculty and clinic instructors serve as guides to help the student develop the necessary technical and academic skills.

In any educational endeavor the student must learn to develop and master many skills. The acquisition of these skills in all three domains (cognitive/knowledge, psychomotor skill, affective/interpersonal) must be guided by objectives which enable the student to grow and develop so as to obtain the skills necessary for successful completion of this program. It was expected that each of you were well on your way in the development of the three domains when you applied to this program.

**Sakai**

The Radiation Therapy Program utilizes the OHSU online learning management system Sakai. All students are able to login to Sakai using their OHSU account information. Sakai houses pages for all didactic and clinical courses in the Radiation Therapy Program and may include course syllabi, lectures, assignments, grades, and other course specific resources and tools.

Sakai also provides links to student resources via the OHSU Student Portal. Here, students can find student news, calendars, events, and other pertinent information.

**Student Lounge**

The CLSB Graduate Student Lounge is shared with students of other programs, including Medical, Dental, Physician Assistant and OSU School of Pharmacy. Access to the lounge is by badge only and all students are expected to facilitate maintaining the area’s security. The Assistant Vice Provost for Student Life, Karen Seresun is responsible for maintaining this space. Any problems should be reported by a single class spokesperson to her at (503)494-8295, or seresunk@ohsu.edu.

Kitchen facilities including refrigerators and microwaves are provided. Students are expected to help maintain the cleanliness of the lounge, the furniture and equipment. Refrigerators should be cleaned out on a regular basis.

**Library**

The Biomedical Information and Communication Center (BICC) houses the library and all of the computerized educational support for OHSU. Students are extended full privileges at the BICC, including use of computers, access to databases, online books and journals and CD-ROM educational materials. Students will be introduced to the BICC at orientation, during which the services and student responsibilities as users will be outlined. Fees for library materials or
services may not be charged against the Program account unless expressly authorized by the Program Director.

When students are using the library during open hours, students must use the main 3rd floor entrance. After hours, students can access the 4th floor of the library 24 hours a day with their OHSU ID badge. Students can swipe on one of the outside sets of doors (2nd floor on either side of the building or 4th floor on the bridge side). Once inside the building students should go to the 4th floor lobby, then swipe to get into the library. Quiet study space, study rooms and wireless access are available. OHSU library hours are posted on the main library web page.

In addition, most textbooks in the Department of Radiation Medicine are available for student use. Textbooks are located in the resident's room and the department library. These may not be checked out without the approval of the program director.

You may contact Laura Zeigen (zeigenl@ohsu.edu), OHSU Librarian and set up an appointment for assistance at any time. Radiation Therapy Library Guide

Technology Specifications
A laptop computer is required for class work and exams and is needed throughout the entire course of study at OHSU. Both PCs and Macs are acceptable. A Chromebook, iPad or other tablet alone will not be sufficient. Microsoft Office (Outlook, Word, Excel, and PowerPoint) is also required for both Mac and PC users.

Inclement Weather
During inclement weather, students should call the OHSU Inclement Weather Hotline at (503)494-9021 for a message regarding possible campus closures. Any program-specific changes to class schedule due to inclement weather will be communicated via email to all students as soon as feasible. If you are unable to make it to your assigned area contact the Program Director and/or Clinical Coordinator.

Holidays
Class/clinic will be in recess on the following university observed holidays:

- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Year’s Day
- Martin Luther King's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
# Academic Calendar

**2017-2018 Academic Calendar**

## Summer Term 2017

| Undergrad Nursing & SoPH programs located at PSU: Classes Begin | 06/26/17 |
| Undergrad Nursing & SoPH programs located at PSU: Classes End | 09/08/17 |
| 12 Week or 6 Week Session A Begins | 06/26/17 |
| 6 Week Session A Ends | 08/04/17 |
| 6 Week Session B Begins | 08/07/17 |
| 12 Week or 6 Week Session B Ends | 09/15/17 |

## Fall Term 2017

| Classes Begin | 09/25/17 |
| Fall term Ends - SoN Undergrad and SoPH programs located at PSU (11 weeks) | 12/08/17 |
| Fall Term Ends (12 weeks) | 12/15/17 |

## Winter Term 2018

| Classes Begin | 01/08/18 |
| Winter Term Ends (11 weeks) | 03/23/18 |

## Spring Term 2018

| Classes Begin | 04/02/18 |
| Spring Term Ends - SoN Undergrad and SoPH programs located at PSU (11 weeks) | 06/15/18 |
| Spring Term Ends (12 weeks) | 06/22/18 |
Clinical Standards
Clinical information including rotation sites, hours, progress, evaluations and competencies will be managed through Trajecsys: http://www.trajecsys.com. Students are required to register and create an account for 24 months at the beginning of their clinical rotations in the Fall of junior year. Student Trajecsys account must be kept up-to-date at all times. Training will be provided.

The Program requires that all students contact their clinical site before the first day of their rotation to introduce themselves and provide the following information: first day at site, school year, previous rotational site, request additional dress code or logistics information. Documentation of this task must be provided to the Clinical Coordinator before the start of the clinical rotation.

Clinical Attendance
Clinical rotation attendance at scheduled times and dates is mandatory. Junior students are allocated two sick days per year. Senior students are allocated three sick days per year. Any unused sick time from junior year may be transferred to the senior academic year. Allotted sick time is to be used for illness unless otherwise preapproved by the Program Director and Clinical Coordinator. Any missed clinical hours due to illness beyond the designated days must be made up by the student. Clinical make up time may not take place during OHSU observed holidays. Students who are excused from a clinical rotation due to illness will submit a written medical note from a physician if the resulting absence is greater than three days. The student’s total number of absences, regardless of cause, will be reviewed by the Clinical Coordinator and Program Director. Each student will provide a log of attendance via Trajecsys. The log will be reviewed by the Clinical Coordinator on an ongoing basis.

