

Oregon Health & Science University

Radiation Therapy Program

Student Handbook

2026-2027 Academic Year



Table of Contents

Contents

Introduction	6
Disclaimer.....	6
Accreditation.....	6
JRCERT Contact	7
Contact Information.....	7
Program Director	7
Professional Organizations	8
Clinic Affiliation Contacts	8
OHSU Vision, Mission and Core Values.....	12
Program Vision, Mission and Goals	12
Program Vision.....	12
Program Mission	12
JRCERT Program Goals	12
Assessment	13
Technical Standards	14
Overarching Program Expectation.....	14
Student Work and Employment	14
OHSU Employees as OHSU Students.....	14
Student Communication	15
Curriculum.....	16
Curriculum Development and Review	18
Curriculum Committee.....	18
Progress & Promotion Committee.....	18
Course Credit Hours.....	20
Course Syllabi	20
Course Registration and Degree Audits.....	21
Deceleration (Curriculum Extension).....	21
Policies and Procedures	22



Commitment to Diversity.....	25
Non-Discrimination Policy.....	25
Title IX Notice of Non-Discrimination	25
Patient Requests for or Refusal of Healthcare Professionals or Other Personnel with Specific Characteristics.....	25
Smoking.....	26
Pre-Matriculation Policies.....	26
Background Checks	26
Compass Training.....	26
Information Privacy and Security.....	26
Drug Testing	27
Basic Life Support/CPR for Healthcare Providers	27
Student Health and Safety	28
Program Policies	28
Disability and Life Insurance	28
Pregnancy.....	30
Accommodations, Access and Disability Service	30
Immunizations	31
Communicable and Infectious Disease	32
Student Identification	33
Radiation Badges.....	33
Occupational Dose Equivalent Radiation Guidelines.....	33
MRI.....	35
Emergency Preparedness (EP)	36
Clinical Sites	37
Professional Conduct Policies	37
Professional Conduct Expectations.....	38
Standards of Conduct in the Teacher/Learner Relationship.....	39
Learner Responsibility/Program Expectation	39
Evaluation and Assessment	39
Professional Appearance Policy Professional Appearance Policy (OHSU Policy HC-HR-101-RR)	40
General Appearance	40
Attendance Policy	41
OHSU Honor Code.....	43



Misconduct	43
Class Conduct	43
Formal Grievance Policy.....	43
Informal Grievance Procedure	44
Professional Liability	44
Academic Standards and Policies.....	44
Expectations of Conduct	44
Violations	45
Course Grades and Academic Requirements	45
Remediation Policy	45
Academic Integrity, Plagiarism and Cheating	47
Citations and References	48
Use of Artificial Intelligence (AI)	48
Continuous Enrollment Policy Statement.....	49
Graduation Requirements	49
Policy Number 02-70-035 Degree/Certificate Standards	49
Program Withdrawal & Dismissal Procedures.....	50
Probation Policy	50
Academic Probation.....	51
Clinical Academic Standards	51
Professional Development Probation.....	51
Probation Notification and Removal	52
Dismissal Policy	52
Withdrawal or Leave of Absence (LOA)	54
University Standards and Student Services	54
Tuition & Fees	54
Refund Policy	54
Student Health & Wellness Center	54
Financial Aid and Assistance	55
Teaching and Learning Center	55
Student Learning Support	55
Brightspace	55
Webex & Remote Learning	55



Student Lounge	56
Library	56
Technology Specifications.....	56
Inclement Weather	58
Holidays.....	58
Academic Calendar	58
Clinical Standards.....	58
Clinical Attendance	58
Clinical Schedule	60
Clinical Equipment	61
Clinical Processes and Policies	62
Clinical Transportation.....	64
Clinical Placements	64
Clinical Supervision	64
Clinical Education	64
Competencies	66
Professional Clinic Conduct.....	69
Clinical Expectations	70
Clinical Time Records	70
Process For Missed Clock in/out (time exception):	70
Clinical Grade Requirements	70
Clinical Evaluation	71
Term Completion	71
Clinic Warm-up	72
Rural Clinical Rotations	72
Proton Therapy Center	72
Vision RT, Coos Bay Area Hospital	72
Clinical Action Plans	74
Work Stoppage and Strike Activities.....	75
Temporary License.....	75
Licensure Disclosure.....	75



Introduction

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

Through a structured combination of didactic and clinical education, the Program provides students with a strong foundation in oncological diseases, physics, patient care, and clinical competencies. Students acquire the technical skills necessary to safely and effectively operate ionizing radiation-producing equipment for both curative and palliative treatment purposes. In addition to technical proficiency, graduates are expected to demonstrate the knowledge and interpersonal skills required to provide compassionate, patient-centered care and communication for patients and families navigating the challenges of cancer diagnosis and treatment.

The OHSU Radiation Therapy Program operates as a free-standing program within the School of Medicine and delivers a 23-month competency-based curriculum that integrates academic instruction with clinical training. The Program has established its own admissions and graduation requirements and holds primary responsibility for designing and implementing the educational program, procedural guidelines, and regulations necessary to achieve its objectives.

Upon matriculation, each student agrees to abide by the OHSU Code of Conduct as well as all rules, policies, procedures, and administrative regulations of OHSU, the School of Medicine, Graduate Programs, and the Radiation Therapy Program. These policies apply both as they exist at the time of admission and as they may be revised during the student's enrollment. Students are responsible for becoming familiar with the policies and procedures contained in this manual, as well as all relevant OHSU, School of Medicine, and Graduate Programs policies, which are published on O2, the OHSU intranet. [OHSU Intranet.](#)

Disclaimer

This Student Handbook is provided as a guide to the policies, procedures, and expectations of the OHSU Radiation Therapy Program. It is not intended to constitute, nor shall it be construed as, a contract between the University and any student. The Program reserves the right to interpret, amend, modify, or revoke any of the provisions in this handbook at its discretion. In the event of a conflict between the contents of this handbook and official policies of Oregon Health & Science University, the policies of the University shall take precedence.

Accreditation

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



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

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

JRCERT Contact

The Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

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

Contact Information

Program Director

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

Associate Professor

Work: (503) 494-6708

Email: tonning@ohsu.edu

Office: RLSB 5S056

Assistant Program Director, Clinical Education

Clinical Coordinator

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

Assistant Professor

Work: (503) 494-3445

Email: thommaria@ohsu.edu

Office: RLSB 5S050

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

[Radiation Therapy Program Website](#)



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

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

Professional Organizations

Professional Organizations		
JRCERT Joint Review Committee on Education in Radiologic Technology	www.jrcert.org 	Standards for an Accredited Educational Program in Radiologic Standards is available online https://www.jrcert.org/jrcert-standards/
ASRT American Society of Radiologic Technologists	https://www.asrt.org/ 	Practice Standards: https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online
ARRT The American Registry of Radiologic Technologists	https://www.arrt.org/ 	Exam Content Specifications
OBMI Oregon Board of Medical Imaging	www.oregon.gov/obmi/pages/index.aspx 	Temporary and Permanent licensure: https://www.oregon.gov/obmi/license/pages/license.aspx

Clinic Affiliation Contacts

Adventist Health 10123 SE Market St Portland, OR 97216 (503) 251-6305
Asante Rogue Regional Cancer Services 2825 E. Barnett Rd Medford, OR 97504 (541) 789-4263
Bay Area Hospital 1775 Thompson Rd Coos Bay, OR 97420 (541) 629-8111
Clackamas Radiation Oncology Center (Providence) 9280 SE Sunnybrook Blvd Suite 100 Clackamas, OR 97015 (503) 513-3300
Columbia Memorial Hospital 2111 Exchange Street Astoria, OR 97013



Kristi Toning, Director | toning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

Community Cancer Center 2880 NW Stewart Pkwy #100 Roseburg, OR 97471 (541) 673-2267
Compass Oncology – Vancouver 210 SE 136 th Ave Vancouver, WA 98684 (360) 944-9889
Compass Oncology – Broadway 265 N Broadway Portland, OR 97227 (503) 280-1223
Compass Oncology- East 12535 SE 82nd Ave Happy Valley, OR 97015 (971) 386-1700
Compass Oncology – West 12123 SW 69th Ave Tigard, OR 97223 (971) 708-7600
(Good) Samaritan Regional Cancer Center 501 NW Elks Dr Corvallis, OR 97330 (541) 768-5220
Intermountain Health, St. Joseph Hospital 1375 E 19th Ave Denver, CO 80218
Kaiser Permanente Interstate 3620 N Interstate Ave Portland, OR 97227 (503) 280-2931
Legacy Good Samaritan 1015 N.W. 22nd Ave., LL Suite 50 Portland, OR 97210 (503) 413-7135
Legacy Mt Hood 24950 S.E. Stark St. Gresham, OR 97030 (503) 674-1152



Legacy Salmon Creek 2121 NE 139th St. Medical Office Bldg. A, Ste 100 Vancouver, WA 98686 (360) 487-1700
MultiCare Capital Medical Center 3920 Capital Mall Dr SW Olympia, WA 98502
MultiCare Tacoma General Hospital 315 Martin Luther King Jr. Way Tacoma, WA 98405
OHSU Knight Cancer Institute Community Hematology – Oncology 15700 SW Greystone Ct Beaverton, OR 97006 (971) 262-9400
OHSU Department of Radiation Medicine Kohler Pavilion, 808 SW Campus Dr. 4th Floor Portland, OR 97239 (503) 494-8756
PeaceHealth Southwest 400 NE Mother Joseph Pl Vancouver, WA 98664 (360) 514-1900
Providence Alaska Cancer Center 3851 Piper St Anchorage, AK 99508 (907) 212-3186
Providence Medford Medical Center 940 Royal Ave STE 110 Medford, OR 97504 (541) 732-7000
Providence Portland Medical Center 4805 NE Glisan St Garden Level Portland, OR 97213 (503) 215-6029



Kristi Toning, Director | toning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

[Providence St.](#)

[Vincent](#)

9205 SW Barnes Rd
Portland, OR 97225
(503) 216-2195

[Salem Hospital -Health Cancer Center](#)

875 Oak St SE
Salem, OR 97301
(503) 814-1449

[Sky Lakes Cancer Center](#)

2610 Uhrmann Rd
Klamath Falls, OR
97601
(541) 883-4171

[St. Charles Medical Center](#)

2500 NE Neff Rd
Bend, OR 97701
(541) 706-5800

[Willamette Cancer Center](#)

520 Country Club Rd
Eugene, OR 97401
(541) 683-5001



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

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

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

The Radiation Therapy Program routinely evaluates program mission and vision statements ensuring effectiveness. Mission and visions statements are presented for review and approval to the OHSU Radiation Therapy Program Advisory Committee at a minimum every three years. Radiation Therapy Program goals are guided by JRCERT

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.



