

Oregon Health & Science University

# **Radiation Therapy Program**

Student Handbook

**2022-2023 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](mailto:mail@jrcert.org)



Kristi Tønning, Director | [tonning@ohsu.edu](mailto:tonning@ohsu.edu) | ☎: 503.494.6708 | [www.ohsu.edu/radiation\\_therapy/](http://www.ohsu.edu/radiation_therapy/)

Maria Thompson, Clinical Coordinator | [thommaria@ohsu.edu](mailto:thommaria@ohsu.edu) | ☎: 503.494.3445

## Contact Information

### Program Director

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

Associate Professor

Work: (503) 494-6708

Email: [tonning@ohsu.edu](mailto:tonning@ohsu.edu)

Office: RLSB 5S056

### Clinical Coordinator

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

Assistant Professor

Work: (503) 494-3445

Email: [thommaria@ohsu.edu](mailto: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](http://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.arrrt.org/>

### OBMI

**Oregon Board of Medical Imaging**

[www.oregon.gov/obmi/pages/index.aspx](http://www.oregon.gov/obmi/pages/index.aspx)



Kristi Tanning, Director | [tonning@ohsu.edu](mailto:tonning@ohsu.edu) | ☎: 503.494.6708 | [www.ohsu.edu/radiation\\_therapy](http://www.ohsu.edu/radiation_therapy) |

Maria Thompson, Clinical Coordinator | [thommaria@ohsu.edu](mailto:thommaria@ohsu.edu) | ☎: 503.494.3445

## Clinic Affiliation Contacts

<a href="#">Adventist Health</a> 10123 SE Market St Portland, OR 97216 (503) 251-6305
<a href="#">Asante Rogue Regional Cancer Services</a> 2825 E. Barnett Rd Medford, OR 97504 (541) 789-4263
<a href="#">Bay Area Hospital</a> 1775 Thompson Rd Coos Bay, OR 97420 (541) 629-8111
<a href="#">Community Cancer Center</a> 2880 NW Stewart Pkwy #100 Roseburg, OR 97471 (541) 673-2267
<a href="#">Compass Oncology – Rose Quarter</a> 265 N Broadway Portland, OR 97227 (503) 280-1223
<a href="#">Compass Oncology – Vancouver</a> 210 SE 136 <sup>th</sup> Ave Vancouver, WA 98684 (360) 944-9889
<a href="#">Eastern Oregon Cancer Center</a> 1713 SW 24 <sup>th</sup> St. Pendleton, OR 97801 (541) 304-2264
<a href="#">Compass Oncology – West</a> 12123 SW 69th Ave Tigard, OR 97223 (971) 708-7600
<a href="#">Kaiser Permanente Interstate</a> 3620 N Interstate Ave Portland, OR 97227 (503) 280-2931
<a href="#">Legacy Good Samaritan</a> 1015 N.W. 22nd Ave., LL Suite 50 Portland, OR 97210 (503) 413-7135
<a href="#">Legacy Mt Hood</a> 24950 S.E. Stark St. Gresham, OR 97030 (503) 674-1152
<a href="#">Legacy Salmon Creek</a> 2121 NE 139 <sup>th</sup> St. Medical Office Bldg. A, Ste 100 Vancouver, WA 98686 (360) 487-1700
<a href="#">OHSU Department of Radiation Medicine</a> Kohler Pavilion, 808 SW Campus Dr. 4th Floor



Portland, OR 97239 (503) 494-8756
<a href="#"><u>OHSU Knight Cancer Institute Community Hematology – Oncology</u></a> 15700 SW Greystone Ct Beaverton, OR 97006 (971) 262-9400
<a href="#"><u>PeaceHealth Southwest</u></a> 400 NE Mother Joseph Pl Vancouver, WA 98664 (360) 514-1900
<a href="#"><u>Providence Alaska Cancer Center</u></a> 3851 Piper St Anchorage, AK 99508 (907) 212-3186
<a href="#"><u>Providence Clackamas Radiation Oncology Center</u></a> 9280 SE Sunnybrook Blvd Suite 100 Clackamas, OR 97015 (503) 513-3300
<a href="#"><u>Providence Medford Medical Center</u></a> 940 Royal Ave STE 110 Medford, OR 97504 (541) 732-7000
<a href="#"><u>Providence Portland Medical Center</u></a> 4805 NE Glisan St Garden Level Portland, OR 97213 (503) 215-6029
<a href="#"><u>Providence St. Vincent</u></a> 9205 SW Barnes Rd Portland, OR 97225 (503) 216-2195
<a href="#"><u>Salem Hospital Cancer Institute</u></a> 875 Oak St SE Salem, OR 97301 (503) 814-1449
<a href="#"><u>Samaritan Regional Cancer Center</u></a> 501 NW Elks Dr Corvallis, OR 97330 (541) 768-5220
<a href="#"><u>Sky Lakes Cancer Treatment Center</u></a> 2610 Uhrmann Rd Klamath Falls, OR 97601 (541) 883-4171
<a href="#"><u>St. Charles Cancer Center</u></a> 2500 NE Neff Rd Bend, OR 97701 (541) 706-5800
<a href="#"><u>OHSU Health Hillsboro Cancer Center</u></a> 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

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. [OHSU Vision, Mission and Core Values](#)

### 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.

## Assessment

Assessment at OHSU is a transparent process that ensures programmatic quality and that academic activities meet the needs of the [OHSU Core Competencies](#) and the JRCERT Program Goals. Assessment data is shared with both internal and external stakeholders with the goal of ongoing programmatic improvement, student success, to improve effectiveness data and to inform curricular change using evidence-based solutions.



