



**WAYNE STATE**

Eugene Applebaum College of  
Pharmacy and Health Sciences

# Radiation Therapy Technology Program

Student Handbook  
2022-2023

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## **MISSION of the RADIATION THERAPY TECHNOLOGY PROGRAM**

The Radiation Therapy Technology Program prepares qualified students for their diverse role in providing quality care to radiation oncology patients. Through an effective recruitment and admission process, progressive curriculum and committed faculty, students acquire the technical and interpersonal skills to meet their current and emerging role in health care. Faculty contributes to the field of Radiation Therapy Technology through scholarly activities and serve as role models for students in their professional growth.

### **Goals of the Radiation Therapy Technology Program**

1. To produce technically competent radiation therapists
2. To produce graduates with effective interpersonal skills
3. To produce effective members of the radiation oncology team
4. To encourage professional development and participation in professional activities
5. To maintain a progressive curriculum to ensure current and future competency of graduates

### **Specific Student Learning Goals and Outcomes**

**Goal 1:** Students will provide quality care to radiation oncology patients.

- Students will demonstrate clinical competency.
- Students will demonstrate ability to perform as entry-level radiation therapists.
- Students will demonstrate knowledge of radiation safety.
- Students will demonstrate knowledge of quality assurance practices.
- Students will demonstrate development of effective teamwork skills.

**Goal 2:** Students will demonstrate effective interpersonal skills.

- Students will demonstrate effective oral communication skills.
- Students will demonstrate effective written communication skills.
- Students will demonstrate awareness of patient needs and concerns.

**Goal 3:** Students will use critical thinking and problem-solving skills.

- Students will demonstrate problem-solving and critical thinking skills.
- Students will demonstrate critical thinking skills in the application of HIPAA regulations.

**Goal 4:** Students and graduates will demonstrate professional development and participate in professional activities.

- Students will participate in professional activities.
- Students will demonstrate knowledge of current and emerging radiation therapy methodologies and technologies.
- Students will demonstrate professional growth throughout the program.
- Graduates will demonstrate professional growth and participation in professional activities.

**Goal 5:** Graduates will function as entry-level radiation therapists.

- Graduates will be educationally prepared and clinically competent to work as entry-level radiation therapists.
- Program completion rate will be at least 80%.
- At least 75% of graduates will have employment in radiation therapy within 6 months of program completion.
- Graduates will demonstrate clinical competency.
- Graduates will indicate they were adequately prepared to be employed as entry-level radiation therapists.
- Graduates will demonstrate knowledge of radiation safety and quality assurance practices.

Outcome measurements are available upon request from the Radiation Therapy Technology Program Director.

## I. PROFESSIONAL CONDUCT

You are entering the professional phase of the Radiation Therapy program. It is important for you to realize that professionalism in Radiation Therapy includes more than theoretical understanding and accurate technical performance of procedures. It also involves your internalization of the many appropriate attitudes and behaviors which are common to all health care professions.

It is the goal of the Program that, upon successful completion of the course of study, you demonstrate these professional attitudes and behaviors equally as well as you demonstrate the necessary knowledge and skills. To facilitate your learning, you will be frequently reminded of and evaluated on the kinds of behavior and values that reflect professional conduct such as:

1. Concern for patients' welfare
2. Non-discriminatory delivery of patient care
3. Respect for patients' rights
4. Integrity
5. Responsibility
6. Initiative
7. Dependability and conscientiousness
8. Effective interpersonal communications
9. Self-confidence
10. Productive use of criticism
11. Adherence to policies and procedures (e.g. attendance)
12. Awareness of and adherence to quality assurance procedures

During the junior and senior years, evaluation forms covering practical interpretations of some of these criteria will be used by you and your instructors as a means of helping you achieve total professionalism as a graduate Radiation Therapist.

## II. ACADEMIC STANDARDS

### A. Program Admittance with Probationary Standing

1. The incoming junior student who is accepted into the professional program on probation is required in the first term to: (a) receive a term grade point average (GPA) of no less than 2.50, **and** (b) a grade of "C" (**2.00**) or above in all courses.

If the student is unable to meet these academic requirements, **dismissal from the professional program will result**; no further academic review will occur. Neither the Program nor College are responsible for the possible loss of tuition, fees or book costs that may occur as the result of program dismissal.

2. The student who successfully completes the first term as required in II.A.1., will then be automatically granted usual academic standing in the professional program.

3. The student is allowed to early register for winter term with the understanding that he/she will be required to withdraw from the courses if not allowed to remain as a student in the program following fall term.

## **B. Program Standards**

1. Throughout the duration of the professional program, a student must maintain a **minimum Term GPA of 2.5** (4.00 = A) based on all courses taken that term. If registered for Clinical Practicum only, a student must maintain a term GPA of 2.00. If either minimum Term GPA is not met, the student will be placed on Program Probation.
2. A grade of **C-** (1.67) in a professional course (excluding University General Education Requirements) indicates unsatisfactory performance and repetition of the course is required. Any exceptions to this requirement are subject to approval by the Program Director. Review by the Academic Committee will occur. Additionally, program probation will occur regardless of the term GPA achieved.
3. If a student receives a second **C-** grade or one **D** or **F** grade in the professional curriculum (excluding University General Education Requirements), **dismissal from the professional program will result**; further academic review by the Program Director or the Academic Committee will **not** occur. Neither the Program nor College are responsible for the possible loss of tuition, fees or book costs that may occur as a result of program dismissal.
4. A passing grade is required in an elective course or a University General Education Requirement taken in the professional program. If a student receives an unacceptable grade, he/she will be required to repeat the same course or take another elective course.
5. Students must complete all courses in sequence. Only in the most extraordinary cases will a grade of **I** (Incomplete) be given. Students may not progress in course work until any Incomplete is removed, unless an exception has been granted by the Program Director.
6. When a student determines that he/she will get a grade of "C-" or below in a course, the student shall exhaust all available options to improve the grade according to the policies established by the course instructor prior to the issuance of the final course grade. The student is urged to seek counsel from the course instructor and Program Director respectively to determine all supportive resources available.
7. A grade appeal for a course assignment will only be considered if initiated within 10 calendar days following the issuance of the grade. Final course grade appeals must conform to the requirements of the College Grade Appeal Policy (Section IV. A.).
8. The grading guidelines for courses in the professional program are as follows:



<b>Grading Guidelines - Third Year</b>									
<b>A</b>	=	4.00	=	100 - 90.0%	<b>C</b>	=	2.00	=	73.3 - 70.0%
<b>A-</b>	=	3.67	=	89.9 - 86.7%	<b>C-</b>	=	1.67	=	69.9 - 66.7%
<b>B+</b>	=	3.33	=	86.6 - 83.4%	<b>D+</b>	=	1.33	=	66.6 - 63.4%
<b>B</b>	=	3.00	=	83.3 - 80.0%	<b>D</b>	=	1.00	=	63.3 - 60.0%
<b>B-</b>	=	2.67	=	79.9 - 76.7%	<b>D-</b>	=	0.67	=	59.9 - 56.7%
<b>C+</b>	=	2.33	=	76.6 - 73.4%	<b>F</b>	=	0.00	=	Below 56.7%

<b>Grading Guidelines - Third Year - RT 5650</b>					
<b>A</b>	=	92.5 - 100%	<b>C+</b>	=	76.5- 79.4%
<b>A -</b>	=	89.5 - 92.4%	<b>C</b>	=	72.5 - 76.4%
<b>B +</b>	=	86.5 - 89.4%	<b>C-</b>	=	69.5 - 72.4%
<b>B</b>	=	82.5 - 86.4%	<b>D</b>	=	66.5-69.4%
<b>B -</b>	=	79.5 - 82.4%	<b>F</b>	=	Below 66.5%

<b>Grading Guidelines - Fourth Year</b>									
<b>A</b>	=	4.00	=	100 - 93.0%	<b>C</b>	=	2.00	=	79.6 - 77.0%
<b>A-</b>	=	3.67	=	92.9 - 90.4%	<b>C-</b>	=	1.67	=	76.9 - 74.4%
<b>B+</b>	=	3.33	=	90.3 - 87.7%	<b>D+</b>	=	1.33	=	74.3 - 71.1%
<b>B</b>	=	3.00	=	87.6 - 85.0%	<b>D</b>	=	1.00	=	71.6 - 69.0%
<b>B-</b>	=	2.67	=	84.9 - 82.4%	<b>D-</b>	=	0.67	=	68.9 - 66.3%
<b>C+</b>	=	2.33	=	82.3 - 79.7%	<b>F</b>	=	0.00	=	Below 66.3%

The course instructor has the responsibility of establishing grading criteria and course requirements. The student's course grade may be reduced if the attendance and class participation record of the student indicates that this action is appropriate. Students are informed of the instructor's policy for each course.

## 9. Clinical Practicum

- a. A student must maintain a minimum grade of C for each Clinical Practicum course during the entire professional program. (A "C-" grade or below is **not** acceptable.)
- b. A grade of C- or below in a Clinical Practicum course will require a review by the Academic Committee of the student's suitability to continue in this professional field. However, an Academic Committee review will not occur in this circumstance if the student was accepted on Probationary Acceptance and the grade of "C-" or below is received in the fall term of the junior year.

The student may not be allowed to proceed to his/her next clinical site until the academic Committee has completed its review. Following the review of the Academic Committee, the Program Director may elect to dismiss the student or permit his/her continuance in the program. The Program Director's decision will be derived with advisory assistance from the Academic Committee.

If a student is allowed to continue in the program, and if there is clinical time lost

due to a delay in this review, the time must be made up by the student according to a schedule outlined by the Clinical Education Coordinator. Additionally, the retained student will be placed on program probation regardless of the term GPA.

- c. Progress on clinical competencies must be demonstrated each semester.
- d. All course requirements must be completed according to the deadlines specified in the course syllabus. The course instructor may accept or reject any requirements that are not completed or submitted by the specified deadline. The final day for completion of course requirements shall be the last day of examination week of the respective term. In those instances when the last day of examination week is Saturday, the final day for completion shall be Friday of such week. The student who does not complete all course requirements shall not be eligible for a passing grade ("C" or better).

### **C. Program Probation Policies**

1. The probation period will occur as determined by the Program Director. If the low GPA is due to a low grade in Clinical Practicum, the policy stated in Section II.B.9. applies.

Additional requirements may be placed on the student's performance during the period of Program Probation as determined by the Program Director.

2. The student must raise his/her GPA to 2.50 in the next applicable term or be subject to review by the Academic Committee. This Committee will make recommendations to the Program Director as to whether continuance in the program should be allowed.
3. A maximum of two terms of probation (including a term of probationary acceptance) will be allowed during the entire enrollment as a professional student. If a student fails to raise his/her term GPA as required at the end of the second probationary term, immediate dismissal will result.
4. The student on probation is allowed to register during early registration for the next term with the understanding that he/she will be required to withdraw from the course if dismissal from the program occurs. Neither the Program nor College is responsible for the possible loss of tuition, fees or book costs that may occur as a result of program dismissal.
5. Academic and other counseling may be required of a student who is placed on probation. Review by the Academic Committee may occur.

#### **D. Failure to Maintain Academic Standards**

1. Discussion between the Program Director and the student will occur when a student evidences inability or incompetence in academic course work. The student will be advised of his/her academic standing and the consequences of unsatisfactory academic performance.
2. Immediate review proceedings by the Program Director will occur when the Program Director receives a request from a Clinical Education Supervisor to remove the student from that clinical site due to the student's conduct while there.

Such conduct could include, but is not limited to, failure to follow policies and procedures at that affiliate institution, unprofessional conduct or unsafe conduct. If the review indicates no possibility of retaining the student at the clinical site, additional College and/or University review may occur.

### **III. SELECTED UNIVERSITY-WIDE POLICIES**

#### **A. Obligations of Faculty and Students to the Instructional Process at Wayne State**

Since education is a cooperative effort between teacher and student, both parties must fulfill obligations if the integrity and efficacy of the instructional process are to be preserved.

