



The
UNIVERSITY
of **VERMONT**

College of Nursing & Health Sciences

Department of Biomedical & Health Sciences

Radiation Therapy Program Student Handbook

Addendum to the College of Nursing and Health Sciences Handbook

Version 7.2

This version supersedes all previous versions.

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Table of Contents

General Program Information	3
Accreditation.....	3
University & Program Officials:.....	3
Program Mission Statement	4
Advisory Committee	5
Radiation Therapy Curriculum Committee	6
Student Policies, Standards, and Requirements.....	7
Program Effectiveness Data and Assessment Plan	8
Professional Behavior Policy.....	9
ARRT Standards of Ethics	10
ASRT Practice Standards for Medical Imaging and Radiation Therapy.....	11
Essential Functions	12
Cognitive Functions.....	12
Affective Functions	12
Communication Functions	13
Radiation Therapy Specific Psychomotor Functions.....	13
Clinical Accommodation Request	15
Student Resources	16
Clinical Practica Policy for RADT 2850, 2870, & 3850	17
Clinical Practica Policy for RADT 3870, 3880, & 3890.....	20
Clinical Affiliate Responsibilities	24
Radiation Safety Policy	26
Radiation Protection	26
Radiation monitor badge	26
Radiation Exposure Limits.....	26
Radiation Safety Pregnancy Policy.....	28
Magnetic Resonance Imaging (MRI) Safety Policy.....	29
Student Acknowledgement Signature Page.....	31
Magnetic Resonance Imaging (MRI) Student Acknowledgement Signature Page.....	32
Declaration of Pregnancy.....	33
Consent to Complete the MRI Safety Checklist for Students	34

General Program Information

Accreditation

The University of Vermont is accredited by the New England Commission of Higher Education ([NECHE](#)).

The Radiation Therapy program is accredited by The Joint Review Committee on Education in Radiologic Technology ([JRCERT](#)).

The program must abide by JRCERT Standards to maintain accreditation; if anyone has concerns that the program is not adhering to those Standards, please contact the Radiation Therapy Program Director or a University Official. If issues or concerns are not resolved, allegations may be submitted directly to the JRCERT.

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182.
Phone: (312)704-5300.
www.jrcert.org

University & Program Officials:

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President, University of Vermont

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Clinical Coordinator, Radiation Therapy Program

Thomas Kellogg, BS
Radiation Safety Officer

Program Mission Statement

The mission of the University of Vermont's Radiation Therapy program is to educate, train, and graduate professionally competent and ethical individuals committed to lifelong learning and who are prepared to meet current and future workplace challenges in healthcare.

Advisory Committee

Clinical & Curriculum Advisory Committee (CCAC): meets annually in the fall. The committee is composed of the Program Director, Clinical Coordinator, Clinical Preceptors, 3rd & 4th-year radiation therapy students, and members at large. The Advisory Committee reviews clinical and didactic curriculum content, evaluates student success and outcomes, and suggests improvements or changes to the program. Additionally, the Committee reviews the program's American Registry of Radiologic Technologists exam pass rates and the Joint Review Commission on Education in Radiologic Technology assessment plan per JRCERT standards.

Radiation Therapy Curriculum Committee

The committee is composed of faculty within the Department of Biomedical and Health Sciences who are well-versed in the radiation therapy curriculum. The purpose of the committee is to discuss proposed curricular changes before departmental approval, review programmatic data, and discuss courses students are asking to count towards the major. The committee meets ad hoc.

Committee members:

Kenneth Allen, EdD, MBA
Senior Lecturer
Department of Biomedical and Health Sciences
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Student Policies, Standards, and Requirements

Academic Integrity: The standards for academic honesty and integrity established in the [policy](#) apply to all students enrolled at the University of Vermont in any work performed in furtherance of a particular course or course of study.

UVM Policy: In addition to the Radiation Therapy Program (herein) and the College of Nursing and Health Sciences [policies](#), all students, faculty, and staff must also adhere to University of Vermont [policies](#).

CNHS Undergraduate Handbook: Students are required to adhere to the University of Vermont College of Nursing and Health Sciences Undergraduate [Handbook](#).

UVM Undergraduate Catalogue: The University of Vermont Undergraduate Catalogue is the official publication of undergraduate degree programs, requirements, and course descriptions. Students at the University of Vermont are responsible for knowing and complying with all course requirements for their respective degrees as stated in the [catalogue](#) that is in effect at the time of enrollment.

Federal Education Rights and Privacy Act (FERPA): Student grades, letters of evaluation, attendance records, and private communications are treated as confidential materials in accordance with the requirements of the federal students' records law known as FERPA. In general, the faculty follows the guidelines listed below:

- Only those individual student records necessary for the fulfillment of teaching and advising responsibilities are kept by the faculty.
- Student scores or grades are not displayed publicly.
- Papers, graded exams, books, or lab reports containing student names and grades are not placed in publicly accessible places.
- Student education record information, including grades or grade point averages, are not shared with other faculty or staff members of the University unless their official responsibilities identify their "legitimate educational interest" in that information for that student.
- Information from student educational records, including grades or grade point averages, are not shared with parents or others outside the institution, including in letters of recommendation, without written permission from the student.

Email Policy: All students will have a UVM email account. This is the major mode of communication utilized by faculty and staff in the College. Students are expected to use their UVM email account for all UVM correspondence. Failure to read emails sent from faculty/staff, CNHS, or UVM does not excuse students from adhering to deadlines, assignments, requests, etc.

Change of Address: A student's current local address and phone number should be on file through the Registrar's Office. It is essential that there be a way to contact students in case of an emergency. Information may be updated via myUVM.