The Clinical Coordinator and Clinical Supervisor must be notified before on-duty shift time when illness or other circumstances prevent the student from reporting to the hospital. Failure to e-mail or call the Clinical Coordinator and Clinical Supervisor will result in a warning. A second failure to call in to the Clinical Coordinator and Clinical Supervisor will result in a second warning. A third failure to call the Clinical Coordinator and Clinical Supervisor will result in dismissal.

On days where clinic and class coincide 45 minutes travel time will be allowed to/from the OHSU campus to/from Adventist Health, Tuality, Knight Cancer Institute, Good Samaritan, Meridian Park, Mt. Hood, Providence Portland, Providence St. Vincent, Providence Clackamas, Compass Oncology and PeaceHealth Southwest Washington for clinical rotations. One hour travel time will be allowed to/from Salem. If more time is needed, the student may call the Clinical Coordinator.
Clinical Schedule
The Radiation Therapy Program is a consecutive 24 month program utilizing two summer quarters. Clinical experience in patient care and treatment is achieved under the guidance of certified staff members at our affiliated clinical locations (please refer to the end of the handbook). The Clinical Supervisor at each clinic site will provide a schedule of student hours. The JRCERT defines the operational hours of traditional programs as Monday - Friday, 5:00 a.m. - 7:00 p.m. Due to the number of students and specific requests of the clinical sites, student requested clinical placements are not allowed. Refer to Program Clinical Rotation Process and Clinical Placement Process.
The following equipment is utilized for clinical education:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varian Trilogy Linear Accelerator</td>
<td>ARIA chartless records system</td>
</tr>
<tr>
<td>Novalis Brain Lab</td>
<td>Impact record and verify system</td>
</tr>
<tr>
<td>Varian Truebeam Linear Accelerator</td>
<td>Varis record and verify system</td>
</tr>
<tr>
<td>2100 EX MLC Varian Linear Accelerator</td>
<td>GE Lightspeed Big Bore CT</td>
</tr>
<tr>
<td>2300 EX MLC Varian Linear Accelerator and portal imaging</td>
<td>GE Discovery Big Bore 4D CT</td>
</tr>
<tr>
<td>Elekta Infinity</td>
<td>Philips Brilliance Big Bore 4D CT</td>
</tr>
<tr>
<td>Elekta Synergy</td>
<td>Philips Brilliance 6 CT</td>
</tr>
<tr>
<td>Elekta VersaHD</td>
<td>Hexapod table</td>
</tr>
<tr>
<td>TomoTherapy</td>
<td>VisionRT</td>
</tr>
<tr>
<td>Gamma Knife/Cyberknife - Observation</td>
<td>Varian RMP motion management system</td>
</tr>
<tr>
<td>Therapax 3 Orthovoltage</td>
<td>ExacTrac by BrainLab</td>
</tr>
<tr>
<td>VariSource HDR - Observation</td>
<td>XOFT Brachytherapy</td>
</tr>
<tr>
<td>Calypso</td>
<td>BSD-500 Hyperthermia -Observation</td>
</tr>
<tr>
<td>CT AcQSim</td>
<td>Mobetron- Observation</td>
</tr>
<tr>
<td>Varian Ximatron Simulator</td>
<td>IntraBeam - Observation</td>
</tr>
<tr>
<td>Varian Acuity Simulator</td>
<td>Active Breath Hold (ABC)</td>
</tr>
<tr>
<td>ADAC Pinnacle Treatment Planning Computer</td>
<td>Automated Breathing Controller</td>
</tr>
</tbody>
</table>
Clinical Supervision
Direct supervision of students must be maintained at all times. All student work must be checked by a certified radiation therapist, dosimetrist, physicist or physician before treatment is given. The JRCERT requires that all radiation therapy procedures are performed under direct supervision of a qualified practitioner.

According to the JRCERT, 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 during all patient procedures.

The JRCERT defines direct supervision as student supervision by a qualified practitioner who: is physically present during the conduct of the procedure, and reviews and approves the procedure and/or image. Supervision of students over closed-circuit monitor(s) is not acceptable.

Clinical Education
The responsibility of the radiation therapist continues to become more complex as the technology becomes more sophisticated. The clinical education portion of the program affords the student the opportunity to perform a variety of procedures under the supervision of an ARRT certified radiation therapist, dosimetrist, physicist or physician in the radiation oncology department.

The cognitive skills of the students are primarily evaluated in the classroom and the application of these skills is evaluated throughout all phases of the education process.

Development of psychomotor skills occurs in the clinical education experience.

The affective domain is reinforced as the program endeavors to instill the appropriate attitudes and interpersonal skills necessary for the professional environment.

Cognitive and psychomotor domains are the essentials of the Radiation Therapy Program. The student therapist must have mastered an acceptable level of competency within the academic portion of the curriculum before applying this knowledge within the clinical setting.
The student begins clinical participation by first observing a registered radiation therapist. This participation moves from the passive mode of observation to the more active mode of assisting the therapist in the therapy procedures. The rate of student progress is dependent upon the ability of the student to use the equipment and to comprehend and perform the various tasks assigned. As soon as the student feels confident with the equipment and procedure, they may perform the procedure under the direction of the therapist. As the student gains experience in the various procedures, independent clinical performance under supervision is introduced. After the student has independently completed the individual procedure and feels confident to challenge a competency evaluation, the student follows the competency procedure. After completing the competency procedure, the student continues to perform the procedure to retain proficiency and develop additional self-confidence. Competency requirements for clinic and clinic seminar must be completed prior to graduation.

In addition to completing the clinical competencies throughout the year, students must keep clinical logs of all patients/sites treated, tumor board logs and a reflective journal.

