

Oregon Health & Science University

Radiation Therapy Program

Student Handbook

2021-2022 Academic Year



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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.

The Radiation Therapy Program at OHSU operates as a free-standing program within the School of Medicine. The Program provides a 24-month competency-based education consisting of both a didactic and clinical curriculum. 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](#).

The OHSU Radiation Therapy Program reserves the right to update any information in the student handbook based on policy, curricular, or process revisions at any time during the academic year.

Accreditation

The OHSU Radiation Therapy Program is accredited by the **Joint Review Committee on Education in Radiologic Technology (JRCERT)** and meets the requirements for national board certification. In 2017 OHSU was awarded 8 year accreditation. As a graduate of a JRCERT accredited program, students are eligible for national board certification through **The American Registry of Radiologic Technologists (ARRT)**. Upon achieving national ARRT board certification, students are eligible for individual state licensure as required by each distinct state.

JRCERT Contact

The Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850on

Chicago, Illinois 60606-3182

Phone: 312-704-5300 **Email:** <https://www.jrcert.org/> and/or mail@jrcert.org



Kristi Tanning, Director | tonning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

Maria Thompson, Clinical Coordinator | thommaria@ohsu.edu | ☎: 503.494.3445

Contact Information

Program Director

Kristi Linnea Toning, Ph.D., R.T.(T)

Work: (503) 494-6708

Email: tonning@ohsu.edu

Office: RLSB 5S056

Clinical Coordinator

Maria Trinidad Thompson, M.S., R.T.(T)

Work: (503) 494-3445

Email: thommaria@ohsu.edu

Office: RLSB 5S050

Program office hours are Monday through Friday, 8:00 AM to 5:00 PM (subject to change), not including University holidays. Program offices are located on the fifth floor of the Robertson Life Sciences Building. Students are encouraged to schedule appointments with faculty in advance. Appointments can be arranged with the individual or through the appropriate Program staff.

[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®
Promoting High Standards of Patient Care by Recognizing Qualified Individuals
in Medical Imaging, Interventional Procedures, and Radiation Therapy.

<https://www.arrt.org/>

OBMI

Oregon Board of Medical Imaging

www.oregon.gov/obmi/pages/index.aspx

Clinic Affiliation Contacts

[Adventist Health](#)

10123 SE Market St

Portland, OR 97216

(503) 251-6305



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Maria Thompson, Clinical Coordinator | thommaria@ohsu.edu | ☎: 503.494.3445

<p>Asante Rogue Regional Cancer Services 2825 E. Barnett Rd Medford, OR 97504 (541) 789-4263</p>
<p>Bay Area Hospital 1775 Thompson Rd Coos Bay, OR 97420 (541) 629-8111</p>
<p>Community Cancer Center 2880 NW Stewart Pkwy #100 Roseburg, OR 97471 (541) 673-2267</p>
<p>Compass Oncology – Rose Quarter 265 N Broadway Portland, OR 97227 (503) 280-1223</p>
<p>Compass Oncology – Vancouver 210 SE 136th Ave Vancouver, WA 98684 (360) 944-9889</p>
<p>Compass Oncology – West 12123 SW 69th Ave Tigard, OR 97223 (971) 708-7600</p>
<p>Kaiser Permanente Interstate 3620 N Interstate Ave Portland, OR 97227 (503) 280-2931</p>
<p>Legacy Good Samaritan 1015 N.W. 22nd Ave., LL Suite 50 Portland, OR 97210 (503) 413-7135</p>
<p>Legacy Mt Hood 24950 S.E. Stark St. Gresham, OR 97030 (503) 674-1152</p>
<p>OHSU Department of Radiation Medicine Kohler Pavilion, 808 SW Campus Dr. 4th Floor Portland, OR 97239 (503) 494-8756</p>
<p>OHSU Knight Cancer Institute Community Hematology – Oncology 15700 SW Greystone Ct Beaverton, OR 97006 (971) 262-9400</p>
<p>PeaceHealth Southwest 400 NE Mother Joseph Pl Vancouver, WA 98664 (360) 514-1900</p>
<p>Providence Alaska Cancer Center 3851 Piper St Anchorage, AK 99508 (907) 212-3186</p>



Providence Clackamas Radiation Oncology Center 9280 SE Sunnybrook Blvd Suite 100 Clackamas, OR 97015 (503) 513-3300
Providence Medford Medical Center 940 Royal Ave STE 110 Medford, OR 97504 (541) 732-7000
Providence Portland Medical Center 4805 NE Glisan St Garden Level Portland, OR 97213 (503) 215-6029
Providence St. Vincent 9205 SW Barnes Rd Portland, OR 97225 (503) 216-2195
Salem Hospital Cancer Institute 875 Oak St SE Salem, OR 97301 (503) 814-1449
Samaritan Regional Cancer Center 501 NW Elks Dr Corvallis, OR 97330 (541) 768-5220
Sky Lakes Cancer Treatment Center 2610 Uhrmann Rd Klamath Falls, OR 97601 (541) 883-4171
St. Charles Cancer Center 2500 NE Neff Rd Bend, OR 97701 (541) 706-5800
OHSU Health Hillsboro Cancer Center 299 SE 9th Ave Hillsboro, OR 97123 (503) 681-4200
Willamette Cancer Center 520 Country Club Rd Eugene, OR 97401 (541) 683-5001

OHSU Vision, Mission and Core Values

[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 interprofessional 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:



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Maria Thompson, Clinical Coordinator | thommara@ohsu.edu | ☎: 503.494.3445

- 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.

[OHSU Core Competencies](#)

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 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 ethics, physics, anatomy, & physiology and oncology in the review and verification of all approved treatment plans, instructions, prescriptions and imaging, to ensure that the information is consistent and valid before delivering any radiation therapy treatment.



2. Operate ionizing-radiation producing equipment, and recognize any inconsistencies or malfunctions, and apply radiation safety practices to safely deliver an approved treatment plan for quality care.
3. Recognize side-effects or complications commonly associated with each treatment procedure, and recommend the appropriate patient care, with respect for patient preferences, needs, attitudes, beliefs and values.
4. Demonstrate active listening and oral and written communication skills with diverse individuals, communities and colleagues to ensure effective, culturally appropriate exchange of information.
5. 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.
6. Work effectively within collaborative, team- or teaming-based interprofessional environments while acknowledging positionality and intentionally making space for diverse perspectives.
7. Demonstrate radiation therapy specific behaviors and norms, as well as the ability to work effectively in an interdisciplinary/ interprofessional team in clinical decision-making and ethical problem-solving.
8. Collaborate with diverse patients, families and communities professionally, with integrity, using appropriate verbal and nonverbal communication.
9. Social Justice and Equity, Apply principles of social justice, equity, and/or anti-racism through community-engaged practice, service, or scholarship.
10. Demonstrate the ability to identify and define problems, critically compare options, make timely decisions or recommendations, identify uncertainties and use findings to improve outcomes in light of evolving evidence.
11. Demonstrate the ability to identify situations that compromise safety and participate in risk reduction and continuous quality improvement.
12. Demonstrate an appropriate understanding of evolving health care systems, health and science policy and resource allocation in order to optimize human health and scientific discovery.

Technical Standards

Technical Standards for Radiation Therapy 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:
 - a. Transport, move, lift or transfer patients from wheelchair or stretcher to a patient support assembly (table).
 - b. Lift, move, adjust, and manipulate a variety of devices and equipment necessary for procedures.
 - c. 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.
 - d. Physically place patient in proper position for procedure according to established standards.



2. Have communication and interpersonal skills necessary to:
 - a. Communicate verbally in an effective manner to deliver explanation and directions to patients as it relates to the procedure and patient care.
 - b. Properly communicate and interpret written or verbal instructions from therapists, physicians, physicists, dosimetrists and/or other personnel.
 - c. Record and verify all necessary treatment data.
3. Be capable of:
 - a. Handling stressful situations related to emotional, technical and procedural standards and patient care situations.
 - b. 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:
 - a. Calculate and select proper technical factors according to individual prescriptions with accuracy and speed.
 - b. View and evaluate digital imaging results for the purposes of determining proper positioning, blocking and field arrangements.
 - c. Document patient identification and other pertinent technical information as required.

Technical Standards for Oregon Health & Science University

OHSU [Policy 02-70-010](#) states:

Health Sciences programs have a societal responsibility to train competent healthcare providers and scientists that demonstrate critical judgment, extensive knowledge, and well-honed technical skills. All candidates for an OHSU degree or certificate must possess essential skills and abilities necessary to complete the curriculum successfully. These include academic (e.g., examination scores, grade point average) as well as technical standards. These technical standards are nonacademic criteria, basic to all of OHSU's educational programs. Each OHSU program may develop more specific technical standards.

OHSU's Technical Standards include:

- a) Acquire information from experiences and demonstrations conveyed through online coursework, lecture, group seminar, small group activities, and other.
- b) Ability to recognize, understand and interpret required instruction materials including written documents, computer-information systems, and non-book resources.
- c) Ability to manipulate the equipment, instruments, apparatus, or tools required to collect and interpret data appropriate to the domain of study, practice or research.
- d) Ability to follow universal precautions against contamination and cross contamination with infectious pathogens, toxins, and other hazardous chemicals.
- e) Solve problems and think critically to develop appropriate products and services (e.g., treatment plan, a scientific experiment.)
- f) Synthesize information to develop and defend conclusions regarding observations and outcomes.
- g) Use intellectual ability, exercise proper judgment, and complete all responsibilities within a timeframe that is appropriate to a given setting.
- h) Maintain effective, mature, and sensitive relationships under all circumstances (e.g., clients, patients, students, faculty, staff and other professionals.)