##### **Responsibilities of Faculty Members**

1. Contribute to and remain abreast of the latest developments in their fields.
2. To pursue teaching excellence continually.
3. Treat all students with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, sex, sexual preference, age, marital status or handicap.
4. Encourage differing viewpoints and demonstrate integrity in evaluating their merit.
5. Adhere regularly and punctually to the scheduled class and final examination times and arrange for notification of absence and coverage of classes.
6. Establish and maintain appropriate office hours.
7. Present, early in the term, the following course information:
  - a. Course objectives and general outline
  - b. Classroom procedures to be followed, and expectations concerning class attendance, and proposed dates of major evaluations (including examinations, papers and other projects)

- c. Grading policy
  - d. Where appropriate, schedule of class related activities, including class meetings and laboratory sessions
  - e. List of texts and/or other materials needed for the course
  - f. Late enrollment, withdrawal and other special policies
8. Provide and adhere, within reasonable limits, to the written syllabus of the courses.
  9. Know course matter thoroughly and prepare and present the material conscientiously.
  10. Be informed of University services and recommend their use to students when advisable.
  11. Follow these policies concerning written work and grades:
    - a. Grade and return written work promptly
    - b. Submit final grades by the scheduled time
    - c. Allow students to examine written materials not returned within the term (e.g., final exam, major term paper) and retain such materials for one academic term in accordance with policy and allow students to examine such materials
  12. Implement College procedures for student evaluation of faculty teaching with attention to preserving student anonymity.
  13. Behave appropriately in dealing with students so as to maintain a scholarly atmosphere.

*Adopted by the Wayne State University Academic Senate October 6, 1982*

### **Responsibilities of Students**

1. Inform themselves of and fulfill all requirements of the University and those of the college and department from which they expect to receive their degree.
2. Fulfill conscientiously all assignments and requirements of their courses.
3. Attend classes regularly and punctually.
4. Maintain a scholarly, courteous demeanor in class.
5. Uphold academic honesty in all activities.

6. Notify the instructor as early as possible if prevented from keeping an appointment or carrying out an assignment.
7. Discuss with instructor any class-related problem and follow established procedures in the resolution of these problems.
8. Adhere to instructors' and general University policies on attendance, withdrawal or other special procedures.

*Adopted by the Wayne State University Academic Senate October 6, 1982*

It is expected that faculty and students will fulfill their obligations to the instructional process. If, however, a complaint does arise, the parties should meet in an effort to resolve the matter. When such a discussion fails to resolve the problem or is inappropriate given the circumstances, the Program Director should be contacted.

If this contact fails to satisfy the complaint, the College's published procedures should be followed. Although the University Ombudsperson is not a direct part of the appeal process, students and faculty may consult the Ombudsperson at any point during such proceedings.

### **B. Student Code of Conduct and Academic Misbehavior**

High standards of student conduct play a major role in creating an environment of excellence and the Student Code of Conduct is used to maintain these standards. The code : 1) establishes the expectations that students are accountable for their behavior; 2) describes acceptable student conduct, both academic and non-academic; 3) describes disciplinary policies and procedures; 4) specifies the rights of students and other parties; and 5) specifies prohibited conduct and sanctions to be imposed if such conduct occurs. Examples of prohibited conduct subject to the Student Code of Conduct include, but are not limited to, academic misbehavior, knowingly furnishing false information to the University, disorderly behavior, theft, damage of property, illegal drugs, weapons on campus, physical assault, unauthorized entry, violation of criminal law, etc.

Refer to complete document from the Wayne State University Dean of Students Office, 301 Student Center, which can be found online at:

<https://doso.wayne.edu/conduct/studentcodeofconduct.pdf>

### **C. Academic Accommodation**

Students with a documented disability that requires accommodations must register with the Student Disability Services office (SDS) to coordinate academic accommodations. The Office is located in the Adamancy Undergraduate Library. The telephone number is: 313-577-1851 and the website is <http://studentdisability.wayne.edu/>. Once accommodations are in place, students may meet privately with the Program Director or individual course instructor to discuss specific needs.

### **D. Smoke-Free Campus Policy**

Effective August 19, 2015, smoking and the use of all tobacco products is prohibited in all Wayne State University buildings, or structures owned, leased, rented or operated by the University, housing facilities, campus grounds and other public spaces and University-owned vehicles. For additional information, you may obtain a copy of the *Smoke-Free and Tobacco-Free Campus Policy* from: <http://policies.wayne.edu/administrative/00-3-smoke-free-and-tobacco-free-campus.php>

Additionally, all medical facilities have smoke-free policies, and many of them have implemented nicotine-free environments, requiring students and potential employees to be tested for nicotine use.

### **E. Sexual Harassment Statute**

The Program adheres to the Wayne State University Sexual Harassment Statute. The complete document may be downloaded at: <https://bog.wayne.edu/code/2-28-06>

It is the policy of Wayne State University that no member of the University community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

The law of the State of Michigan prohibits discrimination in employment and in education and provides that:

Discrimination because of sex includes sexual harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education, or housing.
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment. MCLA 37.2103(h).

In the area of speech, what the law and this policy prohibit is speech as action; that is, sexual communication, which is either directly coercive as demanding favors, or indirectly coercive, as rising to the level of offensiveness which interferes substantially with the victim's education or employment. The determination of what level of offensiveness is actually coercive, and therefore unlawful and prohibited by this policy, will in some cases be difficult. A significant

element in the determination is provided by the fact that an unequal power relationship underlies sexual harassment. The more unequal the relationship, the more the risk is of substantial interference with the victim's education or employment.

In the area of physical contact, physical contact which is unwelcome is so gravely offensive that it always has the effect of substantially interfering with the victim's employment or educational environment. Employees and students should not take for granted that they are welcome to touch other employees or students, since if their contact is in fact unwelcome, they will be in violation of the law and of this policy.

Deans, directors and department heads are directed to take appropriate steps to disseminate this policy statement and to inform students and employees of complaint procedures.

#### **F. Drug and Alcohol-Free Environment**

Wayne State University is committed to providing a drug-free environment for its faculty, staff and students. The unlawful possession, use, distribution, dispensation, sale or manufacture of drugs and alcohol is prohibited on all University premises and work sites. Any student or employee who, while on University premises or at any University activity, engages in the unlawful possession, sale, manufacture, distribution, or use of drugs or alcohol shall be subject to appropriate sanctions, in accordance with established University policies, the Student Code of Conduct, and collective bargaining agreements, and in conformity with local, State and federal law, up to and including expulsion or termination. A student or employee who is found to have violated this policy may be required to participate in a drug or alcohol treatment program as a condition of further employment or enrollment.

Additionally, students should be aware that many hospitals/medical centers require drug and nicotine testing prior to allowing participation in clinical rotations at their locations.

Drug abuse can cause serious health problems to the user, as well as endanger the safety of others. Because drug abuse can be treated, Wayne State University encourages employees and students with problems to seek help. The complete University policy may be obtained at <https://bog.wayne.edu/code/2-20-04>

*Please note: WSU Radiation Therapy Program will perform annual drug testing the beginning of each year. We may also do random drug testing at the discretion of the program director or clinical coordinator.*

### **IV. COLLEGE POLICIES**

#### **A. Final Course Grade Appeals**

For information regarding **Final Course Grade Appeals** please refer to the document found at this website <https://cphs.wayne.edu/students/resources.php> by selecting the **GRADE APPEAL**

**POLICY** link.

## **B. Dropping and Withdrawing from Classes**

Before withdrawing from a class, beware of the consequences. Make sure you've spoken with your instructor and advisor before making your decisions.

See <https://wayne.edu/registrar/withdrawing-from-a-course/> for information about the withdrawal process.

## **C. Academic Dishonesty**

In any instance of academic dishonesty, occurring in a course as defined in Section 3.0 of the University Student Code of Conduct Statute, the provisions of 10.1(a) of the Statute will be implemented as follows:

The grade for the course will be reduced to a "D", or to an "F" if the grade status would otherwise have been a "D". In addition, charges MAY be filed, as provided for in Section 10.1(b) of the Statute, which may lead to further sanctions up to and including expulsion from the Program, School or University.

## **D. Student complaints**

If a student encounters a problem with the radiation therapy program or its staff or feels they have been treated unfairly, the student should first try to resolve the issue informally with the faculty/staff member or department directly involved. Many issues can be resolved by making an appointment with a faculty or staff member and calmly and honestly communicating the concern(s). If the student feels the issue cannot be resolved he or she can make an official complaint with the college:

<https://doso.wayne.edu/complaints>

## **E. Student Convocations**

Some classes elect to have convocation at the time their program is completed. Such events should be planned in consultation with the faculty class advisor, your program director or other designated persons.

Check the college calendar through the college information officer to ensure the date of your event is not in conflict with other college events. Set the date for the event at least six months prior and make invitations to faculty, the dean or others six months prior to insure they are available. Check with the Dean's administrative assistant regarding the Dean's availability.

As part of the ceremony, certificates may be distributed, but CANNOT have wording that references the Board of Governors, use the official watermark of the university or college, nor make reference to completion of graduation requirements, graduation or any wording that implies completion of the program. Official notification of such is allowed by law to come only from the Registrar's Office of the University.



## V. ADVISING BY FACULTY

General advising during the professional program is provided by the Faculty or Program Director depending on the nature of the counseling. **Students are urged to first discuss any specific course difficulties with the INSTRUCTOR of the course.** A student may be directed to seek additional assistance or counseling within the University as indicated. Appointments are recommended for all advising to ensure adequate time for discussion.

## VI. CLINICAL EDUCATION

The Clinical Practicum component of the professional program is a very important part of the student's education. Students are assigned to clinical affiliates for a full or half-term throughout the professional program. Program officials maintain close communication with appropriate personnel at each affiliate to ensure that the students' clinical practicum experiences will proceed smoothly and logically. Students are considered both "welcome guests" and integral members of the treatment team. In return, students are expected to maintain exemplary behavioral standards and follow all policies and procedures of the affiliate, and wisely use their opportunities to learn.

### **A. Student Supervision in Clinical Practicum Rotations**

In accordance with the accreditation standards of the Joint Review Committee on Education in Radiologic Technology (JRCERT), all clinical experience in Radiation Therapy shall be under direct supervision. Direct supervision assures patient safety and proper educational practices.

The JRCERT defines direct supervision as student supervision by a qualified practitioner (e.g., registered radiation therapist, credentialed medical physicist, licensed radiation oncologist) who:

- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or images.

Students must always be directly supervised during all patient procedures. A supervising professional must check all student activities before the treatment is given. Students must not assume responsibility for administering radiation therapy treatments.

The clinical experience of the student is a planned part of the educational program. It is governed by sound clinical objectives and the progress of the student is evaluated and the results used in overall evaluation of the student.

### **B. Clinical Attendance**

1. The student is required to attend clinical practicum for either 15 or 20 hours per week as specified for each academic term, or as modified by the Clinical Education Coordinator (CEC).

2. Students will be assigned to clinical affiliates by the Clinical Education Coordinator. The rotation schedule will attempt to reflect equitable experience for all students over the course of each term and the duration of the professional program. Thus, it is unlikely that the rotation schedule will change from the established schedule.
3. Area rotations (e.g., treatment unit, simulation, nursing) will be determined by the Clinical Education Coordinator with agreement by the Clinical Education Supervisor (CES) to ensure balance of experience for the student in all major areas.

The hours of daily clinical attendance will initially be established by the program and are subject to modification by individual affiliate Clinical Education Supervisors. Such a modification may be necessary to ensure that all students have maximum opportunities to participate in patient care activities. Students will be required to be flexible with respect to any schedule modifications.

4. **All students will be required to rotate to clinics assigned by the Clinical Education Coordinator. Students Do Not Determine Clinical Sites That They Rotate To.** Some Sites may be an hour or more drive from the school. Due to this, a working vehicle is mandatory.
5. Any change in the clinical attendance schedule for a student must be directly approved by the appropriate Clinical Education Supervisor. The Clinical Education Coordinator is then to be advised of the change.
6. The schedule for Clinical Practicum will follow the usual University academic calendar according to the beginning and end days for classes during the fall and winter terms. The schedule for the spring/summer term may vary slightly because of holidays and the examination period, however, students should expect to participate in Clinical Practicum activities beginning the first week of spring/summer term until the date classes end in the summer term. Clinical practicum hours during spring/summer term will be equivalent to that of the fall and winter terms.

