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**The Educational Program
in
Radiation Therapy
*Technology***

**Policy and Procedure
2016-2017**

School of Radiation Therapy



■ ■ Saint Barnabas Medical Center
■ ■ Barnabas Health

94 Old Short Hills Road ■ Livingston, NJ 07039 ■ 973- 322-5628

Saint Barnabas Medical Center is a major teaching affiliate of New Jersey Medical School Rutgers the State University of New Jersey

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PREFACE

MISSION STATEMENT AND GOALS

Our mission is to educate students to have the knowledge, skills and behaviors required of a graduate entry-level radiation therapist by meeting the program's goals and student learning outcomes. The school will promote Saint Barnabas Medical Center's mission to provide compassionate care, healthcare excellence and superior service to our patients and their families in all aspects of the curriculum.

Program Goals and Student Learning Outcomes

Goal 1: Graduates of the program will have the knowledge and skills of a competent entry-level radiation therapist.

Student Learning Outcomes:

- Students will be able to evaluate the accuracy of the radiation therapy record.
- Students will skillfully maneuver and operate the radiation therapy equipment to precisely perform patient set-ups.
- Students will analyze and verify a radiation therapy treatment plan for completeness and accuracy

Goal 2: Graduates will possess effective communication skills in the practice of radiation therapy.

Student Learning Outcomes:

- Students' will demonstrate effective interpersonal communication skills in the practice of radiation therapy.
- Students will exhibit proficient oral professional presentation skills in the practice of radiation therapy.

Goal 3: Graduates will use critical thinking skills and problem solving skills in the clinical setting.

Student Learning Outcomes:

- Students' will develop a written proper course of action outlining a solution to a problem in radiation therapy delivery.
- Students will display critical thinking and problem solving skills in the clinical setting.

Goal 4: Graduates will have the appropriate professional attitudes, behaviors and ethical values of an entry level radiation therapists.

Student Learning Outcomes:

- Students will recall & summarize the appropriate attitudes and ethical values of a professional Radiation Therapist.
- Students will demonstrate compassion and empathy in their patient interactions.
- Students will exemplify the personal attributes & behaviors of a professional radiation therapist in the clinical setting.

PROGRAM ACCREDITATION

Saint Barnabas Medical Center's School of Radiation Therapy Technology maintains accreditation through:

THE JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

20 North Wacker Drive, Suite 2850
Chicago, IL. 60606-3182
Tel: (312) 704-5300
<http://www.jrcert.org>

And

STATE OF NEW JERSEY

DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF X-RAY COMPLIANCE

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

PO Box 415
Trenton, NJ 08625
Tel : (609) 984-5890
<http://www.nj.gov/dep/rpp/tec/index.htm>

The program follows the Radiation Therapy curriculum established by the American Society of Radiologic Technologists and recognized as acceptable by the Joint Review Committee on Education in Radiologic Technology and the New Jersey Radiologic Technology Board of Examiners.

Program Officials and Didactic Faculty

Alison Grann, M.D.	Chair
Eric Carney	Vice President for Operations
Sandra Mazzeo, MPA, RT (R) (T)	Director Radiation Oncology Services
Jennie Lichtenberger, MAS, RT (R) (T)	Program Director
Sally Ann Apollon, RN	Charge Nurse
Irene Bertos, RT(R) (T)	Chief Radiation Therapist
Erin Ciklic, RN, BSN	Nurse Coordinator
Laurelee Curcione, MAS, RT(R) (T)	Radiation Therapist
William Fitzpatrick, RT(R) (T)	Radiation Therapist
Ira M. Garelick, M.S.	Health Physicist
Dawn Heintz, RN, BSN	Nurse Coordinator
Gregory Huebscher, C.M.D., RT (R) (T), BS	Dosimetrist
Mark Kao, Ph.D.	Chief Physicist
Gerald Maniscalchi, RT (T)	Radiation Therapist
Michael Needham, C.M.D.	Chief Dosimetrist
Leonard Piccoli, RT(R) (T)	Chief Radiation Therapist
Rita B. Saible, BA, RT(R) (T)	Chief Radiation Therapist
Mary Jean Sawey, Ph.D.	Clinical Researcher
John Tirado, RT(R) (T)	Radiation Therapist
Raquel T. Wagman, M.D.	Radiation Oncologist
Fredrick Warburton, RT (T)	Chief Radiation Therapist
Da-Guang XU, Ph.D.	Medical Physicist
Anne B. Weldon, C.M.D., RT (R) (T)	Dosimetrist

