# Table of Contents

Introduction ......................................................................................................................... 4

Accreditation ....................................................................................................................... 4

JRCERT Contact .................................................................................................................. 4

Contact Information .......................................................................................................... 4

Program Director ............................................................................................................... 4

Clinical Coordinator ......................................................................................................... 4

Clinical Instructor/ Preceptor Expectations ...................................................................... 5

Clinical Instructor Check List .......................................................................................... 5

Clinical Instructor Policy Guidelines ................................................................................ 6

Student Attendance .......................................................................................................... 6

Objectives by Term ........................................................................................................... 6

Evaluations ......................................................................................................................... 6

Patient Logs ....................................................................................................................... 6

ARRT Required Competencies ......................................................................................... 6

Supervision Requirements ............................................................................................... 7

Safety .................................................................................................................................. 7

Clinical Instructor Evaluation .......................................................................................... 7

About OHSU and the Radiation Therapy Program .......................................................... 7

  - OHSU Mission, Vision and Core Values ..................................................................... 7
  - OHSU Core Competencies ......................................................................................... 7
  - Program Mission and Vision ....................................................................................... 7
  - JRCERT Program Goals ............................................................................................. 7
  - OHSU Student Learning Outcomes .......................................................................... 7
  - Technical Standards ..................................................................................................... 7

Professional Conduct Expectations .................................................................................... 8

Professional Appearance Policy ......................................................................................... 8

Clinical Standards ............................................................................................................ 8

Clinical Attendance .......................................................................................................... 9

Clinical Schedule ............................................................................................................... 10

Clinical Processes and Policies .......................................................................................... 11

Clinical Rotation ............................................................................................................... 11
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Rotation Placement</td>
<td>12</td>
</tr>
<tr>
<td>Clinical Education</td>
<td>13</td>
</tr>
<tr>
<td>Professional Clinic Conduct</td>
<td>14</td>
</tr>
<tr>
<td>Clinical Expectations</td>
<td>14</td>
</tr>
<tr>
<td>Competencies</td>
<td>15</td>
</tr>
<tr>
<td>Competency Evaluation Process</td>
<td>16</td>
</tr>
<tr>
<td>Clinical Action Plans</td>
<td>17</td>
</tr>
<tr>
<td>Clinical Action Plan Process</td>
<td>17</td>
</tr>
<tr>
<td>Clinic Warm-up</td>
<td>18</td>
</tr>
<tr>
<td>Term Completion</td>
<td>18</td>
</tr>
<tr>
<td>Radiation Badges</td>
<td>18</td>
</tr>
<tr>
<td>Needle Stick Injury</td>
<td>18</td>
</tr>
<tr>
<td>COVID-19</td>
<td>19</td>
</tr>
<tr>
<td>Temporary License</td>
<td>19</td>
</tr>
<tr>
<td>Work Stoppage and Strike Activities</td>
<td>20</td>
</tr>
<tr>
<td>Clinical Affiliation</td>
<td>20</td>
</tr>
<tr>
<td>Affiliation Process</td>
<td>20</td>
</tr>
<tr>
<td>Clinical Sites</td>
<td>20</td>
</tr>
<tr>
<td>Quick Links</td>
<td>21</td>
</tr>
</tbody>
</table>
Introduction
The Radiation Therapy Program at OHSU operates as a free-standing bachelor’s degree 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.

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 the student handbook, and are also required to familiarize themselves with all policies and procedures of OHSU, the School of Medicine and Graduate Programs.

The OHSU Radiation Therapy Program reserves the right to update any information in the clinical instructor 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. 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 2850
Chicago, Illinois 60606-3182
Phone: 312-704-5300 Email: https://www.jrcert.org/ and/or mail@jrcert.org

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

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

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.