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

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

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 seven 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 a diversity of learning experiences from both the didactic and clinical setting across the 24-month program. In addition to the 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 stakeholder 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 is committed to providing, to the fullest extent possible, the instruction, resources, and clinical experiences necessary for students to achieve knowledge, skills, and competencies required in the field of radiation therapy. Student success in the Program and in professional practice is influenced by individual motivation, engagement, and determination.

Upon successful completion of all Program requirements, students will be awarded the Bachelor of Science in Radiation Therapy degree from Oregon Health & Science University (OHSU). Graduates are eligible to apply for the board certification examination administered by the American Registry of Radiologic Technologists (ARRT).

Graduates seeking employment in the State of Oregon must obtain licensure through the Oregon Board of Medical Imaging (OBMI).

[Student Work and Employment](#)

The Program curriculum is fast-paced and rigorous and requires the student's full commitment. Students are strongly discouraged from engaging in outside employment. The Program will not adjust schedules or requirements to accommodate employment. Students placed on academic probation may be required to cease outside employment as a condition for continued enrollment. Students are prohibited from employment within the Radiation Therapy Program while enrolled.

[OHSU Employees as OHSU Students](#)

Policy No. 03-30-145 (updated 8/18/2021) states that OHSU employees pursuing a degree or certificate within OHSU, and OHSU students seeking employment from OHSU shall notify their academic program director to ensure the activity does not impact their employment schedule and/or educational activities and to minimize potential conflicts of interest. An internal approval process must be followed when an OHSU employee becomes a student, or an OHSU student accepts a position as an OHSU employee in a primary or secondary assignment.



If you are interested in becoming an OHSU employee, please review the aforementioned policy and procedure available under the Human Resources section on the OHSU policy page, Human Resources subsection: <https://www.ohsu.edu/about/policies>. Please contact your Program Director to initiate the form. Please submit the completed form to both the Academic Program Director and employment supervisor. The form will be reviewed by both parties for potential conflict of interest, and approved forms will then be submitted to the Office of the Provost for final review.

Student Communication

Email is the primary mode of communication between the Program and students. Students are required to check and respond to email on a daily basis. If a student is unable to access or use email, they must notify a faculty or staff member immediately. Lack of communication and responses may result in professional behavior probation.

Official Outlook calendar invitations will be issued for courses, sessions, and meetings, and shall serve as formal communication from the Program.



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

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

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
Fall		
RDTT 303	Practical Radiation Therapy	0.50
RDTT 309	Clinic/Junior Year	4
RDTT 312	Introduction to Radiation Therapy	4
RDTT 320	Basic Patient Care Skills in Radiation Therapy	3
RDTT 332	Pathophysiological Processes I	3
IPE 401	Foundations of Patient Safety & IP Practice	0.25
Winter		
ANAT 444	Anatomy for Radiation Therapists	3
RDTT 309	Clinic/ Junior Year	4
RDTT 313*	Radiographic Technique	3
RDTT 321	Patient Care in Radiation Oncology	3
RDTT 333	Pathophysiological Processes II	3
IPE 401	Foundations of Patient Safety & IP Practice	0.25
Spring		
RDTT 303	Practical Radiation Therapy	0.50
RDTT 309	Clinic/Junior Year	4
RDTT 314	Simulation	3
RDTT 316	Sectional Anatomy and Imaging Modalities	2
RDTT 340	Radiation Biology	3
RDTT 400	Introduction to Research Methods	2
IPE 401	Foundations of Patient Safety & IP Practice	0.5
Summer A/ B		
CONJ 311	Diverse Patient Populations	2
CONJ 412	Medical Law	2
RDTT 309	Clinic/Junior Year	6
RDTT 328	Quality Improvement and Change Management	2



Fall		
RDTT 403	Practical Radiation Therapy	0.50
RDTT 405A	Radiation Oncology I	3
RDTT 409	Clinic/Senior Year	6
RDTT 411	Dosimetry I	2
RDTT 420	Radiation Therapy Physics I	4
RDTT 450	Independent Research, Patient Education I	1
Winter		
RDTT 405B	Radiation Oncology II	3
RDTT 409	Clinic/Senior Year	6
RDTT 412	Dosimetry II	2
RDTT 421	Radiation Therapy Physics II	4
RDTT 451	Independent Research, Patient Education II	1
Spring		
RDTT 403	Practical Radiation Therapy	0.50
RDTT 405C	Radiation Oncology III	3
RDTT 409	Clinic/Senior Year	6
RDTT 413	Dosimetry III	2
RDTT 422	Radiation Therapy Physics III	4
RDTT 452	Independent Research, Patient Education III	1
Summer A		
RDTT 407	Radiation Therapy Registry Review	3
RDTT 409	Clinic/Senior Year	4
RDTT 453	Patient Education Capstone	2

**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 welcomes and encourages written feedback regarding all aspects of the curriculum and student experience.

Students are **required** to complete course evaluations for all didactic courses, skills laboratories, guest lectures, and clinical rotation sites. All feedback submitted through course evaluations is **anonymous and confidential**. Information derived from these evaluations will be shared outside of the Program only in aggregate form, without student identification, unless explicit authorization is provided by the student.

Evaluation results are utilized to refine the curriculum and to guide the selection of instructors for future educational offerings. At the conclusion of each phase of the Program, students are **required** to complete exit survey evaluations to assess the Program in its entirety.

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 as needed to review the curriculum changes, course evaluations and suggest revisions appropriately. Students will assist in the work of the Curriculum Committee when appropriate.

Progress & Promotion Committee

Purpose

The Progress and Promotions Committee (the Committee) shall serve as the body responsible for reviewing the academic, clinical, and professional performance of Radiation Therapy Program students. The Committee shall make determinations regarding remediation, probation, or recommendation for suspension/dismissal in cases where students fail to meet Program standards. Recommendations suspension/dismissal will be formally given in writing to the SOM dean's office. Students are entitled to due process and if recommendation is accepted, a hearing will be scheduled.

Membership

The Committee shall include at least one member from an OHSU clinical academic program. At least one faculty representative from the Radiation Therapy Program shall serve on the Committee. The Committee may also include one member from outside the health profession programs. A quorum shall consist of three members.

Meetings

The Program Director may convene meetings of the Committee at any time. Notice of the meeting, including the time and agenda, shall be provided in advance to all members. Students under review shall be notified in writing and provided the opportunity to appear before the Committee.

Scope of Review and Authority

The Committee shall review cases of non-compliance with OHSU or Program standards, including but not limited to:

Academic Performance

- Students may be placed on probation, suspension or dismissed for failure to achieve passing grades in required courses and/or failure to pass remediation.



- Repeated academic probations and/or failures shall constitute grounds for recommendation for dismissal.

Clinical Performance

- Students may be placed on probation or dismissed if they do not meet the clinical performance standards required for the safe practice of radiation therapy.
- Significant deficiencies in clinical competence shall be grounds for recommendation for dismissal.

Professional Development and Conduct

- Students may be placed on probation or recommended for dismissal if they fail to demonstrate professional behavior or development consistent with Program standards, regardless of academic standing.
- Evaluation of professional development and behavior shall be considered an integral component of the academic process.

Academic and Professional Integrity

- Students shall complete all assignments, examinations, and clinical records honestly and independently, unless otherwise directed.
- Cheating or plagiarism on assignments and assessments, falsification of clinical records, or other breaches of integrity shall be grounds for a dismissal recommendation.
- Students with knowledge of an infraction are obligated to report it immediately to the Program Director.

Attendance and Punctuality

- Students shall attend all scheduled academic and clinical sessions and shall be punctual.
- Excessive absenteeism or tardiness may result in probation or dismissal.
- Failure to provide required documentation for absences may result in academic penalties or disciplinary action.

Committee Actions

All actions and recommendations of the Committee shall be documented and communicated in writing to the student. Following review, the Committee may take one or more of the following actions:

- Maintain or return the student in good standing.
- Place the student on academic and/or professional probation with specified conditions.
- Recommend remediation or repetition of coursework, courses or clinical assignments.
- Recommend referral for dismissal from the Program.



Course Credit Hours

The Radiation Therapy Program awards course credit to students in accordance with OHSU [Policy 02-50-015](#).

Course Syllabi

All courses in the OHSU Radiation Therapy Program are accompanied by a syllabus that outlines course content, student requirements, and expectations for the duration of the course. These requirements include, but are not limited to, assignments, papers, quizzes, projects, examinations, and other methods of student evaluation. Course syllabi are developed in accordance with the objectives and learning outcomes defined by the American Society of Radiologic Technologists (ASRT) curriculum guide.

Finalized syllabi are made available to students through the corresponding Brightspace course page.

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



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

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

Course Registration and Degree Audits

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

Each student is required to monitor their academic progress toward degree completion by running a Degree Audit Report in DegreeWorks at regular intervals throughout the Program. Students are responsible for reviewing their reports and shall contact the Program Director with any questions regarding their audit.

All students in their senior year are required to run a final Degree Audit Report during the Spring term to confirm eligibility for graduation.

Deceleration (Curriculum Extension)

Students are expected to complete the Program within 23 months. Extensions may be granted only in cases of compelling need. A student may request a decelerated course of study through the Program Director. The Program Director may also recommend deceleration if deemed in the student’s best interest.