If a student is taking an additional Wayne State University course during the spring/summer, he/she will be given time off on the respective study day (if one is scheduled) and the exam day if a conflict with Clinical Practicum occurs. A student who is taking such an additional course should discuss the need for any such time off with the Clinical Education Coordinator. The need for any special arrangements will then be conveyed to the Clinical Education Supervisor and Program Director by the Clinical Education Coordinator.

7. A minimum of 15 or 20 clock hours per week of clinical practicum is required throughout the 24 months of the professional program unless otherwise specified by the Clinical Education Coordinator or Program Director. **The Clinical Education Coordinator will reduce the final clinical practicum grade for unexcused absence and/or tardiness as outlined under "VI.F. Time Off".** The percentage of final grade reduction will be

determined according to the frequency of occurrence and/or the total number of hours absent.

8. Students are required to document their clinical attendance with the Clinical Education Supervisor, or his/her designate, at the beginning and end of each day. If the person designated to document attendance is not present, the student should have the Chief Therapist initial the sign-in entry and consequently inform the Clinical Education Supervisor as soon as possible. The Clinical Education Supervisor will inform the students of the designate and the required sign-in procedure.
9. **Falsification, alteration or misrepresentation of clinical attendance records constitutes Academic Dishonesty.** College and University policies regarding Academic Dishonesty will be applied. (Section IV.B.)
10. Anticipated tardiness should be reported whenever possible so that the supervisor knows the reason for the delay.
11. Students are not allowed to leave the clinical department (except for lunch) without the permission of the Clinical Education Supervisor.

### **C. Clinical Objectives, Clinical Competency Requirements, and Assignments**

1. All objectives, requirements and assignments will be explained to the student at the beginning of each term by the Clinical Education Coordinator or the Program Director. Further clarification may be obtained from the student's Clinical Education Supervisor.
2. The clinical assignments will be primarily monitored and graded by the Clinical Education Supervisor and/or Clinical Education Coordinator. Group or committee review may also be utilized.
3. Specific requirements for each area rotation will vary according to the department in which a student is assigned. Each student will be assigned to work with a therapist or other professional depending on the area rotation.

The Clinical Competency Evaluation process is implemented at the beginning of the Fall Term of the junior year. Components of this process will be explained to the student at that time. The patient case for each competency evaluation will be selected by the student and approved by the Clinical Education Supervisor.

4. Demonstrated progress on clinical competencies each semester is mandatory. Submission of completed competencies must be submitted to the CEC at mid semester.
5. Grade reductions will occur for failure to complete clinical requirements on time.
6. Reproduction of patient records (films, history, electronic medical record, etc.) by students for a clinical assignment requires approval by the Clinical Education Supervisor.

**Discussion of details about a patient, including his/her treatment or medical condition, is prohibited outside the context of care.** Educational exceptions include: discussion at the respective clinical site with or without patient identified, and classroom discussion without patient identified.

#### **D. Evaluation**

1. The student will receive an evaluation for each area rotation within the term, with a minimum of two evaluation periods per term. The professional staff who have had an opportunity to work with the student for a meaningful period of time will be asked to provide an evaluation of the student's performance. (Also refer to Section VI.D.2 below.)
2. The completed evaluations will be made available to the students for review. After viewing the evaluations, the student may request to meet with the Clinical Education Coordinator. This process is intended to promote an open discussion of a student's clinical progress. Frequent feedback to the student contributes to his/her professional growth.
3. Clinical competency evaluations will be completed in accordance with Clinical Competency Process. The Clinical Competency Process begins in the second semester of the Junior year. Only "pass" or "fail" grades will be issued for competency evaluations. Grade reductions will occur if appropriate progress in completion of competencies is not made each semester.
4. Each student will be requested to complete a general evaluation of clinical instructors following each term. This will provide valuable feedback to the appropriate personnel at the affiliate institution. See [appendix C](#) for evaluation/competency forms.

#### **E. Grading**

The Clinical Education Coordinator, with input from other appropriate personnel, is responsible for submitting the final Clinical Practicum grade for the term. The grade will be based on the composite performance evaluation, clinical assignment(s), clinical competency requirements and overall professional conduct as referred to in [Section I. Professional Conduct](#). All course requirements must be completed in order to be eligible for a passing grade. (Refer to [Section II.B.9.c.](#))

1. The individual performance evaluations will be used to determine the grade for each area rotation. If more than one evaluation is obtained, an average grade will be determined for that area rotation.
2. All performance evaluations used in the determination of the composite grade must be for a minimum evaluation period of one week. Exceptions may be made by the Clinical Education Supervisor after consultation with the Clinical Education Coordinator.

3. The area grades will be used to determine the composite performance grade for the semester. Rotations of equal length will have equal weight.
4. The average grade for the clinical assignment(s) must be a "C" or better. If this grade standard is not attained, the student will be required to complete additional course work.
5. The weight of the composite performance evaluation and the clinical assignment(s) will vary according to the term. This information is available to the students at the beginning of each term along with the course objectives and syllabus.
6. The performance evaluation criteria varies according to the semester and area rotations for the student. Refer to sample copies of the Performance Evaluation for the grading guidelines.
7. The Clinical Education Supervisor, upon consultation with the Clinical Education Coordinator, has the prerogative to alter the clinical grade if the student's behavior and attitude is not in compliance with professional conduct guidelines listed in "Section I. Professional Conduct" or if student has failed to adhere to other clinical policies.
8. Failure to complete assigned clinical competencies will lead to a grade reduction.
9. The final Clinical Practicum grade is not rounded off to the next whole number.
10. Grade appeals will be handled according to the College Grade Appeals Policy. (Refer to [Section IV.A.](#))

#### **F. Time Off**

3. Except in extreme cases, all absences due to illness must be reported **personally by the student, to the Program Director or Clinical Education Supervisor no later than within the first 30 minutes of scheduled clinical time for that day. Messages left on an answering machine are NOT acceptable.** When the Clinical Education Supervisor is not at work, the student must follow the alternate reporting procedure established by the CES.
4. **A medical statement from the student's attending physician is required for any medical leave of absence, indicating a cleared to return to clinical with no restrictions. This includes but is not limited to surgery, illness (more than three days), serious health conditions, and birth of a child.**

Documentation should be forwarded to the CEC and may be considered when computing grade reduction.

5. Each student has available **40 hours of personal time (PTO) each academic (not calendar) year in the program.** A balance of personal time cannot be credited toward future terms. Individual circumstances will be considered in the case of extended illness

or emergencies. Consult the University's Academic Calendar **and** the Program Director **prior to** scheduling vacations since academic and specific class schedules are subject to change.

6. Makeup time for 40.0 hours or less of personal time will not be required, nor will any penalty be assessed. Hours missed beyond the allotted 40 hours allowed should be made up. **It is the student's responsibility to know how many hours have been missed and to arrange a makeup schedule with the CES promptly.** If on the last day of clinic, no attempt was made to arrange makeup time, then time missed will be counted as unexcused and the more severe grade reduction will apply. Grade reductions will occur if you exceed the 40 hours of personal time allowed for each year. Required grade reduction and makeup will be determined as follows:

<i>Missed Hours (PTO)</i>	<i>Makeup Time</i>	<i>% Grade Reduction</i>
<b>PTO less than 40.0 hours</b>	Non-Necessary	No grade reduction
<b>Up to 4 hr. excess</b>	*Required - excess hours X 2	2.0 %
<b>Up to 8 hr. excess</b>	*Required - excess hours X 2	4.0 %
<b>Up to 16 hr. excess</b>	*Required – 16 hours	8.0 %
<b>Beyond 16 hrs. excess</b>	Meet with CEC & program director to determine viability in program	10.0 % (minimum)

\*Once the makeup schedule is established, the policies pertaining to absences will be in effect.

7. Make up time cannot be made up during scheduled didactic class time.
8. Students are considered tardy when they are not in the assigned area, ready to work, at the start of clinic time. Being present in the department is not sufficient nor should any "grace" period be permitted. Students should allow extra travel time as poor weather, traffic congestion, and construction will not change the fact that they are late. Calling to say "I will be late" is appreciated, but it will not excuse the tardiness. A student who does not sign in, according to procedure specified by the Clinical Education Supervisor, prior to the start of the clinic period is tardy regardless of whether or not the student was physically in the department or assigned area.
9. **No make up time will be allowed for UNEXCUSED absences. Specific examples of an unexcused absence include tardiness, not reporting absence within 30 minutes before, and absence for any other reason without prior approval by the Clinical Education Supervisor. Documentation will be required for any exception.**

**The Clinical Education Coordinator will subsequently reduce the final Clinical Practicum grade for such infractions in the following manner:**

<b>UNEXCUSED Time</b>	<b>Make-up Time</b>	<b>% Grade Reduction</b>
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Unexcused less than 15 minutes	None allowed	1% for each instance
Unexcused 3 hours or less	None allowed	2% for each instance
Unexcused day of clinic (3+ hrs.)	None allowed	5% for each instance

**10. EXCUSED TIME OFF: Students taking self-elected time off out of their 40-hour personal time bank must notify the Director or Clinical Education Coordinator with advanced notice at least 72 hours prior and receive approval. You should avoid scheduling vacations and appointments that conflict with clinic and class. This policy is in effect for both didactic and clinical courses.**

### **G. Dress Code at Clinical Sites**

The student's dress and grooming must be appropriate to the nature of the work being done and the patient care environment. Patients will judge the competence and professionalism of the personnel in part by their appearance. The way you dress will greatly affect your ability to establish a relationship of respect and mutual trust. Additionally, your personal appearance must be conducive to the comfort and safety of the patient and yourself. Your ability to respond quickly and safely to possible emergency situations requires making appropriate choices in clothing and footwear.

**The required dress code for Clinical Practicum allows the following options:**

- **Men and Women: Hunter green** “scrub” uniform, pants and shirts
- Solid color only, no prints

**In addition:**

1. Students must conform to the professional image/dress code policies of their assigned clinical sites.
2. WSU RTT embroidered patch is to be worn at left breast pocket level.
3. Clothes are to be neat, clean and pressed at all times.
4. 4. Shoes are to be neat and clean; no open-toed shoes are allowed. Socks or nylons are to be worn. **“Cros” or similar footwear may not be worn.**
5. Hair must be clean, neatly groomed and worn in a professional hairstyle. Hair longer than shoulder length must be fastened in some way so that it does not come in contact with patients or equipment.
6. Male students must be clean shaven; beards/mustaches must be neatly trimmed.
7. **No Fragrances** worn in clinic and Cosmetics should be **subtle and conservative.**
8. All jewelry must be conservative. Multiple rings and bracelets are not allowed. All jewelry must be free of sharp surfaces which could scratch a patient.
9. Nails must be clean and neatly trimmed; no artificial surfaces are allowed.

**Questions or requests for approval of dress code variations are to be directed to the Clinical Education Supervisor.**

Any student violating the dress code will be removed from clinic until corrections are made in his/her appearance. Time lost from clinic for this purpose will be considered **unexcused** absence.

## **H. Incident Reporting**

The student is required to report all unusual incidents for which he/she is partially or wholly responsible. Such incidents include technical, personal or patient-related concerns. For example: injury, potential injury, or serious conflict involving self and a patient or co-worker. The student shall promptly report the incident to the attending or supervising therapist and to the Clinical Education Supervisor.

## **I. Radiation Monitoring**

State laws require that all radiation workers be monitored for radiation exposure in the clinical setting. Each clinical facility will provide the student with a radiation-monitoring device, which is not to be removed from the premises. This radiation-monitoring device must be worn at all times while in the clinic and care must be taken to prevent damage to the device.

All standard radiation safety practices must be strictly adhered to for the safety of personnel and patients. A cumulative radiation exposure record is available to the student from the radiation safety officer of each clinical institution. Additionally, students are encouraged to review their exposure records monthly while at their clinical sites. The Clinical Education Supervisor at each clinical site will instruct students about the location where personnel exposure reports are posted by the radiation safety officer.