Program Effectiveness Data and Assessment Plan

The Radiation Therapy Program assessment plan will evaluate problem-solving and critical thinking skills, effective written and verbal communication skills, and achieve the highest professional and ethical standards. Within these goals, the assignment of program outcomes, measurement tools, benchmarks, and time frames, are associated with each goal. Specific to the Radiation Therapy Program, effectiveness data are evaluated and reported yearly to the Clinical & Curriculum Advisory Committee and the JRCERT as required to ensure program requirements are being met.

The radiation therapy program effectiveness data include:

1. ARRT examination pass rate for each cohort.
2. Job placement rate within six months of graduation.
3. Program completion rate.
4. Student learning outcomes:

Goal one: Graduates will be clinically competent

- Students will demonstrate patient care knowledge required to perform in a healthcare environment.
- Students will demonstrate the ability to retain and utilize both didactic and clinical information

Goal two: Students will exhibit problem-solving and critical thinking skills

- Students and graduates will demonstrate critical thinking skills
- Students and graduates will demonstrate problem-solving skills.

Goal three: Students will communicate clearly and effectively with faculty, patients, and clinical staff:

- Students will demonstrate clear and effective communication with patients.
- Students will demonstrate clear and effective communication with faculty and staff.

Professional Behavior Policy

Professionalism is an attribute each student is expected to progressively develop as they become involved in professional courses. It requires the student to develop specific behaviors consistent with the profession of Radiation Therapy. These behaviors are part of the objectives for the clinical practicum courses and will be considered as part of the grade evaluation for the course. The following objectives describe behaviors characterizing a professional that each student will be evaluated on during her/his/their assigned clinical practica and as well as in University of Vermont courses and laboratories. To develop the attributes of a professional each student will:

- arrive at the clinic and all classes at the expected time. This includes ready to start clinical practica at the designated time.
- show an interest in the professional courses, consistently exhibiting propriety and good judgment in appearance, behavior, and speech.
- cooperate and offer to help others when her/his/their work is completed.
- demonstrate preparedness by timely and careful completion of required reading and writing assignments and maintain an organized and efficient work environment.
- consistently maintain confidentiality of patient information and release information only to authorized persons by the Health Insurance Portability and Accountability Act (HIPAA).
- behave with complete honesty and accept responsibility for your own mistakes instead of ignoring them or hiding them.
- advocate the importance of professional association.
- adhere to the dress code and observe clinical safety rules in all professional courses.
- keep the work area clean, safe, and well supplied.
- adapt to unexpected changes in scheduling and display good judgment in assigning priorities when faced with several tasks.
- treat all patients, staff members, and visitors respectfully always.
- accept constructive observations and feedback and heed instructions immediately.
- It is the student's responsibility to be fully aware of the policies and procedures of our educational partners where the student may be participating in clinical practica. Any violation of the policies and procedures of our educational partners and/or being deemed to create an unsafe environment for patients, staff, or fellow students; or failure to comply with the etiquette per the standards of the clinic or the CNHS is grounds for the student being uninvited from and returning to the affiliate location and may result in receiving a failing grade in the associated course.

ARRT Standards of Ethics

Students are required to follow and adhere to the American Registry of Radiologic Technologists (ARRT) Standards while in the radiation therapy program.

Students must read and abide by the [ARRT Standards of Ethics](#).

When applying for ARRT certification and registration, all applicants will be asked the following questions.

1. *Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military courts-martial.)*
2. Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following?
 - a. Denied, revoked, or suspended your professional license, permit, registration, or certification?
 - b. Placed you on probation (excluding ARRT Continuing Education probation), under a consent agreement, or consent order?
 - c. Allowed voluntary surrender of your professional license, permit, registration, or certification?
 - d. Subjected you to any conditions or disciplinary actions?
3. *Have you ever been suspended, dismissed, or expelled from an educational program you attended to meet ARRT certification and registration requirements?*

If a student has convictions, criminal proceedings, or military court martial, please contact the Program Director immediately. Any criminal proceedings could prevent the student from meeting the requirements and taking the ARRT registry exam as she/he/they may not meet the requirements of the profession and therefore may not be eligible for the board registry/certification exam. It is better to be honest and think ahead rather than wait; honesty is your best defense and avenue to obtain eligibility.

ASRT Practice Standards for Medical Imaging and Radiation Therapy

Students are required to follow and adhere to the American Society for Radiologic Technologists (ASRT) [Practice Standards](#) for Medical Imaging and Radiation Therapy.

Essential Functions

The essential functions include additional non-academic requirements of our program, comprising the physical, emotional, and professional demands of the major and the profession. All radiation therapy (RADT) students are responsible for the essential functions outlined in this handbook. After reviewing the essential functions, the student will have a clearer understanding of the program's expectations. Throughout the student's professional studies, the ability to meet these functions will be evaluated and assessed. All RADT students are responsible for all the following essential functions at a minimum. If a student is unable to meet the essential functions, with or without reasonable accommodations, the student may be dismissed from the program.

Cognitive Functions

The student must be able to thoroughly, efficiently, and reliably:

- Recall, interpret, extrapolate, analyze, synthesize, evaluate, and apply information from a variety of sources, including reading material, lecture, discussion, patient observation, examination, and evaluation/assessment in a timely manner.
- Possess and apply mathematical skills and determine what data are needed to solve problems.
- Possess and apply critical thinking and problem-solving skills and have the ability to resolve issues in a timely manner.
- Apply knowledge, skills, and values learned from coursework and life experiences to new situations.