If approved, the student must provide written acknowledgment of the terms of deceleration. These terms may include repetition of coursework, repetition of an academic year, and specific performance requirements to maintain good standing.

Students on a decelerated track will be placed on academic warning. They will remain on warning until removed by recommendation of the Program’s Progress and Promotions Committee. Failure to meet the agreed performance standards within the designated timeframe will result in dismissal from the Program.



Policies and Procedures

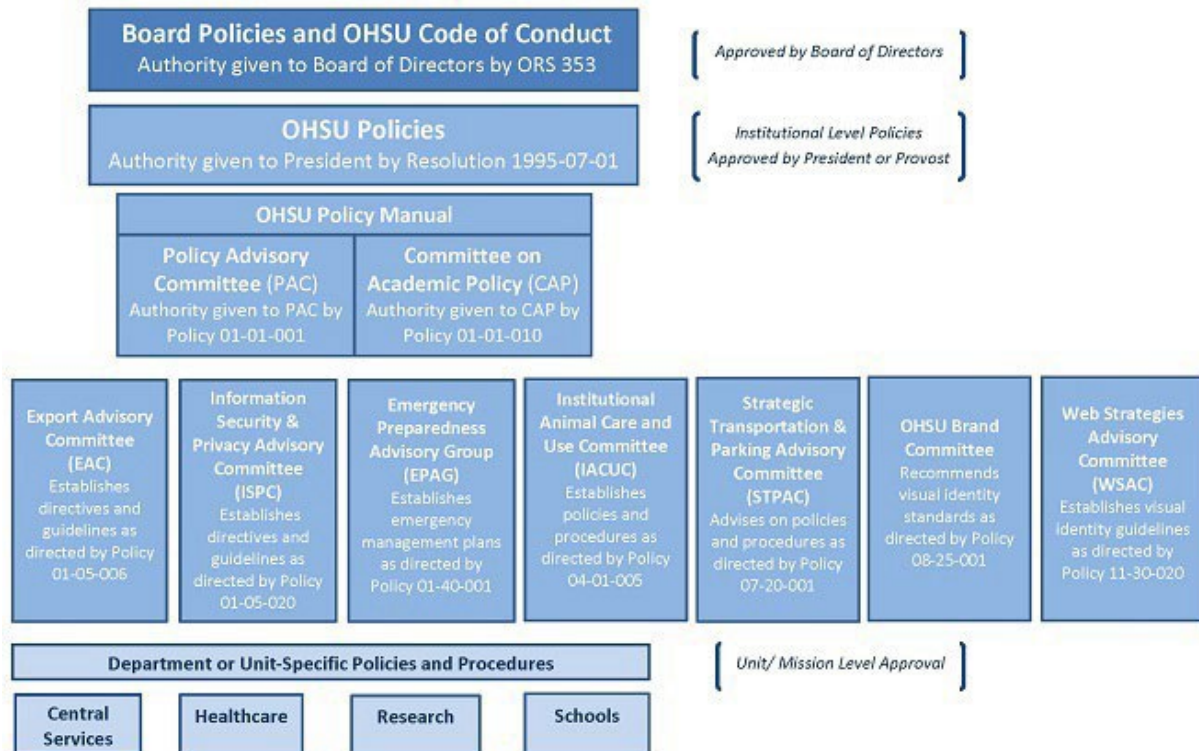
The OHSU Policy Manual and Healthcare Policy Manual are available on O2:

<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	700.37
Student Drug and Alcohol Testing	02-01-003
Student Residency	02-10-010(1) thru 02-10-010(7)
Oregon Heritage	02-10-025
Student Suspension, Dismissal and Appeal	02-30-050
Student Grievance and Appeal	02-30-055
Assignment of Course Credit Hour	02-50-015
Student Evaluation of Course and Instructional Effectiveness	02-50-035
Course Syllabi	02-50-050
OHSU Technical Standards	02-70-010
Timely Release of Grades	02-70-015
Leave of Absence, Excused Absence, and Withdrawal	02-70-030
Change in Scheduled Examination and Other Assessments	02-70-045
Discrimination, Harassment and Retaliation	03-05-048
Drug and Alcohol Use	03-30-095
Environmental Health and Safety	07-40-001
Tobacco-Free Environment	07-90-021
Professional Appearance	HC-HR-101-RR
Requests for or Refusal of Healthcare Professionals or Other Personnel with Specific Characteristics	HC-RI-133-POL
Radiation Safety Regulations	



OHSU policies are administered by the following boards and committees:



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

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

Students will be provided access to applicable Program policies upon matriculation. After being given an opportunity to review the policies and ask questions, the student will be required to sign an agreement to abide by the policies as a condition of the student's continued participation in the Program.

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



Commitment to Diversity

OHSU is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you encounter sexual harassment, sexual misconduct, sexual assault or discrimination based on race, color, religion, age, national origin, veteran's status, ancestry, sex, sexual orientation, gender identity or disability please contact the Office of Civil Rights Investigations and Compliance at 503-494-5148 or ocic@ohsu.edu. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the **OHSU Title IX Coordinator** Angela Fleischer at 503-494-5148 or 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.

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 **Office of Civil Rights Investigations and Compliance (OCIC) Department** at (503)494-5148, ocic@ohsu.edu.

Title IX Notice of Non-Discrimination

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

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

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

Important websites to review include:

- [School of Medicine, Graduate Studies Policies & Guidelines](#)
- [Academic and Student Affairs](#)



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

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

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 are required to pass an initial background check prior to matriculation. Certain hospitals or hospital systems may require additional or updated background checks, including fingerprinting, prior to clinical rotations. Students must comply with all such requirements. Additional background checks will be conducted through OHSU's Department of Public Safety.

If, at any time during enrollment, a student is convicted of a felony or misdemeanor, found guilty in related proceedings, or has pending felony or misdemeanor charges, the student must immediately notify 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.

- Harassment Prevention Fundamentals
- Integrity Foundations (and Integrity Booster, when applicable)
- Information Privacy and Security Essentials

Information Privacy and Security

Students are required to take the Information Privacy and Security Essentials Compass module in order to receive their student ID badge. Students may contact OHSU Information Privacy and Security at oips@ohsu.edu or (503) 494-0219. Visit the "Info Privacy & Security" tab on O2 to learn more about information privacy and security at OHSU.

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



Kristi Toning, Director | toning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

Drug Testing

Students are subject to OHSU Policies and Procedures, including [Policy 03-30-095](#) and the OHSU Code of Conduct, regarding the use of alcohol and controlled substances.

To protect the health, safety, and productivity of students and the patients in their care, OHSU requires drug testing. This includes pre-clinical testing for all students and “for cause” testing when there is reasonable suspicion that a student is under the influence of alcohol or unlawful drugs (see [OHSU Policy 02-01-003](#)).

All students admitted to the Radiation Therapy Program must successfully complete an initial drug screening prior to matriculation. The timing of the screening is determined by school policy, but students must, at a minimum, be tested before beginning any clinical experience. The cost of the initial test is included in student fees; the cost of any subsequent or required testing is the responsibility of the student.

Clinical affiliates, including hospitals and hospital systems, may require additional drug testing prior to student participation in clinical experiences. Students must comply with such requirements and are responsible for any associated costs.

The standard 10-panel drug screen includes, but is not limited to, testing for amphetamines, cocaine, marijuana, opiates, barbiturates, and methadone. Although marijuana use has been legalized in some states, including Oregon, OHSU continues to prohibit marijuana use in compliance with federal law.

Students who refuse to submit to required testing, or who fail to pass any drug screening, may be subject to discipline, including but not limited to dismissal from the Program in accordance with the Program’s Dismissal Policy.

Basic Life Support/CPR for Healthcare Providers

The Radiation Therapy Program provides Basic Life Support (BLS) certification through the OHSU Simulation Center at the beginning and conclusion of the Program, at no cost to the student. Initial BLS certification will be completed during the first term of enrollment (Summer B Term). Students are prohibited from participating in any clinical setting without current BLS certification.

All OHSU students engaged in clinical practice or patient contact are required to maintain a current BLS/CPR certification for healthcare providers, issued by the American Heart Association (AHA). Students must maintain current certification at all times and provide a copy of their BLS Provider card to the Clinical Coordinator.



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 a copy of these documents.** Students can find information 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.



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

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

Pregnancy

Any student who becomes pregnant during their time in the Program 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 complete the declaration form provided by the OHSU Radiation Safety Office. This voluntary declaration allows the OHSU Radiation Safety Office to issue a fetal radiation monitor which must be worn at the level of the waist throughout the duration of the pregnancy. Alternatively, students may choose not to declare their pregnancy to the program. In this case, they may still submit a confidential declaration directly to the Radiation Safety Office in order to receive fetal radiation monitoring. Contact 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 to discuss eligibility for academic accommodations. Information is also available at www.ohsu.edu/student-access. Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon as possible. All information regarding a student’s disability is kept in accordance with relevant state and federal laws.

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



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

For self-protection during clinical activities, annual immunization with a polyvalent influenza vaccine is strongly recommended. Further information, including the Immune Status Form, is available from the SHW at (503)494-8665 or [online](#).



Communicable and Infectious Disease

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

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

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

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



Student Identification

Students on OHSU-owned or controlled property are required to wear the OHSU identification badge issued by Public Safety at all times. The badge must be visible, **securely worn above the waist**, and may not be displayed on a lanyard in patient care areas.

In all clinical settings, students must wear their OHSU identification badge displaying their name and title. If a clinical site requires an additional identification badge, both the site-issued badge and the OHSU badge must be worn. During all clinical encounters, students are required to introduce themselves as Radiation Therapy students from OHSU. It is the professional responsibility of each student to ensure that patients, staff, and visitors are informed of their status as a student in the Radiation Therapy Program.

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 may 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 Brightspace (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 Catherine Hess reviews all Occupational Radiation Exposure reports. Employees and students are contacted by Radiation Safety in relation to any unusual results.