- i) Communicate effectively and efficiently with faculty, colleagues, and all other persons encountered in any OHSU setting.
- j) Work in a safe manner and respond appropriately to emergencies and urgencies.
- k) Demonstrate emotional stability to function effectively under stress and adapt to changing environments inherent in clinical practice, health care and biomedical sciences and engineering.

Technical Standards for the OHSU School of Medicine

Technical standards for the OHSU School of Medicine can be found [online](#).

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).

Student Work and Employment

The Program curriculum is fast-paced and rigorous, and successful completion requires the full attention of students.

- a) Students are strongly discouraged from continuing or accepting employment while enrolled in the program. The program will not make accommodations for students who choose to work.
- b) The Program reserves the option to require students on academic probation to give up their employment as a condition of continuing in the Program.
- c) Students are prohibited from working for the Program while enrolled in the Program.

Student Communication

In almost all instances, students will be contacted by the Program via email. **Students are required to view and respond to their email on a daily basis.** A member of the faculty or staff should be notified immediately if a student is not able to communicate using email. Outlook invites will be sent for courses, sessions and meetings, and should be used as an official communication tool.

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 and unforeseen circumstances.

Course Number	Course Title	Credits
Summer B		
RDTT 305	Medical Terminology	3
RDTT 310	Introduction to Radiation Therapy I	3
Fall		



RDTT 303	Practical Radiation Therapy	1
RDTT 309	Clinic	3
RDTT 311	Introduction to Radiation Therapy II	3
RDTT 320	Basic Patient Care Skills in Radiation Therapy	3
RDTT 332	Pathophysiological Processes I	3
IPE 401	Foundations of Patient Safety & IP Practice	0.25
Winter		
ANAT 444	Anatomy for Radiation Therapists	3
RDTT 303	Practical Radiation Therapy	IP
RDTT 309	Clinic	3
RDTT 313	Radiographic Technique	3
RDTT 321	Patient Care in Radiation Oncology	3
RDTT 333	Pathophysiological Processes II	3
IPE 401	Foundations of Patient Safety & IP Practice	0.25
Spring		
RDTT 303	Practical Radiation Therapy	IP
RDTT 309	Clinic	3
RDTT 314	Simulation	3
RDTT 316	Sectional Anatomy and Imaging Modalities	2
RDTT 328	Quality Improvement and Change Management	2
RDTT 340	Radiobiology	3
IPE 401	Foundations of Patient Safety & IP Practice	0.5
Summer A/ B		
CONJ 311	Aging for Health Care Providers	2
RDTT 309	Clinic	7
RDTT 331	Radiation Therapy Physics I	3
RDTT 400	Introduction to Research Methods	2
Fall		
RDTT 401	Independent Research	1
RDTT 403	Practical Radiation Therapy	1
RDTT 405A	Radiation Oncology I	3
RDTT 409	Clinic	5
RDTT 411	Dosimetry I	2
RDTT 430	Radiation Therapy Physics II	3
Winter		
CONJ 412	Medical Law	2
RDTT 401	Independent Research	1
RDTT 403	Practical Radiation Therapy	IP
RDTT 405B	Radiation Oncology II	3
RDTT 409	Clinic	5
RDTT 412	Dosimetry II	2
RDTT 431	Radiation Therapy Physics III	3
Spring		
RDTT 401	Independent Research	1
RDTT 403	Practical Radiation Therapy	IP
RDTT 405C	Radiation Oncology III	3



RDTT 409	Clinic	5
RDTT 413	Dosimetry III	2
RDTT 432	Radiation Therapy Physics IV	3
Summer A		
RDTT 407	Radiation Therapy Registry Review	3
RDTT 409	Clinic w/Senior Capstone Project	7

*Subject to change

Curriculum Development and Review

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, skills labs, and mentoring and clinical rotation sites.

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.

At the end of each phase of the Program, students are required to complete survey evaluations designed to evaluate the Program as a whole.

The Curriculum Committee will meet regularly to review the curriculum, student performance, and student/mentor/preceptor evaluations and suggest revisions appropriately. Students will assist in the work of the Curriculum Committee.

Course Credit Hours

The Radiation Therapy Program awards course credit to students in accordance with OHSU [Policy 02-50-015](#). Clinical credit distribution has been approved by JRCERT.

Course Syllabi

All courses in the OHSU Radiation Therapy Program provide a syllabus outlining the general course content as well as student requirements and expectations for the duration of the course, including (but not limited to) assignments, papers, quizzes, projects, examinations, and other student evaluation methods. Syllabi for courses in the Radiation Therapy Program are developed using objectives and learning outcomes provided by the American Society of Radiologic Technologists (ASRT) curriculum guide. All course syllabi are posted to the corresponding Sakai course page.

Course syllabi are reviewed and/or revised annually to reflect programmatic and curricular updates per OHSU [Policy 02-50-050](#).

Course Grades

Per OHSU [Policy 02-70-015](#), official course grades will be submitted to the Office of the Registrar by the Friday following the end of the term in which the course is offered. Certain clinical courses may require a longer timeline for submission of official course grades. Should a clinical course need a longer timeline, the deadline for official course grade submission will comply with the requirements stated by the specialized accrediting agency.



Nothing in this policy shall be construed to prevent individual schools from creating deadlines for the submission of official course grades to the Office of the Registrar that are earlier than the stated university wide deadline.

Deceleration (Curriculum Extension)

Ordinarily, students in the Program are expected to graduate in 24 months. Occasionally a student may be confronted with special issues that may be better addressed if the curriculum is extended. It should be noted that curriculum extension requires a compelling reason.

Students may approach the faculty if they wish to be considered for a decelerated course of study. The faculty, recognizing difficulties a student is experiencing, may also approach the student with the suggestion that a decelerated course of study might be in the student's best interest.

If all parties agree that a curriculum extension is appropriate, the student will be required to acknowledge in writing the terms of the decelerated phase, which may include the required repetition of coursework previously passed and/or repetition of an entire year, and what level of performance will be required to maintain acceptable academic standing. Students choosing to decelerate will be placed on academic warning and will remain on academic warning until removed on the recommendation of the Program's Progress and Promotions Committee. A decelerated student will be subject to dismissal if the prescribed level of performance is not attained in the time frame agreed upon.

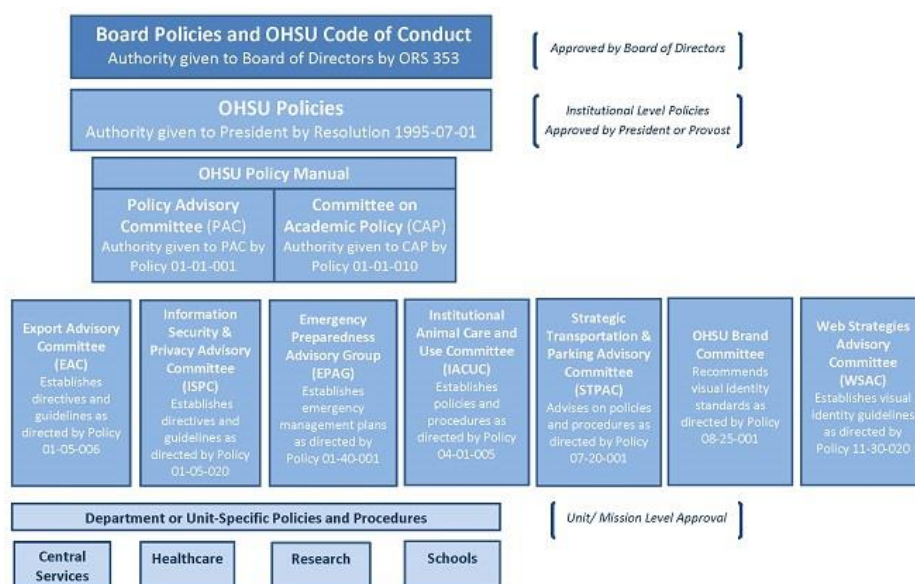
Policies

The following OHSU policies are referenced in this document:

Policy	Policy #
MRI Safety Guidelines and Screening for Patients/Staff/Visitors	700.37
Student Drug and Alcohol Testing	02-01-003
Student Residency (7 POLICIES)	02-10-010
Oregon Heritage	02-10-025
Student Suspension, Dismissal and Appeal	02-30-050
Student Grievance and Appeal	02-30-055
Assignment of Course Credit Hour	02-50-015
Student Evaluation of Teaching	02-50-035
Course Syllabi	02-50-050
Technical Standards	02-70-010
Timely Release of Grades	02-70-015
Voluntary Leave of Absence & Withdrawal	02-70-030
Change in Scheduled Examination and Other Assessments	02-70-045
Discrimination, Harassment and Retaliation	03-05-048
Drug and Alcohol Use	03-30-095
Environmental Health and Safety	07-40-001
Tobacco-Free Environment	07-90-021
Professional Appearance	HC-HR-101-RR
Requests for or Refusal of Healthcare Professionals or Other Personnel with Specific Characteristics	HC-RI-133-POL
Radiation Safety Regulations	N/A



OHSU policies are administered by the following boards and committees:



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.