Affective Functions

The student must be able to:

- Establish professional, trusting, empathetic relationships with patients and their families, clinical staff, and the community.
- Demonstrate respect and engage in non-judgmental interactions regardless of an individual's age, gender, race, socio-economic status, religion, lifestyle, and/or culture.
- Work independently and effectively in groups under time constraints.
- Meet externally established deadlines.
- Be an active and engaged learner in classroom, lab, and clinical settings.
- Maintain alertness and concentration with cognitive, communication, and psychomotor tasks for as long as three hours at a time within the academic environment, and as long as ten hours at a time within the clinical environment.
- Identify sources of stress and develop effective coping behaviors.
- Recognize and respond appropriately to potentially hazardous situations.
- Prioritize requests and work concurrently on at least two different tasks.
- Project an image of professionalism including appearance, attitude, dress, and confidence.

- Possess the psychological health required for full utilization of abilities.
- Recognize emergency situations and take appropriate action.

Communication Functions

The student must be able to:

- Attend selectively and in a controlled and respectful manner to various types of communication, including the spoken and written word and non-verbal communication.
- Communicate effectively, timely, and accurately with patients, all clinical staff, and the community.
- Relay information in oral and written form effectively, accurately, reliably, thoroughly, and intelligibly to individuals and groups, using the English language; and
- Read and write English proficiently (typed and hand-written).

Radiation Therapy Specific Psychomotor Functions

The student must be able to:

- Accurately and reliably inspect and observe the skin, facial expression, anatomical structures, posture, and movement of others.
- Examine and evaluate/assess blood pressure and lung and heart sounds.
- Accurately and reliably read equipment dials and monitors.
- Feel pulses, skin condition, muscle and tendon activity, and joint and limb movement.
- Negotiate level surfaces, ramps, and stairs to assist patients/classmates appropriately.
- Lead patients/classmates through a variety of examinations and treatments typically requiring sitting, standing, squatting, and kneeling on the floor or treatment table.
- Move from one surface level to another (e.g., floor to stand, stand to treatment table).
- React and effectively respond quickly to sudden or unexpected movements of patients/classmates.
- Manipulate dials, knobs, and other small to large parts and pieces of equipment.
- Maintain activity throughout an eight to ten-hour workday.
- Transport self/patients from one room to another, from one floor to another.
- Put on and take off patient clothing, including gowns.
- Independently put on and take off Personal Protective Equipment (PPE) (i.e., mask and gloves).
- Obtain and maintain Cardiopulmonary Resuscitation (CPR) Certification before and throughout all clinical practica rotations.
- Exhibit sufficient manual dexterity to manipulate small equipment such as syringes for intravenous injections; perform CPR; and treat acutely ill patients without disturbing sensitive monitoring instruments and lines.
- Manipulate another person's body in transfers, positioning, and other treatment or diagnostic techniques.
- Move dependent real or simulated patients, generating lifting forces of up to 75 pounds.

- Lift or carry up to 50 pounds.
- Reach above, reach out, and reach below to accomplish treatment and patient care.
- Work safely with potential chemical, radiologic, and biologic hazards using universal precautions.
- Accurately and reliably differentiate between red and green light.
- Independently navigate various levels of stairs or uneven surfaces throughout the day.

Clinical Accommodation Request

An academic accommodation that has been approved through Student Accessibility Services (SAS) does not transfer to the clinical setting. For an accommodation to be considered in the clinical practica setting, the student must meet with and provide all pertinent information requested through the Office of Student Accessibility Services (SAS). Once SAS has processed the request, they will contact the radiation therapy Program Director to determine if the accommodation request is reasonable.

The request *must* be made 6 weeks (minimum) in advance of any clinical course, which includes RADT 2850, RADT 2870, RADT 3850, RADT 3870, RADT 3880, and RADT 3890. The student may or may not be able to participate in any clinical course until the accommodation request has been reviewed, approved, or denied.

To contact Student Accessibility Services:

633 Main Street
A170 Living/Learning
Burlington, VT 05405
Phone: 802-656-7753
Fax: 802-656-0739
Email: access@uvm.edu

Website: https://www.uvm.edu/academicsuccess/student_accessibility_services

Student Resources

Below are resources for student support at UVM. These resources are available to students who may be having difficulty meeting programmatic or academic expectations or simply feel they need additional help or resources.

Counseling and Psychiatry Services (CAPS): Support your mental health and learn how to thrive during your time at UVM. Your mental health is our top priority. Explore the options that are best for you in finding the support and connection you need. Call CAPS to schedule an appointment or ask questions about our services. Your first time seeing a CAPS counselor will be a consultation appointment.

Jacobs House
146 So. Williams St.
Phone: 802-656-3340
<https://www.uvm.edu/health/CAPS>

Student Accessibility Services (SAS): SAS provides accommodations to students with documented disabilities. Among the programs and services, SAS offers exam accommodations, meetings with Accessibility Specialists to receive advisement and advocacy around disability-related matters, ebooks, deaf and hard of hearing services, notetaking and adaptive technologies, and more.

A-170 Living Learning Center
Phone: 802-656-7753
Email: access@uvm.edu
https://www.uvm.edu/academicsuccess/student_accessibility_services

Center for Academic Success: Offers subject area tutoring, supplemental instruction, learning skills, time management, and study skills.

244 Commons

Living/Learning Center
Phone: (802) 656-4075
Email: tutoring@uvm.edu
https://www.uvm.edu/academicsuccess/tutoring_center

Additional resources can be found on the Student and Community Relations [website](#) and the Center for Academic Success [website](#).

If you find that MRS might not be the right field for you for any reason, please talk with your Program Director or your Adviser. We would be happy to talk with you about the program or more about other possible majors that might fit your interests and skills.

If you need to report student misconduct, please contact the UVM [Center for Student Conduct](#).

For all non-academic resources and reporting, please visit UVM's [Report A Concern](#) website.