The student is expected to use clinic time wisely. When not performing direct clinical duties, the student should consider the following activities:

- Practice calculations
- Practice reading treatment charts
- Practice checking charts
- Review textbooks available in the department
- Work on homework
- Review medical journals
- Practice simulations or treatment set-ups
- Work on treatment machines when assigned to a slow SIM rotation

No magazines, newspapers or outside reading are allowed in the clinical area. Social visiting during clinic hours should be kept to a minimum. No phone use during clinic hours.

**Important Competency information**

Some individual competencies are difficult to acquire, and students should be aware and take the opportunity to be evaluated whenever possible.

- A knowledge assessment must be submitted and approved for each competency. Competencies without a knowledge assessment may be deemed invalid.
- Competencies can be completed from Summer term 1st year until Summer term 2nd year/graduation.
- The minimum competency requirement must be met each rotation or the clinic grade may be reduced by one grade.
- There is no minimum for Summer term 1st year, but the maximum is six.
• **Minimum** six machine competencies must be performed per rotation.
• **Maximum** 10 machine competencies must be performed per rotation.
• Two machine competencies may be simulated in the clinic with a therapist.
• All simulator competencies must be performed on patients during planned sim rotations.
• All clinical competencies must be completed and passed by the time of graduation.

Missing competencies will require additional days beyond graduation, and will be arranged by the clinical coordinator. Students that do not perform the minimum competencies each term may be placed on probation and graduation may be delayed.

Didactic and clinical competency requirements for radiation therapy established by the American Registry of Radiologic Technologists (ARRT) can be found here: [https://www.arrt.org/docs/default-source/discipline-documents/radiation-therapy/thr-competency-requirements.pdf?sfvrsn=10](https://www.arrt.org/docs/default-source/discipline-documents/radiation-therapy/thr-competency-requirements.pdf?sfvrsn=10)
Competency Evaluation Process

1. List of required comps in Trajecsys/Sakai
   - Student begins competencies during 1st year Summer rotation

2. Knowledge Assessment document stored in Trajecsys/Sakai
   - Student progresses from OBSERVATION - ASSISTANCE - INDEPENDENCE

3. Student selects a patient with > 3 prescribed treatments remaining
   - Therapist approves patient?

4. Knowledge Assessment document stored in Trajecsys/Sakai
   - Student completes Knowledge Assessment

5. Student informs therapist that they are ready to comp
   - Therapist approves student to comp?

6. Knowledge Assessment document stored in Trajecsys
   - Therapist reviews Knowledge Assessment

7. Student performs competency

8. Knowledge Assessment approved/sign competency evaluation in Trajecsys
   - Comp passed?

9. Max. 5 comp. attempts per patient
   - New patient requires start of comp. process

10. Student records competency PASS
Professional Clinic Conduct
Society sanctions health professionals to help people endure physical and emotional distress, entrusts them to examine intimate areas of the body and grants them the privilege of listening empathetically to closely guarded secrets and fears. Consequently, it is expected that health professionals will treat patients and their families with dignity and respect and will hold the information that they acquire in strictest confidence.

Patient information is to be discussed only in the context of consultation with clinical instructors or professional discussion with other health care providers at the clinical site.

Students will delete or code identifying information during oral presentations to the program faculty and students and on any write-ups submitted for faculty evaluation. Protected patient information shall not be input into Trajecsys.

Faculty and students will not allow personal concerns and biases to interfere with the welfare of their patients.

Conversations inside the treatment rooms should be limited to treatment set up. PERSONAL CONVERSATIONS, OUT OF COMMON COURTESY, SHOULD ALWAYS INCLUDE THE PATIENT.

Students are expected to use a professional demeanor when interacting with patients. A patient should be addressed as Mr. or Mrs., etc., unless the patient has requested first name usage. Professional behavior includes using professional terminology when communicating with the patient and family. When working with patients, please, always remember to be gentle, physically and verbally.

Clinical Expectations
- Prompt arrival time.
- Appropriate dress.
- Proper conduct in the work environment, with patients and other personnel.
- Be responsive to instruction, evaluations and constructive criticism.
- Learn, follow and practice department routine and policies.
- Be aware of and responsive to patient condition and care.
- Demonstrate appropriate radiation safety practices.
- Adhere to equipment safety requirements.
- **No cell phone use while working.**

Clinical Evaluation
Students will be given access to required evaluation forms at the beginning of each term. Students are responsible for reviewing objectives with the therapists. It is the responsibility of each to notify therapists when the midterm evaluation is available on Trajecsys. Students must notify the therapist of the final evaluation two weeks prior to the end of rotation. A clinical supervising therapist may notify the program at any time regarding student technical, professional, or interpersonal concerns. Such a notification may result in a clinical action plan.
Clinical Action Plan Process

Clinical affiliate contacts program director or coordinator with student concern.

Program director and clinical coordinator have a meeting.

PD/CC schedules a meeting/phone call with clinic lead and/or therapist to discuss concerns.

PD/CC meets with student and observes in clinic.

PD/CC meet and develop action plan. Clinic and student feedback are taken into account.

PD/CC share proposed action plan with the clinic.

PD/CC share action plan with student.

CC follows up weekly until issue is resolved.

Once issue is resolved, action plan is signed by student, clinic, and program director. AP is saved in student file.
Clinic Warm-up
During all treatment machine rotations, students must come in one week to participate in equipment warm up. On student warm-up days, they are excused early. Students will not warm up on class days.

Term Completion
Evaluations, competency progress and Trajecsys logs are due to the Clinical Coordinator at the end of each clinical rotation. The following data is reviewed at each visit by the Clinical Coordinator:

- Clinical evaluation - a late evaluation will result in grade devaluation
- Clinical competency progress
- Patient/site log
- Tumor board log
- The mid-rotation evaluation is due in the 5th week of clinical rotation
- Trajecsys logs
- Reflective journal

Proton Therapy Center
All students are required to observe at the Proton Therapy Center at the Seattle Cancer Care Alliance in Seattle, WA during their senior year. Students will observe at the Proton Therapy Center for two days. Trip expenses including driving, gas, food, and lodging are factored into the estimated textbook cost for year.