Program personnel will obtain student radiation dose data from each clinical site at the end of each semester. This data will be made available to students the next semester.

Radiation safety officers will communicate with the Program Director and the student in instances in which dose limits exceed 0.5 rem (5 mSv).

Also, refer to policies stated in [VII. Policies Applicable to a Pregnant Student](#).

## **J. Contact with Communicable Diseases**

Students may come into contact with patients who have communicable diseases, including hepatitis, smallpox, TB and AIDS. Students should be aware that patients may harbor communicable diseases which are undiagnosed and/or unsuspected. For the protection of patients, coworkers, and themselves, students will follow **Universal Precaution Procedures**.

**Universal Precaution Procedures** involves a system of infection control measures, which requires handling of all patients' moist body secretions as potentially infectious. **All patient secretions will be handled as potentially infectious regardless of a known or unknown medical diagnosis.** The Procedures involve the following:



1. **Hand hygiene** is the primary method of protection against infectious disease. Students shall wash their hands or utilize alcohol-based hand rubs after caring for each patient.
2. Gloves are to be worn when the **potential** exists for contact with any body secretions or excretions, such as saliva, blood, urine or feces.
3. Additional appropriate protective measures (gowns, eyewear, and masks) should be used if secretions may splatter.
4. Soiled materials require proper disposal.
5. Needles are not to be recapped; disposal must be in proper receptacles.

Students are expected to practice Universal Precaution Procedures at all times, as well as any additional infection control policies and procedures established at each clinical site. **Questions regarding Universal Precautions should be directed to the Clinical Education Supervisor.** If a student suspects exposure to any communicable disease, he/she must immediately notify the Clinical Education Supervisor to ensure that appropriate medical attention is obtained. (Also refer to Section IX)

Students are expected to participate in all treatment activities as assigned. Therefore, if a student declines to engage in appropriate direct or indirect contact with a patient known to be infected with a communicable disease, he/she will not be fulfilling all clinical requirements. However, exceptions may apply to pregnant students. If a student has a concern regarding contact with such patients, he/she should discuss the matter with the Clinical Education Supervisor at that clinical site.

### **K. Tuberculosis Test**

The student is required to have a tuberculosis IGRA blood test each professional year.

### **L. Flu Shot**

The student is required to have a Flu shot prior to the start of each professional year.

### **M. Parking at Clinical Facilities**

Most clinical sites offer student parking free or at a nominal charge. The student may be required to pay a deposit for a parking card at an assigned clinical facility; deposits are fully or partially refundable when the card is returned. At some clinical sites, students may need to make alternate parking arrangements.

### **N. Cell Phone Usage**

Cell phones may not be used at the clinical sites. **Students may not bring cell phones into patient care areas.** The use of cell phones disrupts the learning process and interferes with

patient care. The students' first priority while in clinic must be the patients. Students may only use cell phones outside the radiation oncology department and then, only in accordance with the policies of the clinical affiliate.

### **O. Personal Phone Calls**

The student is expected to limit incoming and outgoing personal phone calls to an absolute minimum while in the clinic. Such phone calls disrupt concentration on patient care and can have serious implications toward patient safety. Department personnel are instructed to take a message for the student receiving an incoming personal call.

### **P. Identification Badges**

Identification badges may be provided for the student by the individual radiation oncology departments to authorize your presence at the respective clinical facility. Any unauthorized use of identification badges is strictly prohibited as defined by the Clinical Education Supervisor. Return of badges may be required at the end of the rotation.

## **VII. POLICIES APPLICABLE TO A PREGNANT STUDENT**

*Revised 10/16/07*

The Program is committed to working with all students to facilitate completion of program requirements in a timely manner. The Program has a record of working with pregnant students to enable them to complete didactic courses, clinical rotations and clinical competency requirements with minimal disruption of planned schedules. Pregnant students must be aware that the Program will ensure equitable didactic and clinical experiences during pregnancy. Moreover, pregnant students have the option to continue in the program without modification.

### **A. NRC Regulations Pertaining to Clinical Practicum**

Program accreditation requires that the program's policy for pregnant students is in compliance with current Nuclear Regulatory Commission (NRC) regulations. According to 1-CFR 20.1003, a "declared pregnant woman" is one who has "voluntarily informed the licensee, in writing, of her pregnancy and the estimated date of conception". The "licensee" is the clinical facility that holds the NRC license to use a reactor-produced radioactive material; in the context of our program, the licensee is the site of a student's clinical education. Furthermore, 1-CFR 20.1003 states, "the declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant".

While according to the NRC, a pregnant student is not required to declare her pregnancy, the student who wishes to do so should complete the form in Appendix B and submit it to the Radiation Safety Officer at the clinical site where she is currently assigned. At that time, the Radiation Safety Officer will then institute the necessary procedures to ensure compliance with 1-CFR 20.1208, namely, that "the licensee shall ensure that the dose equivalent to the embryo/fetus during the entire pregnancy due to the occupational exposure of a declared

pregnant woman, does not exceed 0.5 rem (5 mSv)". As stated above, the declared pregnant woman must provide an estimated conception date; this information enables the Radiation Safety Officer to estimate the dose to the embryo/fetus that was likely received prior to declaration.

If the declared pregnant student completes her clinical practicum at multiple clinical facilities, she must declare her pregnancy at each site to ensure continuous, coordinated, monthly exposure monitoring to herself and her embryo/fetus through out the period of pregnancy.

The Program supports a woman's right to privacy and is committed to ensuring compliance with NRC regulations. However, the Program strongly urges the pregnant student to formally declare herself as pregnant so she and the embryo/fetus will benefit from additional radiation safety education and heightened radiation safety practices. Note that discussion alone with a Radiation Safety Officer or supervisor does not constitute declaration of pregnancy; only a signed, formal statement to that effect will suffice.

A pregnant student is not required to declare her pregnancy. If a student chooses not to declare pregnancy, she will have the option to continue in the program without modification. Additionally, a declared pregnant student also has the right to continue in the program without modification.

For the general purpose of educating all female students in the program, the following policies/practices will apply for the declared pregnant student with respect to her clinical practicum experiences involving possible radiation exposure:

**General Statement:**

The Program urges that **high safety standards be maintained by a declared pregnant student for her welfare and that of the embryo/fetus**. The Program is committed to working with a pregnant student to make every effort to allow her to complete course requirements as originally scheduled. As her wellness permits, a declared pregnant student shall continue her course work in the professional program as usual, with the exception of compliance with special restrictions and/or requirements listed below.

Hereafter in Section VII, the term "pregnant student" shall refer to a declared pregnant student as defined above.

**Clinical Practicum:**

A pregnant student shall continue her clinical education subject to her complete cooperation and adherence to the following criteria and/or additional criteria as determined by the Radiation Safety Officer of the clinical affiliate institution, and based on individual circumstances:

1. The Radiation Safety Officer will:
  - a. follows special monitoring and/or reporting procedures necessary to ensure proper radiation precautions,

- b. places special significance upon the student's personnel exposure readings, and
  - c. reviews with the student the potential and relative hazards of radiation.
2. The Clinical Education Supervisor will then meet with the student for an additional review of radiation safety procedures applicable to the student's specific clinical assignments.

The Program Director and the Clinical Education Coordinator will be informed by the Clinical Education Supervisor of the student's declared pregnancy and planned precautions.

3. A pregnant student shall wear her assigned personnel exposure monitor near her pelvic region.
4. A pregnant student is not permitted to handle or be present during the loading or insertion of radioactive materials, nor be present during HDR procedures.
5. A pregnant student is not permitted to handle, or work in the close vicinity of, patients who are receiving interstitial or intracavitary treatments utilizing radium, iridium-192, cesium-137, etc.
6. A pregnant student will not be assigned any activities that are required to occur in a cobalt-60 treatment room. In the event a pregnant student must demonstrate a total body irradiation (TBI) clinical competency requirement, the student may simulate that procedure utilizing another treatment unit.
7. A pregnant student must stand behind appropriate shielding during radiographic procedures, including those which involve fluoroscopy. Survey rotations in diagnostic and/or nuclear medicine may require further precautions.
8. A pregnant student may not hold patients during x-ray procedures under any circumstances.
9. A pregnant student is advised to use good judgment in lifting patients or heavy equipment.
10. The Radiation Safety Officer is allowed to set additional limits on the student's activities. Neither the Clinical Education Supervisor nor the Clinical Instructor shall require the pregnant student to perform any duties specifically indicated as potentially hazardous or in violation of any of the criteria of this policy unless specifically exempted by the Radiation Safety Officer and with notification to the Clinical Education Coordinator.

11. For the safety of the fetus, any violation of the criteria of this policy, or any occurrence which may prove to have caused exceptional radiation exposure to the pregnant student must be reported by the student herself or the Clinical Education Supervisor to the Radiation Safety Officer within one working day by phone and in writing.

Alterations in the Clinical Practicum assignment requirements or grading criteria may occur based on the nature of the assignment for the semesters affected. Such necessary changes will be determined by the Clinical Education Supervisor and/or Clinical Education Coordinator.

Clinical time off for associated illness, delivery and subsequent recovery must be made up before the student's final grade can be issued for that term. (A grade of "Incomplete" may need to be issued until requirements are complete.) Such time off may require an adjustment of the student's clinical area rotations and may preclude a balanced clinical experience. The schedules and rotations will be planned by the Clinical Education Supervisor and/or Clinical Education Coordinator. Schedule changes could, under certain circumstances, result in a lengthening of the professional program beyond the usual two year period. A written statement from her physician will be required prior to resumption of general clinical activities.

**While every effort is made to anticipate possible risks, a pregnant student should discuss with her physician and/or Clinical Education Supervisor any concerns regarding conditions that may be potentially harmful to herself or the embryo/fetus.**

*Refer to [Appendix B](#) for a sample form used to declare pregnancy.*

## **B. Materials Handling**

The Program is committed to working with all students to facilitate completion of program requirements in a timely manner. The Program has a record of working with pregnant students to enable them to complete didactic courses, clinical rotations and clinical competency requirements with minimal disruption of planned schedules. Pregnant students must be aware that the Program will ensure equitable didactic and clinical experiences during pregnancy. Moreover, pregnant students have the option to continue in the program without modification.

The Program supports a woman's right to privacy and to determine if she wishes to declare her pregnancy with respect to materials handling required in the manufacture of radiation therapy shielding devices containing lead or the use of the finished shielding devices when delivering radiation therapy treatments. In order to make an informed decision the pregnant student is advised to consider the following excerpt from the MIOSHA Standard for Lead regarding the possible effects of high exposure levels to lead, both to herself and to the fetus or child.

*The course of pregnancy may be adversely affected by exposure to lead since lead crosses the placental barrier and poses risks to developing fetuses. Children born of parents either one of whom were exposed to excess lead are more likely to have birth defects, mental retardation, behavioral disorders or die during the first year of childhood.*

For additional information, refer to Occupational Health Guide for Lead:

[www.michigan.gov/documents/cis\\_wsh\\_cet5050\\_90143\\_7.doc](http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc)

While it is unlikely that high exposure levels to lead will occur in the processes required for the manufacture of radiation therapy shielding devices, low levels of exposure to lead will occur.

Therefore, the Program **strongly urges** the pregnant student to formally declare herself as pregnant so that she and the embryo/fetus or child may benefit from additional safety practices. The report of the declared pregnancy for the purpose of materials handling only is to be made directly to the Program Director immediately when the student becomes aware of her pregnancy and when she is prepared to declare her pregnancy for this purpose. (**Note that this declaration is separate from the declaration for VII.A. Clinical Practicum**). The Program Director will then notify faculty and staff as appropriate.

**The declared pregnant student or student who is nursing will be encouraged to follow the requirements and recommendations listed below for mould room activities in Clinical Practicum.**

1. The student is to refrain from being present for, or personally engaging in, the following activities:
  - a. handling of molten cerrobend or other alloy, in both the pouring and cooling stages.
  - b. cutting of styrofoam moulds with a hot wire cutter.
  - c. production of alpha cradles; and
  - d. handling and fabrication of bolus materials.
2. The student is to refrain from handling sheets of lead used to construct low energy shielding, and to avoid exposure to the filing and sanding of any metal. The student's presence near the activity is allowed, provided all cutting is done mechanically with a minimum production of particulate matter.
3. The student is permitted to handle solid cerrobend blocks, mounted or unmounted, without any protective device. However, the student may consider the optional use of latex gloves during these activities; such gloves will be provided at no expense to the student.
4. Regardless of the student's use of latex gloves, she is required to frequently wash her hands following the handling of solid cerrobend blocks and prior to eating, drinking, smoking or hand contact with her face or hair.