Document or website
Radiation Therapy Student Handbook
Radiation Therapy Program Website
OHSU Policy Manual
OHSU Code of Conduct
OHSU Professional Appearance Policy (#HC-HR-101-RR)
OHSU Requests for or Refusal of Healthcare Professionals or Other Personnel with Specific Characteristics Policy (#HC-RI-133-POL)
Graduate Studies Policies & Guidelines
Medical Student Handbook (Posted on Student Central)
Standard Precautions (Hand Hygiene)
OHSU Core Competencies
ASRT Practice Standards – Radiation Therapy
JRCERT Standards – Radiation Therapy
ARRT – Educators & Students

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.

Title IX Notice of Non-Discrimination

Title IX of the Education Amendments of 1972 ("Title IX") protects individuals from discrimination and harassment on the basis of sex or gender in any educational program or activity operated by recipients of federal aid. OHSU, as a recipient of federal funds, complies with Title IX and 34 CFR Part 106 by prohibiting sex and gender discrimination and harassment, which includes sexual misconduct and sexual violence, in education programs, activities, employment, and admissions. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the **OHSU Title IX Coordinator**: Laura Stadum, JD. Contact: 503-494-0258 or titleix@ohsu.edu. Inquiries may also be directed to the U.S. Department of Education, Western Region Office for Civil Rights at 206-607-1600, ocr.seattle@ed.gov.

Patient Requests for or Refusal of Healthcare Professionals or Other Personnel with Specific Characteristics

OHSU will not accommodate requests for or refusal of healthcare professionals or other personnel because of a specific characteristic of the healthcare professional or other personnel. Please refer to Healthcare Policy [HC-RI-133-POL](#).

Important websites to review include:

- [School of Medicine, Graduate Studies Policies & Guidelines](#)
- [School of Medicine, Graduate Studies Guidelines, and Regulations for Completion of Master's and PhD Degrees](#)
- [Academic and Student Affairs](#)
- Medical Student Handbook (on Student Central, search for "Handbook")

Standards of Conduct in the Teacher/Learner Relationship

Faculty members are held to the highest standards of professionalism. It is expected that the learning environment for student radiation therapists will facilitate and reinforce behaviors and attitudes of mutual respect between faculty, preceptors, and other teachers and Radiation Therapy student learners. It is the policy of the Oregon Health & Science University Radiation Therapy Program that all student-faculty relationships be held to the highest professional standards, and in specific, be free of abuse, discrimination, mistreatment, and harassment.



If a student thinks he or she has been discriminated against and/or harassed, he or she is encouraged to notify a faculty member, an appropriate administrator, or the Affirmative Action & Equal Opportunity Department (AAEO) (503-494-5148). If you experience an incident of discrimination or harassment, we encourage you to report it. While you may talk to a faculty member or administrator, understand that as a "Responsible Employee" of OHSU the OHSU employee **MUST report to AAEO or the Title IX Coordinator what you share**. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are people who can meet with you, learn more about who the confidential resources on the [Title IX](#) Website.

AAEO administers OHSU's Equal Opportunity Complaints Procedure. [AAEO's website](#) contains a link to this procedure and a link to a harassment/discrimination complaint form. OHSU policy prohibits retaliation against individuals for reporting discrimination or participating in an investigation; and to the extent possible, OHSU treats information received in connection with reports of discrimination as confidential. Definitions: <https://www.ohsu.edu/affirmative-action-and-equal-opportunity/sexual-misconduct-and-title-ix#section-1012571>

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 (see [OHSU policy 07-90-021](#)), 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.

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.

- Respect at the University
- Integrity Foundations (and Integrity Booster, when applicable)
- Information Privacy and Security Essentials



Information Privacy and Security

Students are required to take the Information Privacy and Security Essentials Compass module in order to receive their student ID badge. 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.

OneDrive is the only secure cloud system approved by OHSU to protect restricted information. Google Drive, DropBox, Box (will retire 12/2021) iCloud, and other cloud and file share systems do not comply with OHSU security standards. <https://o2.ohsu.edu/information-technology-group/information-privacy-security-ips/security/approved-cloud-storage.cfm>

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.

The 10 panel drug test being administered tests for a variety of substances including, but not limited to, amphetamines, cocaine, marijuana, opiates, barbiturates, and methadone. While many states, including Oregon, have legalized the use of marijuana, OHSU continues to consider marijuana an illegal substance in adherence with current federal law.

Students who refuse to submit to, or do not pass the drug screening process may be dismissed from the program as outlined in the Program's Dismissal policy.

Basic Life Support/CPR for Healthcare Providers

The Radiation Therapy Program will provide BLS through the OHSU Simulation Center at the beginning and end of the Program, free of charge. 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. BLS certification will be provided by the



Program during the first term of enrollment (Summer B Term). Students are not allowed to participate in the clinical setting without this card.

Student Health and Safety

Immunization records, tuberculosis screening, and drug test results may be released to the Program, as they are considered a condition of matriculation and not part of a student's medical record. Health screening and immunizations of students will not be conducted by Program personnel.

The student must be free of infectious or communicable disease. A formal health declaration (at matriculation) by each student must be provided to the Program prior to matriculation. A student's participation in the Program may be restricted or prohibited if the student is found to have a communicable disease which would present a serious threat to the health of the student or any other person.

Students should expect to participate in the care of patients with infectious diseases during their educational activities and will use standard precautions during all clinical activities.

Students will follow standard precautions to avoid transmission of or infection from infectious diseases. The procedures deemed necessary shall be those recommended by the Centers for Disease Control and Prevention.

- a) It is the responsibility of the clinical site to provide adequate Personal Protective Equipment (PPE) designed for one-time use in a clinical setting, e.g., disposable gloves, masks, eye protection, etc.
- b) It is the responsibility of the Program or clinical site to instruct the student about accepted infection control procedures applicable to the student's activities.
- c) It is the responsibility of the student to use the PPE provided and to follow the instructions given, to minimize the risk of being infected by or transmitting any infectious diseases. It is further recommended that students purchase reusable protective equipment, e.g., breathing masks, for use outside of a clinical setting.

Students are expected to exercise prudence in attending mandated class or clinical activities when ill. Health care professionals at clinical sites are empowered to restrict the activities of an ill student or prohibit an ill student from clinical responsibilities when deemed appropriate. The student must notify program faculty of any absences due to illness. (See [HC-HR-100-RR, Illness Among OHSU Healthcare Workforce Members](#)).

Disability and Life Insurance

The Program provides disability and life insurance at no cost to students during their time in the Program. Coverage will end on the last day of the month following graduation. All students must complete the life insurance beneficiary form and return to the Program director. The life insurance policy (Group No.) is 645451-D and the School Name is OHSU Radiation Therapy Students Program. Upon graduation, if a student is interested in converting their policy, please refer to the form "Standard Group LTD Conversion Application Form" found on the school specific portal for OHSU Radiation Therapy Students: <https://www.rosenbaumfinancial.com/ohsu-physician-assistants-radiation-therapy-medical-physics>. **Contact the RT Program Director or Administrative Coordinator for the password to access these documents.** Students can find information on the portal that may be helpful as it relates to



disability/life insurance as well as direct contact information to the benefit concierge who will assist in processing requests for conversion.

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. Contact ehs@ohsu.edu to request a form.

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 Student Health & Wellness Center (SHW). 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 SHW, 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, updated immunizations, testing or approved waivers, are required for:

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



h) COVID-19 (OHSU policy)

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 SHW at (503)494-8665 or [online](#).

Communicable and Infectious 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.

Students exposed to an infectious disease (through a needle stick, bodily fluids, etc.) should follow the protocols established by the SHW. Following such exposure, students are **required** to notify the SHW at (503) 494-8665 to solicit additional advice regarding follow up.

While in clinic, students will follow standard precautions to avoid transmission of or infection from infectious diseases. The procedures deemed necessary shall be those recommended by the Centers for Disease Control and Prevention.

- a) It is the responsibility of the clinical site to provide adequate Personal Protective Equipment (PPE) for use in a clinical setting (e.g., disposable gloves, masks, gowns, eye protection, etc.).
- b) It is the responsibility of the program and the clinical site to instruct the student about accepted infection control procedures applicable to the student's activities.
- c) It is the responsibility of the student to use the Personal Protective Equipment provided, and to follow the instructions given, to minimize the risk of being infected by or transmitting any infectious diseases.

COVID-19

The Radiation Therapy Program is committed to the health and safety of students. Due to the widespread impacts of COVID-19 on education delivery, Radiation Therapy coursework shall be adjusted in accordance with any State or University-wide policies on teaching and learning, including but not limited to replacing in-person didactic and clinical education with remote delivery. By aligning and complying with all procedures set forth by the University, students can still expect to receive a high quality education, though the delivery of that education may look and feel differently. The Program is committed to ensuring all OHSU and JRCERT competencies are met, as well as providing the required ASRT curriculum, whether or not modified operations are in place due to COVID-19.