Table 7.1 [OHSU Radiation Safety Regulations](#)

Radiation Safety Occupational Dose Guidelines and Process Map:



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

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

OCCUPATIONAL RADIATION DOSE EQUIVALENT GUIDELINES

(Sum of Internal & External Sources)

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

OCCUPATIONAL RADIATION DOSE EQUIVALENT GUIDELINES

(Sum of Internal & External Sources)

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

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

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

4Dose is for exposure over the entire pregnancy.

5Youthful worker is defined as minors over 14 and under 18 years of age. Child labor laws prohibit youths under 14 years from working in areas where radiation hazards exist.

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

Contact Information:

OHSU Radiation Safety Officer

Catherine Hess

(971) 270-8238 hessc@ohsu.edu

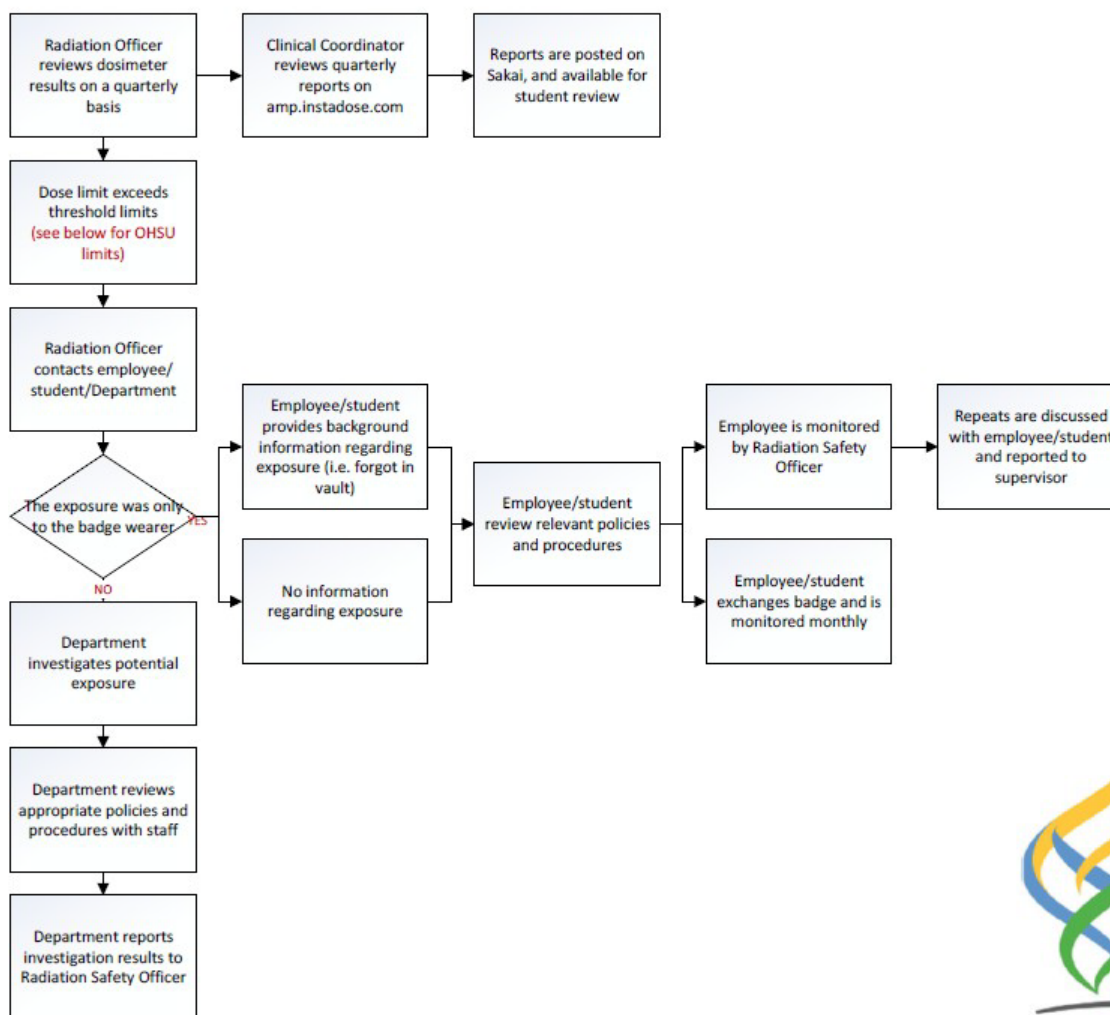


Kristi Tanning, Director | tonning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

OHSU Radiation Therapy Program Radiation Safety

July 2022



MRI

All personnel trained to work in a Diagnostic MRI Suite or an area with magnetic fields are responsible for maintaining a safe environment at all times. This includes safety screening and preparation of MRI patients, non-patient visitors, students and OHSU employees that work in or near the MRI Suite. OHSU Radiation Therapy students are required to complete the appropriate non-patient screening questionnaire and the [MRI Safety Foundations Training](#) in Compass prior to any rotation that includes access or proximity to an MRI scanner (See [policy # 700.37 Title: MRI Safety Guidelines and Screening for Patients/Staff/Visitors](#)). The training must be completed during or before Fall Term of junior year. An



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

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

MRI sticker of approval will be provided upon completion, and must be placed on the back of the OHSU student ID badge. Training is valid for up to one year, and student must re-take the MRI Foundations Training at the start of senior year.

Emergency Preparedness (EP)

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



On Campus

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



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

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

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 Trajecs. 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 shall conduct themselves in accordance with the ethical standards required of health professionals. As future licensed practitioners responsible for the life and welfare of patients, students shall demonstrate competence, professional behavior, and integrity that uphold the public's trust.

Students may be placed on probation, suspended or dismissed from the Program if they fail to meet the clinical performance standards required for the safe practice of radiation therapy. Students may also be placed on probation or dismissed from the Program if they fail to demonstrate appropriate professional development or behavior, regardless of academic standing. The evaluation of professional development and behavior shall be considered an integral component of the academic process.

The University and the Radiation Therapy Program shall reserve the right to terminate a student's enrollment at any time if the student is deemed unfit for a career in the health 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.

Radiation Therapy Program students must adhere to the Professional Conduct Policy for Graduate Programs of the School of Medicine [Graduate Council Professional Conduct Policy](#).



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 OHSU 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 **Office of Civil Rights Investigations and Compliance (OCIC)** (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 OCIC 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.

OCIC administers OHSU's Equal Opportunity Complaints Procedure. [OCIC'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.

Learner Responsibility/Program Expectation

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. **Note to students:** 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.

Evaluation and Assessment

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 Brightspace 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.

Professional Appearance Policy [Professional Appearance Policy \(OHSU Policy HC-HR-101-RR\)](#)

General Appearance

- Students shall maintain a clean, neat, and professional appearance at all times while on the OHSU campus and in all hospital or clinical areas.

Classroom and Guest Lectures

- Casual dress is permitted in classroom settings, except when classes are held in the OHSU Hospital (e. g. Department of Radiation Medicine, Diagnostic Imaging Department). In such cases, the OHSU dress policy shall be followed.
- Students not adhering to the dress code in the Department of Radiation Medicine, even for a class or meeting, shall be asked to leave and will receive an unexcused absence.

For all guest lectures, regardless of location, students shall remove caps, hoodies, and beanies and shall follow the OHSU dress policy by wearing either business casual attire or navy-blue scrubs.

Clinical Settings

- Students shall wear navy blue scrubs with matching top and bottoms, along with a visible OHSU identification badge, during all clinical rotations and clinic-based classes.
- Professional, clean shoes shall be worn during clinical rotations.
- Navy blue scrubs shall also be worn during all Simulation Center activities.
- Program dress guidelines shall take priority in all clinical settings. If an affiliated department has a more conservative dress policy, students shall adhere to that policy in addition to Program standards.
- The following attire is prohibited in the Department of Radiation Medicine at all times: jeans, leggings worn as pants, hoodies, T-shirts, sleeveless tops, and open-toed shoes (see OHSU Policy HC-HR-101-RR).

Grooming Standards

- Students shall maintain clean hands, hair, nails, and body at all times.
- Head and facial hair shall be neat, clean, and professional in appearance.
- Students shall manage personal body odor and avoid the use of excessive perfumes or aftershave lotions that may aggravate patient allergies.
- Body piercings, other than earrings, must be removed during clinical rotations. Earrings shall be small, professional, and not looped or hanging.
- Tattoos shall be covered during all clinical rotations in accordance with professional appearance standards.
- Fingernails shall be neatly manicured, no longer than ¼ inch beyond the fingertip, and free of decorations that are unsafe, nonfunctional, or inconsistent with the clinical workenvironment.



Identification Badges

- Students shall wear a University Hospital identification badge at all times while on or off campus when engaged in any Program-related activity.
- OHSU ID badges shall be visible and securely worn above the waist. Badges displayed on lanyards are not permitted in patient care areas.

Questions regarding this policy shall be directed to the Program Director.

Attendance Policy

General Attendance Requirements

- Students shall be punctual and attend all academic and clinical classes, sessions, and assignments.
- Classes are not repeated; however, some may be recorded if an absence has been excused in advance.
- Planned absences must be cleared with the Program Director in advance.
- Unexpected absences must be reported prior to class by email to the Program Director and course instructor.
- Clinical absences must be reported to both the Clinical Coordinator and the student's Clinical Supervisor.

Make-Up of Missed Work

- No absence excuses a student from making up missed work, including tests, assignments, and clinical hours.
- Students missing an exam or scheduled presentation due to illness or medical emergency must submit a doctor's note to both the course instructor and Program Director in order for the absence to be excused.
- Students missing an exam or presentation due to a family emergency or court appearance must submit appropriate documentation to the course instructor and Program Director.
- Once an absence is verified as excused, the course instructor will coordinate a make-up exam or presentation date.
- Students who do not provide appropriate documentation shall receive a grade of zero for the assignment or an academic penalty, at the discretion of the course instructor.

Consequences of Tardiness and Absenteeism

- Excessive tardiness or absenteeism shall result in placement on professional probation and may result in dismissal from the Program.
- Tardiness and absenteeism negatively impact academic and clinical evaluations and shall be considered when providing employment recommendations.
- Unexcused absences shall be considered professional development issues and addressed accordingly.