Clinical Practica Policy for RADT 2850, 2870, & 3850

Student Responsibilities:

1. Clinical Mandatories and Health Clearance: students must complete all [requirements](#) and upload them in CastleBranch by August 15th before the academic year to participate in the respective clinical practicum and RADT 2850. Failure to complete the clinical mandatories and health clearance requirements by the required date may result in the ability to participate in the clinical practicum and course, which could result in dismissal from the Program.
 - a. If there are additional mandatory training requirements from the University of Vermont Medical Center (UVMCC), they must be completed by the timeline given by the clinic. Failure to complete all requirements will result in the inability to participate in any course or practicum that occurs at UVMCC.
2. Clinical Affiliate Mandatory Training: students must complete the clinical affiliate's mandatory training by the requested date. Failure to do so will result in a delayed start to the course or dismissal from the Program.
3. Clinical affiliate site policies and procedures: students must comply with the clinical affiliate's policies and procedures, which include but are not limited to, HIPAA, cannabis use, drug use, alcohol use, and dress code.
4. Criminal Background Check: students may be required to undergo a satisfactory criminal background check before starting a clinical affiliation or experience. Students must carefully review and comply with all requirements of any site with which they wish to affiliate. All costs for criminal background checks will be borne by the student. Students are strongly encouraged to review the licensure requirements of any state in which they intend to seek licensure and to review all information available from a state's licensing agency regarding the effect of criminal convictions on licensure. State licensing agencies and clinical sites may have differing standards and a decision by CNHS to admit a student or to allow a student to remain in the program after review of a criminal history report does not necessarily mean that the student will be allowed to participate at a clinical site or to obtain licensure.
5. Confidentiality of Patient Information: for students engaged in academic and clinical education experiences, there are many opportunities to access client /patient information both verbally and through written and/or electronic records, on a need-to-know basis. This is termed a clinical privilege. Inherent in this privilege is a responsibility to maintain the confidentiality of this information and prevent disclosure of this information to others who do not need to know, nor should know, this information. HIPAA (The Health Insurance Portability and Accountability Act) represents national legislation enacted to protect individuals' rights to privacy and confidentiality. CNHS students must complete training in HIPAA regulations and are required to pass a HIPAA exam. This training is provided by departments.

6. Additional Requirements: students are responsible for their own transportation to and from clinical sites and, where relevant, the costs of housing for clinical experiences. This includes clinical placements outside of the Burlington area and, in some cases, out-of-state. All students must carry professional liability insurance during clinical rotations and will be billed approximately \$40 per year for this insurance. The University is not responsible for medical costs resulting from injury during clinical rotation, or during any other curricular activity, unless this injury is due to negligence by the University.
7. CPR Certification: students must complete and maintain Cardiopulmonary Resuscitation (CPR) training for Healthcare Professionals in all clinical practica.
 - a. Students must have current CPR certification for the ARRT Registry examination.
8. Student Health & Safety:
 - a. The clinical affiliate site Preceptor and radiation therapy staff will ensure that all UVM students will be properly supervised, assuring that radiation therapy procedures are performed under the direct supervision of a qualified practitioner (JRCERT Standard 5.4). Direct supervision of a student by a qualified practitioner is defined as:
 - being physically present during the conduct of the procedure.
 - Supervision over closed-circuit monitor(s) is not acceptable.
 - reviewing the procedure about the student's achievement.
 - evaluating the condition of the patient in relation to the student's knowledge.
 - reviewing and approving the procedure and/or image
 - b. The clinical affiliate site Preceptor and radiation therapy staff will ensure that at no time are students ever placed in a position of performing clinical work as a replacement for a certified and licensed radiation therapist.
 - c. The clinical affiliate site will ensure that qualified radiation therapists working directly with a student will have sufficient experience and are competent in the procedures in which students are observing or participating in the delivery of patient care.
 - d. The clinical affiliate site will ensure that qualified radiation therapists completing student ARRT competencies and completing student evaluations have at least 1 year of full-time experience (or the equivalent).
 - e. The clinical affiliate site Preceptor and qualified radiation therapy staff will ensure that a student will not be left alone with a patient; the student will always have direct supervision by a qualified practitioner.

- f. If a UVM radiation therapy student has not completed all required mandatory training set forth by the University or has not submitted the required documentation to the clinical affiliate site AND has not been cleared by the clinical affiliate site, the student cannot be on the clinical affiliate site's premises. Once all clearances have been approved and/or cleared, the student can then start the practicum. Any delayed start of the clinical practicum must be communicated to the UVM Radiation Therapy Program Clinical Coordinator and Program Director.
9. Fulfill all requirements set forth by the University, College, and Program requirements for continuation of progression in the radiation therapy program.
10. Dress Code: students in the clinic are required to purchase and wear scrubs (UVM Green only), which can be purchased at Joann's Uniform in Colchester. Students are required to wear a white or black crew neck t-shirt (short sleeve or long sleeve) under the scrub top. No other t-shirt type or color is allowed. Students are required to wear professional clean closed-toed shoes appropriate to the hospital setting.
 - a. Students are required to abide by the UVMCC dress code while in the clinic.
11. Attendance:
 - a. Clinical hours: Students will be in attendance per course requirements or according to the schedule set by the clinical instructor. Missed clinical hours are to be made up by the clinical practicum course. Students who are in the clinic for more than 4 hours per day will be offered a 15-minute break. If the student takes longer than a 15-minute break, the time over 15 minutes will need to be made up.
 - b. Spring break: students will have the week of UVM spring break off unless hours need to be made up. Approval must be obtained from the Program Director or the UVM Clinical Coordinator and a UVMCC clinical preceptor.
 - c. Planned absence: All planned absences require a minimum of one week's notification and approval by the Clinical Coordinator.
12. Professional Behavior: students will behave professionally following the guide established by the BHSC department and the clinical site. Failure to adhere to BHSC or the clinical practice site's professional expectations may be cause for termination from the clinical site. *Please refer to the Professional Behavior Policy in this handbook.*
13. Clinical Competencies: students must complete the required competencies set per the course syllabus. They must compile and submit all the completed clinical competencies to the UVM Clinical Coordinator.