As part of the OHSU Onward mission, students in the Radiation Therapy Program shall comply with all aspects outlined in Students Onward. Details can be reviewed on the [Students Onward O2 site](#).

Requirements include items such as:

- Completing PPE training and attestation
- Completing the COVID Access Pass
- Wearing masks or face coverings in clinical settings

Additional university or program-level trainings may be developed and assigned at any time in response to changing circumstances as new information emerges. Flexibility and communication are key to successful remote and in-person learning.



Remote Learning During Modified Operations

The Program recognizes that COVID-19 and remote learning may increase anxiety and impact academic performance. It is the responsibility of the student to notify the Program Director of any barriers to remote learning in an effort to find a solution or reduce barriers. Barriers may include Internet access, bandwidth, device compatibility, or other personal physical or emotional circumstances. Campus resources are available to assist students.

The following contingency plans were developed by the Program Director and Clinical Coordinator and will be in effect when modified operations are declared:

- Student coursework will continue remotely via Webex, OHSU's approved virtual learning tool.
- Students will complete clinical education through didactic learning and simulated learning when clinical rotations are on hiatus.
- Office hours, check-ins, or meetings will be conducted virtually by appointment or request.
- Reentry into the clinical environment will be assessed based on State and University guidelines and policies.

All students please review regularly: <https://o2.ohsu.edu/covid-19/ohsu-onward/students-onward.cfm>

You can follow OHSU's response to COVID-19 at: <https://www.ohsu.edu/health/coronavirus-resources>

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.

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.

Table 8.1 [OHSU Radiation Safety Regulations](#)



Radiation Safety Occupational Dose Guidelines and Process Map:

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

Category	Federal/State Annual Limit #		OHSU Annual Limit		OHSU Quarterly ALARA Limit		OHSU Monthly ALARA Limit	
	mSv	mrem	mSv	mrem	mSv	mrem	mSv	mrem
Whole Body ¹	50	5000	25	2500	6	600	2	200
Lens of Eye ²	150	15000	75	7500	18	1800	6	600
Skin & Extremities ³	500	50000	250	25000	60	6000	20	2000
Declared Pregnant Worker ⁴	5	500	2.5	250	0.6	60	0.2	20
Youthful Worker ⁵	1/10 of the above Federal/State, OHSU and ALARA adult limits							

OCCUPATIONAL RADIATION DOSE EQUIVALENT GUIDELINES

(Sum of Internal & External Sources)

1Whole body is defined as the head, trunk, and arms above elbow, legs above knee. Deep dose equivalent at tissue depth of 1 cm.

2Eye dose equivalent is the dose equivalent at tissue depth of 0.3 cm.

3Extremities include elbows and knees, arms below the elbow, and legs below the knee. Shallow dose to depth 0.007 cm.

4Dose is for exposure over the entire pregnancy.

5Youthful 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.

#Ref. Code of Federal Regulations Parts 0-50: 10CFR20.1003, 20.1201, and 20.1208

Contact Information:

OHSU Radiation Safety Officer

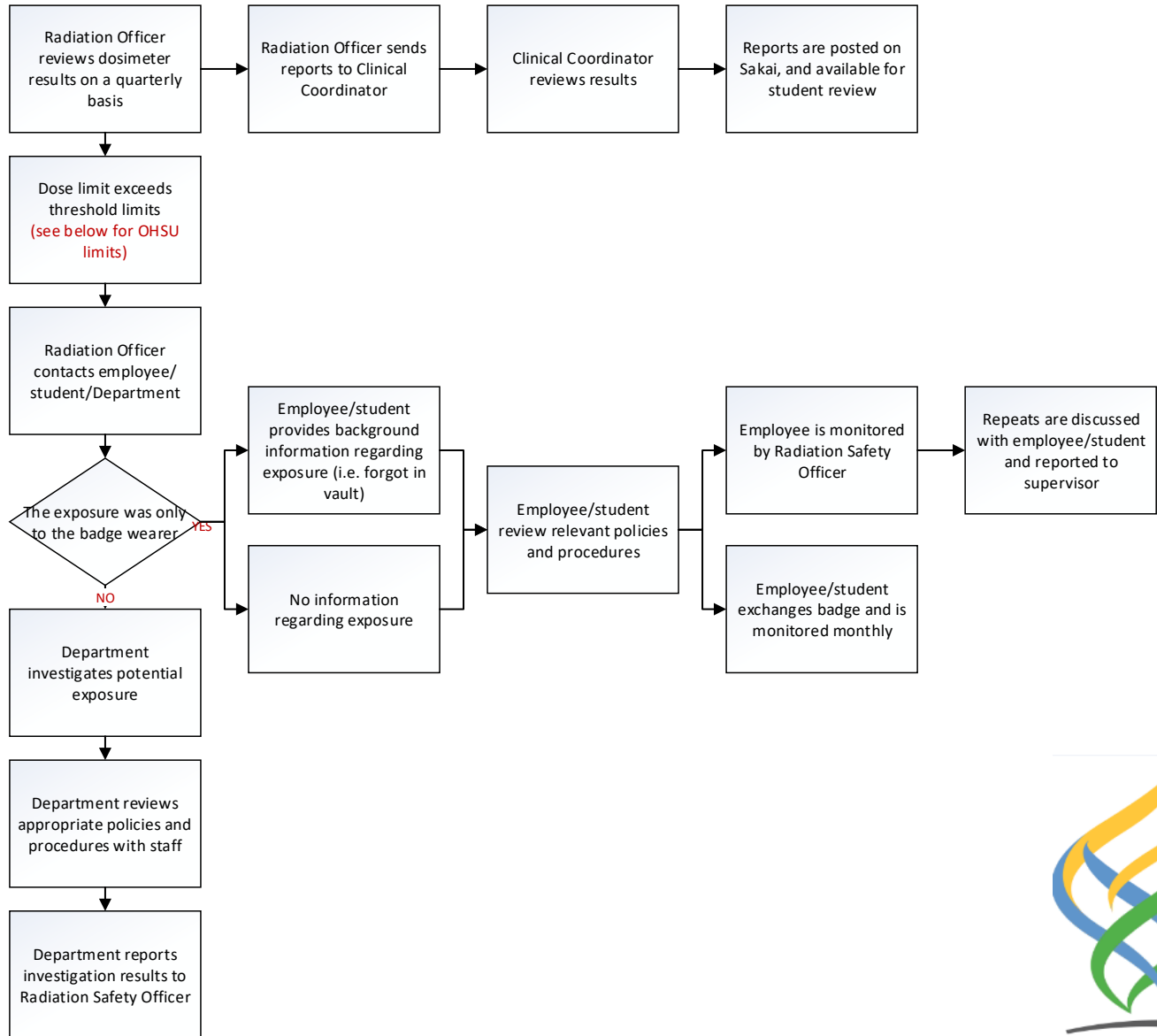
Janet Franco

(503) 494-2584 francoj@ohsu.edu



OHSU Radiation Therapy Program Radiation Safety

March 2017



Version 2



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 Summer B 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.

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 Robertson Life Sciences Building (RLSB), 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 RLSB.



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](#).

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.
 - Patient information is to be discussed only in the context of consultation with mentors or preceptors, or professional discussion with other health care providers at the clinical site.
 - To maintain patient confidentiality and comply with the Health Information Portability and Accountability Act (HIPAA), students will delete or code patient/location-identifying information during oral presentations to Program faculty and students, and on any write-ups submitted to the faculty for evaluation.
- 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. Navy blue scrubs shall also be worn during all SIM center activities.

While in class casual dress is acceptable unless the class is held in the OHSU Hospital (Department of Radiation Medicine). OHSU dress policy will be followed. Students not adhering to the dress code when in the Department of Radiation Medicine, even for a class or meeting, will be asked to leave the Department, and will receive an unexcused absence.

For all guest lectures regardless of classroom location, students shall remove caps/hoodies/beanies and follow OHSU dress policy of professional attire or navy blue scrubs.

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, hoodies, T-shirts, sleeveless tops and/or opened toed 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, but some may be recorded with absences excused in advance. 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 will result in professional probation and 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.

The Radiation Therapy Program adheres to OHSU [Policy 02-70-045](#), outlining changes in scheduled examinations and other assessments. 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

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.

Progress Committee

Responsibilities of the Committee

The Progress Committee (the Committee) is responsible for reviewing the academic progress and professional development of all students enrolled in the Program. Professional development includes the student's academic progress as well as their ethical, prudent and humanitarian behavior (professional conduct) as described in the section on Professional Development.

Membership of the Progress Committee

The Committee is comprised of members of the core Radiation Therapy Program faculty and will include the Program Director, Clinical Coordinator, Medical Director, and one external Faculty representative. A quorum of the Committee will consist of three voting members. For recommendation of dismissal proceedings, the Progress Committee will not include the Program Director.

Meetings of the Progress Committee

Special meetings of the Committee may be called at any time by the Program Director, provided that notice of the meeting time and agenda are given in advance to all members.

Recommendations and Actions of the Progress Committee

The Progress Committee will review cases of students who are not in compliance with the academic and professional standards of OHSU and the Radiation Therapy Program, and can recommend academic or professional probation. The Progress Committee is also responsible for academic and professional development review and dismissal recommendations.