The Program is required to have an OHSU approved assessment plan in place which include university defined OHSU Core Competencies. The plan begins with the four JRCERT goals and the seven required OHSU Core Competencies are mapped to each JRCERT goal, which inform the radiation therapy related Student Learning Outcomes (SLO's). The assessment plan includes two SLO's per JRCERT goal and two benchmark measurements per SLO.

EXAMPLE:

JRCERT GOAL #1			Results	Action Plan
OHSU Core Competency	Student Learning Outcome #1	Measurement Benchmark #1		
		Measurement Benchmark #2		
	Student Learning Outcome #2	Measurement Benchmark #1		
		Measurement Benchmark #2		

Benchmark measurements are determined to ensure assessment of diversity of learning experiences from both the didactic and clinical setting across the 24-month program. In addition to the above-mentioned assessment parameters, the Program analyzes and shares program effectiveness data compared to the JRCERT defined expected achievement benchmarks.

The Program submits an assessment report for the prior academic year and plan for the current academic year to the OHSU Assessment Council on November 1st. The Council utilizes a rubric and provides a detailed review and report for all OHSU Program assessment plans, including evaluation and alignment of SLO's and measurements in March of each year. The assessment plan and report feedback are also reviewed by the OHSU Radiation Therapy Advisory Committee where additional feedback related to goals, SLO's, measurements, results and alignment is solicited and applied. Additionally, the RT Program assessment plan, program effectiveness and data analysis are evaluated and shared with the Advisory Committee on an annual basis. Changes and improvements are discussed with students during orientation or relevant courses. Student feedback is an important part of our engagement and we regularly prioritize implementation of student feedback into program improvements.

The Program evaluates its assessment plan to assure continuous program improvement on an annual basis. Once data collection is complete, the Program Director and faculty analyze results, discuss implications and improvements, and address changes based on feedback or results. The Program Director and faculty reevaluate each section of the assessment plan and propose changes based on the historical data, course changes, changes to OHSU requirements, feedback from the OHSU Assessment Council and RT Advisory Committee, new assignments and/or instructor changes. All sections of the plan are reevaluated and approved for the new academic year.

The OHSU assessment process, definitions and rubrics can be found in the [OHSU Assessment Handbook](#).



## 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:

### 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.

### Overarching Program 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
<b>Summer B</b>		
RDTT 305	Medical Terminology	3
RDTT 310	Introduction to Radiation Therapy I	3
<b>Fall</b>		
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
<b>Winter</b>		
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
<b>Spring</b>		
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
<b>Summer A/ B</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
<b>Fall</b>		
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



<b>Winter</b>		
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
<b>Spring</b>		
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
<b>Summer A</b>		
RDTT 407	Radiation Therapy Registry Review	3
RDTT 409	Clinic w/Senior Capstone Project	7

\*Subject to change

\*\* RDTT 313 is waived for students with a prior degree in a relevant radiologic science. Students who qualify for the waiver will be notified at the time of matriculation and will not be required to register for the course.

## Curriculum Development and Review

The Program staff welcomes and encourages written feedback regarding any aspect of the Program. Students are **REQUIRED** to complete course for all courses within the curriculum, skills labs, guest lectures, 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 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.

## Curriculum Committee

The Radiation Therapy Curriculum Committee consists of the Program Director, Assistant Program Director, one Radiation Therapy Program faculty member, and an external OHSU faculty member. The committee will meet annually 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 when appropriate.

## Progress Committee

### ***Responsibilities of the Committee***

The Progress Committee (the Committee) is responsible for reviewing the academic progress and professional development of students enrolled in the Program who are on academic and/or professional development probation.

### ***Membership of the Progress Committee***

The Committee is comprised of at least two members from external health professions faculty (i.e. Medical Physics, Physician Assistant, and Nutrition Dietetics etc.), a Radiation Therapy Program faculty representative, and may include an external member such as the Radiation Therapy Program Medical Director from the Department of Radiation Medicine. A quorum of the Committee will consist of three voting members.

### ***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.

## 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

### **Course Registration**

Registration opens 6 weeks prior to the start of each new term. Students are required to self-register for classes through Student Self-Service. Delaying registration could impact financial aid disbursements. Please register as soon as possible each term. Review and follow registration instructions below during



the registration window. Ensure you are registered no later than the first Monday of the new term. Refer to the OHSU Academic Calendar for deadlines.

### Steps to Self-Register for Courses each term:

1. Log in to Student Self Service (SIS) here: <https://www.ohsu.edu/education/student-self-service>
- a. Refer to the step-by-step “How to Register for Classes” tutorial on the drop-down [here](#).
2. Search for courses by CRN or course name
3. Direct any trouble-shooting questions to Kalistah
4. As needed, refer back to the master course schedule online once it is posted on the [OHSU Academic webpage](#).