***In general, the above safety considerations seek to prevent the possible ingestion of particulate metal or the inhalation of noxious gases from the referenced materials.***

For Clinical Practicum, pregnant students have the option to continue in the program without modification. However, the Program encourages a pregnant student to seriously consider modification for her own protection and that of her fetus/infant. In the event a student elects' modifications, mould room activities will be deferred to a later date to which will be arranged with the student. This may result in a grade of "Incomplete" until the respective course requirements and/or competencies are completed. In an extreme case, the professional program itself may be lengthened beyond the usual two-year period until competencies are completed.

*Faculty and clinical staff are available for consultation with the student before and after any declaration of pregnancy for either "VII.A. or VII.B." Students are strongly urged to discuss potential health hazards with their physicians.*

## VIII. INTERPERSONAL RELATIONSHIPS IN THE CLINICAL DEPARTMENTS

**Radiation Oncologist** - The Radiation Oncologist is a physician who has specialized in the utilization of radiation for the care of cancer patients. It is the radiation oncologist who is ultimately responsible for the care of the patient undergoing treatments. It is the responsibility of the student and graduate radiation therapists to carry out his/her directions carefully and to assist in the general care of the patient.

**Chief (Lead) Radiation Therapist** - The Chief Radiation Therapist has considerable experience and is responsible for seeing that the procedures and activities in the department are accomplished efficiently and, in the patient's, best interest. All students must comply with department policies and directives and should strive to aid in the efficiency of the department.

**Clinical Education Supervisor** - A Clinical Education Supervisor (CES) is designated at each of the affiliated hospitals. The supervisor is responsible for the orientation, area rotation scheduling, attendance, and the performance evaluation process. The Supervisor is a member of the Radiation Therapy Advisory Committee.

**Clinical Education Coordinator** - The Clinical Education Coordinator (CEC) is responsible for the overall coordination and quality of the clinical education process. The Supervisors work with the Coordinator to develop policies and make decisions regarding current matters of concern. In the absence of the Coordinator, such responsibilities are handled by the Program Director.

**Clinical Instructors** - The students will be assigned to work with staff radiation therapists, dosimetrists, nurses, and other professionals in the department. They will act as clinical instructors in addition to their specific role in the department. The student shall perform assigned tasks to the best of his/her ability according to the instructions received. These instructors will evaluate the student on a regular basis.

**Other Department Staff** - Students will also be in contact with other professionals, administrators, and clerical/auxiliary staff. All these persons are vital to the quality and efficiency of a department. Students shall cooperate with them at all times on all matters.

**Patients** - The patients are the focus of all department and educational activities. They deserve the highest respect and consideration at all times. The student shall maintain a warm, friendly approach toward patients. Address the patient using his/her formal name unless the patient requests a more informal address. Strive to provide them with personalized care.

When the student has sufficient knowledge of the procedure to be done, he/she may explain the procedure, answering questions as appropriate. Refer questions regarding the medical condition of the patient to the radiation oncologist. Do not attempt to handle questions if you are unsure of the answer or if the question should appropriately be handled by some other person. Politely refer them to the appropriate member of the staff.

Patients who are children, aged, unconscious, or mentally disabled will require special handling in order to provide for their physical safety. Anticipate your needs in handling them and always secure enough personnel when attempting to move them or initiating a procedure.

## **IX. STUDENT RESPONSIBILITIES**

### **A. General**

The statement of "Students Rights and Responsibilities" may be found in the Wayne State University Undergraduate Bulletin ([www.bulletins.wayne.edu](http://www.bulletins.wayne.edu)) and at the Board of Governors website. [http://bog.wayne.edu/code/2\\_31\\_01.php](http://bog.wayne.edu/code/2_31_01.php)  
Also refer to "III.A. Obligations of Faculty and Students to the Instructional Process".

### **B. Student/Faculty Meetings**

Student/faculty meetings are held at least once per semester for the purpose of reviewing clinical syllabi, announcements and general discussion. This meeting is meant as a time for free exchange of ideas and concerns. Attendance is mandatory. A student is relieved of clinical responsibilities if the meeting must be scheduled during clinical time. Meetings will be announced via WSU email.

### **C. WSU E-mail**

Wayne State provides a WSU e-mail address for all admitted students, faculty and staff. Program faculty will frequently e-mail students (regarding course or scheduling changes, project reminders, course grades, etc.) using only the WSU e-mail system. Students are expected to regularly check their WSU e-mail. More information about WSU e-mail is available at: <http://computing.wayne.edu/email/>

### **D. Program Schedules**



Students are to consult the University Academic Calendar, Program Calendars and Program Director before scheduling self-elected time-off for any reason. ([Academic and registration calendar - Office of the Registrar - Wayne State University](#))

Requests for time-off are to be emailed to the Program Director, Clinical Education Coordinator and individual course instructors(s).

### **E. Class Attendance**

**A student is expected to attend all scheduled classes.** No other family or friends are permitted to accompany the student to classes or clinic.

If it is **necessary** to miss a class, **it is the responsibility of the student to contact the instructor prior to class and explain the reason for anticipated absence.** *If the instructor cannot be reached after reasonable attempts, contact the Program to report your absence.* Even with an excused absence, **the student is responsible for the content presented.** If a quiz or exam is to be given on that day, the instructor will determine whether a make-up exam will be allowed.

The classes in some rooms are very tightly scheduled. This necessitates that classes start and end on time. Please be courteous to your instructor and fellow classmates and be on time.

### **F. Classrooms**

Eating is not allowed in class unless permission is obtained from the instructor. Classroom areas should be left in order and ready for use by the next class. Courtesy and consideration for others is expected.

### **G. Cell phones**

Students are required to turn off cell phones while in class. The use of cell phones in class is disruptive to classroom activities and is discourteous to the instructor and fellow classmates.

### **H. Background Checks**

The college requires students to have criminal background checks. <https://cphs.wayne.edu/students/background-screening-policy.php>. Students are responsible for the cost. **Refer to appendix D for information and instructions.**

### **I. Professional Liability Insurance**

Each student is required to have professional liability insurance during the entire length of the professional program. Neither the clinical affiliates, nor Wayne State University, assume liability for student actions while participating in Clinical Practicum. For your information, this insurance policy provides coverage only in your student capacity, and not for any possible employment status. Students will be informed of the premium cost and due dates when the information is available. (Also refer to "Section IX.N.")

## **J. Health Insurance**

Students are expected to have health care insurance at all times while enrolled in the program. A health insurance plan is available for international students through Wayne State University for a nominal premium. Information may be obtained by phoning 313-577-0724.

Keep in mind that, at any given time, a person may have to deal with a medical problem or injury, resulting in unanticipated and burdensome health care expenses. Additionally, though such instances are rare, a student might incur an injury or illness arising out of participation in the program. Fees for health care associated with a program-related injury or illness may be the responsibility of the student. Therefore, the Program strongly recommends that all students have at least limited health insurance coverage through a family or individual plan.

## **K. Reporting of Communicable Diseases**

Upon diagnosis, students are required to report any communicable disease to his/her Clinical Education Supervisor and the Program Director. If the infectious disease requires confinement at home, the affected student may be allowed to make-up the clinical practicum hours; exams and assignment due dates will be rescheduled as necessary. A physician's authorization to return to normal academic/clinical activities will be required.

## **L. Potential Laboratory Risks**

### **General**

To acquire certain skills, various laboratory tasks will need to be performed as a regular part of several classes. Potential hazards, though minimal, do exist during the performance of these tasks. The student, in consideration for participation in these required courses, assumes whatever element of risk that may be involved.

A pregnant student is encouraged to declare her pregnancy and notify the course instructor and Clinical Education Supervisor if she desires modification in coursework requirements. (Also refer to "VII. Policies Applicable to a Declared Pregnant Student".)

### **Design and Construction of Treatment Accessories**

1. Protective gloves are available and recommended for student use when constructing cerrobend blocks. Open-toed shoes are not permitted; the wearing of shorts is discouraged.
2. All procedures involving molten cerrobend alloy will be conducted under a fume hood.
3. The sawing, filing or sanding of cerrobend blocks is prohibited.

4. Smoking, the consumption of food and drinks, and the application of cosmetics are prohibited in the laboratory areas.
5. Hand washing is required before leaving the laboratory area for class breaks, and at the end of the laboratory period. Additionally, students are required to wash their hands before eating, drinking, smoking, or putting their hands in contact with their face or hair.
6. Safety goggles must be worn when using the drill press.
7. When preparing radiation shielding devices, the student will be aware of the following safety concerns.
  - a. When handling, cutting, or filing cerrobend or lead, care must be taken to prevent cuts from sharp edges.
  - b. Cerrobend or lead scraps or filings must be disposed of immediately after completing a object.
3. All high temperature heating processes involving lead are to be avoided.

**Failure by any student to comply with safety standards may result in a reduction of the final course grade or dismissal from the laboratory. Safety policies are subject to change with notice.**

### **M. Emergency Medical Care Provisions**

In the event a student develops a serious medical condition or incurs an injury requiring **emergency** care while participating in campus classes or clinical practicum, the student should seek medical care according to the following guidelines:

#### **Procedure**

The student should notify the instructor or CES when such circumstances occur to assist in determining the appropriate response. If possible, a physician or nurse on site (in radiation oncology) should assess the severity of the student's injury/illness, provide temporary care if possible, and make a general recommendation as to the urgency of care needed. Such an assessment should be considered a "courtesy" to the student and cannot be considered a definitive medical evaluation.

The student's health insurance plan may restrict where emergent and non-emergent care can be given to be covered under his/her policy. Therefore, **it is the student who must choose the institution and/or physician for provision of necessary care**, as long as the student appears generally competent to make the decision as deemed by the on-site physician, nurse or CES. The CES should encourage and uphold the student's right to choose provided exercising such a right is not likely to endanger the student's health or safety because of delayed medical care or other factors (e.g. permitting unsafe transport).

## Facilities Available for Emergency Care

While at a Clinical Site: Each hospital has the facilities to provide on-site emergency services.

While on the WSU Campus: WSU Public Safety (577-2222) should be notified when a student requires medical care. Depending upon the urgency of the problem, an officer may transport the student to Detroit Receiving Hospital for emergency or clinic care, or EMS may be called for transport of the student to a designated hospital.

## Financial Responsibility

*The student may be responsible for any charges for care provided at any of these institutions.* Wayne State University is **not** responsible for any charges incurred.

## **N. Policy Regarding Student Employment at Clinical Radiation Oncology Facilities**

Wayne State University does not assume responsibility for the actions of a student functioning as a professional-level employee in a radiation oncology department. Professional-level employment is defined as any position which requires the employee to participate in treatment planning/delivery activities (including block fabrication), whether acting alone or with supervision.

The student seeking such employment is required to report this impending employment to the Clinical Education Coordinator **prior to acceptance** of the employment position. A meeting will be held during which the various implications, responsibilities and liabilities of employment will be discussed for the protection of the student. The student will be required to sign a statement indicating that he/she understands the above concerns and liability statement.

This Program policy exists for the protection of the student and is not intended to limit the student's employment opportunities. Students should realize that, due to their **incomplete professional education**, it may be difficult for them to detect a treatment error in some critical instances. For this reason, students are **strongly discouraged from placing themselves in a position of being solely responsible for the delivery of a radiation treatment**. Thus, the student, as a prospective employee, should clearly outline with his/her potential clinical supervisor what **specific work responsibilities** and **level of supervision** would apply to the employment classification.

Under no circumstances will extracurricular professional employment substitute for clinical education requirements and will **not** be covered under the Professional Liability Insurance policy obtained through the University for student-related clinical practicum. Additionally, students are responsible for maintaining **separate radiation badges** for clinical education and contingent employment *even if the same institution is involved*.