Activities Not Within the Jurisdiction of the Progress and Promotions Committee:

Any student may be suspended on an immediate basis from the Radiation Therapy Program by the Dean of the School of Medicine for sufficient cause. Although this will generally be the result of a recommendation of the Progress Committee, an emergency or other special circumstance may arise where this action must be taken at the administrative level of the school. In such instances, an opportunity for an appropriate hearing will be offered to the student as soon as possible.

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 Committee, and recommendations will be sent to Executive Vice-Provost or Dean of Graduate Studies.

- 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.

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

In accordance with OHSU [Policy 02-30-055](#), 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. Grievances involving discrimination are referred to the Office of Affirmative Action/Equal Opportunity. 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

Informal Grievance 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 Grievance 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 or Dean of Graduate Studies 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)

Guidelines for Online Social Networking

Social networking sites are changing the way we work and interact with others. Social networking can help you build stronger relationships with others, both on a personal level and a professional level. However, it also provides a potential avenue for lapses in professionalism and professional behavior. As a healthcare professional, you need to carefully scrutinize the way you present yourself to the world at large via social media, including your personal profiles. Social sites may give you the impression of privacy, but you need to consider all postings and other data such as photos and video to be in the public realm and therefore potentially visible to everyone online.

1) PROFESSIONALISM

- a) Postings on social network sites are subject to the same professionalism standards as any other personal interactions. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. Students may be subject to disciplinary actions within the school for comments that are either unprofessional or violate patient privacy.
- b) Think before you write! Everything you write online should be considered as permanent – there is no undo online. You may be able to delete a post or comment, but it is usually archived somewhere online and therefore accessible in the future. If you would be embarrassed if the Dean, Program Director, faculty or patients read your statements, then don't post them.
- c) Statements made by you within online networks will be treated as if you verbally made the statement in a public place.
- d) Use good judgment and avoid criticizing your school, faculty and fellow students online.
- e) Do not violate copyrighted or trademarked materials. If you post content, including photos, video or other media, you are acknowledging that you own or have the right to use these items.



- f) In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as an OHSU RT student, you are creating perceptions about OHSU by those who have access to your social network profile or blog. Be sure that all content associated with you is consistent with your role as an RT student and with OHSU's values and professional standards.
- g) Any medically oriented blogs should contain the disclaimer: *The contents, including all opinions and views expressed, in my profile [or on my page] are entirely personal and do not necessarily represent the opinions or views of anyone else, including other faculty, students or staff in my program or at Oregon Health & Science University. My program and Oregon Health & Science University have not approved and are not responsible for the material contained in this profile [or on this page].*
- h) The use of social networking sites or blogs can have legal ramifications. Comments made that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings (i.e. State Medical Licensing Boards).
- i) Pick your "friends" carefully. Unprofessional postings by others on your page reflect very poorly on you. Monitor others' postings on your profile and work to ensure that the content would not be viewed as unprofessional. Delete questionable or unprofessional content immediately. Consider having two profiles on social networking sites – a personal one for family and friends and a professional one for fellow students and other colleagues. However, you still need to maintain professional content on your personal profile since others could possibly obtain access via a third party friend request or other methods.
- j) If fellow students make unprofessional or potentially offensive comments online, you are encouraged to alert them so they can avoid future indiscretions and refer them to this document. It may not be readily apparent to them that their comments are out of line.
- k) Keep in mind that statements and photos posted within these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires.
- l) Cyber stalking, sexting, requests from those who supervise or teach you to engage in activities outside of class, and other inappropriate postings to social networking sites can all be considered forms of sexual harassment. Please see the OHSU [Discrimination, Harassment and Retaliation Policy 03-05-048](#) as well If you believe you are the target of any cyber-bullying, harassment, stalking or threat, please call OHSU Public Safety at (503) 494-7744.

2) PRIVACY

Due to continuous changes in social networking sites, closely monitor the privacy settings of your social network accounts to optimize your privacy and security:

- a) Strongly consider setting your privacy profile so that only those people whom you provide access can see your personal information and photos. Remember that these controls are only a deterrent, not an absolute insulator.
- b) Avoid sharing identification numbers on your personal profile such as address, phone numbers, social security number, passport numbers, driver's license numbers, birth date, or any data that can be used to obtain your personal records and/or steal your identity.
- c) Others may post photos of you and 'tag' you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to 'untag' yourself from any photos as a general rule. Resist tagging others unless you have their explicit permission to do so. Ask friends to remove any compromising photos.



- d) Maintain the privacy of fellow students, faculty, health care providers and other OHSU employees when referring to them in a professional capacity unless they have given their permission for their name or likeness to be used.
 - e) Do not provide medical advice. Make sure you differentiate your medical opinion from medical fact. The world of medicine is foreign to many, so readers may take your words at face value. Make clear what statements reflect your own personal beliefs.
- 3) CONFIDENTIALITY IN SOCIAL MEDIA CONTEXT
- a) Regardless of whether you are posting items for OHSU business purposes or personal use, you are never permitted to post patient information.
- 4) SOCIAL MEDIA IN CLINICAL SETTINGS
- a) Avoid accessing personal social networking sites while in clinical work areas.
 - b) Make a point to know the social networking policies in each clinical setting where you are placed to work.

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.

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 “C-” is not considered a passing grade by OHSU. The standard program grade scale is as follows:

Letter Grades	Numerals used by Registrar for GPA	Percentage
A	4.0	93 - 100
A-	3.7	90 - 92



B+	3.3	87 - 89
B	3.0	83 - 86
B-	2.7	80 - 82
C+	2.3	77 - 79
C	2.0	73 - 76
F	0.0	72 or below

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 one week of graded feedback, regardless of the overall grade in the class. Remediation is not permitted for some courses, and if permitted, remediation requirements are at the instructor’s discretion. Successful remediation will result in a grade change for the exam of no higher than a “C”. Remediation must be completed within 7 days of receiving graded feedback, and students may only remediate up to one exam per course. Students must receive a final course grade of “C” or above to pass the course.

In the event that a student needs to remediate an assignment or exam at the end of a course in a sequence, the program will notify the Registrar to hold that student’s enrollment in the subsequent course until the remediation is completed. For example, a student cannot register for Radiation Therapy Physics III (RDTT 431) without satisfactorily completing the previous course in the sequence (RDTT 430).

Students may be placed on probation or dismissed from the Program 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.

Academic Integrity, Plagiarism and 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, assignments, 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 RLSB 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: syllabi, 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.

Class Conduct

Students, while at OHSU or any clinical affiliate, will conduct themselves in a professional manner.

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 professional development issue and may result in the issuance of a Professional Development Form and be referred to the Progress and Promotions Committee for appropriate action.

The class will generally start on the hour and will usually be two to three hours in length. Break periods are not guaranteed and, at the discretion of the instructor, may be for periods of time less than ten minutes. Students should not disrupt the presentation to leave class in the event a break is not granted. However, students may tactfully request a break, if a class exceeds an hour and a half without one. Students are expected to return to the classroom promptly for the next scheduled presentation, without a summons from faculty or staff.

After a presentation begins, tardy students should enter the classroom quietly to avoid disrupting the class. The Program will not tolerate disruption of class due to cell phone notifications. During all class situations (lectures, labs, skills workshops, callbacks) such devices, if used, must be maintained either in “vibrate” or “silent” mode. In addition, it is expected that students will await an appropriate break to respond to messages.

If an instructor is more than fifteen minutes late for a scheduled presentation and a Program representative is not in attendance, a student representative should call the Program offices for instructions (503) 494-6708.

The Program has had a long-standing policy allowing beverage and reasonable food consumption in the classroom during class (lectures and small group activities). Eating is not allowed during exams, however. Students may also eat in the classroom at other times with the provision that the classroom must remain clean and free of objectionable odors. Please dispose of foodstuffs with this in mind.



Guidelines for Internet and Computer Use in the Classroom

To maximize learning in the classroom, students are expected to stay on task and participate fully in classroom activities. Use of computers in the classroom is encouraged for class-related activities such as taking notes or other research-related activities as directed by an instructor. The use of computers during class time for anything other than class-related activities is a distraction to fellow students, an annoyance to faculty and lecturers and will not be tolerated. Such action may result in the issuance of a Professional Development form and referred to the Progress and Promotions Committee for appropriate action.

Withdrawal

In accordance with [Policy 02-70-030](#), OHSU may grant permission for a Leave of Absence (LOA) from the university. Students may also withdraw if they do not want to retain their class status. The LOA policy covers voluntary interruptions of study to reflect educational goals or extenuating circumstances. Acceptable reasons for requesting an LOA may include medical leave for a physical or psychological condition, birth or adoption of a child, family obligations, research, additional graduate degree, financial hardship, and time to study for Boards. A LOA will be granted for all students called to active duty in the military. A student permitted to take a LOA while on academic and/or disciplinary status will return on the same status. 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 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: https://www.ohsu.edu/sites/default/files/2020-04/Withdrawal-LOA-Form_Updated_04032020.pdf

Evaluation Criteria

The Program staff welcomes and encourages written feedback regarding any aspect of the Program. In accordance with OHSU [Policy 02-50-035](#), 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 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 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.