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.

### Degree Audits

It is also recommended for each student to run a Degree Audit Report in DegreeWorks throughout time in the program to track progress degree completion. The student shall contact the Program Director with any questions on their degree audit. It is expected that all senior students run a degree audit during Spring term senior year.

## 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 Program Director if they wish to be considered for a decelerated course of study. The Program Director, 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 and Procedures

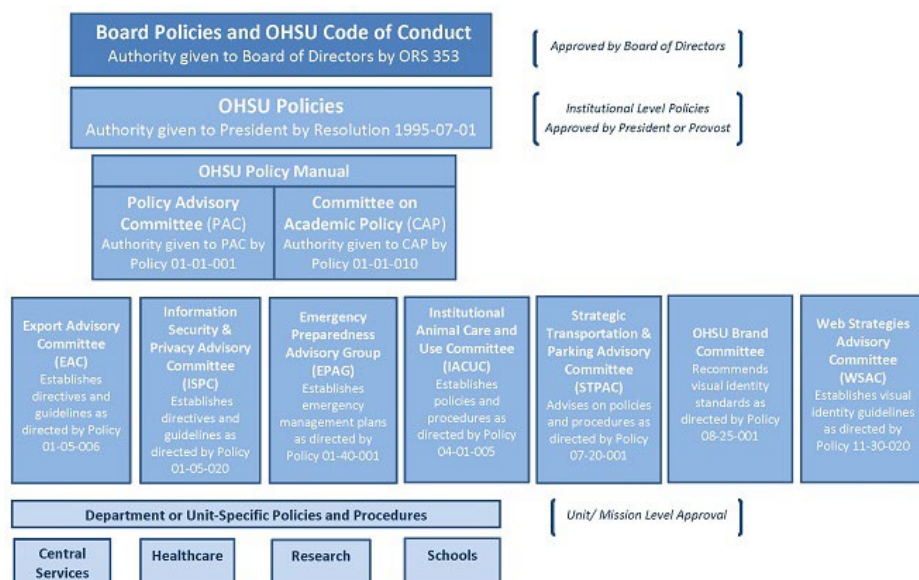
The OHSU Policy Manual and Healthcare Policy Manual are available on O2: <https://o2.ohsu.edu/institutional-policies.cfm>. The following policies are referenced in this document:

Policy	Policy #
MRI Safety Guidelines and Screening for Patients/Staff/Visitors	<a href="#">700.37</a>
Student Drug and Alcohol Testing	<a href="#">02-01-003</a>
Student Residency (7 POLICIES)	<a href="#">02-10-010</a>



Oregon Heritage	<a href="#">02-10-025</a>
Student Suspension, Dismissal and Appeal	<a href="#">02-30-050</a>
Student Grievance and Appeal	<a href="#">02-30-055</a>
Assignment of Course Credit Hour	<a href="#">02-50-015</a>
Student Evaluation of Teaching	<a href="#">02-50-035</a>
Course Syllabi	<a href="#">02-50-050</a>
Technical Standards	<a href="#">02-70-010</a>
Timely Release of Grades	<a href="#">02-70-015</a>
Voluntary Leave of Absence & Withdrawal	<a href="#">02-70-030</a>
Change in Scheduled Examination and Other Assessments	<a href="#">02-70-045</a>
Discrimination, Harassment and Retaliation	<a href="#">03-05-048</a>
Drug and Alcohol Use	<a href="#">03-30-095</a>
Environmental Health and Safety	<a href="#">07-40-001</a>
Tobacco-Free Environment	<a href="#">07-90-021</a>
Professional Appearance	<a href="#">HC-HR-101-RR</a>
Requests for or Refusal of Healthcare Professionals or Other Personnel with Specific Characteristics	<a href="#">HC-RI-133-POL</a>
Radiation Safety Regulations	

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
<a href="#">Radiation Therapy Student Handbook</a>
<a href="#">Radiation Therapy Program Website</a>
<a href="#">OHSU Policy Manual</a>
<a href="#">OHSU Code of Conduct</a>



<a href="#">OHSU Professional Appearance Policy (#HC-HR-101-RR)</a>
<a href="#">OHSU Requests for or Refusal of Healthcare Professionals or Other Personnel with Specific Characteristics Policy (#HC-RI-133-POL)</a>
<a href="#">Graduate Studies Policies &amp; Guidelines</a>
Standard Precautions ( <a href="#">Hand Hygiene</a> )
<a href="#">OHSU Core Competencies</a>
OHSU and Radiation Therapy Technical Standards
<a href="#">ASRT Practice Standards</a> – Radiation Therapy
<a href="#">JRCERT Standards</a> – Radiation Therapy
<a href="#">ARRT</a> – 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](mailto: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](mailto:titleix@ohsu.edu). The [Confidential Advocacy Program \(CAP\)](#) provides support for OHSU students who have experienced any form of sexual misconduct, including sexual harassment, sexual assault, intimate-partner violence, stalking, relationship/dating violence, and other forms, regardless of when or where it took place. Contact CAP at 833-495-2277 or [CAPsupport@ohsu.edu](mailto:CAPsupport@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](mailto: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](mailto: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](mailto: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](#)
- [Academic and Student Affairs](#)

## 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](#).

## Pre-Matriculation Policies

### 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](mailto: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.



## 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](#)).

## Program Policies

### 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. **Contact the RT Program Director or Administrative Coordinator for the link and 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](mailto:ehs@ohsu.edu) to request a form.