Clinical Grade Requirements
Students must receive a “C” grade or above in clinical evaluations for all clinical rotations. Clinical evaluation grades are a calculated combination of the evaluations completed by the supervising therapist and observation evaluations from the Clinical Coordinator/Program Director. In the event a student receives less than a “C” grade in the final evaluation of a rotation, the student may be required to repeat all or a portion of the clinical experience (regardless of the overall grade calculated).

Radiation Badges
Radiation badges will be provided by OHSU for each student and must be worn at all times in the clinical areas. The badge will be worn at the collar level. If the student loses the radiation badge, a fee of $20.00 will be assessed. Do not store badges in the treatment rooms at night, or expose badges to direct sunlight.

Dose limits are monitored by the OHSU Radiation Safety Officer. In the event your report indicates a dose outside the normal exposure limit (15 mRem) you will be contacted by the Radiation Safety Officer. This will occur even if the dose does not put you at risk. The purpose
of the contact is to identify the cause and what can be done to change the conditions if needed. If the problem were to persist, this will be referred to the Radiation Safety Committee for consultation.

You are required to read the Radiation Safety Policy at the link provided http://www.ohsu.edu/xd/about/services/integrity/policies/policy-detail.cfm?policyid=265680

When provided, quarterly reports are available for review through Sakai (Clinic RDTT 309 or clinic RDTT 409). Please review your report quarterly.

**Needle Stick Injury**

Students must adhere to the following process related to a needle-stick injury. Student safety is the utmost priority of the Radiation Therapy Program.

1. **STOP** procedure immediately and inform therapist of incident
2. Find department nurse and **REPORT** incident
   - Nurse notifies lead therapist
3. **PROCEED** to occupational/employee/JBT health
   - Make appt. with JBT student health
4. **ADHERE** to Occupational/Employee/JBT Health procedures
5. **NOTIFY** Program Director
6. **COMPLETE** safety incident report in conjunction with lead therapist
7. **FOLLOW-UP** meeting with Program Director, Clinical Coordinator, student, therapist, lead

**Clear Communication!**

- Nurse records patient information/patient stays
- Patient Rapid HIV/Hep test if policy states
- Documents incident in student file
- Lessons learned, process adjustment, communication to relevant parties as needed
Temporary License
A student or recent graduate—without a registry credential—of an approved imaging school may apply for a temporary license to practice in their modality, under indirect supervision of a licensed physician or a technologist licensed in the same modality as the temporary licensee. Applicable to candidates for registry credentialing in radiography, sonography, MRI, nuclear medicine, or radiation therapy. The supervisor must be physically present in the building and available to assist the temporary licensee. A temporary license is valid for six months and may be renewed for one additional six-month period (for a total of 12 months.) With an endorsement from the school, a student may begin to practice with a temporary license as early as five months prior to the student’s course completion date.

Work Stoppage and Strike Activities
The clinical education portion of the program shall provide a continuous environment for direct and/or indirect supervised competency based clinical education and experience. Clinical sites shall not substitute students for paid personnel to conduct functions of the clinical site during a work stoppage or at any other time.

The following contingency plans are developed by the Program Director and will be in effect within 8 hours when a work stoppage or strike is declared:

- Students assigned to clinical sites declaring a work stoppage or strike will be placed at another clinical site within 8 hours of declaration.
- Student evaluations and competencies will continue.
- When work stoppage/strike has ended, students will return to original assigned clinical site.
- The Clinical Coordinator will contact Clinical Supervisor at the clinical site for students' transfer.
Clinical Oncology Site Personnel
(Click the Department name to access the website for more information)

Adventist Health Center Radiation Oncology

<table>
<thead>
<tr>
<th>Medical Director</th>
<th>Lynne E. Dawson, M.D.</th>
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<tbody>
<tr>
<td><strong>Radiation Oncologist</strong></td>
<td>Aaron Hicks, M.D.</td>
</tr>
<tr>
<td><strong>Physicist</strong></td>
<td>Moorthy Muthuswamy, Ph.D.</td>
</tr>
<tr>
<td><strong>Dosimetrist</strong></td>
<td>Jill Hopper, R.T.(R)(T) C.M.D.</td>
</tr>
<tr>
<td><strong>Chief Therapist (Clinical Supervisor)</strong></td>
<td>Kim Earp, M.B.A., R.T.(R)(T)</td>
</tr>
<tr>
<td><strong>Lead Therapist</strong></td>
<td>Erika Ying, R.T.(T)</td>
</tr>
<tr>
<td><strong>Staff Therapists</strong></td>
<td>Mary LaFore, R.T.(R)(T)</td>
</tr>
<tr>
<td></td>
<td>Alan Horn, R.T. (T)</td>
</tr>
<tr>
<td><strong>Registered Nurse</strong></td>
<td>Kristi Grindle, BSN, RN</td>
</tr>
<tr>
<td><strong>Secretary</strong></td>
<td>Sue Kuppenbender</td>
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</tbody>
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Asante Rogue Regional Cancer Services