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 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
- Professional misconduct
- Failed remediation
- Less than a 2.0 cumulative grade point average in any quarter
- Less than a "C" grade in any course

Dismissal Policy

The OHSU Radiation Therapy Program adheres to OHSU [Policy 02-30-050](#): Student Suspension, Dismissal and Appeal.

Students may be considered for dismissal due to:

Academic Performance: Program may recommend a student for dismissal for the following reasons:

- a. Failure of any required course (Obtaining a C-, D, F or NP).
- b. Failure to complete all requirements within the time limits without having an extension from the OHSU Radiation Therapy Program.
- c. Failure to achieve and/or maintain a cumulative grade point average of 2.0



- d. Failure to correct deficiencies which led to academic or professional probation within the specified time limit for reasons other than cumulative grade point average.
- e. Failure to satisfactorily complete clinical, research or professional rotations as judged by established professionalism and/or practice-based competencies.

Professional Conduct: Program may recommend a student for dismissal, suspension or other sanctions for Unacceptable Conduct as described in [Graduate Council Professional Conduct Policy](#). Failure to comply with the terms of sanctions imposed under the Professional Conduct Policy may be used as the basis of a recommendation for suspension or dismissal.

Any decision made by the Executive Vice Provost of the School of Medicine or Dean of Graduate Studies may be appealed to the Provost of OHSU as provided in OHSU [Policy 02-30-050](#).

Dismissal Procedure

In the event that the Progress and Promotions Committee is called for a dismissal hearing, the committee must be composed of and chaired by faculty from clinical academic programs at OHSU. The OHSU Radiation Therapy Program dismissal policy is consistent with OHSU [Policy 02-30-050](#)

When applicable, the OHSU Radiation Therapy Program follows the procedures established by [Article X – Student Conduct](#) of the [OHSU Graduate Council Bylaws](#).

University Standards

Tuition & Fees

The OHSU Radiation Therapy Program participates in the [OHSU Tuition Promise](#). The tuition rates for all incoming students to the Radiation Therapy Program are “locked in” with no rate increase for the remainder of their studies, as long as they complete the degree within the normal timeframe specified by the OHSU Radiation Therapy Program. Institution definitions for student residency can be found in the OHSU [Policy Manual](#) policies 02-10-010, 02-10-025, 02-10-060, and 02-10-075. Information on the program tuition and fee schedule 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.
<https://www.ohsu.edu/education/tuition-and-fees>

*Tuition Promise is subject to change during unprecedented financial years, such as with COVID-19.

Refund Policy

Refunds may be granted to students in accordance with the Academic Tuition and Fees [Refund Schedule](#). Notification of withdrawal or cancellation and request for refund must be in writing and addressed to the Registrar. An appeals process is available for students who believe that their circumstances warrant exceptions to the published policy.

Student Health & Wellness Center

The Student Health & Wellness Center (SHW) serves OHSU students and postdoctoral fellows at the Portland campus on Marquam Hill. SHW offers primary care, behavioral health, integrative medicine, and wellness services for:

- All eligible Portland campus students



Kristi Tanning, Director | tonning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

Maria Thompson, Clinical Coordinator | thommario@ohsu.edu | ☎: 503.494.3445

- Postdoctoral fellows with a 0.5 FTE appointment or higher

New students become eligible to use SHW on the first day of the Student Health Insurance Plan (SHIP) coverage period, whether or not a student has SHIP or has waived out.

Hours of Operation

Monday 8am - 5pm
Tuesday 8am - 5pm
Wednesday 8am - 5pm
Thursday 8am - 7pm
Friday 8am - 5pm

Counseling appointments may be available outside of these hours. Refer to the [SHW website](#) for the most up-to-date hours of operation.

Appointments

Please call (503) 494-8665 to make an appointment.

All walk-in patients are triaged by nursing staff. While SHW always does their best to meet all health care needs of our patients, an appointment with a provider may or may not be available. Students and postdoctoral fellows are urged to call in advance for an appointment, even the same day, if they have an urgent or acute medical problem.

After Hours

For emergencies, call 911 or go to the nearest emergency facility.

For urgent problems after hours, call (503) 494-8311 and ask for the SHW Health & Wellness nurse on call.

Location

SHW is located in the basement of Baird Hall. Primary care services are in room 18 and the counseling, wellness and administrative offices are in room 6.

3181 S.W. Sam Jackson Park Road
Mail Code L-587, Baird Hall Room 18
Portland, Oregon 97239-3098

Financial Aid and Assistance

Financial Aid is arranged through the [Financial Aid Office](#) at (503)494-7800 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.

Teaching and Learning Center

The [Teaching and Learning Center](#) (TLC) partners with faculty, students and colleagues to create meaningful, innovative and evidence-based learning experiences across OHSU.



The Teaching and Learning Center aims to:

- Collaborate to develop appropriate formative and summative assessments of student learning and use analytics to improve validity and quality of assessments
- Promote student success by providing high-quality academic support services to OHSU's diverse learners
- Help programs measure and improve student learning outcomes by providing educational expertise and evaluation data
- Collaborate with faculty to develop, improve and implement best practices in teaching and course design
- Advise programs and departments on curricular improvements to ensure proper alignment of competency domains, student learning outcomes, course purpose statements and goals, learning objectives and assessments for continual program improvement
- Participate and contribute to a culture of scholarship and innovation to promote educational excellence

Services

Below is a list of services the Teaching and Learning Center provides to help improve your academic program performance.

- **Curriculum mapping:** We can help you develop or identify curricular integration of what is written, taught and tested in a course or program. We will provide you with a tool set to help implement course and program alignment.
- **Program and course evaluation:** We are available to help improve course evaluation response rates and customize questions to meet your program evaluation needs.
- **Adobe Connect:** Would you like to host a webinar or synchronous e-learning experience? We can help you set up an Adobe Connect account and offer an initial training to get you started.
- **Interactive trainings:** We offer trainings on various education topics such as writing learning objectives, developing tests and MCQs, active learning strategies, developing student resilience, etc., which we can deliver online or in person.
- **Educational technology support:** Sakai Course Management System, iClickers (Audience Response System), Blue Course Evaluations

Student Learning Support

The Teaching and Learning Center's student learning support specialist supports students as they adapt their study and personal habits to the demands of being a student at OHSU. Often academic success can be achieved through changes in the way in which students approach their learning early in their academic program.

The student learning support specialist assists students with the following:

- Study skills
- Motivation and goal setting
- Learning styles and active learning strategies
- Test-taking skills and test anxiety
- Time (self) management
- Board preparation



The student learning support specialist is also available to facilitate workshops, presentations or panel discussions on the above topics or create a custom presentation.

Students or faculty interested in meeting with the student learning support specialist or having her come to a class or present on a topic, email Dr. Lisa Hatfield at hatfiell@ohsu.edu.

Accommodations, 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. 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.

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.

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 OHSU Student Central. Here, students can find student news, calendars, events, and other pertinent information.

Webex & Remote Learning

University wide, Cisco Webex is the OHSU approved video conferencing tool for virtual lectures, online meetings, and screen sharing. Webex can be used for both phone and video conferencing. For instructions on installing Webex on your personally owned device, visit the [Webex O2 page](#). In the event of extended modified operations due to circumstances such as COVID-19, Webex will be utilized for both lectures and meetings. Attendance is still mandatory for all scheduled Webex sessions.



Student Lounge

The RLSB 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](#).

The Graduate Learning Resource Center located on the fourth floor atrium of the RLSB is designed to provide study areas, small group rooms, and computer space for students in the Radiation Therapy Program and other OHSU/OSU graduate programs. The room can be accessed via badge only. We also ask that students not leave personal items behind and clean up after themselves when done using any common spaces.

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 Andrew Hamilton (hamiltoa@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. During remote learning, it is recommend that an additional screen be purchased as well. 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

[2021-2022 Academic Calendar](#)

Fall 2021	
Fall Term Begins	09/27/21
SoN & SPH Term Ends	12/10/21
Fall Term Ends	12/17/21
Fall Intersession	
SoN & SPH Intersession Begins	12/13/21
Intersession Begins	12/20/21
Intersession Ends	12/31/21

Winter 2022	
Winter Term Begins	01/03/22
Winter Term Ends	03/18/22

Spring 2022	
Spring Term Begins	03/28/22
SoN & SPH Term Ends	06/10/22
Spring Term Ends	06/17/22



Clinical Standards

Clinical information including rotation sites, hours, progress, evaluations and competencies will be managed through Trajecsys: <http://www.trajecs.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 within the approved term schedule is mandatory. However, students are expected to stay home when experiencing illness. Due to the current COVID-19 pandemic, absence policies related to illness are continually being updated by the University and Program Director.

Excused time off allocation:

- Junior students are allocated two sick days per year
- Senior students are allocated three sick days per year
- Senior students are allotted one excused absence (8 hours) during the final Summer Term to allow for job interviews, if applicable.
- 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.

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.

Below are sample clinic schedules. Junior students attend clinic two days per week on Mondays and Wednesdays. Senior students attend clinic three days per week on Tuesdays, Thursdays, and Fridays. Didactic courses take place on non-clinic weekdays.