Refer to [Appendix A](#) for the statement requiring signature.

## **X. DECISION REVIEW PROCESS/GRIEVANCE POLICY**

If a student wishes to discuss a decision or action, other than a grade appeal, made by a faculty member of the Radiation Therapy Technology Program, he/she must do so according to the following procedures:

### **University Site**

The student is to meet with the respective faculty member to discuss the matter of concern and seek a resolution. Should the student wish to contest the decision at the faculty level, the student is to request, in writing and within (7) seven calendar days of the faculty member's decision, a review of the contested decision by the Program Director.

The official Program Number 0854 should be listed along with the name of the program and the name of the sponsoring institution clearly visible on the top of the complaint/form.

- The complaint should clearly state which standard is believed to be in violation.
- A description of the event(s) violating the standard should also be included.
- The name of the student(s) should be typed or printed and signed.

Should the student find the response unacceptable, he/she has three (3) working days to resubmit the complaint with additional documentation demonstrating the non-compliance. This will be forwarded to the remaining program officials.

A meeting of an ad hoc resolution committee will be scheduled including the following members of the Advisory Committee: Program Director, Clinical Coordinator, Clinical Education Supervisor, Clinical Supervisor and may include faculty from other healthcare programs within the college. The committee will convene and review the complaint. If no additional investigation is necessary, a final resolution will be drafted and given to the student(s) and the committee members. Should additional investigation be necessary, it shall be done within two (2) weeks of the meeting.

If the student is still not satisfied, the complaint may be sent to the Department Chair of Health Sciences and to the Dean of the College of Pharmacy and Health Sciences, respectively within one (1) week of receiving the determination of the program. A final resolution will be written within (2) weeks. A copy will also be forwarded to the JRCERT

### **Clinical Site**

If the student chooses to contest a decision of the Clinical Education Supervisor, the student is to request review of this decision by the Clinical Education Coordinator. Should the student wish to contest the decision at the Clinical Education Coordinator level, the student is to request review of the Coordinator's decision by the Program Director. At each level of review, the student is to request such a review:

1. within (7) seven calendar days of the last decision, and
2. through discussion with and written correspondence to the above-mentioned persons respectively.

The Program Director may choose to involve a Program committee in an advisory capacity in the resolution of a dispute involving either site. If the student wishes higher level reviews, he/she should direct such a request to the Department Chair of Health Sciences, and to the Dean of the College of Pharmacy and Health Sciences, respectively.

## **XI. GENERAL POLICIES & INFORMATION**

### **A. Release of Student Records/Information**

The University is required to comply with the standards of The Family Educational Rights and Privacy Act of 1974 (FERPA), often called the Buckley Amendment. The essence of two major standards indicate:

1. 1. Students, on reaching age 18 or attending an institution beyond the high school level (referred to as eligible students), must be allowed to look at their own college records, but their parents may not.
2. 2. Colleges may not release information about students or let anyone else look at their records unless the eligible student has given written consent.

Therefore, the Program will not disclose personally identifiable information from a student record, or disclose the record itself, to anyone unless the eligible student has given written consent to the disclosure. Disclosure forms are available to students and graduates upon request.

More information regarding FERPA can be found on the U.S. Department of Education's website: <http://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

### **B. Class Schedule**

Classes are usually held between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday, according to the distributed schedule for the respective term. Early evening classes are scheduled as needed. Additionally, the schedule for specific class periods in a course may be altered to accommodate special needs/circumstances. In such cases, students are given as much advance notice of the changes as possible.

During weeks two through four in the junior year, Clinical Practicum Orientation is held during late afternoon and early evening hours in lieu of the regularly scheduled clinical practicum times. The specific schedule is distributed to the students before or during the College & Program Orientation, held just prior to the start of the fall term.

### **C. Faculty Office Hours**

Faculty are available to assist students during their office hours for a respective course or by appointment. Office hours are designated on the course syllabus.

#### **D. Exam Policies**

The instructor of each RT course has the option to: (a) return a graded exam/quiz to the student, or (b) retain the exam but allow the student an opportunity to review the graded exam/quiz. Past exams/quizzes may be examined at anytime during the semester provided that faculty or staff are present in the department. Exams may not be duplicated by any means. Class assignments are typically returned to the student after grading.

#### **E. Final Exam Week Activities**

Any student desiring tutoring should make an advance appointment with the faculty member.

#### **F. Availability of Course Grades**

Final exam and/or course grades will be available (posted on Academica) as soon as possible after Final Exam Week. (In most cases, the instructor will announce when grades will be available.) No final exam or course grades will be issued to a student by phone unless there is prior arrangement with the faculty member. Cooperation on this issue and "XII.E." above will help make this busy week as efficient as possible for all concerned.

#### **G. Libraries and Learning Resource Center**

To conduct extensive research or to consult primary sources students should access the University Libraries. The Shiffman Medical Library (577-1088), in the Mazurek Medical Education Commons (320 E. Canfield) is the major medical information resource in the metropolitan Detroit area. The Adamany Undergraduate Library (577-5121), Purdy-Kresge Library (577-4043) and Detroit Public Library (833-1000), 5201 Woodward, also may be helpful. While the Science and Engineering Library on the WSU main campus is permanently closed, the book collection can be accessed via the "Get It!" button in the University's catalog and electronic document delivery service.

The Eugene Applebaum College of Pharmacy and Health Sciences has a Learning Resource Center (LRC) located in the lower level across from the Commons area. The LRC consists of an open library area, computer lab, and small study rooms. Study rooms may be booked with the LRC Coordinator.

Library books from all the University's libraries can be delivered to the LRC upon request using the "Get It!" button.

#### **H. Course Materials Fee**

A course materials fee is assessed for registration in certain courses in which a relatively large portion of instructional costs is due to the necessary use of consumable resources. Upon registration for such a course, the course materials fee is automatically included in your tuition and fee balance due. The *Schedule of Classes* for each term lists the courses with fees.

### **I. Books**

Students may find the names of the required textbooks on the Wayne State University official bookstore website. Students may purchase their books from any resource they choose, making sure to obtain the edition and packages required by the instructors.

### **J. Campus Safety**

WSU recognizes that crime is an unfortunate reality in society. The University strives for a safe, healthy environment for learning and social development on all areas of its campus. The Wayne State University Police Department provides many security services to the University and its students and employees. More information is available at the website: [www.police.wayne.edu](http://www.police.wayne.edu)

However, security vigilance is everyone's responsibility. Student are discouraged from bringing large sums of money or other valuables to campus. Billfolds, purses and other valuables should not be left unattended while in the buildings or readily visible from outside a vehicle. Students should take notice of and avoid persons who do not appear to have legitimate business in the area. Suspicious persons or crimes should be reported IMMEDIATELY to a nearby staff/faculty member or directly to the WSU Police Department (WSUPD) (577-2222, 7-2222 - campus phone). The latter number is marked at all emergency phone locations (designated by purple light). Placing an emergency call to "911" may result in a delay in emergency response as Detroit Police Department, Detroit Fire Department and EMS responders are not intimately familiar with the campus to the extend that WSUPD officers are.

Additionally, WSU Police Department recommends students and faculty pre-program the WSUPD Emergency number into their cell phones and to always carry their cell phones on their person, as a cell phone can be invaluable in quickly obtaining emergency services.

**In the event of any security problems or accident ON OR NEAR campus, call the WSUPD Emergency number immediately.** The WSU Police Officers are fully trained and commissioned by the City of Detroit as police officers. They record problems within WSU and report them to Detroit's 13th police precinct or other security agencies as indicated. Their purpose is to serve our safety needs. Therefore, **do not hesitate to call them upon need or suspicion.** Please also keep the Program informed of any actual or suspected incidents.

Public Safety also provides assistance to students and employees who have locked themselves out of their cars. You may call the above number for assistance. Keep in mind that reports dealing with crimes and true emergencies are given priority over "lock-out" problems.

### **K. WSU Broadcast Messaging Service**



The Wayne State University Broadcast Messaging Service delivers emergency notifications and other significant university messages to WSU students, faculty and staff, via computer and cell phone. The WSU Broadcast Messaging Service is maintained and supported by WSU's division of Computing and Information Technology. Emergency notifications are sent by the WSU Police Department. WSU does not charge a fee to register a cell phone number or to send text messages, however, per-message fees from the student's cellular provider may apply.

Students may learn more and sign up for this service by visiting the WSU Computing and Information Technology department website: <https://tech.wayne.edu/kb/communication-collaboration/mass-messaging-tools/266629>

### **L. Photocopiers and Computers**

There are photocopying machines available for student use in the Learning Resource Center. Students must use their One Card to make copies; the card can be obtained at the One Card/Parking Service Center in the Welcome Center, 42 W. Warren Ave, Suite 237.

**The Program photocopying machine is NOT available for student use.** There is also a computer lab in the Learning Resource Center. Students have access to computers and printers there, as well as in University libraries on main campus.

### **M. Bad Weather Class Cancellation Procedure**

Wayne State University closure information is communicated through the local media, the Wayne State University website and can be obtained by calling the following number:

WSU's Newslines (recording) - (313) 577-5345

Additionally, students who have registered for the WSU Broadcast Messaging Service will receive notification of University closure according to their set preferences.

If WSU is closed, students are not required to report to clinic. On the other hand, cancellation of clinic attendance by an individual Clinical Education Supervisor does NOT indicate class closure. In the event of WSU or clinic cancellation, full clinical attendance will be granted to the student for the period affected.

### **N. Bereavement Policy**

1. A student will receive up to three (3) consecutive days off for the funeral of a close relative. Two (2) additional days may be provided if the funeral site is equal to, or exceeds, 300 miles from the student's residence and the student attends the funeral. For the purpose of this policy, a close relative is defined as follows:

Student's Spouse  
Student's Child  
Student's Father  
Student's Mother

Student's Legal Guardian  
Student's Spouse's Father  
Student's Spouse's Mother  
Student's Spouse's Brother

Student's Brother  
Student's Sister  
Student's Parents  
Student's Step Child

Student's Spouse's Sister  
Student's Spouse's  
Grandparents  
Student's Grandchild  
Student's Step Parent

2. The student is required to promptly notify a program official of a need for time off so the appropriate persons can be notified. Extension of specific assignment deadlines or a change of exam date will be considered by the course instructor(s) when possible.
3. The program director may require proof of funeral attendance, relationship to the deceased person, and/or the death of the close relative. Any missed clinical hours may be considered as unexcused until such proof is provided.
3. A student may be granted additional time off for special circumstances. Contact a program official for any special needs.
4. A student may be granted time off to attend the funeral of someone other than a close relative. Contact the Program Director to make this request prior to the funeral.
5. A student who falsifies information in order to receive bereavement time will be subject to disciplinary action.

### **O. Holidays and University Closure**

The following holidays are observed by Wayne State University for all faculty, staff and students:

- Independence Day
- Christmas Day
- Labor Day
- New Year's Day
- Thanksgiving Day & day before/after
- Martin Luther King Day
- Memorial Day

Additionally, the University is closed from December 25 through January 1; only very limited University services are available during this period (e.g. Public Safety).

### **P. Religious Holidays**

WSU wishes to respect the faith and religious obligations of all students. However, because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. It is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to **notify the Program Director and**

**course instructors well in advance (at least one week)** so that mutually agreeable alternatives may be worked out. The student remains responsible for the class or clinic content covered during the absence.

### **Q. JRCERT Contact Information/Policy**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) requires that the program notify students of our policy for resolution of complaints regarding allegations of non-compliance with the JRCERT Standards. The program maintains JRCERT accreditation by meeting established qualifications and educational standards set forth in the **Standards for an Accredited Educational Program in Radiation Therapy**. A copy of this document is available at the JRCERT website: <https://www.jrcert.org/jrcert-standards/>

Any individual may contact the JRCERT regarding complaints of non-compliance with the **Standards**. The JRCERT states it “cannot advocate on behalf of any one student. An investigation into allegations of non-compliance addresses only the program’s compliance with accreditation standards and will not affect the status of any individual student. The JRCERT takes seriously and follows up appropriately any allegation that an accredited program is not maintaining compliance with its accreditation standards.”