Clinical Practica Policy for RADT 3870, 3880, & 3890

Student Responsibilities:

1. Clinical Mandatories and Health Clearance Requirements: failure to complete the clinical mandatories, health clearance, and occupational health requirements, by both the University and the clinical site will result in a delayed start of the clinical practicum (see make-up time requirements in the respective syllabus) and may result in failure to participate in the clinical practicum, which could result in dismissal from the course.
 - a. If there are additional mandatory training requirements or testing from the respective clinical affiliate site, they must be completed by the timeline given by the clinic. Failure to complete all requirements will result in the inability to participate in the practicum.
 - b. Many of the clinical affiliate sites require 12-panel drug screening (minimum) and Federal and/or State criminal background checks. The required testing must be received by the clinical affiliate site 14 business days before the start date of the clinical practicum. The student is responsible for payment of any required testing.
2. Clinical affiliate site policies and procedures: students must comply with the clinical affiliate's policies and procedures, which include but are not limited to, HIPAA, cannabis use, drug use, alcohol use, and dress code.
3. CPR Certification: students must maintain Cardiopulmonary Resuscitation (CPR) training for Healthcare Professionals in all clinical practica.
 - a. Students must have current CPR certification to register and take the ARRT Registry examination.
4. Criminal Background Check: students may be required to undergo a satisfactory criminal background check before starting a clinical affiliation or experience. Students must carefully review and comply with all requirements of any site with which they wish to affiliate. All costs for criminal background checks will be borne by the student. Students are strongly encouraged to review the licensure requirements of any state in which they intend to seek licensure and to review all information available from a state's licensing agency regarding the effect of criminal convictions on licensure. State licensing agencies and clinical sites may have differing standards and a decision by CNHS to admit a student or to allow a student to remain in the program after review of a criminal history report does not necessarily mean that the student will be allowed to participate at a clinical site or to obtain licensure.
5. Confidentiality of Patient Information: for students engaged in academic and clinical education experiences, there are many opportunities to access client /patient information both verbally and through written and/or electronic records, on a need-to-know basis. This is termed a clinical privilege. Inherent in this privilege is a responsibility to maintain the confidentiality of this information and prevent disclosure of this information to others who do not need to know, nor should know, this

information. HIPAA (The Health Insurance Portability and Accountability Act) represents national legislation enacted to protect individuals' rights to privacy and confidentiality. CNHS students must complete training in HIPAA regulations and are required to pass a HIPAA exam. This training is provided by departments.

6. Additional Requirements: students are responsible for their own transportation to and from clinical sites and, where relevant, the costs of housing for clinical experiences. This includes clinical placements outside of the Burlington area and, in some cases, out-of-state. All students must carry professional liability insurance during clinical rotations and will be billed approximately \$40 per year for this insurance. The University is not responsible for medical costs resulting from injury during clinical rotation, or during any other curricular activity, unless this injury is due to negligence by the University.
7. Student Health & Safety:
 - a. The clinical affiliate site Preceptor and radiation therapy staff will ensure that all UVM students will be properly supervised, assuring that radiation therapy procedures are performed under the direct supervision of a qualified practitioner (JRCERT Standard 5.4). Direct supervision of a student by a qualified practitioner is defined as:
 - being physically present during the conduct of the procedure.
 - supervision over closed-circuit monitor(s) is not acceptable.
 - reviewing the procedure for the student's achievement.
 - evaluating the condition of the patient about the student's knowledge.
 - reviewing and approving the procedure and/or image
 - b. The clinical affiliate site Preceptor and radiation therapy staff will ensure that at no time are students ever placed in a position of performing clinical work as a replacement for a certified and licensed radiation therapist.
 - c. The clinical affiliate site will ensure that qualified radiation therapists working directly with a student have sufficient experience and are competent in the procedures in which students are observing or participating in the delivery of patient care.
 - d. The clinical affiliate site will ensure that qualified radiation therapists completing student ARRT competencies and completing student evaluations have at least 1 year of full-time experience (or the equivalent).
 - e. The clinical affiliate site Preceptor and qualified radiation therapy staff will ensure that a student will not be left alone with a patient; the student will always have direct supervision by a qualified practitioner.

- f. If a UVM radiation therapy student has not completed all required mandatory training set forth by the University or has not submitted the required documentation to the clinical affiliate site AND has not been cleared by the clinical affiliate site, the student cannot be on the clinical affiliate site's premises. Once all clearances have been approved and/or cleared, the student can then start the practicum. Any delayed start of the clinical practicum must be communicated to the UVM Radiation Therapy Program Clinical Coordinator and Program Director.
8. Fulfill all requirements: the student is responsible for ensuring that University, College, and program requirements for graduation are completed before the start of the final semester (except for the remaining credits required in the final semester).
9. Dress Code: students will adhere to the dress code of the affiliate site with appropriate professional footwear. This includes wearing proper identification and a whole-body radiation monitor at all times while in the clinic.
10. Attendance:
 - a. Clinical hours: Students will be in attendance 40 hours each week. Students will be given at least 30 minutes for lunch, depending on the clinic's policy. Morning and afternoon breaks will follow the clinic policy.
 - b. Spring break: Students will have the week of UVM spring break off unless hours need to be made up and the student requests make-up time over the break. If hours need to be made up, approval must be obtained from the RADT Program Clinical Coordinator or in her/his/their absence the UVM Program Director, *and* the Clinical Preceptor at the Affiliate site. Spring break cannot be switched to a different week.
 - c. Planned absence/Personal days: Students are allowed the number of days allocated in the course syllabus during the affiliation period. These days may be used for sick days OR personal time off, including job interviews, and professional meetings. All planned absences require a minimum of one (1) week notification and approval by the Affiliate Clinical Preceptor and notification of this approval must be sent to the UVM RADT Clinical Coordinator or in her/his/their absence the UVM RADT Program Director.
11. Professional Behavior: students will behave professionally following the guidance established by the BHSC department and the clinical affiliate site. Failure to adhere to BHSC or affiliate department professional expectations may be cause for termination from the clinical site. *Please refer to the Professional Behavior Policy in this handbook.*
12. On-line Reporting: students must submit the minimum online reports as outlined in the syllabus. The mechanism for submitting the reports will also be outlined in the syllabus.
13. Clinical Competencies: students must complete **all** required competencies as set for by the American Registry of Radiologic Technologists (ARRT) and the program by the end