## 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](mailto:studentaccess@ohsu.edu) to discuss eligibility for academic accommodations. Information is also available at [www.ohsu.edu/student-access](http://www.ohsu.edu/student-access). Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon as possible. All information regarding a student’s disability is kept in accordance with relevant state and federal laws.

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

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

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.

## 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](#).

### COVID-19 Immunization Requirement for Students

OHSU requires immunizations for its students in accordance with recommendations from the Centers for Disease Control and Prevention (CDC) and from the State of Oregon. Students must comply with OHSU [pre-entrance immunization requirements](#) per [Policy 03-30-150](#) and [Policy 02-90-010](#), and remain in compliance for the duration of their enrollment at OHSU.

This means that all admitted students must provide proof of full COVID-19 immunization or receive an approved medical or religious exception prior to the start of the academic program. Admission into OHSU academic programs are considered conditional until proof of full vaccination is provided or a medical or religious exception is approved by OHSU. If students have not met the [COVID-19 policy requirements](#) by the first day of their academic program, their conditional offer of admission to OHSU will be withdrawn and they will be unable to take courses or start their programs of study or other academic activities.

Students admitted into non-clinical programs who have received exceptions will be required to complete COVID-19 testing as specified by OHSU and will receive additional direction related to required safety standards and practices. OHSU does not allow unvaccinated students to participate in in-person direct patient contact or in simulation activities involving in-person direct contact with standardized patients, and as such, **entry into clinical programs for unvaccinated students will be prohibited.**

### 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.

## 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.

## 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 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.

## 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 <sup>1</sup>	50	5000	25	2500	6	600	2	200
Lens of Eye <sup>2</sup>	150	15000	75	7500	18	1800	6	600
Skin & Extremities <sup>3</sup>	500	50000	250	25000	60	6000	20	2000
Declared Pregnant Worker <sup>4</sup>	5	500	2.5	250	0.6	60	0.2	20
Youthful Worker <sup>5</sup>	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**