<table>
<thead>
<tr>
<th>Medical Director</th>
<th>Jere Sandefur, M.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Radiation Oncologist</strong></td>
<td>Gordon L. Metz, M.D.</td>
</tr>
<tr>
<td></td>
<td>Craig N. Haveman, M.D.</td>
</tr>
<tr>
<td></td>
<td>Kenneth Haugen, M.D.</td>
</tr>
<tr>
<td></td>
<td>Jere L. Sandefur, M.D.</td>
</tr>
<tr>
<td></td>
<td>Eric Mullen, M.D.</td>
</tr>
<tr>
<td><strong>Physicist</strong></td>
<td>Greg Gallant</td>
</tr>
<tr>
<td></td>
<td>Joe Hellman</td>
</tr>
<tr>
<td><strong>Dosimetrist</strong></td>
<td>Don Jacobs</td>
</tr>
<tr>
<td></td>
<td>Aileen Fuerst</td>
</tr>
<tr>
<td><strong>Chief &amp; Lead Therapist (Clinical Supervisor)</strong></td>
<td>Jennifer Rullamas, R.T.(R)(T)</td>
</tr>
<tr>
<td><strong>Staff Therapists</strong></td>
<td>Jason Kennedy, R.T.(R)(T)</td>
</tr>
<tr>
<td></td>
<td>Ed Grussenmeyer, R.T.(R)(T)</td>
</tr>
<tr>
<td></td>
<td>Daniyah Al Bicyclechi, R.T.(T)</td>
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<tr>
<td></td>
<td>Byron Doyle, R.T.(R)(T)</td>
</tr>
<tr>
<td></td>
<td>Beverly Lively, R.T.(R)(T)</td>
</tr>
<tr>
<td><strong>Registered Nurse</strong></td>
<td>Ruth Robinson</td>
</tr>
<tr>
<td></td>
<td>Sara Prendergast</td>
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<tr>
<td></td>
<td>Christina Wood</td>
</tr>
<tr>
<td><strong>Social Worker</strong></td>
<td>Gail Kessler</td>
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<tr>
<td><strong>Secretary</strong></td>
<td>Molly Friesen</td>
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<tr>
<td></td>
<td>Julie Petretto</td>
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</tbody>
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### Kaiser Northwest Permanente Interstate Radiation Oncology Center

**Radiation Oncologists**
- Tom Johnson, M.D
- Jai Nautiyal, M.D
- Tom Wynne, M.D
- Katie Deming, M.D.
- Christopher Hoffelt, M.D.
- Tasha McDonald, M.D.

<table>
<thead>
<tr>
<th>RPA Manager</th>
<th>Christi Roberts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Therapist (Clinical Supervisor)</td>
<td>Tyler Holand</td>
</tr>
<tr>
<td>Staff therapists</td>
<td>Marcie Scarborough, B.S. R.T (T)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Radiation Oncologists</th>
<th>Therapists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lindsey Brady, B.S. R.T. (T)</td>
<td>Brian Brogan, B.S. R.T. (T)</td>
</tr>
<tr>
<td>Danielle Horwitz, B.S. R.T. (R)(T)</td>
<td>Andrea Tewson, BS RT(T)</td>
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<tr>
<td>Gayleen Borden, BS RT(R)(T)</td>
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<thead>
<tr>
<th>SIM Therapist</th>
<th>Physicists</th>
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<tbody>
<tr>
<td>Wendy Young RT(R)</td>
<td>Marc Belerive</td>
</tr>
<tr>
<td>Jessica Shostek RT</td>
<td>Miriam Lambert</td>
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<tr>
<td>Eric Nelson</td>
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<thead>
<tr>
<th>Dosimetrist</th>
<th>Theorist</th>
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<th>Nursing</th>
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<tr>
<td>Andrea Clark RN, Team Lead</td>
<td>Janet Guimont</td>
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<tr>
<td>Judy Sobel RN</td>
<td>Sue Weyer</td>
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<td>Karen Harrison LPN</td>
<td>Eboney Owens</td>
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<tr>
<td>Jessica Gelet</td>
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</table>

**Department numbers:**
- (503) 280-2931 Fax: (503) 280-2938
## Legacy Good Samaritan Radiation Oncology

**Radiation Oncologists**
- Misa Lee, M.D.
- Andrew Kee M.D.
- Mark Schray M.D.

<table>
<thead>
<tr>
<th>Role</th>
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<tr>
<td>Manager</td>
<td>Kelly Doherty</td>
</tr>
<tr>
<td>Physicist</td>
<td>Jed Schroeder, M.Sc.</td>
</tr>
<tr>
<td></td>
<td>Keith Welsh, Ph.D</td>
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<tr>
<td>Dosimetrist</td>
<td>Gordon McKenna, R.T.(R)(T) C.M.D.</td>
</tr>
<tr>
<td></td>
<td>Lisa Newman, B.S. R.T.(T) CMD</td>
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<tr>
<td>Therapist Coordinator (Clinical Supervisor)</td>
<td>Marki Humphrey, R.T.(R)(T)</td>
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<td>Radiation Therapists</td>
<td>Jackie Bloomquist, B.S. R.T.(T)</td>
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<td>Marilyn Spencer, B.S. R.T.(T)</td>
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<td>Sheena Paris, B.S. R.T.(T)</td>
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<td>QA/Billing Coordinator</td>
<td>Shauna Winder, B.S. R.T. (R)(T)</td>
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<td>Nurse</td>
<td>Janet Vanoni, R.N.</td>
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<td>Alaire Willis, R.N.</td>
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<td>Melody Sweet, R.N. on call</td>
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<td>Administrative Assistant</td>
<td>Kaleigh Brown</td>
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<td>Jantell Lucas</td>
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## Legacy Mount Hood Radiation Oncology