of the semester. They must compile and submit all completed clinical competencies to the UVM Program Director or in her/his/their absence to the UVM Clinical Coordinator as outlined in the syllabus.

14. Clinical Affiliate Site Selection: site selection for the RADT 3870, 3880, and 3890 clinical practica will be completed in the fall semester of the fourth year in the program. The sites will be selected through a lottery system that is equitable and fair. Students may not request specific sites from either her/his/their classmates, the Clinical Coordinator, or the Program Director. Coercion, colluding, or manipulation of the site selection process is strictly prohibited. Failure to comply with this policy will result, at a minimum, in the student being placed last for a clinical affiliate site and/or placed before the [UVM Center for Student Conduct](#).
15. Assignments: the student is responsible for compiling and submitting all required documents and assignments by the due date outlined in the respective syllabus. Failure to submit assignments by the due may impact the student's ability to attend and walk at graduation.

Clinical Affiliate Responsibilities

1. Student Health & Safety:

- a. The clinical affiliate site Preceptor and radiation therapy staff will ensure that all UVM students will be properly supervised, assuring that radiation therapy procedures are performed under the direct supervision of a qualified practitioner (JRCERT Standard 5.4). Direct supervision of a student by a qualified practitioner is defined as:
 - being physically present during the conduct of the procedure.
 - Supervision over closed-circuit monitor(s) is not acceptable.
 - reviewing the procedure in relation to the student's achievement.
 - evaluating the condition of the patient in relation to the student's knowledge.
 - reviewing and approving the procedure and/or image
- b. The clinical affiliate site Preceptor and radiation therapy staff will ensure that at no time are students ever placed in a position of performing clinical work as a replacement for a certified and licensed radiation therapist.
- c. The clinical affiliate site will ensure that qualified radiation therapists working directly with a student have sufficient experience and are competent in the procedures in which students are observing or participating in the delivery of patient care.
- d. The clinical affiliate site will ensure that radiation therapists completing student ARRT competencies and completing student evaluations have at least 1 year of full-time experience (or the equivalent).
- e. The clinical affiliate site Preceptor and radiation therapy staff will ensure that a student will not be left alone with a patient; the student will always have direct supervision by a qualified practitioner.
- f. The clinical affiliate site leadership team will promptly notify the UVM Radiation Therapy Program Director if a Clinical Preceptor or Radiation Therapist has violated ARRT ethical standards, ASRT ethical standards, has lost their ARRT certification, or lost their state license.
- g. If a UVM radiation therapy student has not completed all required mandatory training set forth by the University or has not submitted the required documentation to the clinical affiliate site AND has not been cleared by the clinical affiliate site, the student cannot be on the clinical affiliate site's premises. Once all clearances have been approved and/or cleared, the student can then start the practicum. Any delayed start of the clinical practicum must be communicated to the UVM Radiation Therapy Program

Clinical Coordinator and Program Director.

2. Access Policy: the affiliate site will allow students access to all areas of the Radiation Oncology department as necessary for their clinical experience. The student will have access to an internet-connected computer to access her/his/their UVM e-mail and to submit any online clinical documents, time reporting, etc. required by the Program.
3. Schedule: the clinical affiliate will be provided by the Program with a rotation schedule to fulfill all the requirements of the clinical practicum. A copy of the schedule will be sent to each clinical affiliate site and available to the respective student(s). Any significant changes in the rotation schedule will be communicated to the student, Program Director, and Clinical Coordinator.
4. Clinical Hours: students will not exceed an 8-hour day during any of the associated courses in the final semester of the Program (excluding lunch). The total hours per week cannot exceed 40 hours. While students are observing holidays, the total clinical hours cannot exceed 8 hours per day (except for lunch). Each clinic site will establish a regular schedule for the student(s) (i.e. 8 AM to 4:30 PM), which will be consistent throughout the semester with few exceptions. The exceptions are to complete monthly QA before or after normal clinical hours. This will be limited to this component of the Program only. The established clinical hours will be sent to the Clinical Coordinator and the Program Director no later than the first day at the affiliate site.

Students are permitted to make up clinical hours during holidays in which the clinic is open or during UVM spring recess provided the clinical site is willing to host the student(s) on the approved dates. The dates must be approved by the site and the UVM Program Clinical Coordinator or in their absence, the Program Director before the make-up date(s).

5. Orientation: students will participate in the required Orientation at each institution, and they will be provided a structured orientation to their affiliate radiation oncology department. Documentation of the orientation will be provided to the Clinical Coordinator.
6. Student Evaluations: the Clinical Preceptor at each site will be responsible for overseeing evaluations for each student at the end of each clinical rotation. In clinics that do not have rotations (CVMC & RRMC), evaluations will be completed at least once per month.
7. Clinical Competencies: the Clinical Preceptor will ensure all student evaluations and ARRT clinical competencies (simulation, treatment, and dosimetry) are completed in Trajecsys within 3 business days after the last day of the student's clinical practicum.