Workload Limits

- Students shall not be scheduled for more than 40 hours per week of combined classroom and clinical attendance.



Kristi Toning, Director | toning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

- If evening or weekend workshops, symposiums, clinics, or classes are required, scheduled time shall be adjusted to ensure compliance with the 40-hour weekly limit.

Policy Alignment

- This policy is consistent with [OHSU Policy 02-70-045](#) regarding changes in scheduled examinations and other assessments.



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

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

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

The Radiation Therapy Program adheres to the Professional Conduct Policy for Graduate Programs of the School of Medicine [Graduate Council Professional Conduct Policy](#).

Class Conduct

General Conduct

- Students shall conduct themselves in a professional manner at all times while on OHSU property or at any clinical affiliate.

Punctuality

- Students shall arrive on time for all scheduled classes.
- Tardiness is unacceptable. Chronic tardiness shall be treated as a professional development issue and may result in the issuance of a Professional Development Form and referral to the Progress and Promotions Committee for further action.

Class Structure and Breaks

- Classes shall generally begin on the hour and will typically run for 1.5 to 3 hours.
- Breaks are not guaranteed on the hour and may vary in frequency and duration at the discretion of the instructor.
- Students shall not disrupt instruction by leaving the classroom if a break is not provided. A tactful request for a break may be made if a class exceeds ninety minutes without one.
- Students shall return promptly following breaks or at the start of subsequent sessions, without faculty or staff summons.

Instructor Delays

- If an instructor is more than fifteen minutes late for a scheduled class and no Program representative is present, the designated student representative shall contact the program director and/or program administrator via email or at (503) 494-6708 for instructions.

Procedures for Alleged Misconduct

The Radiation Therapy Program adheres to the Professional Conduct Policy for Graduate Programs of the School of Medicine [Graduate Council Professional Conduct Policy](#).

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.



Kristi Toning, Director | toning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

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 Office of Civil Rights Investigations and Compliance, 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.

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 shall conduct themselves in a manner above reproach at all times. Ethical conduct, particularly honesty, is considered one of the most essential attributes of a competent health care professional. This policy shall be read in conjunction with the **Professional Conduct Policy**, which outlines the broader expectations of professionalism required of all OHSU students. By entering the profession of radiation therapy, students accept responsibility not only for their own behavior but also for addressing unethical behavior observed in colleagues.

Expectations of Conduct

Faculty require the following of each student:

1. **Independent Work** – All assignments, quizzes, and examinations shall be completed individually unless explicitly authorized otherwise by faculty. Sharing of homework shall be considered cheating.
2. **Examination Standards** – No resources may be consulted during examinations or quizzes unless specifically authorized.



Kristi Toning, Director | toning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

3. **Authenticity of Work** – All submitted work shall be the student’s own. Submitting fabricated material, or material that is not the student’s own without proper citation, shall constitute plagiarism. All expectations vary per course and students are expected to verify expectations with each course instructor and review each course syllabi.
4. **Accuracy of Clinical Records** – All clinical records must be accurate. Falsification of any student clinical records, including time logs, competency status, clinical activities, or communications, shall result in disciplinary action and may result in dismissal from the Program.

Violations

Violations of these standards constitute a breach of academic and professional conduct and are grounds for dismissal from the Program. Students with knowledge of any infraction are obligated to report the matter immediately to the Program Director. **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.

Course Grades and 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 for interprofessional courses are:

- Anatomy for Radiation Therapists ANAT 444 which is graded P/NP
- Pathophysiological Processes I & II RDTT 332 & 333 follows SoN remediation and overall course grade policies (taken with SoN students).

Remediation Policy

Remediation is a structured academic process provided to students who score below 73% (grade of C) on a course exam, intended to offer an opportunity to demonstrate improved understanding of the



material. In order to maintain academic integrity and consistent standards of performance, the following policy governs exam remediation procedures:

1. Notification and Communication

- Any student earning below a grade of “C” (73%) on an exam is required to meet with the course instructor.
- The student must notify the Program Director regarding the exam outcome via email.
- Remediation may be offered for some assignments, which is at the discretion of the course instructor

2. Remediation Eligibility

- Remediation is not permitted in all courses. Courses that do not allow remediation will state this explicitly in their syllabi.
- Where remediation is permitted, the method, format, and specific requirements are determined at the discretion of the course instructor.

3. Remediation Outcomes

- Successful remediation for any assessment may result in a grade adjustment of no more than 3% on the failed exam.
- The maximum recorded grade for a remediated exam will not exceed a “C” (73%).
- Failed exam remediation may result in course failure and in a referral to the Progress and Promotion Committee.

4. Limitations on Remediation

- Students may remediate no more than one exam per course. Students who fail more than one exam in a single course will be placed on probation and referred to the Progress and Promotion Committee.
- To successfully pass the course, students must achieve a minimum final course grade of “C” (73%) or higher, regardless of remediation.

5. Progression and Sequencing

- A student who does not achieve a passing grade in a sequential course will not be permitted to enroll in the next course in that sequence.
- Students who fail a course will be placed on probation and referred to the Progress and Promotion Committee for review and determination of academic standing.
- A failed course may only be retaken during the next scheduled offering, which may delay academic progression and impact graduation timelines.

Remediated Courses: The Radiation Therapy Program is a lock-step program and generally courses are not available for remediation within the current academic year. If remediation is possible, remediated courses require a written document specifying which course requirements will need to be remediated, the time and the manner in which the student will complete the remediation. A final copy of the written document will be provided to the student by the faculty of record or the program director to ensure transparency and accountability in completing course requirements.

Review the [University Grading Policy Number 02-70-020 available here](#).



Academic Integrity, Plagiarism and Cheating

Academic dishonesty is strictly prohibited and constitutes grounds for disciplinary action, up to and including dismissal from the Program. Academic dishonesty is defined as cheating, plagiarism, or otherwise attempting to obtain grades or academic credit under false pretenses.

1. Plagiarism

- Plagiarism shall be defined as submitting the language, ideas, thoughts, or work of another as one's own without proper citation.
- Assisting another student in committing plagiarism, such as by allowing one's work to be submitted as another's, shall also constitute plagiarism.

2. Cheating

- Cheating shall be defined as any unauthorized attempt to obtain or provide information in connection with an examination, assignment, or other academic requirement. Examples include, but are not limited to:
 - Obtaining or providing unauthorized information during an examination through verbal, visual, or written means, or through unauthorized use of books, notes, texts, or other materials.
 - Attempting to look at another student's exam to obtain or verify information.
 - Obtaining or providing unauthorized information concerning all or part of an examination prior to its administration.
 - Taking an examination for another student, or arranging for another individual to take an examination in one's place.
 - Altering test answers after submittal for grading.
 - Changing grades after grades have been awarded.
 - Altering official academic records.

3. Consequences

- Allegation of academic dishonesty are taken seriously by the Program and will be investigated. Acts of academic dishonesty shall carry severe consequences.
- Sanctions may include, but are not limited to, a failing grade on the assignment or examination, placement on probation, or dismissal from the Program, as determined through review by the Progress and Promotions Committee.



Citations and References

Students are required to provide accurate and sufficient references and citations in all submitted coursework, including but not limited to presentations, assignments, reports, and papers (formal and informal). Failure to properly cite or reference source material—whether intentional or unintentional—may be interpreted as plagiarism. Consequences for plagiarism shall be determined by the Program Director in consultation with the course instructor and may include, but are not limited to:

- Failure of the assignment or course;
- Required remediation;
- Placement on probation; or
- Recommendation for dismissal from the Radiation Therapy Program.

Use of Artificial Intelligence (AI)

AI is a powerful tool that can be used to assist students in their learning process. There are many AI tools including ChatGPT, LM Notebook, Perplexity, DeepAI, and even generated answers provided searching on browsers. Students are expected to know their instructor's policy regarding use of AI to complete assignments.

For assignments where it is allowed, students are encouraged to use AI tools just as they would collaborate with their peers for things like brainstorming, getting feedback, revising, or editing their own work. If students use AI for any part of the assignment (from idea generation to text creation to text editing), they must properly cite the AI tool(s) used.

If you use AI in a course, please follow these guidelines:

- Familiarize yourself with AI tools and their appropriate academic use.
- Be aware that bias is embedded in the creation of these systems and in their output and students may encounter harmful language and ideas.
- AI platforms can produce inaccurate or false information with confidence (for example, it frequently invents false references). Students are responsible for assessing the validity and accuracy for all information submitted as an assignment.

Using Grammarly or the like as a grammar aid is acceptable.

If students have any question about whether AI is permitted, they are required to ask their instructor prior to completing the assignment. In some instances, instructors will want to discuss how students plan to use the tools and indicate their use in the final submission. It is never acceptable for students to submit AI generated work as their own. Any evidence of cheating, plagiarism, misuse of AI, or other academic dishonesty will be taken seriously and may result in disciplinary action.

The OHSU Library provides a resource on **Generative AI: A Student's Guide** on their library guides website: <https://libguides.ohsu.edu/c.php?g=1416687>



Continuous Enrollment Policy Statement

All Radiation Therapy students are required to maintain **continuous enrollment** from the time of their matriculation until program completion. Continuous enrollment may only be interrupted if a student has been granted an **approved Leave of Absence (LOA)** in accordance with institutional policies and procedures. Lack of continuous enrollment without being on a LOA may result in probation or recommendation for dismissal.

Graduation Requirements

[Policy Number 02-70-035 Degree/Certificate Standards](#)

Section 3.A. Bachelor of Science (BS). To receive a Bachelor of Science degree, a student must complete a minimum of 180 degree specific credit hours of which: a minimum of 45 credits must fulfill university general education requirements; and, a minimum of 45 credits must be earned in residence at OHSU (up to 12 Policy Number: 02-70-035 Page 3 of 6 credits of nursing courses completed at an appropriately accredited community college partner institution can be counted toward the 45 credits in residence for the BS in nursing); and, a minimum of 48 credits must be at the upper-division level (300-400 level courses). Coursework not taken at OHSU is accepted according to Policy 02-70-005, Transfer of Course Credit. All Bachelor of Science degree requirements must be completed within the time frame established by the program unless an extension is granted. The time frame established by the program shall not exceed 5 years from the date of matriculation at OHSU. In order to be awarded a Bachelor of Science degree, a student must complete the program with a minimum cumulative OHSU GPA of 2.0 on a 4.0 scale.