The JRCERT does not divulge the identity of any complainant(s) unless required to do so through legal process.

The JRCERT requires an individual, before submitting allegations, to first attempt to resolve the complaint directly with the program/institution officials by following the due process provided by the institution. If the individual is unable to resolve the complaint with the institution, he/she may submit allegation of non-compliance to the JRCERT:

Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Dr., Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
[mail@jrcert.org](mailto:mail@jrcert.org)

Further information about reporting allegations may be found at: <https://www.jrcert.org/public-responsibility-policies/complaints-regarding-accredited-programs/>

## **XII. STUDENT ORGANIZATION**

The Radiation Therapy Technology Student Activities Organization is the official student organization within the program. The purpose of this organization is to promote communication between the students and faculty, foster a high professional attitude among the students, and serve as a vehicle for communication with other disciplines in the Eugene Applebaum College of Pharmacy and Health Sciences and the rest of the campus.

The senior Class President is responsible for completing the necessary forms each term to maintain continuous recognition of the student organization within the University. Such status permits the students the use of specific facilities of the College and the opportunity to apply for special funds to support student activities.

### **XIII. PROFESSIONAL ORGANIZATIONS**

#### **A. Program Accreditation**

The program in radiation therapy technology at Wayne State University is accredited by:  
The Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
(312)704-5300

The program has met the requirements necessary to achieve the maximum of an eight-year accreditation granted by the above organization.

#### **B. Professional Memberships**

Students are encouraged to acquire membership in the following organizations:

##### **American Society of Radiologic Technologists (ASRT)**

The ASRT is our national organization whose main functions are to improve and advance the practice, educational standards, and the professional status of all the disciplines of radiology. The student member receives *RADIOLOGIC TECHNOLOGY*, the bi-monthly society journal, *RADIATION THERAPIST*, a semi-annual publication specifically for therapists, and *ASRT Scanner*, a regularly published newsletter. The student membership fee is \$30.00 per year. More information is available on ASRT's website: [www.asrt.org](http://www.asrt.org).

##### **Michigan Society of Radiologic Technologists (MSRT)**

This organization serves the educational needs of persons in all the radiologic disciplines throughout the state. The current student membership fee is \$10.00 a year. Membership is strongly recommended for junior students and required for senior students.

**More information about MSRT is available on the website: <https://www.msrt.org/> .**

## IMPORTANT NAMES, ADDRESS AND PHONE NUMBERS

### **FACULTY AND STAFF**

Jeannetta M. Greer, M.S., R.T.(T)  
Program Director  
[ae0814@wayne.edu](mailto:ae0814@wayne.edu)  
(313) 577-5710

Alisa Kagen, M.S.A. B.S.R.T.(T)  
Assistant Professor – Clinical  
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(313) 577-5711

### **MAILING ADDRESS**

Wayne State University  
Eugene Applebaum College of Pharmacy and Health Sciences  
Radiation Therapy Technology  
259 Mack Ave  
Detroit, Michigan 48201

Phone: (313) 577-5711 FAX: 577-0908

### **MEDICAL ADVISOR**

Harold Kim, M.D.

Karmanos Cancer Institute  
Gershenson Radiation Oncology Center  
4100 John R  
Detroit, Michigan 48201

### **CLINICAL EDUCATION COORDINATOR**

Kurt Frederick, B.S., R.T.(T)  
[am5450@wayne.edu](mailto:am5450@wayne.edu)

Radiation Therapy Technology Program  
  
Phone: (313) 577-5711  
Cell: (734) 956-0880

<b><u>CLINICAL EDUCATION SUPERVISORS</u></b>	
C.E.S. - Marvin Thomas, B.S., R.T.(T)	<p><b>Karmanos Cancer Institute</b> Gershenson Radiation Oncology Center 4100 John R Detroit, Michigan 48201</p> <p>Phone: (313) 576-9600 Trubeam: (313) 576-9569 IX: (313) 576-9568 FAX: 576-9637 CT sim: (313) 576-9557</p>
C.E.S. Lauri Hammitte, B.S., R.T.(T)  Alt. -	<p><b>ProMedica Monroe Cancer Center</b> 800 Stewart Rd Monroe, MI 48162</p> <p>Phone: (734) 240-1800 FAX: - Linac: (734)</p>
C.E.S. - Karen Reau, B.S., R.T.(T)	<p><b>Mercy Health Toledo</b> Department of Radiation Oncology 4126 N Holland-Sylvania Road Suite 175 Toledo, OH 43623</p> <p>Phone: (419) 407-1100 FAX: Linac: (313)</p>
C.E.S. – Sherry , B.S., R.T.(T)	<p><b>Mercy Health Perrysburg</b> Department of Radiation Oncology</p> <p>Phone: (419) FAX: Linac: (313)</p>
C.E.S. – Rana Turfe, B.S., R.T.(T)  Alt. - Paul Jackson, B.S., R.T.(T)	<p><b>Henry Ford Hospital</b> Department of Radiation Oncology 2799 W. Grand Blvd. Detroit, Michigan 48202</p> <p>Phone: (313) 556-8103 (313) 556-8104 FAX: 916-8101</p>

**CLINICAL EDUCATION SUPERVISORS**

C.E.S. B.S., R.T.(T) Alt. -	<b>Henry Ford West Bloomfield</b> 6777 W. Maple Road West Bloomfield, MI 48322  Phone: (248) 661-6487 FAX: 661-7164 Linac: (248) 661-6409
C.E.S. – Mark Fowler, B.S., R.T.(T) Alt. –	<b>Ascension Macomb-Oakland, Warren Campus - Webber Cancer Center</b> 11800 Twelve Mile Road Warren, MI 48093  Phone: (586) 573-5186 FAX: Linac: (586) 573-5773
C.E.S. – Debora Bunnell, B.S., R.T.(T) Alt. -	<b>Ascension St. John – Van Elslander Cancer Center</b> 19229 Mack Ave Detroit, MI 48236  Phone: (313) 647-3100 FAX: Linac: (313) 647-3113
C.E.S. – Rana Kallabat, B.S., R.T.(T) Alt. -	<b>Karmanos Cancer Institute Weisberg Cancer Center</b> 31995 Northwestern Highway Farmington Hills, MI 48334  Linac: (248) 538-4744
C.E.S. – Ahlam Almulaiki, B.S., R.T.(T) Alt. -	<b>Sinai-Grace Hospital</b> 6071 W Outer Dr. Detroit, MI 48235  Linac: (313) 966-4326

**CLINICAL EDUCATION SUPERVISORS**

<p>C.E.S. – Brittni Zehnder, B.S., R.T.(T) Alt. - Lauren</p>	<p><b>Beaumont Dearborn</b> 18101 Oakwood Blvd. Dearborn, MI 48124</p> <p>Linac 1: (313) 593-8924 Linac 2: (313) 593-8574 Linac 3: (313) 593-7343 CT sim: (313) 593-8810</p>
<p>C.E.S. –, B.S., R.T.(T) Alt. -</p>	<p>Genesis - Macomb</p> <p>Linac: ()</p>



Wayne State University  
Radiation Therapy Technology

**STATEMENT OF UNDERSTANDING**

I, \_\_\_\_\_, acknowledge that I have received and read the Radiation Therapy Technology Program Student Handbook.

I acknowledge that its purpose and content have been explained to me and I have had the opportunity to ask questions about the policies contained therein.

I understand that policies are subject to modification and that I will be notified of any changes in policies and procedures.

I understand that I am expected to act in accord with these policies and procedures while a student in the Radiation Therapy Technology Program.

Signed \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX A: Professional Employment: Understanding of Responsibility**

Wayne State University  
Radiation Therapy Technology

### **PROFESSIONAL EMPLOYMENT: UNDERSTANDING OF RESPONSIBILITY**

I have met with the Director and or Clinical Education Coordinator and have been informed of the implications, responsibilities, and liabilities of employment in a professional capacity before completion of program requirements.

I understand that I must have private malpractice insurance to cover such employment or ascertain that the employer assumes such liability.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

## APPENDIX B: Declaration of Pregnancy

---

### Institution

I, \_\_\_\_\_ do hereby make this voluntary declaration of pregnancy. My estimated date of conception was \_\_\_\_\_.

It has been explained to me that I am voluntarily making this declaration of pregnancy. I understand that this means the licensee must take measures to ensure that the total dose to the embryo/fetus during the entire pregnancy from occupational exposure does not exceed 0.5 rem (5mSv). If as of this date, the total dose to the embryo/fetus is 0.45 rem (4.5 mSv) or greater, the total dose to the embryo/fetus during the remainder of the pregnancy shall not exceed 0.05 rem (0.5 mSv).

It has been explained to me that these measures may include the reassignment of activities or duties to those that will result in lower occupational exposure or the placement of certain restrictions on the duties I may perform.

It has also been explained to me that I may revoke the declaration of pregnancy at any time and that the revoking of the declaration must be in writing.

---

Student signature      Date

---

Radiation Safety Officer Signature      Date

## APPENDIX C: Clinical Evaluation Forms

WAYNE STATE UNIVERSITY

DEPARTMENT OF RADIATION ONCOLOGY

**Radiation Therapy Technology**

### CLINICAL EVALUATION FORM - A

Name of Student \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Affiliate \_\_\_\_\_ Machine \_\_\_\_\_

Name of Clinical Instructor \_\_\_\_\_

Signature of Clinical Instructor \_\_\_\_\_ Date \_\_\_\_\_

### **DESCRIPTION OF PERFORMANCE LEVELS**

1. Does not meet minimal clinical standards.  
Requires significant improvement.
2. Requires improvement to meet minimal clinical standards.
3. Meets minimal clinical standards. Generally capable and satisfactory performance. Making acceptable progress.
4. Satisfactory performance. Requires some improvement.
5. Excellent performance. Requires only minimal improvement.

### Conduct in Clinic - A

A therapist's conduct in the clinical setting is a major indicator which the general public uses to judge the professional level of a clinic. Appropriate conduct is a broad category encompassing a number of considerations:

- Department appropriate to a situation
- Awareness of environment
- Ethical standards
- Business-like performance of duties

Based on these criteria, please evaluate the student on the following activities:  
Level

Performance

1. Participates in creating a pleasant atmosphere in the treatment area	1	2	3	4	5	NA
2. Appropriate interaction with clinical staff.	1	2	3	4	5	NA
3. Appropriate interaction with patients.	1	2	3	4	5	NA
4. Maintains acceptable personal hygiene / neat clean scrubs	1	2	3	4	5	NA
*5. Demonstrates improvement in performance by following suggestions from co-workers	1	2	3	4	5	NA
6. Maintains confidentiality when discussing patient information	1	2	3	4	5	NA
*7. Recognizes level of responsibility and limitations when questioned by patients regarding treatment.	1	2	3	4	5	NA
8. Performs general activities in a calm and assured manner	1	2	3	4	5	NA
9. Asks questions to clarify knowledge	1	2	3	4	5	NA
10. Seeks clarification of procedures in a discrete manner	1	2	3	4	5	NA
11. Washes or sanitizes hands following patient contact	1	2	3	4	5	NA

---

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.  
Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category.**

**Equipment and Treatment Room Activities - A**

Proper care and handling of equipment encompasses several areas of responsibility:

- Equipment is used in a manner to minimize wear
- Equipment usage does not imperil persons or materials
- Use of equipment does not startle the patient or make the patient unnecessarily uncomfortable

Based on these criteria, please evaluate the student on the following activities:

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.**

**Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category.**

1. Manipulates couch / gantry controls with minimal interruption of motion	1	2	3	4	5	NA
2. Ensures that all obstructions are removed from path of couch / gantry	1	2	3	4	5	NA
3. Utilizes accessories in an appropriate manner	1	2	3	4	5	NA
4. Observes proper environmental hygiene practices (Treatment room, Treatment Table, hand hygiene)	1	2	3	4	5	NA
5. Assures that room is neat and clean before patient enters	1	2	3	4	5	NA

---

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.**

**Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category.**

## Patient Alignment Skills - A

Correct patient alignment is the baseline of acceptable treatment and encompasses:

- Reproduction of the initial setup
- Knowledge of human anatomy
- Attention to physical changes of the patient
- Awareness of the physical limitations of the patient

Based on these criteria, please evaluate the student on the following activities:

---

	<u>Performance Level</u>					
1. Refers to setup instructions/photographs	1	2	3	4	5	NA
2. Assures that patient is correctly located on couch prior to beginning setup	1	2	3	4	5	NA
* 3. Attempts reproduction of initial setup	1	2	3	4	5	NA
* 4. Attempts to align patient with lasers	1	2	3	4	5	NA
5. Controls patient's movement with minimal discomfort	1	2	3	4	5	NA
6. Recognizes discrepancies in setup	1	2	3	4	5	NA
7. Attempts to set appropriate SSD and shifts	1	2	3	4	5	NA

---

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.  
Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category.**



**Patient Contact/Communication - A**

Skilled care-givers contribute to a patient's well being by:

- Ensuring that the treatment process is as stress-free as possible
- Ensuring that the patient is as aware of the treatment process as possible
- Recognizing human dignity and individuality

Based on these criteria, please evaluate the student on the following activities:

---

	<u>Performance Level</u>
1. Greets patient immediately upon arrival at treatment room	1 2 3 4 5 NA
* 2. Introduces self to patient	1 2 3 4 5 NA
* 3. Appropriately confirms patient identity	1 2 3 4 5 NA
4. Addresses patient by preferred name	1 2 3 4 5 NA
* 5. Speaks in volume and tone appropriate and understandable to patient	1 2 3 4 5 NA
6. Uses terms appropriate to comprehension level of patient	1 2 3 4 5 NA
7. Verifies patient's comprehension	1 2 3 4 5 NA
8. Maintains eye contact with patient	1 2 3 4 5 NA
* 9. Offers assistance to patient whether or not need is apparent	1 2 3 4 5 NA
* 10. Explains activities to patient prior to initiation	1 2 3 4 5 NA

---

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.  
Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category.**

**Teamwork - A**

Effective teamwork entails:

- Respect of co-workers
- Efficient utilization of human resources
- Timely exchange of information
- Broad knowledge of the treatment process

Based on these criteria, please evaluate the student on the following activities:

---

	<u>Performance Level</u>					
* 1. Participates in setup	1	2	3	4	5	NA
* 2. Initiates simple procedures / activities	1	2	3	4	5	NA
3. Leaves for / returns from breaks promptly	1	2	3	4	5	NA
4. Is present and available for treatment procedures	1	2	3	4	5	NA
5. Stocks room with supplies and linen	1	2	3	4	5	NA
6. Discards used materials in appropriate container	1	2	3	4	5	NA
7. Actively participates in patient lifting duties throughout dept.	1	2	3	4	5	NA
8. Shares information that will facilitate the treatment process	1	2	3	4	5	NA
* 9. Communicates intended actions to other personnel to improve efficiency	1	2	3	4	5	NA

---

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.  
Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category.**

WAYNE STATE UNIVERSITY  
**Radiation Therapy Technology Program**

**CLINICAL EVALUATION FORM – C**

Name of Student \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Affiliate \_\_\_\_\_ Machine \_\_\_\_\_

Name of Clinical Instructor \_\_\_\_\_

Signature of Clinical Instructor \_\_\_\_\_ Date \_\_\_\_\_

### DESCRIPTION OF PERFORMANCE LEVELS

- 1 Does not meet minimal clinical standards.  
Requires significant improvement.
- 2 Requires improvement to meet minimal clinical standards.
- 3 Meets minimal clinical standards. Generally capable and satisfactory performance. Making acceptable progress.
- 4 Satisfactory performance. Requires some improvement.
- 5 Excellent performance. Requires only minimal improvement.

## Conduct in Clinic – C

A therapist's conduct in the clinical setting is a major indicator which the general public uses to judge the professional level of a clinic. Appropriate conduct is a broad category encompassing a number of considerations:

- Department appropriate to a situation
- Awareness of environment
- Ethical standards
- Business-like performance of duties

Based on these considerations, please evaluate the student on the following points:

---

	<u>Performance Level</u>					
1. Participates in creating a pleasant atmosphere in the treatment area	1	2	3	4	5	NA
2. Appropriate interaction with clinical staff.	1	2	3	4	5	NA
3. Appropriate interaction with patients.	1	2	3	4	5	NA
4. Maintains acceptable personal hygiene / neat clean scrubs	1	2	3	4	5	NA
5. Demonstrates improvement in performance by following suggestions from co-workers	1	2	3	4	5	NA
6. Maintains confidentiality when discussing patient information	1	2	3	4	5	NA

---

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.  
Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category.**

1

Average # Points for Category \_\_\_\_\_

## Equipment and Treatment Room Activities – C

Proper care and handling of equipment encompasses several areas of responsibility:

- Equipment is used in a manner to minimize wear
- Equipment usage does not imperil persons or materials
- Use of equipment does not startle the patient or make the patient unnecessarily uncomfortable

Based on these criteria, please evaluate the student on the following activities:

---

	<u>Performance Levels</u>					
* 1. Manipulates couch / gantry controls with minimal interruption of motion	1	2	3	4	5	NA
* 2. Ensures that all obstructions are removed from path of couch / gantry	1	2	3	4	5	NA
3. Utilizes accessories in an appropriate manner	1	2	3	4	5	NA
4. Observes proper environmental hygiene practices ( Treatment room, Treatment Table, hand hygiene )	1	2	3	4	5	NA
5. Assures that room is neat and clean before patient enters	1	2	3	4	5	NA

---

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.  
Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category.**

2                      Average # Points for Category\_\_\_\_\_

## Patient Alignment Skills – C

Correct patient alignment is the baseline of acceptable treatment and encompasses:

- Reproduction of the initial setup
- Knowledge of human anatomy
- Attention to physical changes of the patient
- Awareness of the physical limitations of the patient

Based on these criteria, please evaluate the student on the following activities:

	<u>Performance Level</u>					
	1	2	3	4	5	NA
* 1. Refers to setup instructions/photographs	1	2	3	4	5	NA
2. Assures that patient is correctly located on couch (using anatomical landmarks)	1	2	3	4	5	NA
* 3. Reproduces initial setup	1	2	3	4	5	NA
4. Correctly aligns the patient	1	2	3	4	5	NA
* 5. Controls patient's movement with minimal discomfort	1	2	3	4	5	NA
6. Sets appropriate SSD and shifts	1	2	3	4	5	NA
* 7. Recognizes discrepancies in setup / resolves discrepancies in setup	1	2	3	4	5	NA
* 8. Checks all treatment parameters in the treatment room	1	2	3	4	5	NA

---

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.  
Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category**

3

Average # Points for Category\_\_\_\_\_

## Patient Contact/Communication – C

Skilled care-givers contribute to a patient's well-being by:

- Ensuring that the treatment process is as stress-free as possible
- Ensuring that the patient is as aware of the treatment process as possible
- Recognizing human dignity and individuality

Based on these criteria, please evaluate the student on the following activities:

---

---

	<u>Performance Level</u>					
1. Introduces self to patient / other appropriate personnel to patient	1	2	3	4	5	NA
* 2. Appropriately confirms patient's identity	1	2	3	4	5	NA
3. Informs patient of treatment delay as needed / considers patient's schedule	1	2	3	4	5	NA
4. Greets patient immediately upon arrival at treatment room.	1	2	3	4	5	NA
* 5. Speaks in volume and tone appropriate to patient	1	2	3	4	5	NA
6. Uses terms appropriate to patient level and assesses comprehension	1	2	3	4	5	NA
7. Make eye contact with patient / includes patient in conversation	1	2	3	4	5	NA
8. Assesses physical limitations of patient / (can you do this?)	1	2	3	4	5	NA
9. Offers assistance to patient whether or not need is apparent	1	2	3	4	5	NA
* 10. Explains activities to patient prior to initiation	1	2	3	4	5	NA
11. Ensures patient's comfort within the scope of treatment guidelines	1	2	3	4	5	NA
12. Offers appropriate supportive information	1	2	3	4	5	NA
13. Displays warmth and empathy to patient	1	2	3	4	5	NA

---

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.  
Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category.**

4

Average # Points for Category\_\_\_\_\_



## Teamwork - C

Effective teamwork entails:

- Respect of co-workers
- Efficient utilization of human resources
- Timely exchange of information
- Broad knowledge of the treatment process

Based on these criteria, please evaluate the student on the following activities:

		<u>Performance Level</u>					
		1	2	3	4	5	NA
*	1. Initiates setup activities and demonstrates ability to perform with minimal prompting.						
	2. Leaves for/returns from breaks promptly						
	3. Is present and available for treatment procedures						
	4. Discards used materials in appropriate container						
	5. Stocks room with supplies and linen						
	6. Actively participates in patient lifting duties throughout dept.						
*	7. Shares information that will facilitate the treatment process						
*	8. Communicates intended actions to other personnel to improve efficiency						
*	9. Anticipates co-workers' activities and exchanges activities or responsibilities without apparent difficulty						
*	10. Performs fair share of unpleasant or difficult activities						

---

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.  
Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category.**

5                      Average # Points for Category \_\_\_\_\_

**Attention to Clinical Data and Treatment Delivery – C**

Maintenance of clinical data requires:

- Accuracy
- Appropriate documentation
- Specific knowledge of the patient's status

Based on these criteria, please evaluate the student on the following activities:

	<u>Performance Level</u>					
* 1. Reviews treatment prescription	1	2	3	4	5	NA
* 2. Recognizes when portal imaging is needed	1	2	3	4	5	NA
3. Checks for portal imaging O.K.	1	2	3	4	5	NA
4. Reviews technical notes	1	2	3	4	5	NA
* 5. Performs timeout procedure	1	2	3	4	5	NA
* 6. Checks for correct machine function during treatment	1	2	3	4	5	NA
* 7. Monitors patient while treatment is being delivered	1	2	3	4	5	NA

**EACH SELECTION OF "1" AND "5" REQUIRES SUPPORTING DOCUMENTATION.  
Document Any Activities (Positive or Negative) That Merit Special Mention  
and/or Summarize Performance in this Category.**

6                      Average # Points for Category\_\_\_\_\_

## APPENDIX D: Background Screening Notice



### NOTICE TO STUDENTS - BACKGROUND SCREENING (PRE-CLINICAL & ANNUAL RE-SCREENING)

Wayne State University's clinical partners require students entering facilities to participate in clinical experiences to satisfy certain background screening standards.

To comply with these requirements, the Eugene Applebaum College of Pharmacy and Health Sciences (EACPHS) requires its students to undergo a Background Check before their first placement at a clinical site and annually thereafter using one of its contracted vendors.

Please note the following:

- The Background Check will include the following:
  - Social Security number verification;
  - Criminal background search to include current and previous states and/or counties of residence and employment in the preceding 7 years;
  - Sexual Offender Registry (State and Federal)
  - Michigan Child Abuse & Neglect Registry
  - HHS/OIG/SAM Exclusion Databases
  - Any other screening specified by the clinical partner
  
- Students must sign a consent to allow the Background Check results to be sent to the relevant EACPHS department and (where appropriate) the clinical partner.
  
- Students that do not consent will be ineligible to participate in required clinical experiences, and therefore, will not be able to progress in their program.
  
- Certain Background Check results may disqualify the student from participating in clinical experiences (though students will have an opportunity to present additional information on their own behalf). What results are disqualifying will vary based on the policies of the relevant site.
  
- The fee for each background screening is the responsibility of the student.
  
- A comprehensive description of the EACPHS Background Screening Policy can be found at <https://cphs.wayne.edu/students/background-screening-policy.php>.

**BACKGROUND CHECKS TAKE APPROXIMATELY 5 BUSINESS DAYS TO CONDUCT FROM THE DAY OF REGISTRATION AND RECEIPT OF PAYMENT. STUDENTS WILL RECEIVE AN EMAIL FROM CERTIPHI WITH THE INFORMATION NEEDED TO PERFORM THE BACKGROUND CHECK. PLEASE HAVE THIS COMPLETED BEFORE THE SECOND WEEK OF CLASS.**

Please contact program director for any additional information regarding these requirements.