Radiation Safety Policy

All students in the Radiation Therapy Program understand the need to adhere to and practice radiation protection policies in the clinical area in accordance with the ALARA principle.

Radiation Protection

Students are required to always apply correct radiation protection practices; these principles will be taught during BHSC 2400 and RADT 2520. At no time may a student participate in a procedure while using unsafe radiation protection practices. The student must always adhere to practices that reduce radiation exposure to patients, themselves, and other personnel.

These include, but are not limited to, the following:

- a. The student will not operate equipment in labs on campus or the clinical setting without having an instructor readily available for supervision.
- b. Students are never allowed to radiograph each other. Phantoms and positioning devices are provided for laboratory experiments and as teaching aids only.
- c. The student must always adhere to practices that reduce radiation exposure to self and others to As Low As Reasonably Achievable. (ALARA)
- d. Any questionable practice must be reported to the UVM Radiation Therapy Program Director and/or the U V M Radiation Therapy Clinical Coordinator.

Radiation monitor badge

Each student is issued a whole-body radiation monitor badge (AKA badge) before her/his/their first clinical experience. The badges are distributed by the UVM Radiation Therapy Clinical Coordinator in RADT 2870, RADT 3850, RADT 3870, and RADT 3880, at the beginning of the semester and then replaced monthly for the semester. For RADT 3870, 3880, and 3890, badges are mailed to the clinical affiliate sites at the beginning of the semester and replaced monthly. The UVM Radiation Safety Officer and the RADT Program Director will review the reports monthly. Students will receive radiation reports within 30 days of receipt from the UVM Radiation Therapy Program Director, the UVM Radiation Therapy Clinical Coordinator, or the UVM designee.

Students are expected to:

1. appropriately wear a badge anytime the student is in the clinic. If the student does not have her/his/their badge she/he/they cannot remain in the clinic.
2. return the badge to the Clinical Coordinator at the end of each month. If badges are not returned, the student may be charged for the missing badge.
3. appropriately care for the badge while in her/his/their possession.

Radiation Exposure Limits

The program follows the regulatory statutes and guidelines of the appropriate State and the Nuclear Regulatory Commission (when required) in which the student is participating in her/his/their clinical practicum. In addition, the program follows the As Low As Reasonably Achievable (ALARA) principle by the maximum permissible total effective dose equivalent. If a student reaches ALARA level I, the student, and the Program Director (or designee) will be notified by the UVM Radiation Safety Officer (RSO). The student, RSO, and the Program Director (or designee) will meet and discuss what occurred to determine if the student

received the dose if the badge was left in simulation, the treatment vault, or some other situation. If necessary, the RSO and Program Director will discuss methods to reduce radiation exposure when necessary.

Dose Limits: The principle of ALARA (As Low As Reasonably Achievable) is the basis for the University's radiation safety program. ALARA obligates UVM to conduct the safety program in such a way as to minimize personnel radiation exposure. The RSO will take investigative action when any personnel radiation exposure reaches 10% of the maximum allowed by the regulations in 10 CFR 20, *Standard For Protections Against Radiation*.

Radiation Safety Pregnancy Policy

While all students in the Radiation Therapy Program understand the need to adhere to and practice radiation protection policies in the clinical area, this is especially important for female students who might be pregnant or become pregnant. Radiation exposure may be harmful to the developing fetus; therefore, the female student may choose to voluntarily declare her pregnancy. Declaration of pregnancy must be made in writing and must include the approximate date of conception. Refer to the Declaration of Pregnancy Form at the end of this Handbook.

The declared pregnant student will be advised as to the radiation and occupational hazards to her unborn child by the University of Vermont Radiation Safety Officer in consultation with the Program Director and Clinical Coordinator. The student will be monitored by University of Vermont officials throughout her pregnancy or completion of the program, whichever occurs first.

For the declared pregnant student, the NRC limits the dose to the embryo/fetus to 0.5 rem (5mSV) over the entire pregnancy. All efforts will be made to avoid substantial variation above a uniform monthly exposure rate (0.05 rem/month) (0.5 mSV/month). The student will be issued an additional badge (belly badge) that must be worn appropriately during clinical practica for the duration of pregnancy or completion of the program, whichever occurs first. Refer to NRC Regulatory Guide 8.13

<http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf> for more information.

The declared pregnant student must inform her physician of her enrollment in the Radiation Therapy Program and obtain a written statement of her/his recommendations for continuing in the program.

The declared pregnant student may continue in both didactic and clinical education courses. If the student feels that they cannot continue in the program, they may apply for a leave of absence and reenter the program after the birth of the child. Reentry will be at the beginning of the appropriate semester if space is available as determined by the radiation therapy Program Director.

A student may undeclare their pregnancy in writing at any time.

Magnetic Resonance Imaging (MRI) Safety Policy

In accordance with the American College of Radiology (ACR) Manual on MR safety [guidelines](#) and JRCERT Objective 5.3, all UVM radiation therapy students must complete MRI Safety Training and review the MRI screening form at the beginning of the *Introduction to Clinical Practice* course (RADT 2850). Therefore, MRI Safety Training will be completed at the beginning of the fall semester, 3rd year. The MRI student acknowledgment form is to be completed and returned to the UVM Radiation Therapy Program Clinical Coordinator within 1 week of the training.

MRI uses strong magnetic fields to create a diagnostic image. The magnetic field that is generated is *always* on, therefore, continual safety precautions must be taken. The magnetic field is very sensitive to metal objects containing iron and other ferrous metals but can also interfere with or cause damage to implanted or medical devices. Due to the potential risk of an adverse effect, no student is permitted to observe, participate, or be in the vicinity of an MRI machine until this protocol has been completed. If you would like to observe, participate, or be in the vicinity of an MRI machine you **MUST** communicate directly with the RADT Program Director before the initiation of any MRI observation.