In addition to the above policy, students must complete the following:

✓	Provide accurate and current personal contact information	
	Name	
	Email (personal)	
	Phone	
	Current Address	
	Employer (If applicable)	



✓	Return and/or complete the following items
	OHSU issued dosimeter badge
	OHSU issued student identification
	Borrowed books (if applicable)
	All clinical attendance must be approved by clinical staff via Trajecsyst.com
	All mandatory ARRT Clinical Competencies must be completed, approved and documented in Trajecsyst.com
	Locker cleaned out and lock returned

✓	Complete the following forms and surveys
	Permission Release Form Signed
	Program Exit Survey (Qualtrics)
	Final Clinic Evaluation Survey

Program Withdrawal & Dismissal Procedures

Probation Policy

Students in the Radiation Therapy program may be placed on academic or professional behavior probation for failure to meet academic or professional standards. Grounds for probation include, but are not limited to:

- Failure to meet academic standards
- Failure to meet professional behavior standards
- Failed remediation or failed clinical action plans
- Failure of more than one exam in a single course
- Failure of multiple exams within the same term
- Course failure
- Academic probation or professional behavior probation for two consecutive terms
- Less than a 2.0 cumulative grade point average in any quarter

Students placed on probation are required to comply with all conditions outlined by the program, which may include but are not limited to; remediation plans or courses, clinical action plans, restricted enrollment due to lock-step program structure, or additional measures. Failure to meet probation requirements or continued deficiencies may result in program referral for dismissal.



Academic Probation

1. A student will be placed on academic probation for:
2. A cumulative grade point average below 2.0; if they fail any course.
3. More than one examination is failed within a single course; or if multiple course examinations are failed within a single academic term.
 - Failure of a course may prevent progression in the lock-step curriculum, and approved course retakes may not be available until the next academic year.
 - In some cases, students may be required to repeat previously completed courses in the sequence before being permitted to reattempt a failed course.
4. Probation in two consecutive academic terms will result in a Progress and Promotion meeting. Accumulation of three or more probationary letters at any point during the program will result in a Progress and Promotion meeting and may lead to a recommendation for dismissal from the program.

Clinical Academic Standards

- Students must earn a passing grade of “C” or higher in all clinical evaluations for each clinical rotation. Failure to receive a passing grade on a midterm evaluation may result in a clinical action plan and failing to pass a subsequent evaluation may result in formal probation.
- Clinical evaluation grades shall be determined by a combination of supervising therapist evaluations and observational evaluations completed by the Clinical Coordinator and/or Program Director.
- If a student receives less than a “C” grade in the final evaluation of a rotation, the student may be placed on probation and may be required to repeat all or part of the clinical experience, regardless of the overall grade calculated for the course.

Professional Development Probation

Professional behavior policies and procedures of the Radiation Therapy Program including, but not limited to, those addressing attendance, classroom behavior, and timely submission of assignments are designed to support the educational process and promote professional development.

1. Review of Conduct

- The behavior of any student found to be consistently in violation of OHSU Code of Conduct or policies or program policies and procedures shall be reviewed by the Progress and Promotions Committee.

2. Probation Status

- At the discretion of the Committee, a student may be placed on professional behavioral probation when a pattern of conduct demonstrates willful neglect of OHSU/Program expectations and/or requirements.
- At a minimum, professional behavioral probation shall require the student to comply fully with all Program policies and procedures for the duration of probation and entire enrollment.
- Additional requirements may be imposed to address or remediate prior violations.

3. Failure to Comply

- A student who commits further infractions while on behavioral probation, or who fails to meet



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

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

the requirements imposed by the Committee within the prescribed time frame, shall be subject to recommendation for dismissal from the Program.

- Students who fail a course while on professional behavior probation will be referred to the Progress and Promotions Committee meeting and may be recommended for dismissal.

Probation Notification and Removal

The Program Director and the student will meet to review the probation notification and discuss the plan for remediation and progression. Students will also receive written notification of probation from the Program Director. Students are required to review the probation letter, seek clarification as needed, sign, and return the letter as acknowledgment. The student will remain on probationary status until the identified probationary issue has been resolved and approved by the Program Director.

Consecutive Probations

Students on any type of probation at the end of two consecutive terms will be referred to the Progress and Promotions Committee meeting and may be recommended for dismissal. Students who receive a total of three probations throughout the program will be referred to the Progress and Promotions Committee meeting may be recommended for dismissal.

Removal from Probation

A student on academic probation who successfully completes all required remediation and action plans, earns passing grades in the subsequent term, and/or restores a cumulative GPA of at least 2.0 may be considered for removal from probationary status. Students will be notified in writing by the Program Director when their probationary status has ended.

Dismissal Policy

The OHSU Radiation Therapy Program adheres to OHSU [Policy 02-30-050](#): Student Suspension, Dismissal and Appeal. Students may be recommended for dismissal due to:

1. Academic Performance:

- a. Failure of any required course (Obtaining a C-, D, F or NP).
- b. Failure to complete all program 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 rotations as judged by established professionalism and/or practice-based evaluation and/or competencies.

2. Professional Misconduct: 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.

Students recommended for dismissal are entitled to due process. Student suspension, dismissal and appeal decisions made by the Dean of the School of Medicine may be appealed to the Provost as provided in OHSU [Policy 02-30-050](#).





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

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

Withdrawal or Leave of Absence (LOA)

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 interruptions of study to reflect educational goals or extenuating circumstances. Acceptable reasons for requesting an LOA may include medical leave for a physical or psychological condition, birth or adoption of a child, family obligations, research, additional graduate degree, financial hardship, and time to study for Boards. A LOA will be granted for all students called to active duty in the military. A student permitted to take a LOA while on academic and/or disciplinary status **will return on the same status**.

Students who wish to withdraw from the program must complete a withdrawal form. The form can be found on the Registrar's webpage www.ohsu.edu/registrar under General Forms and Information or at <https://www.ohsu.edu/education/forms>. 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.

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 1st by calling (503)494-7800, or by visiting their website at <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.

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.

Brightspace

The Radiation Therapy Program utilizes the OHSU online learning management system Brightspace. All students are able to login to Brightspace using their OHSU account information. Brightspace 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. Brightspace 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](#). Attendance is still mandatory for all scheduled Webex sessions. Web camera should be turned on a general rule.



Student Lounge

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

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

Library

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

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

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

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

You may contact Andrew Hamilton (hamiltoa@ohsu.edu), OHSU Librarian and set up an appointment for assistance at any time. [OHSU Student 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.



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

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

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

[2026-2027 Academic Calendar](#)

Clinical Standards

Clinical information including rotation sites, hours, progress, evaluations and competencies will be managed through Trajecsys: <http://www.trajecs.com>. Students are required to register and create an account for 24 months at the beginning of their clinical rotations in the Fall of junior year. Student Trajecsys account must be kept up-to-date at all times. Training will be provided.

The Program requires that all students contact their clinical site before the first day of their rotation to introduce themselves and provide the following information:

- first day at site
- school year
- previous rotational site
- request additional dress code or logistics information.

Documentation of this task must be provided to the Clinical Coordinator before the start of the clinical rotation.

Clinical Attendance

Clinical rotation attendance within the approved term schedule is mandatory. However, students are expected to stay home when experiencing illness. Students who are asked to leave earlier than 7 hours



Kristi Toning, Director | toning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

are required to notify the program by email 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 Trajecs.com.

Excused time off allocation:

- Junior students are allocated two sick days per year (16 hours)
- Senior students are allocated three sick days per year (24 hours)
- 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

Use of Sick Time

- Allotted sick time shall be used only for illness, unless otherwise pre-approved by the Program Director and Clinical Coordinator.

Make-Up of Missed Clinical Hours

- Any clinical hours missed due to illness beyond the designated sick days must be made up by the student.
- Clinical make-up time shall not be scheduled during OHSU-observed holidays.

Medical Documentation

- Students excused from a clinical rotation due to illness for more than three consecutive days shall provide a written medical note from a physician.

Attendance Review

- All absences, regardless of cause, shall be reviewed by the Clinical Coordinator and Program Director.
- Each student shall maintain a log of attendance through Trajecs, which will be reviewed on an ongoing basis by the Clinical Coordinator.

Travel Time

- When clinic and class are scheduled on the same day, reasonable travel time shall be permitted between the OHSU campus and the assigned clinical site.



Clinical Schedule

The Radiation Therapy Program is a consecutive 23-month program utilizing one summer term A. 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.