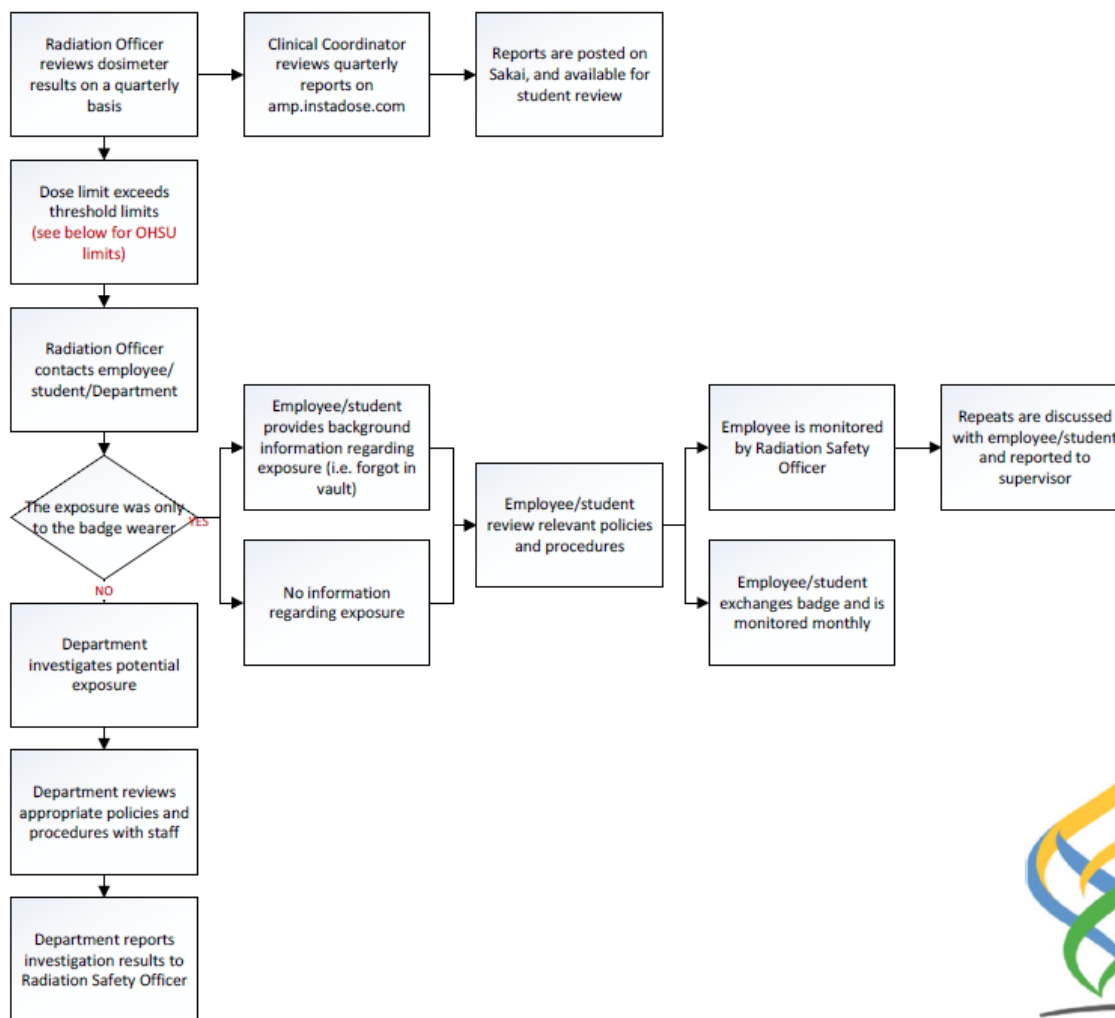
Janet Franco

(503) 494-2584 [francoj@ohsu.edu](mailto:francoj@ohsu.edu)



## OHSU Radiation Therapy Program Radiation Safety

July 2022



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



Kristi Tanning, Director | [tonning@ohsu.edu](mailto:tonning@ohsu.edu) | ☎: 503.494.6708 | [www.ohsu.edu/radiation\\_therapy/](http://www.ohsu.edu/radiation_therapy/)

Maria Thompson, Clinical Coordinator | [thommaria@ohsu.edu](mailto:thommaria@ohsu.edu) | ☎: 503.494.3445

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 Trajecsyst. 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 Policies

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.

## 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.



## 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 instructors 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 they have been discriminated against and/or harassed, they are 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 sex or gender-based discrimination, 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.

## 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.

## 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 institutionally 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.*

## Class Conduct

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



Kristi Tanning, Director | [tonning@ohsu.edu](mailto:tonning@ohsu.edu) | ☎: 503.494.6708 | [www.ohsu.edu/radiation\\_therapy/](http://www.ohsu.edu/radiation_therapy/)

Maria Thompson, Clinical Coordinator | [thommaria@ohsu.edu](mailto:thommaria@ohsu.edu) | ☎: 503.494.3445

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.

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.

## 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.

## Formal 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.

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](http://www.jrcert.org).

### Professional Liability

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

## Academic Standards and Policies

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

Exceptions are:

- Anatomy for Radiation Therapists ANAT 444 which is graded P/NP
- Radiobiology RDTT 340 which is graded A-C, following MP policy (with MP students)
- Pathophysiological Processes I & II RDTT 332 & 333 follows SoN remediation and overall course grade policies (with SoN students)

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.

## Program Withdrawal & Dismissal Procedures

### 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](http://www.ohsu.edu/registrar) under General Forms and Information. After completing the form, the director will sign then send it to Graduate Studies. This will be followed by an exit interview with the Program Director.

The withdrawal form can be found here: [https://www.ohsu.edu/sites/default/files/2020-04/Withdrawal-LOA-Form\\_Updated\\_04032020.pdf](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 and Student Services

### 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 1<sup>st</sup> by calling (503)494-7800, or by visiting their website at [www.ohsu.edu/registrar](http://www.ohsu.edu/registrar).  
<https://www.ohsu.edu/education/tuition-and-fees>

## 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:

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 waived out.

Refer to the [SHW website](#) for the most up-to-date hours of operation. Call 503-494-8665 to make an appointment.

## Financial Aid and Assistance

Financial Aid is arranged through the [Financial Aid Office](#) at (503)494-7800 or [finaid@ohsu.edu](mailto:finaid@ohsu.edu).

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.

### 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](mailto:hatfiell@ohsu.edu).

## 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](mailto: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 3<sup>rd</sup> floor entrance. After hours, students can access the 4<sup>th</sup> floor of the library 24 hours a day with their OHSU ID badge. Students can swipe on one of the outside sets of doors (2<sup>nd</sup> floor on either side of the building or 4<sup>th</sup> floor on the bridge side). Once inside the building students should go to the 4<sup>th</sup> 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](mailto: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

[2022-2023 Academic Calendar](#)

## Clinical Standards

Clinical information including rotation sites, hours, progress, evaluations and competencies will be managed through Trajecsyst: <http://www.trajecsyst.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 Trajecsyst 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.

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 any potential learning opportunities for the student should be explored so they may fulfil their clinical education requirements. Attendance is tracked via Trajecsyst.com.

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 Trajecsyst. The log will be reviewed by the Clinical Coordinator on an ongoing basis.

On days where clinic and class coincide a reasonable travel time will be allowed to/from the OHSU campus to/from clinic.