**Radiation Oncologist**
- Kathryn Panwala, M.D.

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<th>Role</th>
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<tr>
<td>Manager</td>
<td>Lynne MacMillan</td>
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<tr>
<td>Physicist</td>
<td>Phoebe Shulman-Edelson, M.Sc.</td>
</tr>
<tr>
<td>Dosimetrist</td>
<td>Janet Wieneke, R.T.(R)(T) C.M.D.</td>
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<tr>
<td>Therapist Coordinator (Clinical Supervisor)</td>
<td>Samantha Elkins, B.S. R.T. (T)</td>
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<tr>
<td>Radiation Therapists</td>
<td>Holly Dodson, B.S. R.T. (R) (T)</td>
</tr>
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<td></td>
<td>Bill Langdon, B.S. R.T. (R) (T)</td>
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<tr>
<td>QA/Billing Coordinator</td>
<td>Shauna Winder, B.S. R.T. (R)(T)</td>
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<tr>
<td>Nurse</td>
<td>Cheryl Fiske, R.N.</td>
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<tr>
<td>Administrative Assistants</td>
<td>Sharon Potter, Janelle Flores</td>
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## OHSU Knight Cancer Institute Community Hematology – Oncology

**Department Administrator**
- Tricia Thompson

<table>
<thead>
<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Radiation Oncologists</td>
<td>Dr. Jerry Jaboin M.D.</td>
</tr>
<tr>
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<td>Charlotte Kubicky, M.D. PhD.</td>
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<tr>
<td>Physicists</td>
<td>Wolfram Laub, Ph.D</td>
</tr>
<tr>
<td></td>
<td>Junan Zhang</td>
</tr>
<tr>
<td>Role</td>
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<td>Dosimetrists</td>
<td>Susha Pillai, M. Sc., D.A.B.R.</td>
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<tr>
<td></td>
<td>Paul Cooper, B.A. Physics, CMD</td>
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<tr>
<td></td>
<td>Steve Rhodes, B.S.R.T. R.T (T)</td>
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<tr>
<td>Chief Radiation Therapist</td>
<td>Dorothy Ryan, MHSA, R.T. (R)(T)</td>
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<tr>
<td>Registered Nurses</td>
<td>Jennifer Lockhart, R.N.</td>
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<tr>
<td>Receptionist</td>
<td>Tammy Zell</td>
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<tr>
<td>Managed Care</td>
<td>Lisa Engel</td>
</tr>
<tr>
<td>Department numbers:</td>
<td>971-262-9400 Fax: 971-262-9410</td>
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OHSU Radiation Medicine

<table>
<thead>
<tr>
<th>Department Administrator</th>
<th>Tricia Thompson</th>
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<tbody>
<tr>
<td>Department Chairman</td>
<td>Charles Thomas M.D.</td>
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<tr>
<td>Radiation Oncologists</td>
<td>John Holland, M.D.</td>
</tr>
<tr>
<td></td>
<td>Arthur Hung, M.D.</td>
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<td>Charlotte, Kubicky, M.D. PhD.</td>
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<td>Timur Mitin, M.D.</td>
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<td>Dr. Jerry Jaboin, MD</td>
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<tr>
<td></td>
<td>DR. Sophia Bornstein, MD</td>
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<tr>
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<td>Dr. Nima Nabavizadeh, MD</td>
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<td>Chairman Assistant</td>
<td>Bridget Sparkman</td>
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<td>Program Director</td>
<td>Kristi Linnea Tonning, MS, R.T. (T)</td>
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<tr>
<td>Clinical Coordinator</td>
<td>Maria Thompson, B.S.R.T. (T)</td>
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<tr>
<td>Resident Physicians</td>
<td>Christie Binder MD</td>
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<td></td>
<td>Simon Brown, MD</td>
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<td>Sushan Rana, MD</td>
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<td>Josh Walker, MD</td>
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<td>Dr. Blair Murphy, MD</td>
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<td>Dr. Garth Tormoen, MD</td>
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<td>Resident Coordinator</td>
<td>Terri Walsh</td>
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<td>Chief Physicist</td>
<td>Wolfram Laub, Ph.D</td>
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<td>Physicists</td>
<td>James Tanyi, Ph.D, D.A.B.R.</td>
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<td>Junan Zhang, Ph.D</td>
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<td>Susha Pillai, M. Sc., D.A.B.R.</td>
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<td>Rick Crilley, M.Sc., Ph.D.</td>
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<td>Monica Kishore, M. Sc.</td>
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<td>Stephanie Junell</td>
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<td>Dosimetrists</td>
<td>Barb Agrimson, B.S.R.T. (R)(T), CMD</td>
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</table>
**Chief Radiation Therapist (Clinical Supervisor)**  
**Radiation Therapists**
- Paul Cooper, B.A. Physics, CMD
- Steve Rhodes, B.S.R.T. R.T.(T)
- Debra Monaco, R.T. (R)(T), CMD
- Dorothy Ryan, MHS, R.T. (R)(T)
- Rebecca Botaitis, B.S.R.T. (T) Lead
- Andrea Dale, R.T.(R)(T) – Lead
- Scott Madsen, R.T.(R)(T)
- Janet Garrett R.T.(R)(T)
- Bonnie Luedloff, R.T.(R)(T)
- Linette Chapman, R.T. (T)
- Jennifer McLaughlin, B.S., R.T. (T)
- Bob Breckenridge, R.T.(R)(T)
- Adrian Posteuca, B.S.R.T. (T)
- Erica Oh, B.S.R.T. (T)
- JoAnne Reasoner B.S.R.T. (T)
- Elsbeth Allanketner, B.S.R.T. (T)
- Morgan Oishi, B.S.R.T. (T)
- Julia Ryan, B.S.R.T. (T)
- Anita Shahede, R.T. (T)
- Delia Gherghe, B.S.R.T. (T)
- Amanda Kahoë, B.S.R.T. (T)
- Shawn Molden, B.S.R.T. (T)

**Simulator Therapists**
- Jo Price, B.S.R.T. (T) – Lead
- Ramon Sison, B.S.R.T. (T)

**Registered Nurses**
- Jennifer Lockhart – Charge
- Kristin Applegate-King, R.N.
- Angel Franklin
- Ashley Haly
- Michelle Wade