**CLINICAL EDUCATION CENTERS
And
CLINICAL INSTRUCTORS**

Approved by the Joint Review Committee on Education in Radiologic Technology
And
The New Jersey Radiologic Technology Board of Examiners

SAINT BARNABAS MEDICAL CENTER

Irene Bertos, RT (R) (T)*
David Garber, RT (T)
John Tirado, RT (T)
Patricia Turro, RT (R) (T)
Laurelee, Curcione, MAS, RT (R) (T)
Beth Ellen McKnight, RT (R) (T)
William Fitzpatrick, B.S., RT (R) (T)
Janell Cabellon – Bateller, RT (R) (T)
Kyisha Brannon, RT (R) (T)
CoriAnn Cintron, RT (R) (T)
Kelly Sheridan, RT (R) (T)
RaeAnn S. Massey, RT (R) (T)
Renee L. Romanker, RT (R) (T)

CLARA MAASS MEDICAL CENTER

Gerald Maniscalchi, RT (T)*
Cindy Currais, RT (R) (T)
Adam Cormack, RT (T)
Christine Marcos, RT (T)
Nicole Robbins, RT (T)
Marisa Somma, RT (T)
Thuy B Do RT (T)

COMMUNITY MEDICAL CENTER

Leonard Piccoli, RT (R) (T)*
Laurie Coutermarsh, RT (R) (T)
Maureen Engle, RT (R) (T)
Marilyn Clayton, RT (R) (T)

NEWARK BETH ISRAEL MEDICAL CENTER

Fredrick Warburton, RT (T)*
Kevin Corrigan, RT (R) (T)
Krishna, Kanumalla, RT, (T)
Susan Brown, RT (T)
Jamie Cabellon Chin, RT (T)
Raccys Pozo, RT (T)
Robert Dinsmore, RT (T)

MONMOUTH MEDICAL CENTER

Rita Saible, BA, RT (T)*
Joseph A. Fennell, RT (T)
Shawn Conroy-Paolerico RT (T)
Kimberley A Laiken, BS RT (T)
Jennifer L. Steenweg, Associate, RT (T)
Shu Wang, Associate, RT (T)
Veronica L. Grimaldi, BS, RT (T)
Melissa Alvelo, RT (T)

* Indicates Clinical Supervisor

ACADEMIC CALENDAR

The Saint Barnabas Medical Center School of Radiation Therapy is a one year, 12 month, full time certificate program that begins in September and is completed the following September. Didactic classes are held two days a week at Saint Barnabas Medical during the fall, winter and spring semesters. During these semesters, students will be assigned to clinical rotations at any of the clinical education centers affiliated with the program on the other three days of the week. Students receive their clinical rotation schedule during the first week of school. The students spend the entire summer semester in clinical practice. Students are given a week vacation in December and another week during the summer semester to be announced and published in the Student Handbook given to students the first week of school.