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

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

Clinical Equipment

The following equipment is utilized for clinical education:

Treatment Machines (Clinical Rotations)	
Elekta Linear Accelerators	Varian Linear Accelerators
Treatment Machines (Observation Opportunities)	
Tomotherapy	Superficial Radiation Therapy
Gamma Knife	CyberKnife
Magnetic Resonance-guided Linear Accelerator	HDR and LDR Brachytherapy
Intraoperative Radiation Therapy	Proton Therapy
Radiation Oncology Record and Verify Charting Systems	
Mosaiq record and verify system	ARIA record and verify system
CT Simulation Machines	
GE Big Bore CT	Phillips Big Bore CT
GE PET/CT	Siemens Big Bore CT
Treatment Planning Software	
Pinnacle Treatment Planning	Monte Carlo Treatment Planning
Varian Eclipse Treatment Planning	RayStation Treatment Planning
Image-Guided Radiation Therapy and Patient Positioning Systems	
ExacTrac by Brainlab	Surface guidance systems
Deep Inspiration Breath hold systems	Six degrees of freedom treatment tables

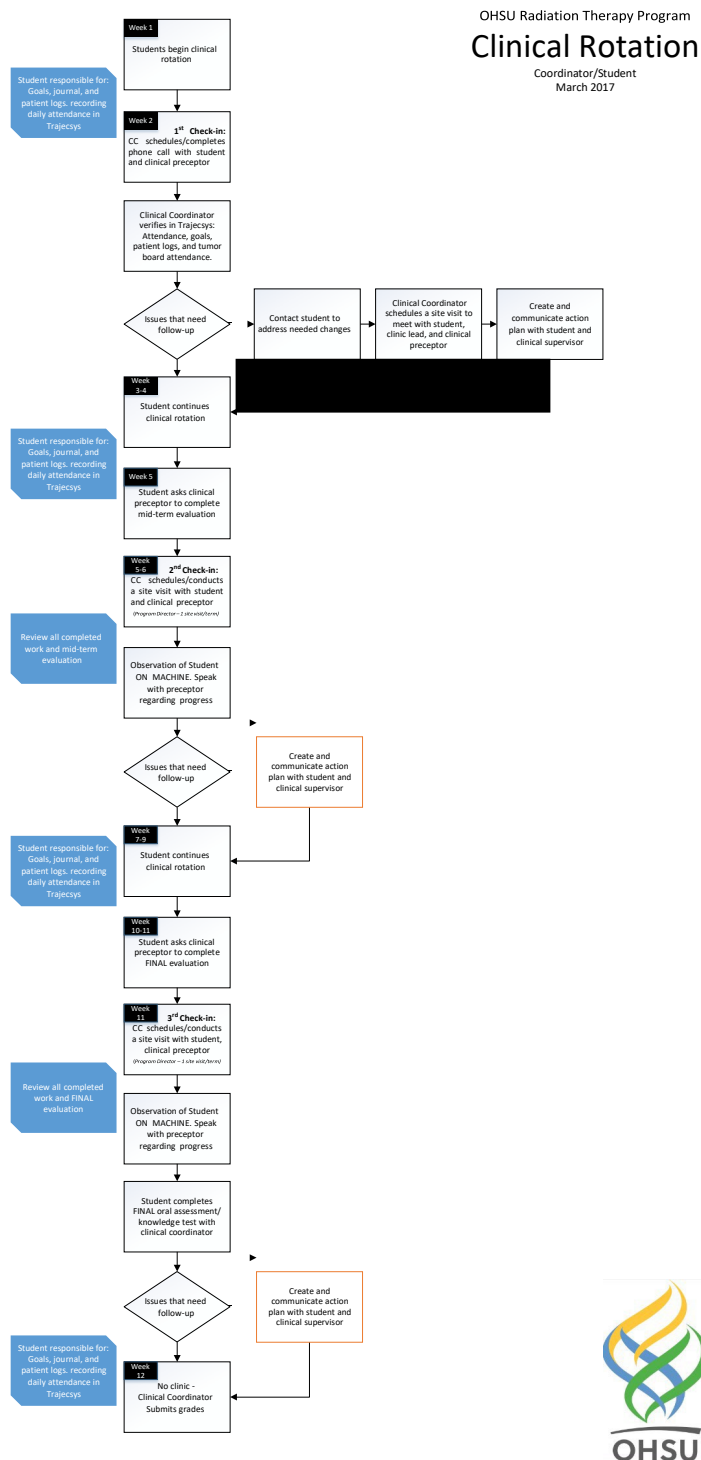


Kristi Tanning, Director | tonning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

Clinical Processes and Policies

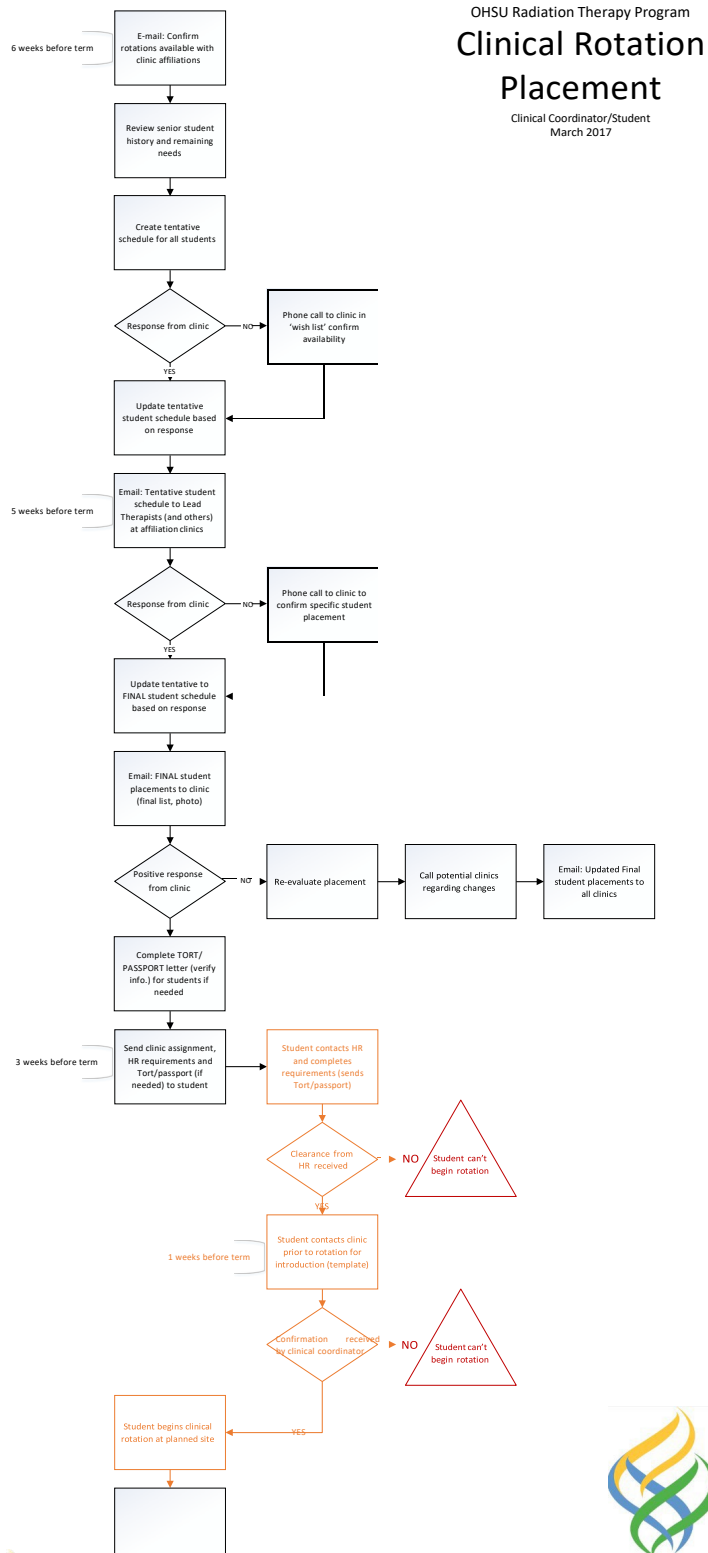
Clinical Rotation



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

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

Clinical Rotation Placement



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

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



Clinical Transportation

Students may be scheduled for a clinical rotation at any affiliated clinical site within a 60-minute driving radius from the OHSU main campus location. Therefore, students must have a vehicle or access to reliable transportation to meet all clinical requirements at any clinical site within the designated driving distance. Clinical placement requests due to lack of transportation cannot be met.

Clinical Placements

Students cannot choose their own clinical placements. We carefully select clinical placements to provide a well-rounded learning experience and help students meet program and accreditation requirements. In some cases, students who want to complete a summer rotation outside the Portland area can request a specific placement, depending on program approval and site availability.

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 (smart device) usage during clinic hours.** Phone usage during clinical hours will result in a clinical action plan and may lead to professionalism probation



Competencies

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

Requirements include:

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

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

- A knowledge assessment must be submitted and approved for each competency. Competencies without a knowledge assessment may be deemed invalid.
- Competencies can be completed from Summer term 1st year until Summer term 2nd year/graduation.
- The **minimum** competency requirement must be met each rotation or the clinic grade may be reduced by one grade.
 - There is no **minimum** for Summer term 1st year, as this is considered an orientation period.
 - **Minimum** six machine competencies must be performed Fall- Summer terms during the 2nd year.
- The **maximum** competency limits must not be exceeded during any one clinical rotation to ensure a diverse clinical competency experience.
 - The **maximum** limit of six Treatment Room Procedures or six Simulation competencies for Summer term 1st year, unless otherwise approved by the program, as this is considered an orientation period.
 - A **maximum** limit of 10 Treatment Room Procedure/ Simulation competencies is allotted for Fall-Summer terms during the 2nd year, unless otherwise approved by the program.
- ARRT competency requirements not included in the Radiation Treatment Procedure or Simulation categories are **not** included in the minimum/maximum totals as they require less preparation and may be difficult to acquire reliably at each clinical site.
- Two Treatment Room Procedure competencies may be simulated in the clinic with a therapist.
- All CT/Simulation competencies must be performed on patients during planned simrotations.
- All clinical competencies must be completed and passed by the time of graduation.
- **All competencies regardless if passed or failed must be submitted in Trajecsys by the clinical supervising therapist on the day attempted.**