Juniors

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1-11	Clinic	Classes	Clinic	Classes	Classes
12	Finals Week - No Clinic				

Seniors

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1-11	Classes	Clinic	Classes	Clinic	Clinic
12	Finals Week - No Clinic				

*Summer term is four full days of clinic, one day of classes, for all students.

Clinical Equipment

The following equipment is utilized for clinical education:

Varian Trilogy Linear Accelerator	ARIA chartless records system
Varian Truebeam Linear Accelerator	Mosaik record and verify system
2300 EX Varian Linear Accelerator	Varis record and verify system
Elekta Infinity	GE Lightspeed Big Bore CT
Elekta Synergy	Philips Brilliance Big Bore 4D CT
Elekta VersaHD	Philips Brilliance 6 CT
TomoTherapy	Hexapod table
Gamma Knife/Cyberknife -Observation	VisionRT
Therapax 3 Orthovoltage	Varian RMP motion management system
VariSource HDR - Observation	ExacTrac by BrainLab
Calypso Motion Management	HDR Brachytherapy Afterloader
Vision RT	Cyber Knife- Observation
Proton Therapy - Observation	Mobetron- Observation



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Maria Thompson, Clinical Coordinator | thommaria@ohsu.edu | ☎: 503.494.3445

Brain Lab Stereotactic Treatment Planning	IntraBeam - Observation
CT AcQSim	Active Breath Hold (ABC)
Pinnacle Treatment Planning	Deep Inspiration Breath Hold
Varian Eclipse Treatment Planning	Anzai Medical Respiratory Gating System
Monte Carlo Treatment Planning	ADAC Computer
GE Target Treatment Planning Computer with Advantage Sim	Vertual Simulator - VERT

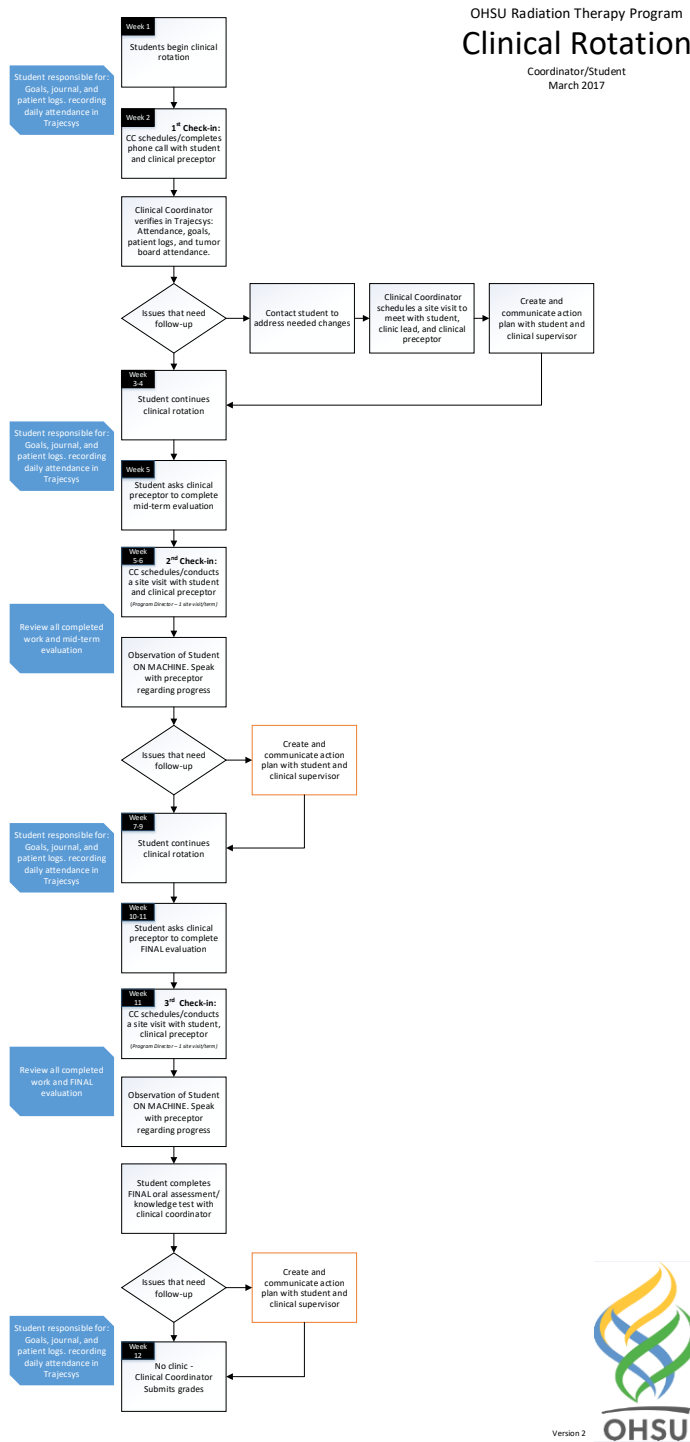


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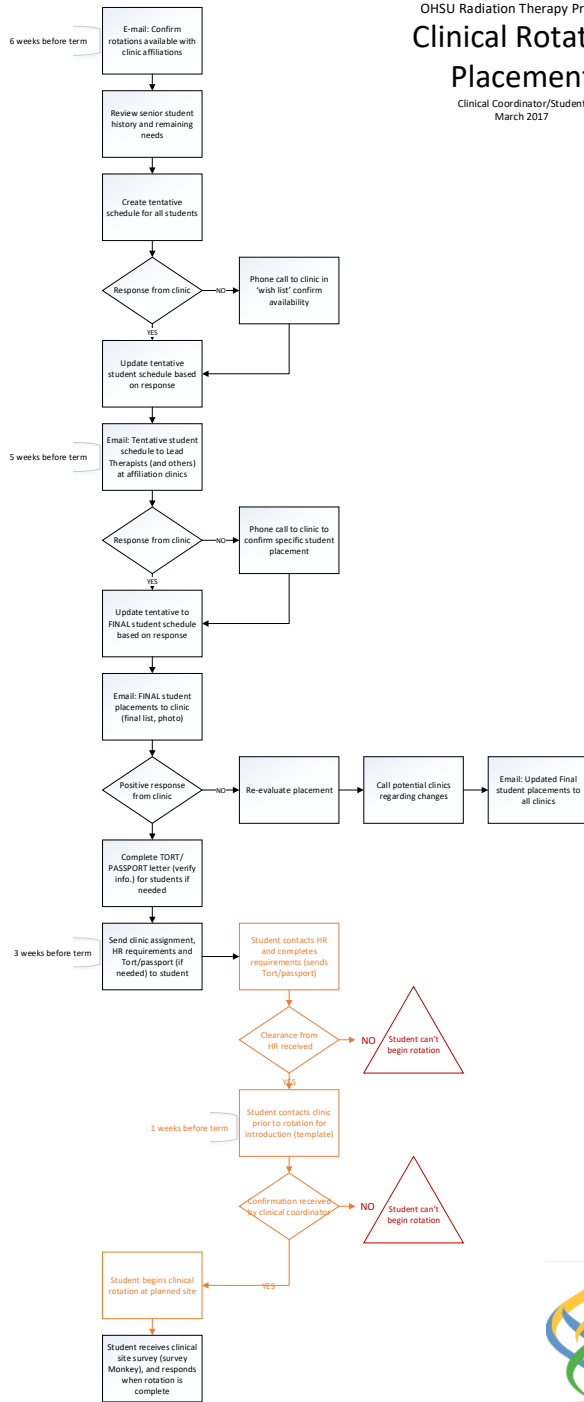
Clinical Processes and Policies

Clinical Rotation



Clinical Rotation Placement

OHSU Radiation Therapy Program
Clinical Rotation Placement
 Clinical Coordinator/Student
 March 2017



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.
- 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. The therapist will direct, guide and instruct the student during the procedure
- As the student gains experience in the various procedures, independent clinical performance under supervision is introduced. The procedure will be supervised and the therapist will direct and/or intervene as needed.



- In their senior year, 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.**

Competencies

Didactic and clinical competency requirements for radiation therapy established by the American Registry of Radiologic Technologists (ARRT) can be found here: [ARRT Primary Certification and Registration Didactic and Clinical Competency Requirements for Radiation Therapy](#)

Requirements include:

- [General patient care procedures](#)
- [Quality Control Procedures](#)
- [Simulation](#)
- [Dosimetry](#)
- [Treatment Accessory Devices](#)
- [Participatory Procedures](#)
- [Radiation Treatment Procedures](#)

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

- 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.