## 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. 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

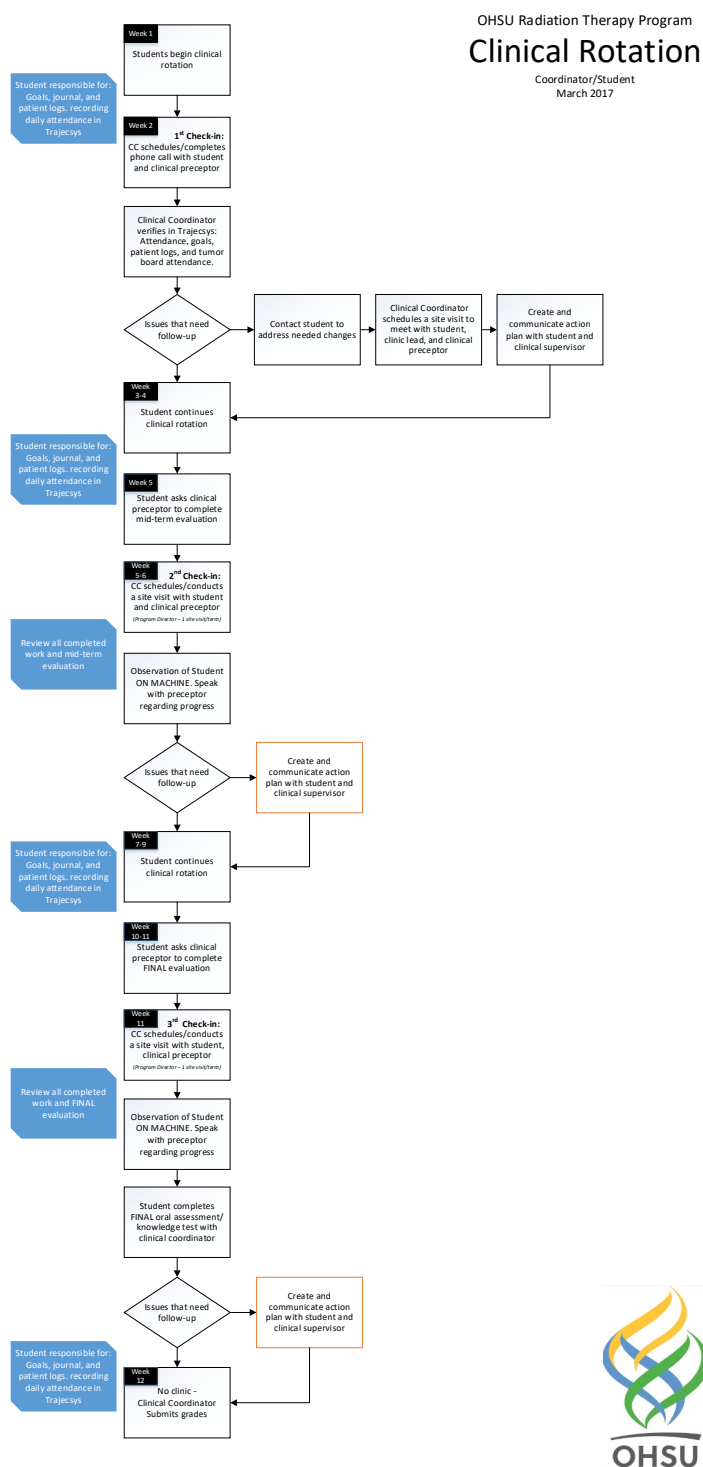
The following equipment is utilized for clinical education:

Varian Trilogy Linear Accelerator	ARIA chartless records system
Varian Truebeam Linear Accelerator	Mosaiq 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
ExacTrac by BrainLab	HDR Brachytherapy Afterloader
Proton Therapy - Observation	Mobetron- Observation
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	Virtual Simulator - VERT