Radiation Therapy Program Website
www.ohsu.edu/radiation_therapy
Clinical Instructor/ Preceptor Expectations

The terms **clinical instructor** and **clinical preceptor** can be used interchangeably with regard to those involved in student clinical education and instruction. The **clinical supervisor** is the clinical lead recognized by the JRCERT as the clinical site supervisor. Expectations for effective clinical instruction include:

- Professional competence, expert knowledge, and demonstrable clinical competence
- Skills in clinical teaching which include effective communication skills and positive interpersonal relationships
- The ability to collaborate with the program and the students in a manner that demonstrates respect, is free of bias and discrimination, is supportive of students and provides equitable accessibility to learning experiences
- Sets guidelines and expectations of the student at the clinical site and regularly checks in with the student to discuss progress
- Communicates with the program regarding student progress

The clinical instructor/student relationship must remain professional at all times, and conversations should consist of appropriate discussion topics. Conversations should be free of profane language, political opinions, bias, and not be derogatory in nature. Spending time with students outside of clinic is highly discouraged.

Clinical Instructor Check List

Clinical instructors are expected to effectively instruct students and complete a series of requirements for each student, each term. Instructors/preceptors will be asked to:

- Provide an introduction to the team and a clinic tour during the first week of the term
- Review term/year specific clinical objectives and site specific clinical expectations within the first two weeks of the term
- Provide teaching and explanation for treatment equipment, software and treatment techniques
- Supervise students according to programmatic and JRCERT standards
- Approve weekly time logs on www.Trajecsys.com
- Provide access to patient treatment information so students may complete patient logs
- Complete a midterm and final evaluation
- Meet with the student to discuss the midterm/final evaluation prior to the clinical coordinator midterm/final onsite visit
- Meet with the clinical coordinator to discuss student progress during clinical onsite visits
- Reach out to the Program Director (PD) and Clinical Coordinator (CC) if any student related issues arise
- Work with the program, student and clinic to support Clinical Action Plans
- Submit competency evaluations, regardless of pass/fail for each competency attempt (senior year)
- Work with the program to host students for Fall, Winter, Spring and Summer clinical rotations
- Communicate promptly with the Program Director and Clinical Coordinator if that facility will not be able to host a student
Clinical Instructor Policy Guidelines

Student Attendance
Students must adhere to programmatic clinical attendance policy. Per JRCERT requirements, clinical hours are recognized between 5:00 AM - 7:00 PM, Monday-Friday. Students are expected to be in clinic for a full 8 hour day but may not exceed 10 hours in any one day. During the COVID-19 global pandemic, the JRCERT is allowing programs to make exceptions to these guidelines on a case by case basis. Students who are asked to leave earlier than 7 hours are required to notify the program of their early release. Clinical supervisors can release students early as they see fit, but should explore any potential learning opportunities for the student so they may fulfill their clinical education requirements. Attendance is tracked via Trajecsys.com. Clinical preceptors should approve time weekly and verify accuracy.

There is a no cell phone policy during clinical hours.

Objectives by Term
Objectives by term can be found on Trajecsys.com under ‘documents’. It is the student’s responsibility to set a meeting with their clinical supervisor during the first two weeks at their clinical site. During the meeting the student should discuss the objectives for the term, and the clinical supervisor may add additional expectations they see fit.

Evaluations
Each clinical rotation has a requirement of two evaluations (a midterm and a final). It is the student’s responsibility to request an evaluation prior to their meeting with the clinical coordinator. Meetings are scheduled a week or more in advance and typically occur during week 5 and week 11 of the term. The clinical coordinator will share clinical visit schedules with the clinical supervisors at least a week in advance. The clinical visit will consist of observation on the assigned treatment machine and an oral exam. Space for the clinical coordinator and student to meet will be requested for the oral exam. Evaluations are found on Trajecsys.com and correspond with the year, term and machine/simulation rotation. The Clinical Rotation Policy can be found here.

Patient Logs
Students must complete patient logs during their time in clinic. Through Trajecsys.com, students are expected to log relevant treatment information for each patient they observe. Students are instructed to spend no more than 15-20 minutes per day completing these logs. Spending multiple hours in a day to catch up on patient logs is unacceptable. Students must always comply with HIPAA regulations.

ARRT Required Competencies
The American Registry of Radiologic Technologists (ARRT) didactic and clinical competency requirements are mandatory for graduation and board exam eligibility. The full list and details can be found here.

During senior year, students must complete a minimum of six treatment machine or simulation competencies each term. Consideration is given for low census, but students must be in communication
with the clinical coordinator regarding any barriers to completion. Our competency completion policy and process can be found here.