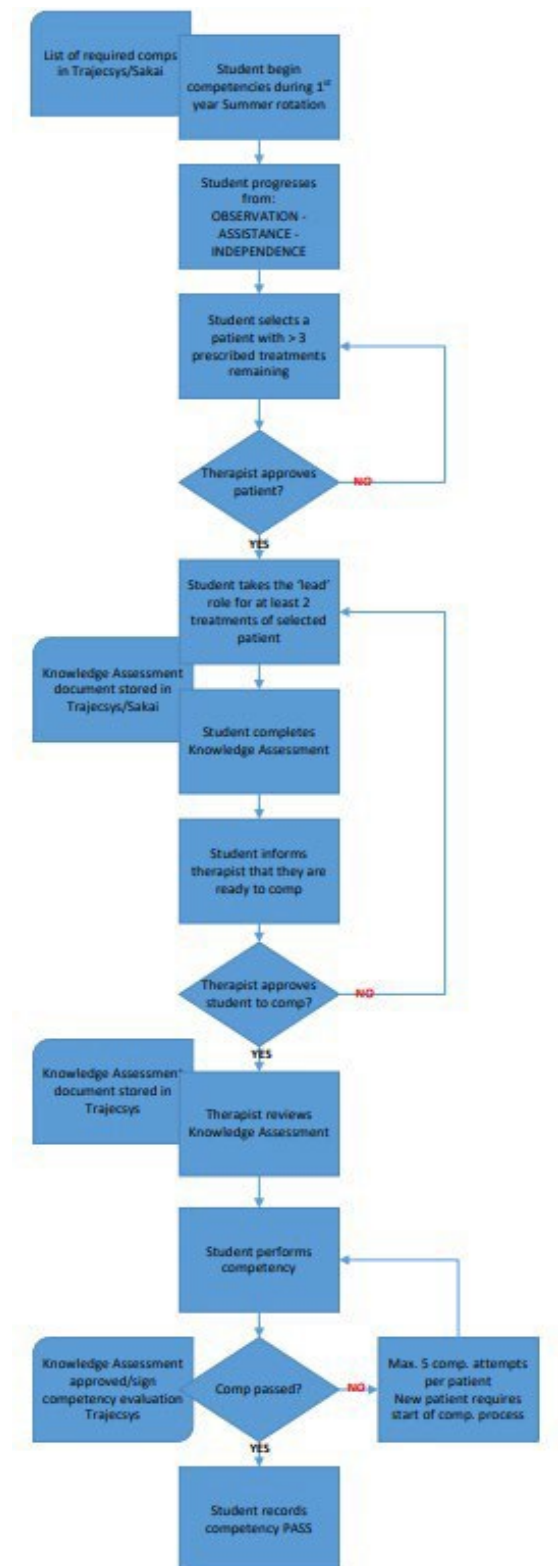
Missing competencies will require additional days beyond graduation and will be arranged by the Assistant Program Director or Program Director. Students that do not perform the minimum competencies each term may be placed on probation and graduation may be delayed. Additional competencies may be required if graduation is delayed.



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

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

Competency Evaluation Process



Kristi Toning, Director | toning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

Professional Clinic Conduct

Ethical Standards

- OHSU students shall conduct themselves in accordance with the high ethical standards expected of health professionals.
- Students shall treat patients and their families with dignity and respect and shall maintain strict confidentiality regarding all patient information.
- The University and the Radiation Therapy Program reserve the right to dismiss any student deemed unfit for a career in the health professions.

Confidentiality and HIPAA Compliance

- Patient information shall only be discussed for purposes of consultation with clinical instructors or professional discussion with other health care providers at the clinical site.
- Identifying information must be deleted or coded during oral presentations to Program faculty and students and for all written assignments submitted for evaluation.
- Protected Health Information (PHI) shall not be entered into Trajecsyst or Brightspace.
- Students must adhere strictly to all HIPAA regulations.

Professional Boundaries and Behavior

- Faculty and students shall not allow personal concerns or biases to interfere with patient care.
- Conversations inside treatment rooms shall be limited to treatment setup. Out of courtesy, personal conversations shall include the patient if present.
- Students shall maintain a professional demeanor at all times in interactions with patients. Patients shall be addressed formally (e.g., Mr., Mrs., Ms.) unless the patient specifically requests first-name use.
- Professional behavior includes using appropriate medical terminology in communication with patients and their families.
- Students shall exercise gentleness and professionalism, both physically and verbally, in all patient interactions.

It is expected all students will attend clinic without impairment. Impairment includes but is 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.



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

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

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 in the clinical space, unless on break outside of patient view.

Clinical Time Records

Location Tracking Requirement

- All students shall have location tracking activated for all Trajecsyst clock-in and clock-out entries.
- Students who are unable to maintain location tracking on their phone must notify the Program Director and Assistant Program Director/Clinical Coordinator.
- An alternative arrangement, such as clocking in and out using a clinical site computer, will be established in such cases.

Attendance Verification

- Any time entry that does not comply with the approved process shall be considered an unexcused absence.
- Unexcused clinical absences may result in grade reduction, course failure, and/or placement on professional probation.

Falsification of Records

- Falsification of clinical time, falsification of communication, or providing false reasons for absences or tardiness constitutes a serious violation of Program policy.
- Such violations shall result in immediate disciplinary action, up to and including dismissal from the Program.

Clinical Time Exceptions in Trajecsyst:

- Should be rare
- Used to document all absences
- Used when a clock in/out has been missed

Process For Missed Clock in/out (time exception):

- Student must email Clinical Coordinator and cc Program Director and relevant clinical preceptor
- Email must state the forgotten instance and the specific date and time that has been corrected
 - Example email: On 9/19/2026 I entered a time exception for my clock in of 8:03 AM.
- Time exception note in Trajecsyst must include appropriate details
- Example note in Trajecsyst: Forgot to clock in, email Maria and (name) Preceptor.

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 with their clinical preceptor prior to 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
- Clinical competency progress
- Clinical goals
- Knowledge Assessments
- Patient/site log
- Tumor board log
- Reflective journal

Missing or late requirements impact the final clinical grade.



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, students are excused after they have completed an 8-hour rotation. Students will not warm up on class days or during weeks that on-site clinical visits are scheduled.

Rural Clinical Rotations

Students may be placed in one of our rural clinical affiliate rotations during Summer Term. In the event 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 to any student and housing provided.

Proton Therapy Center

Required: 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.

Vision RT, Coos Bay Area Hospital

Optional: All students may participate in the Vision RT Training hosted at Bay Area Hospital in Coos Bay, OR during their senior year. This training is two days in length and housing is provided by OHSU.

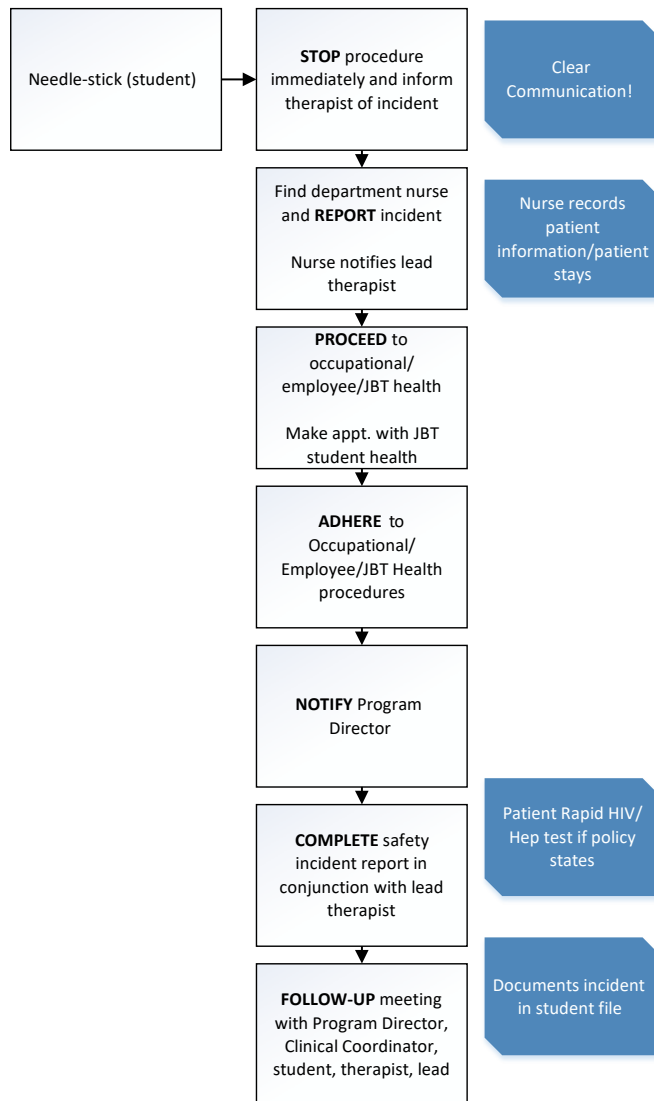


Kristi Toning, Director | tonning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

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.

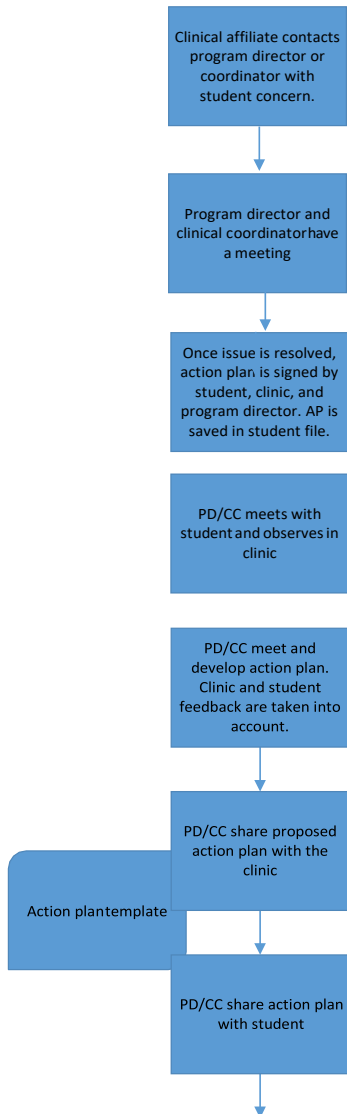


Kristi Tanning, Director | tonning@ohsu.edu | ☎: 503.494.6708 | www.ohsu.edu/radiation_therapy |

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

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. A clinical action plan that is not resolved at the end of a term may result in probation and a referral to the Progress and Promotion Committee.



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 an [OBMI 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](#).

Students participating in educational activities through NC-SARA, out-of-state learning activities or distance education, may follow the SARA complaint process which can be found at <https://www.ohsu.edu/education/out-state-authorization>.