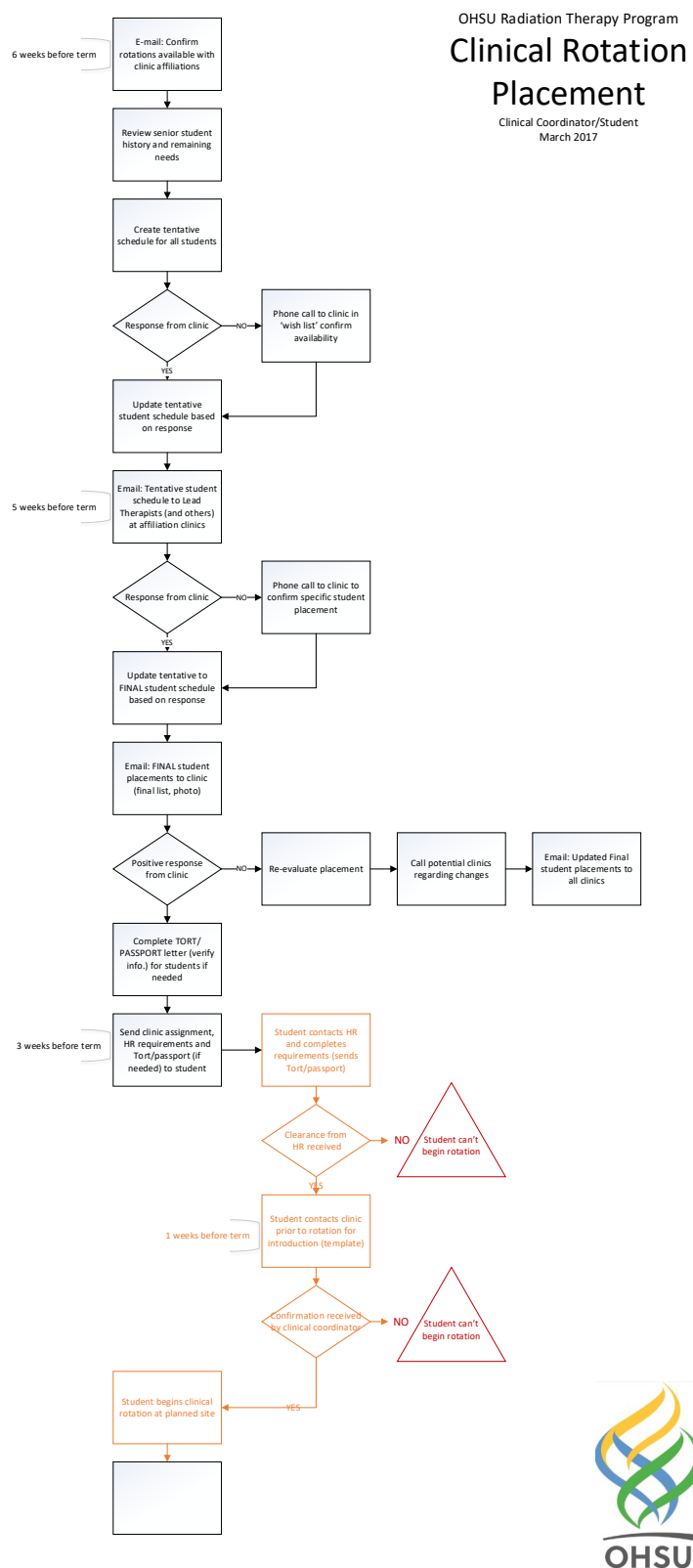


## Clinical Processes and Policies

### Clinical Rotation



# Clinical Rotation Placement



## 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 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 outside, unrelated readings 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 1<sup>st</sup> year until Summer term 2<sup>nd</sup> 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 1<sup>st</sup> year, as this is considered an orientation period.
  - **Minimum** six machine competencies must be performed Fall- Summer terms during the 2<sup>nd</sup> 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 six Simulation competencies for Summer term 1<sup>st</sup> year, unless otherwise approved by the program, as this is considered an orientation period.

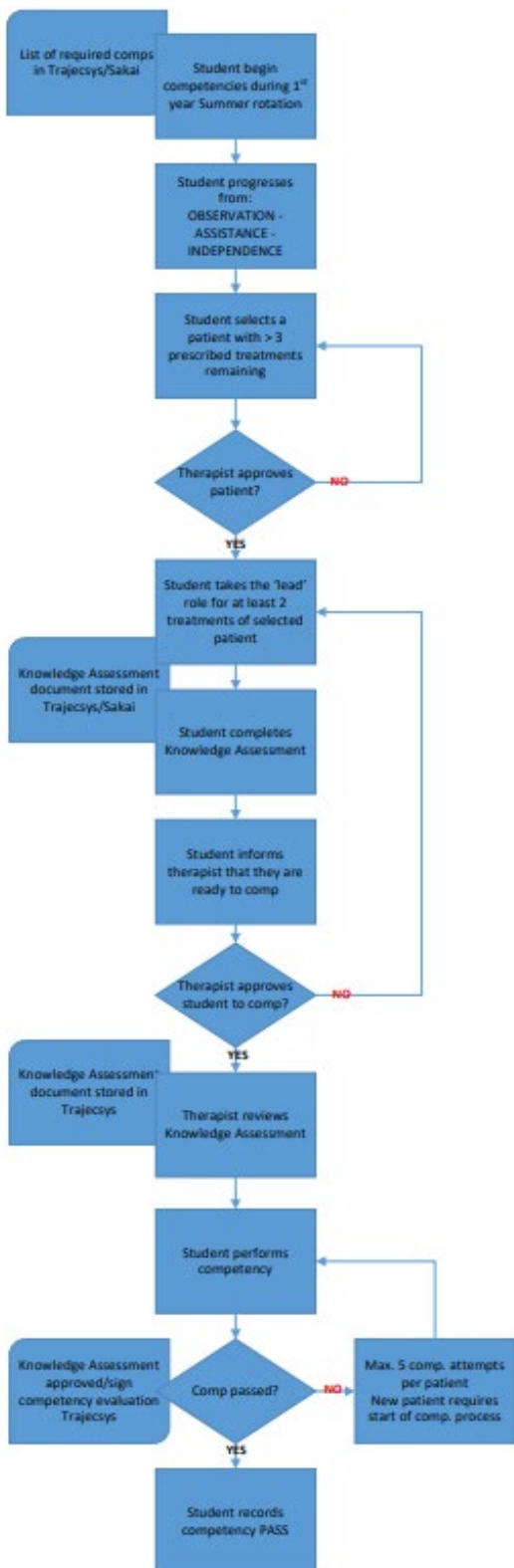


- A **maximum** limit of 10 Treatment Room Procedure/ Simulation competencies is allotted for Fall-Summer terms during the 2<sup>nd</sup> year, unless otherwise approved by the program.
- ARRT competency requirements not included in the Radiation Treatment Procedure or Simulation categories are **not** 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 Trajecsyst 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

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 Trajecsyst. 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 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. . 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 Trajecs.com and correspond with the year, term and machine/simulation 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. All supervising therapists are provided the [Clinical Instructor Handbook](#) and [Mini Manual](#) ahead of each rotation.