**Receptionists**
- Feather Coates
- Carrie North
- Granesha Green

**Managed Care Coordinators**
- Dianna Ramirez

**Department numbers:**
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---

**PeaceHealth Southwest Medical Center**

**Medical Director**  
**Michael Myers, M.D.**

**Department Director**  
Jack Bunkley, M.B.A.

**Physicist**  
Ruben Ter-Antonyan, M.Sc.;DABR

**Dosimetrist**  
Sharyn Zaradic, R.T. C.M.D.

**Radiation Therapists**  
Deanna Avery, R.T.(R)(T)
Kristi Tonning, Director | tonning@ohsu.edu | ☏: 503.494.6708 | www.ohsu.edu/radiation_therapy |
Maria Thompson, Clinical Coordinator | thommaria@ohsu.edu | ☏: 503.494.3445

**Providence Clackamas Radiation Oncology Center**

**Medical Director** Alice Wang-Chesebro, M.D.

**Associate Physicians**
- Mathew Solhjem, M.D.
- Alice Wang, MD
- Stephen Bader, M.D.

**Regional Director** Duane Ilg, B.S.R.T., R.T.(R)(T)

**Senior Physicist** Albert Yan, M.Sc.

**Staff Physicist**
- Andrea Zytkovicz, M.Sc.

**Dosimetrist**
- Dave Phelan, R.T. (T), C.M.D.
- Anh Vo, R.T. (T), C.M.D.

**Department Manager**

**Lead Therapist (Clinical Supervisor)**
- Duane Ilg, B.S.R.T., R.T.(R)(T)
- Erica Peterson, R.T.(T)
- Jan Saxton, R.T.(T)(R)
- Anh Vo, R.T. (T)

**Radiation Therapists**
- Dawn Brucker MSW, LCSW, OSW-c

**Social Worker**
- Natalia Lifanov, CMA
- Amber Bittenbender, CMA

**Office Coordinator/Project Manager**
- MAs

**Providence Portland Radiation Oncology**

**Medical Director** David E. Gannett, M.D.

**Associate Physicians**
- Christine Young, M.D.
- Mathew Solhjem, M.D.
- Steven Seung, M.D.
- Marka Crittenden, M.D. PhD
- Alice Wang-Chesebro, MD

**Regional Director** Duane Ilg, B.S.R.T., R.T.(R)(T)

**Senior Physicist** Albert Yan, M.Sc.

**Staff Physicist** Lindsay Schultz, M.Sc.

**Dosimetrist**
- Annica Deyoung, M.Sc
- Joanna Harper, M.Sc

**Lead Therapist (Clinical Supervisor)**
- Radiation Therapists
- Erica Peterson, R.T.(T)
- Jan Saxton, R.T.(T)(R)
- Anh Vo, R.T. (T)
**Dosimetrists**
- Andrea Zytkovicz, M.Sc
- Michael Williams, R.T.(T) C.M.D.
- Mike Rhodes B.S.R.T., R.T. (T) C.M.D.

**Department Manager**

**Lead Therapist (Clinical Supervisor)**
- Aaron L Martin B.S. RT(T)

**Radiation Therapists**
- Kevin Davies, R.T.(T)
- Brittany August, B.S.R.T.(T)
- Vil Sirimanodham, B.S.R.T.(T)
- Sara Schuster, B.S.R.T., R.T.(T)
- Carle Jorgenson, B.S.R.T., R.T.(T)
- Eric Bennes, B.S.R.T., R.T.(T)
- Ann Goldade B.S.R.T. (T)
- Katie Mahoney B.S.R.T. (T)

**Nursing Staff**
- April Mar, R.N.
- Valerie Perkins, R.N.
- Karen Krewson, R.N. OCN

**Social Worker**
- Dawn Brucker MSW,LCSW,OSW-c

**Speech/Swallow PT**
- Megan Hyers MS, CCC-SLP

**Cancer Counselors**
- Krista Nelson

**Office Coordinator/Project Manager**
- Shannon Karson, MA

**Clerical Staff**
- Joyce Thomson, HUC
- Emme Von, MA
- Karis Akmgren, MA

**Dietitian**
- Edie Leonard

---

**Providence St. Vincent Radiation Oncology**

**Medical Director**
- Steven Sueng, M.D.

**Associate Physicians**
- Christine Cha, M.D.
- Jeannie Louie, M.D.
- Eric Hansen, M.D.
- David E. Gannett, M.D.

**Regional Director**
- Duane Ilg, B.S.R.T., R.T.(R)(T)

**Senior Physicist**
- Albert Yan, Ph.D.

**Staff Physicist**
- Annica DeYoung, M.Sc.

**Dosimetrists**
- Sun Gomes, B.S.CMD, RT (R)(T)
- Suhail Mubeen, CMD

**Department Manager**

**Lead Therapist (Clinical Supervisor)**
- Melanie Ilten, B.S.R.T. R.T.(T)

**Radiation Therapists**
- Danny Jones, R.T.(T)
- Jacki Sprague, R.T.(R)(T)
### Roseburg Community Cancer Center

<table>
<thead>
<tr>
<th>Medical Director</th>
<th>Randy Moore, DO</th>
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<tbody>
<tr>
<td>Associate Physician</td>
<td>Mike Brown, MD MS</td>
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<tr>
<td>Executive Director</td>
<td>Tammy Hagedorn, RTT</td>
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<tr>
<td>Physician Assistant</td>
<td>Scott Moore, PA-C</td>
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<tr>
<td>Chief Physicist</td>
<td>Al Zacarias, PhD DABR</td>
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<tr>
<td>Physicist</td>
<td>Hu Zhou, Ph.D. DABR</td>
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<tr>
<td>Dosimetrist</td>
<td>Neysa Hemmingway, CMD</td>
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<tr>
<td>Chief Therapist</td>
<td>Corey Kusler, RT (R) (T)</td>
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<td>Radiation Therapists</td>
<td>Tiffany Baker, BS RT (T)</td>
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<td>Scott Peterson, RT (R) (T) (CT)</td>
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<td>Lacy Deeks, BS RT (T)</td>
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<td>Sean Depner, RT (T)</td>
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<td>Jennifer Wright, RT (R)(T)</td>
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<td>Director, Nursing Services</td>
<td>Sara Ray, RN, MSN, OCN</td>
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<td>Nursing Staff</td>
<td>Sara Noonan, RN</td>
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<td>Ashley Harrison, MA</td>
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<td>Director, Financial Operations</td>
<td>Ally Gottfried, MFN, RD, LD</td>
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<td>Echo Peel</td>
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### Salem Cancer Institute – Radiation Oncology