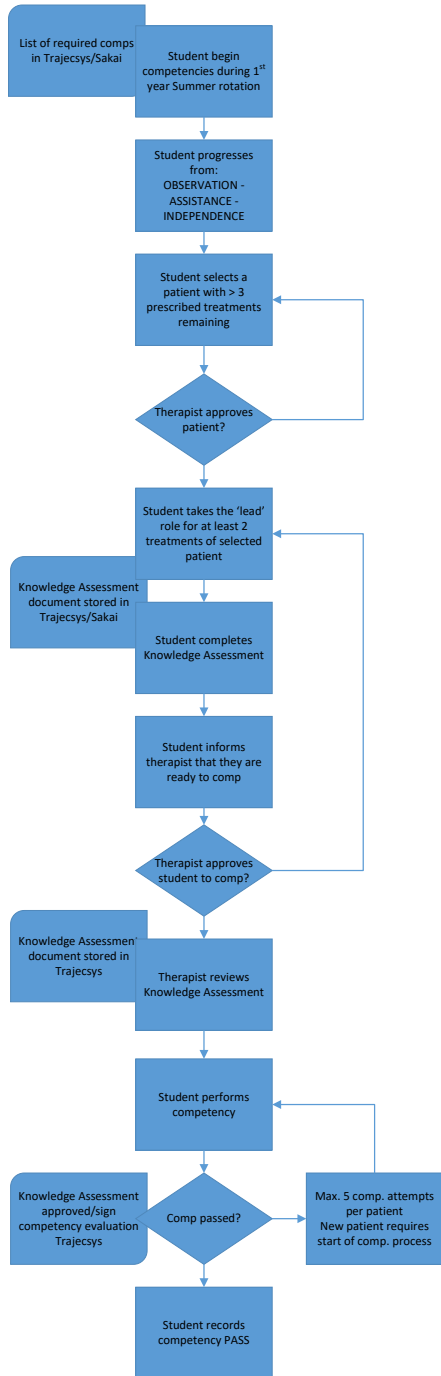


- The **minimum** competency requirement must be met each rotation or the clinic grade may be reduced by one grade.
 - There is no **minimum** for Summer term 1st year, as this is considered an orientation period.
 - **Minimum** six machine competencies must be performed Fall- Summer terms during the 2nd year.
- The **maximum** competency limits must not be exceeded during any one clinical rotation to ensure a diverse clinical competency experience.
 - The **maximum** limit of six Treatment Room Procedures or seven Simulation competencies for Summer term 1st year, unless otherwise approved by the program, as this is considered an orientation period.
 - A **maximum** limit of 10 Treatment Room Procedure/ Simulation competencies is allotted for Fall-Summer terms during the 2nd year, unless otherwise approved by the program.
- ARRT competency requirements not included in the Radiation Treatment Procedure or Simulation categories are **not** included in the minimum/maximum totals as they require less preparation and may be difficult to acquire reliably at each clinical site.
- Two Treatment Room Procedure competencies may be simulated in the clinic with a therapist.
- All CT/Simulation competencies must be performed on patients during planned sim rotations.
- All clinical competencies must be completed and passed by the time of graduation.
- **All competencies regardless if passed or failed must be submitted in Trajecsys by the clinical supervising therapist on the day attempted.**

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.



Competency Evaluation Process



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.

It is expected all students will attend clinic without impairment. Impairment can be defined as but not limited to:

- Experiencing the effects of substance use, including alcohol or other drugs (legal or illegal)
- Experiencing the disruption to body circadian rhythm caused by shiftwork.
- Experiencing personal crisis.
- Experiencing shock or insecurity after a personal incident, fire, or robbery.

Students experiencing any form of impairment should contact the Program Director for a safety evaluation and guidance. Each situation should be assessed on a case by case basis.

Clinical Expectations

- Prompt arrival time.
- Appropriate dress.
- Proper conduct in the work environment free from bias and discrimination, 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.



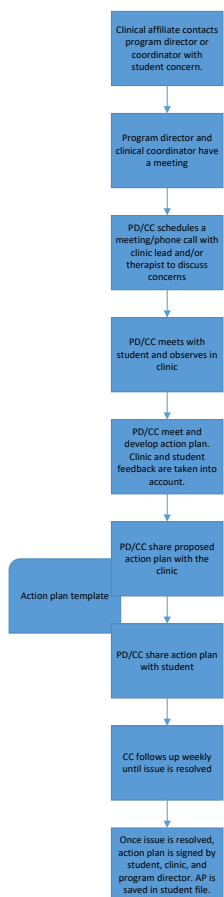
Clinical Grade Requirements

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 area of 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).

Clinical Evaluation

Students will be given access to required evaluation objectives at the beginning of each term. Students are responsible for reviewing objectives with their supervising therapists. It is the responsibility of each to notify therapists when the midterm evaluation is available on Trajecsyst. 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



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

Rural Clinical Rotations

Students may be placed in one of our rural clinical affiliate rotations during Summer Term. In the event that a student rotates through a rural clinic designated under AHEC, or the Office of Rural Housing, housing will be provided by the Program. Other rural rotations without OHSU housing must be discussed between the student and the Program Director.

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. The Program will reimburse each student a small per diem travel expenses.

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.

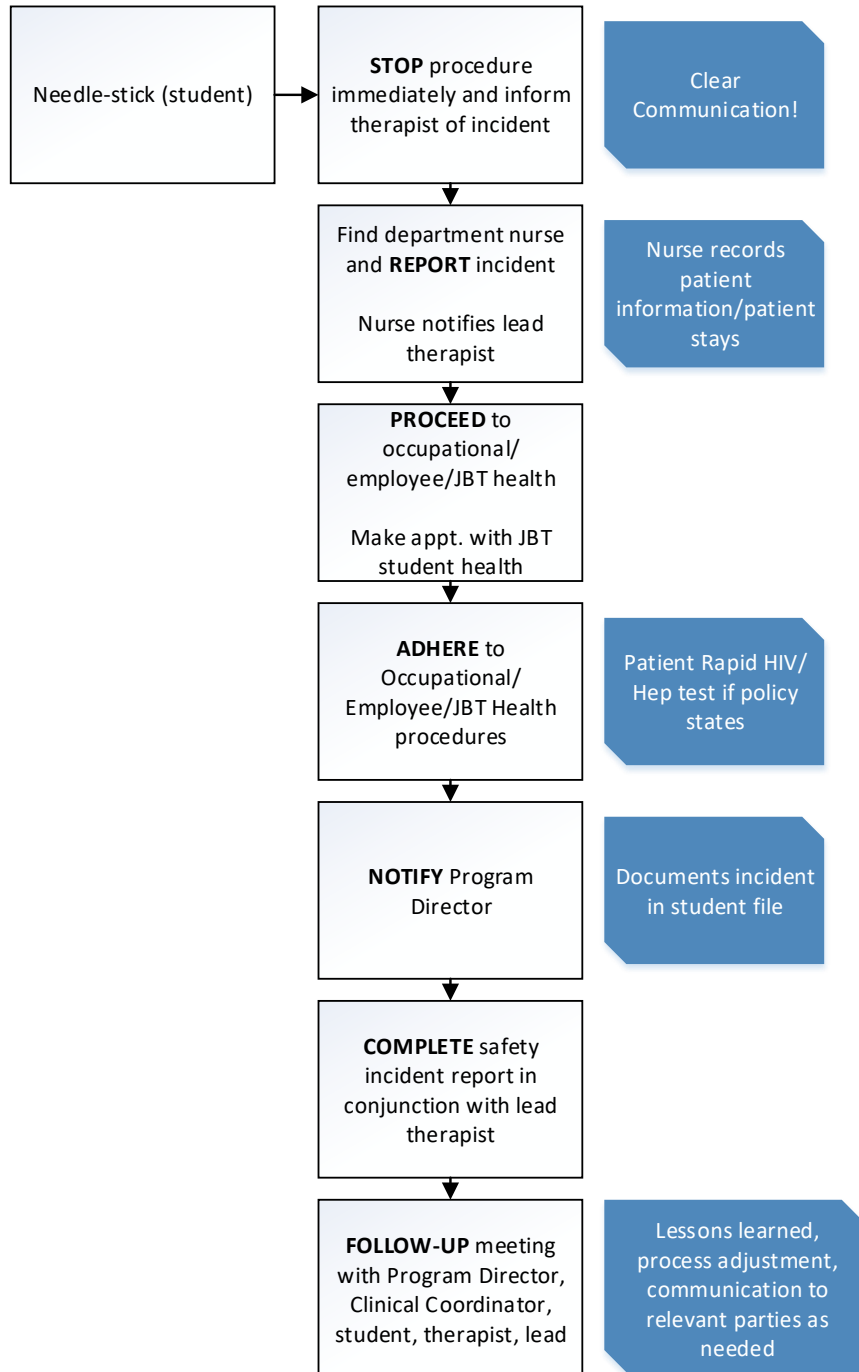
Dose limits are monitored by the OHSU Radiation Safety Officer. In the event your report indicates a dose outside the normal exposure limit (15 mRem) you will be contacted by the Radiation Safety Officer. This will occur even if the dose does not put you at risk. The purpose of the contact is to identify 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.

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.



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 within 5 months of graduation, 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 Program Director, and relevant Clinical Supervisor must sign the temporary license. The Clinical 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.

Licensure Disclosure

The OHSU Radiation Therapy Program prepares students to pass the *American Registry of Radiologic Technologists (ARRT) Radiation Therapy Examination*, the national benchmark to practice in the United States. OHSU is unable to monitor requirements for licensure in every state, and therefore is unable to make a determination if an OHSU program meets all requirements for licensure for a given state. You should always check with the individual states for the current expectations regarding licensure in that state. Additional information regarding licensure can be found on the [OHSU out-of-state authorization webpage](#) under [licensure](#).

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.