**Supervision Requirements**

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. 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. All student work must be checked by a certified radiation therapist, dosimetrist, physicist or physician before treatment is given. Supervision of students over closed-circuit monitor(s) is not acceptable.

**Safety**

During the first week of clinical placement, students must complete an Emergency Procedure Knowledge Assessment. This helps orient the student to specific environmental safety policies of the department. This is a JRCERT requirement for every student at each clinical site during the orientation period. Students may look to their clinical supervisor for guidance. If a student experiences a needle stick injury while in clinic the program must be notified and the Needle Stick Policy will be followed. Radiation badges will be provided by OHSU for each student and must be worn at all times in the clinical areas.

**Clinical Instructor Evaluation**

At the end of each clinical rotation, students are sent an online Qualtrics survey for evaluation and feedback purposes. The program aggregates this data, ensures anonymity and shares the report with each site supervisor when the program can guarantee anonymity (average 3 years between reports).

**About OHSU and the Radiation Therapy Program**

- OHSU Mission, Vision and Core Values
- OHSU Core Competencies
- Program Mission and Vision
- JRCERT Program Goals
- OHSU Student Learning Outcomes
- Technical Standards

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, OHSU core competencies, JRCERT goals, OHSU
Student Learning Outcomes (SLO’s), and the technical standards linked above. The OHSU SLO’s are measured during each assessment cycle with each SLO mapped to an OHSU Core Competency. Data from the assessment plan and report is shared annually with the Radiation Therapy Program Advisory Committee.

Professional Conduct Expectations

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.

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 piercings, 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.

Clinical Standards
Clinical information including rotation sites, hours, progress, evaluations and competencies will be managed through Trajecsys: [http://www.trajecsys.com](http://www.trajecsys.com). Students are required to register and create an account for 24 months at the beginning of their clinical rotations in the Fall of junior year. Student Trajecsys accounts 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.

The Clinical Coordinator and Clinical Supervisor must be notified by e-mail before on-duty shift time when illness or other circumstances prevent the student from reporting to the hospital.

- Failure to e-mail or call the Clinical Coordinator and Clinical Supervisor will result in a warning.
- A second failure to call in to the Clinical Coordinator and Clinical Supervisor will result in a second warning.
- A third failure to call the Clinical Coordinator and Clinical Supervisor will result in dismissal.
- On days where clinic and class coincide, a reasonable drive time will be allotted.
Clinical Schedule
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.

<table>
<thead>
<tr>
<th>Juniors</th>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-11</td>
<td>Clinic</td>
<td>Classes</td>
<td>Clinic</td>
<td>Classes</td>
<td>Classes</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Finals Week - No Clinic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seniors</th>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-11</td>
<td>Classes</td>
<td>Clinic</td>
<td>Classes</td>
<td>Clinic</td>
<td>Clinic</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Finals Week - No Clinic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Clinical Rotation

Student responsible for:
- Goals, journal, and patient logs
- Recording daily attendance in Trajecsys

Student continues clinical rotation

Issues that need follow up

Clinical Coordinator schedules a site visit with the student, the clinical preceptor, and the student's local preceptor.

Student asks the clinical preceptor to complete the mid-term evaluation.

Issues that need follow up

Student completes the final oral assessment/knowledge test with the clinical coordinator.

No clinic

Clinical Coordinator submits grades.

Week 1 - 11

Student continues clinical rotation

Week 3 - 4

Week 7 - 9

Week 10 - 11

Week 12

Student completes the final oral assessment/knowledge test with the clinical coordinator.

Create and communicate action plan with student and clinical supervisor.