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<tr>
<th>Radiation Oncologist</th>
<th>Arnella Hennig MD</th>
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<td>Matthew Kang MD</td>
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<td>Nancy Reyes-Molyneux MD</td>
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<td>Samuel Wang MD</td>
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| Radiation Oncology Manager | Carrie McLaughlin RT(R)(T) |
## OHSU Radiation Therapy Student Handbook

### Academic Year 2016-2017

**Kristi Tonning, Director**
<table>
<thead>
<tr>
<th>Contact Information</th>
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<tbody>
<tr>
<td><a href="mailto:tonning@ohsu.edu">tonning@ohsu.edu</a></td>
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<td><a href="http://www.ohsu.edu/radiation_therapy">www.ohsu.edu/radiation_therapy</a></td>
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**Maria Thompson, Clinical Coordinator**
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<tr>
<td><a href="mailto:thommaria@ohsu.edu">thommaria@ohsu.edu</a></td>
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**Medical Physicist**
- Lichung Ku PhD
- Joe Ying
- Brian Casto

**Dosimetrists**
- Mark Smith RT(R)(T) CMD
- Nathan Fitzpatrick RT(T) CMD
- Doug Rupp RT(T)

**Technical Supervisor (Clinical Supervisor)**

**Radiation Therapists**
- Traci McHenry RT(T)
- Tinase Besa RT(R)(T)
- Ema Repta RT(T)
- Alicia Rowland RT(T)
- Kati Brown RT(R)(T)
- Heidi Bass RT(R)(T)
- Kyle Bryson RT(T)
- Laura Dole RT(T)
- Russel Vetter RT(R)(T)
- Delia Gherghie RT(T)

**Simulation Therapist**
- Aaron Wichman RT(T)

**Clinical Supervisor**

**Registered Nurses**
- Jovita Sandoval-Morgan RN
- Leila Lopes OCN RN
- Becky Ruppert OCN RN
- Kelly Langdon RN
- Andrew Kovalchuk RN
- Veronica A. Tijerina-Rangel RN

**Clerical & Support Staff**
- Mckenzie M. Booth CNA
- Janett M. Mendez CNA
- Kristen Davis CNA
- Dawn Maxwell CNA
- Christy Smith
- Sara L. Butler
- Grace Asumbra-Tran
- Diana Evans

### Samaritan Regional Cancer Center

**Medical Director**
- Patrice McGowen M.D.

**Associate Physicians**
- Ken Nitta M.D.
- Mary Austin-Seymor M.D.

**Department Manager**
- D. Bradley Betz R.T.(T)

**Senior Physicist**
- Elizabeth Shiner M.Sc.

**Physicist**
- Vivek Jeevan M.Sc.
**Dosimetrist**  | Eriki Kopivaara RT(R)(T) CMD  
  | Richard Rose RT(R)(T) CMD  

**Lead Therapist (Clinical Supervisor)**  | Sheri Griffin B.S.R.T.R.T.(T)  
**Radiation Therapists**  | Mimi Chan B.S.R.T. R.T.(T)  
  | Timothy Nguyen B.S.R.T. R.T.(T)  
  | Heidi McArthur B.S.R.T.R.T.(T)  
  | Teri Paskell B.S.R.T.R.T.(T)  
  | Nancy Thorton B.S.R.T.R.T(T)  

**Registered Nurses**  | Maureen McDowell RN,BSN,OCN  
  | Janie Moody RN, OCN  
  | Pam Raschko RN  

**Social Worker**  | Jeanette Hansen SW  

**Dietician**  | Kendra Madsen RD,CSO,LD  

---

**Sky Lakes Cancer Treatment Center**

**Medical Director**  | Bradley A. Kramer, M.D.  

**Radiation Oncologist**  | Nicholas Boehling, M.D.  
  | Linyee Chang, M.D.  
  | Russ Omizo, M.D.  

**Lead Therapist**  | Kristi Ann Winstead, R.T.(T)  

---

**St. Charles Cancer Center**

**Medical Director**  | Dr. Timur Mitin, MD, PhD  

**Associate Physicians**  | John Holland, M.D.  
  | Arthur Hung, M.D.  
  | Charles Thomas, M.D.  

**Manager/Chief Tech**  | Tina Dickerson, RTRT  

**Physicist**  | Junan Zhang, Ph.D.  

**Dosimetry**  | Paul Cooper, CMD  

**Radiation Therapists**  | Estel Hayes, RTRT  
  | Kathy Houston, RTRT  
  | Sheri Johnson, RTRT  
  | Anton Hougardy-Sato RTRT  

**Nurse**  | Sherri Huston, RN, OCN  

**Patient Advocate**  | Jean Moseley, RN, OCN  

**Patient Accounts**  | Cindy Minkler  

---

Kristi Tonning, Director  | tonning@ohsu.edu  | ☎: 503.494.6708  | [www.ohsu.edu/radiation_therapy](http://www.ohsu.edu/radiation_therapy)  
Maria Thompson, Clinical Coordinator  | thommaria@ohsu.edu  | ☎: 503.494.3445  

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