## Term Completion

Evaluations, competency progress and Trajecs.com 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
- Clinical goals
- Knowledge Assessments
- Patient/site log
- Tumor board log
- Reflective journal

## 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 or on days where an on-site clinical visit is scheduled.

## 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. Priority consideration will be given to students requesting a Summer Term rural clinical rotation. If there are no student-initiated requests, the rural clinical rotation may be assigned and housing provided.

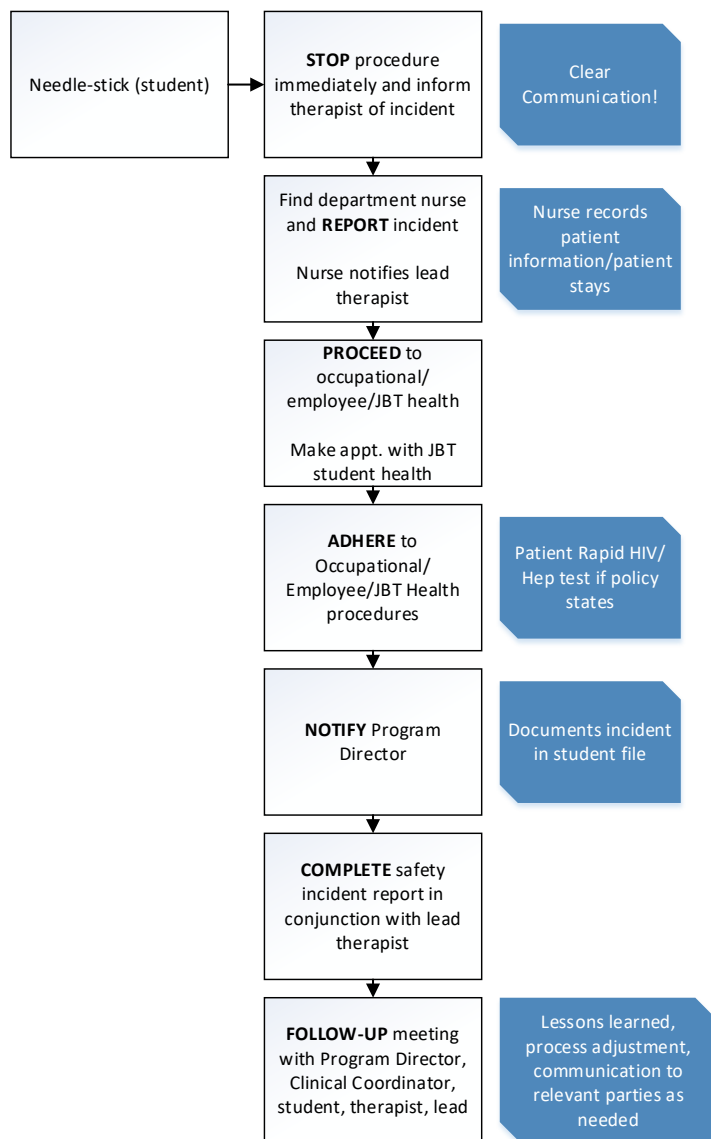


## Proton Therapy Center

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.

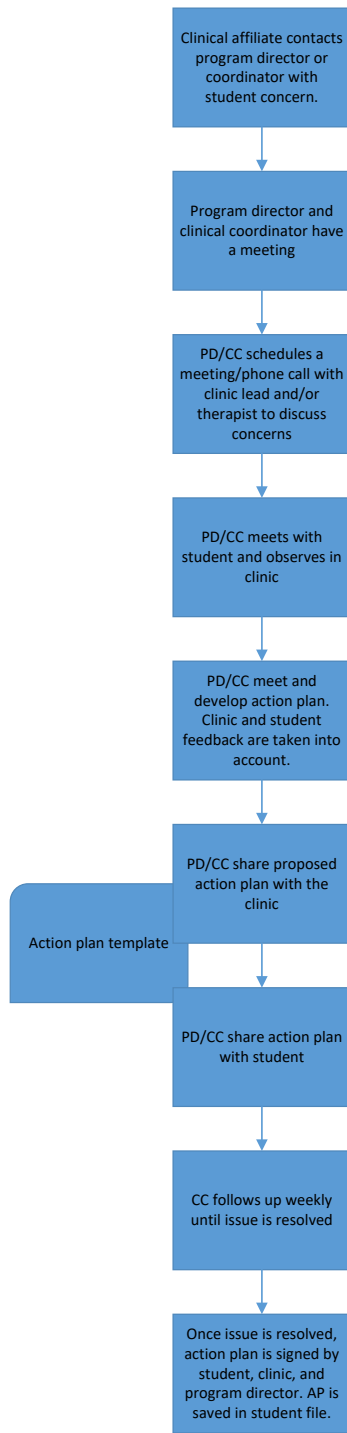
## Needle Stick Injury

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



## 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.



## Work Stoppage and Strike Activities

The clinical education portion of the program shall provide a continuous environment for direct 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.

## 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](#).