Student responsible for:
- Goals, journal, and patient logs
- Recording daily attendance in Trajecsys

Clinical Rotation Coordinator/Student

March 2017

OHSU Radiation Therapy Program

Kristi Tonning, Director | tonning@ohsu.edu | 📞: 503.494.6708

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

www.ohsu.edu/radiation_therapy
Clinical Rotation Placement

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

6 weeks before term

Email Coordinator/midpoint available with clinic affiliations

Verify senior student history and remaining needs

Email tentative schedule for all students

Response from clinic

Phone call to clinic to confirm specific student placement

Email tentative clinical rotation to Lead Therapist (and others) at affiliation clinics

Response from clinic

Email final student placements to clinic (final list, photo)

Response from clinic

Phone call to clinic to confirm specific student placement

Positive response from clinic

Re-evaluate placement

Call potential clinics regarding changes

Email: Updated Final student placements to all clinics

Student contacts clinic prior to rotation for introduction (template)

Confirmation received by clinical coordinator

Clearance from HR received

Student begins clinical rotation at planned site

Student contacts HR and completes requirements (send Tort/Passport if needed)

Student receives clinical site survey (survey Monkey), and responds when rotation is complete

Student contacts clinic to confirm clinical rotation readiness (template)

Version 1
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 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 CT/Simulation 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.
Professional Clinic Conduct

OHSU students are expected to conduct themselves in accordance with the high ethical standards expected of health professionals. 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. 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.

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. **Adherence to HIPAA must always be strictly followed.** 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 routines 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.
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 (7)
- Quality Control Procedures (3)
- Simulation (7)
- Dosimetry (6)
- Treatment Accessory Devices (4)
- Participatory Procedures (3)
- Radiation Treatment Procedures (18)

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 requirement must not be exceeded during any one clinical rotation to ensure a diverse clinical competency experience.
  - The maximum is 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 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

1. **List of required comps in Trajecsys/Sakai**
2. **Student begins competencies during 1st year Summer rotation**
3. **Student progresses from:**
   - Observation
   - Assistance
   - Independence
4. **Student selects a patient with > 3 prescribed treatments remaining**
5. **Therapist approves patient?**
   - **YES**
   - **NO**
6. **Student takes the 'lead' role for at least 2 treatments of selected patient**
7. **Student completes Knowledge Assessment**
8. **Student informs therapist that they are ready to comp**
9. **Therapist approves student to comp?**
   - **YES**
   - **NO**
10. **Therapist reviews Knowledge Assessment**
11. **Student performs competency**
12. **Comp passed?**
    - **YES**
    - **NO**
13. **Knowledge Assessment approved/sign competency evaluation Trajecsys**
14. **Student records competency PASS**
15. **Max. 5 comp. attempts per patient**
16. **New patient requires start of comp. process**

---

Kristi Tonning, Director | tonning@ohsu.edu | ☎: 503.494.6708
Maria Thompson, Clinical Coordinator | thommaria@ohsu.edu | ☎: 503.494.3445

www.ohsu.edu/radiation_therapy
Clinical Action Plans

A clinical supervising therapist may notify the program at any time regarding student technical, professional, or interpersonal concerns. After a meeting with the clinical supervising therapist and the Program Director (PD)/Clinical Coordinator (CC), a clinical action plan will be discussed with the student. Clinical action plans remain in place until issues are resolved.

Clinical Action Plan Process

1. Clinical affiliate contacts program director or coordinator with student concern.
2. Program director and clinical coordinator have a meeting.
3. PD/CC schedules a meeting/phone call with clinic lead and/or therapist to discuss concerns.
4. PD/CC meets with student and observes in clinic.
5. PD/CC meets and develop action plan. Clinic and student feedback are taken into account.
6. PD/CC share proposed action plan with the clinic.
7. PD/CC share action plan with student.
8. CC follows up weekly until issue is resolved.
9. Once issue is resolved, action plan is signed by student, clinic, and program director. AP is saved in student file.
Clinic Warm-up
During all treatment machine rotations, students must come in for one week to participate in equipment warm up on their clinical days. On student warm-up days, they may be excused early. Students will not warm up on class days.

Term Completion
Evaluations, competency progress and Trajevsys 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
- Trajevsys logs
- Reflective journal

Radiation Badges
Radiation badges will be provided by OHSU for each student and must be worn at all times in the clinical areas.

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

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

**Clear Communication!**

**Nurse records patient information/fatality status**

**Patient Rapid HIV/Hep test if policy states**

**Make appt. with JBT student health**

**ADHERE to Occupational/Employee/JBT Health procedures**

**NOTIFY** Program Director

**Documents incident in student file**

**Lessons learned, process adjustment, communication to relevant parties as needed**
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 different. 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

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 learning.