If permission is granted, you must answer all the questions on the list of contraindications in accordance with the clinical site's policies and procedures before any MRI interactions. Additionally, the list must be reviewed by the RADT Program Director and MRI personnel at the specific site in which participation is requested. If you should have a device or a medical condition that is not listed, please ask the Clinical Coordinator or Program Director before observing in MRI to allow an adequate clearance for everyone's safety.

If a student's condition changes after screening for MRI observation, the student must notify the Program Director that there has been a change in medical condition. The student is not required to divulge any health information, rather this is a notification only.

Any additional observations will need to be requested and the process described above will be repeated.

Students in the radiation therapy program must earn a grade of “C” or better in all professional courses. The numerical grade of “C” is determined per course and is at the discretion of the course instructor. Professional courses are listed below. Refer to the [CNHS handbook](#), Department of Biomedical and Health Sciences for specific criteria for meeting academic standards.

Radiation Therapy

BHSC 1340: Human Cell Biology
BHSC 2400: Radiation Science
BHSC 2750: Cross-Sectional Imaging
BHSC 2970: Leadership and Management in Healthcare
RADT 2520: Principles of Radiation Therapy
RADT 2760: Clinical Radiation Oncology
RADT 3150: CT Procedures
RADT 3440: Essentials of Patient Care
RADT 3700: Dosimetry Concepts
RADT 3710: Dosimetry
RADT 3770: Techniques in Radiation Therapy
RADT 3780: Senior Seminar in Radiation Therapy
RADT 3890: Quality Assurance & Treatment Planning

Students must meet the academic standards outlined in the [CNHS handbook](#), Department of Biomedical and Health Sciences to progress in the Program, meet graduation requirements, and eligibility requirements for the ARRT Registry Exam.

Clinical Practica

RADT 2850: Introduction to Clinical Practice (Clinical Practicum I)
RADT 2870: Clinical Practicum II
RADT 3850: Clinical Practicum III
RADT 3870: Clinical Practicum IV
RADT 3880: Final Practicum Overview

Students must progressively pass *all* the clinical practica to take the sequential clinical course to meet the academic requirements for graduation and eligibility for the ARRT Registry Exam. Refer to the [CNHS handbook](#), Department of Biomedical and Health Sciences for specific criteria for meeting academic standards.

Student Acknowledgement Signature Page

By my signing below, I acknowledge that I have received, read, understand, and agree to abide by the University of Vermont Radiation Therapy Program Student Handbook, ARRT Standards of Ethics, and the ASRT Radiation Therapy Code of Standards _____ (*initials*). I understand that if I do not abide by the policies and meet essential functions, expectations, program, college, and University requirements, I may be discontinued from the program and the major _____ (*initials*).

By signing below, I acknowledge that I have read, reflected, and can meet all the Essential Functions outlined in the Radiation Therapy Student Handbook. _____ (*initials*). If I am unsure whether I can meet all the Essential Functions, I have asked the appropriate personnel with any questions regarding the requirements. _____ (*initials*) I further acknowledge my understanding that academic accommodations do not transfer to the clinical setting. If I have a known disability that may require clinical accommodation, I have preemptively discussed my disability or concerns with Student Accessibility Services (SAS) _____ (*initials*). If, after discussing with SAS it is appropriate to submit a request for a reasonable accommodation, I have allowed at least six (6) weeks for review. _____ (*initials*). I further understand that an accommodation request may or may not be reasonably accommodated _____ (*initials*).

I also understand that it may become necessary for program officials to revise the contents of the Student Handbook before I complete the program, in which case I agree to abide by the revisions and the most recent handbook _____ (*initials*).

Printed Name

Date of Birth

Signature

Date

Magnetic Resonance Imaging (MRI) Student Acknowledgement Signature Page

By my signing below, I acknowledge that I have received, read, understand, and agree to abide by the University of Vermont Radiation Therapy Program MRI observation policy _____ (*initials*). I agree to follow the process for requesting observation in an MRI department; failure to do so could have a grave impact (including death) on myself, patients, and staff. _____ (*initials*). I also understand that violating the observation policy may result in dismissal from the Program _____ (*initials*).

I understand that, although I have received training on MRI Safety and I will faithfully complete the MRI Screening form should I request to observe any procedure involving MRI, it does not constitute clearance for any observation related to MRI until final approval from the Radiation Therapy Program Director or Designee and the clinical site (if applicable) _____ (*initials*).

I also understand that it may become necessary for program officials to revise the contents of the Radiation Therapy Student Handbook before I complete the program, in which case I agree to abide by the revisions _____ (*initials*).

Printed Name

Student Date of Birth

Signature

Date

Declaration of Pregnancy

I have received a copy of the University of Vermont's Radiation Safety Pregnancy Policy. Furthermore, I have read the policy and understand my rights and responsibilities.

Printed Name

Date of Birth

Signature

Date

Consent to Complete the MRI Safety Checklist for Students

I have requested to observe an MRI procedure as a student in the UVM Radiation Therapy (MRS) Program. As a component of my clearance to observe, I give consent to faithfully complete the MRI Safety Checklist for Students. The Program, following the University of Vermont [Privacy Policy](#) and the [FERPA Rights Disclosure Policy](#), will only use this information for its intended purpose and will confidentially store the information.

Additionally, I understand that I may be asked for additional information and be required to obtain further MRI clearance, which may contain personal health information, in accordance with the clinical site's policies and procedures.

Printed Name

Date of Birth

Signature

Date