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.

Contingency plans have been developed by the Program Director and Clinical Coordinator and are in effect when modified operations are declared.

Students should review regularly: [https://o2.ohsu.edu/covid-19/ohsu-onward/students-onward.cfm](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](https://www.ohsu.edu/health/coronavirus-resources)

Temporary License
A student or recent graduate—without a registry credential—of an approved Radiation Therapy 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. 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.
Work Stoppage and Strike Activities
The clinical education portion of the program shall provide a continuous environment for direct and/or indirect supervised competency based clinical education and experience. Clinical sites shall not substitute students for paid personnel to conduct functions of the clinical site during a work stoppage or at any other time.

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

- Students assigned to clinical sites declaring a work stoppage or strike will be placed at another clinical site within 8 hours of declaration.
- Student evaluations and competencies will continue.
- When work stoppage/strike has ended, students will return to original assigned clinical site.
- The Clinical Coordinator will contact Clinical Supervisor at the clinical site for students' transfer.

Clinical Affiliation
Affiliation Process
Clinical affiliation is integral to the continual education and training of OHSU radiation therapy students. Affiliation agreements are entered by both the facility and the OHSU Radiation Therapy Program upon application approval by the JRCERT. The JRCERT application requires:

1. Clinical site name and address
2. Number of accelerators and CT/Simulation
3. Resume of CV of the Lead Therapist
4. Proof of license for machine, ACR accreditation or something similar

OHSU requires an OHSU Affiliation Contract and the application cost of $250 is covered by the Program.

Clinical Sites

<table>
<thead>
<tr>
<th>OHSU CLINICAL SITES</th>
<th>OHSU Department of Radiation Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OHSU Beaverton Radiation Oncology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OHSU PARTNER SITES</th>
<th>OHSU Hillsboro Cancer Center</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adventist Health Radiation Oncology</td>
</tr>
<tr>
<td></td>
<td>Bay Area Hospital, Coos Bay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AFFILIATED CLINICAL SITES</th>
<th>Asante Rogue Regional Cancer Services, Medford</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Compass Oncology RQ, Compass Oncology West, Compass Oncology Vancouver</td>
</tr>
<tr>
<td></td>
<td>Community Cancer Center, Roseburg</td>
</tr>
<tr>
<td></td>
<td>Legacy Mt. Hood, Legacy Good Samaritan</td>
</tr>
<tr>
<td></td>
<td>Kaiser Interstate Radiation Oncology</td>
</tr>
<tr>
<td></td>
<td>Peace Health SW Washington</td>
</tr>
<tr>
<td></td>
<td>Providence Portland, Providence St. Vincent, Providence Clackamas, Providence Medford, Providence Alaska</td>
</tr>
<tr>
<td></td>
<td>Salem Health Radiation Oncology</td>
</tr>
<tr>
<td></td>
<td>Samaritan Health Radiation Oncology, Corvallis</td>
</tr>
<tr>
<td></td>
<td>Sky Lakes Cancer Center, Klamath Falls</td>
</tr>
<tr>
<td></td>
<td>St. Charles Cancer Center, Bend</td>
</tr>
</tbody>
</table>

Kristi Tonning, Director | tonning@ohsu.edu | ☎: 503.494.6708
Maria Thompson, Clinical Coordinator | thommaria@ohsu.edu | ☎: 503.494.3445
www.ohsu.edu/radiation_therapy |
Quick Links

- ARRT Competency Requirements
- ASRT Radiation Therapy Curriculum
- JRCERT
- OHSU Radiation Therapy Program
- OHSU Radiation Therapy Program Student Handbook
- Trajecsys

The OHSU Radiation Therapy Program reserves the right to update any information in the clinical instructor handbook based on policy, process, or curricular revisions at any time during the academic year. The handbook will be distributed at the beginning of each term, with the expectation that each clinical instructor has access to an electronic copy.

The OHSU Radiation Therapy Program has a profound appreciation for each of our clinical sites and clinical instructors as the program and student training could not be possible without each of you. We look forward to continued collaboration!