HOLIDAY SCHEDULE and VACATION

Thanksgiving

Break Thursday and Friday

NO DIDACTIC CLASSES THANKSGIVING WEEK - CLINICAL- M, T, W

Winter Break – December 24 through January 1

President's Day

Good Friday

Memorial Day

Independence Day

Summer Break – 3rd week of July

Labor Day

GENERAL INFORMATION

ADMISSION

Admission to the Radiation Therapy Technology Program is open to individuals who satisfy the following requirements:

- Graduate of a JRCERT-accredited or equivalent program in Radiologic Technology
- Hold at minimum an associate degree from an academic institution accredited by an accrediting agency recognized by ARRT.
- Completion of Program Application Form
- Interview by Admissions Committee
- Completion of Pre-Admission Tests administered by the Program

The program considers admission decisions as informed judgments based on interpretation of prior academic and, where applicable, clinical performance, experience and achievement of an applicant, recommendations, in person interview and other data that may seem relevant to a particular admission decision.

The Admissions Committee of the Program reviews applications. The number of students that can be accommodated is limited, and for this reason, it will be impractical to admit all students who have demonstrated potential for successful study.

Applications should be filed with the Radiation Therapy Technology Program as early as possible.

Applicants who meet the Admission requirements will be considered without regard to the race, creed, color, sex, age, national origin, ancestry, nationality, marital status, handicap, atypical hereditary cellular or blood trait or because of liability for service in the Armed Forces or status as a disabled or Vietnam Era Veteran. Applicants may request accommodations for disabilities under the Americans with Disabilities Act.

An applicant to the program must have the strength and manual dexterity to lift and transfer patients as well as lift and manipulate heavy equipment. The applicant must also have the communication and interpersonal skills necessary to give verbal directions to patients and properly communicate and interpret written or verbal instructions from therapists, physicians and other personnel. The applicant must have the visual acuity to monitor the treatment control console and observe the patient undergoing treatment. An applicant must have the emotional capacity to conduct themselves in a professional manner during stressful situations as well as empathy to provide support and comfort to patients and their families.

Acceptance into the program is contingent upon successful completion of a physical examination, documentation of immunization, criminal background check and drug screening. All Barnabas Health institutions are smoke and drug free.

APPLICATION PROCEDURES

1. Obtain application material from Saint Barnabas Medical Center Educational program in Radiation Therapy Technology, Old Short Hills Road, Livingston, New Jersey 07039 by calling 973-322-5628
2. Completed application forms must be returned to the Director of Education with a non-refundable application fee of \$35.00 payable only by check or money order.
3. One set of official transcripts of all high school, radiologic technology; undergraduate and graduate level degrees must be sent directly from the school or college to the Director of Education in support of each application.
4. Other supporting credentials such as test scores and recommendations should be sent to the Director of Education in accordance with the instructions on the application form.

TUITION

Course tuition is \$7,000 payable upon acceptance. If the student withdraws before class begins, tuition will be refunded. If withdrawal is filed after classes begin, no refund will be made. The cost of textbooks is included in the tuition.

FINANCIAL AID

The school does not participate in Title IV financial aid. Students are directed to research all possibilities for financial assistance including loans from financial institutions and resources from other agencies such as professional, state and local organizations. The American Society of Radiologic Technology offers Professional –Level Scholarships.

More information is available at: www.asrtfoundation.org

CONDUCT AND ATTITUDE

As a representative of Saint Barnabas Medical Center, it is essential that all students conduct themselves in a friendly, courteous and professional manner. Good manners, cooperation, consideration, and respect for others are fundamental behaviors of the health care professional. The correct attitude is demonstrated by displaying genuine interest in schoolwork, patients and in the welfare of the Medical Center. Loyalty and enthusiasm for the Medical Center, accompanied by a warm and pleasant caring attitude, create ideal educational and work conditions for all.

CONFIDENTIAL PATIENT INFORMATION

All information regarding patients is strictly confidential. You are not to discuss a patient or his condition with anyone. In addition, you should not discuss personal problems with patients.

SMOKING

To provide for the safety and health of all persons including employees, volunteers, students, visitors, patients, contractors and vendors, Saint Barnabas Medical Center is a SMOKE FREE/TOBACCO-FREE ENVIRONMENT

For safety and health reasons, BARNABAS HEALTH and Saint Barnabas Medical Center tobacco free environment policy applies to all system and hospital owned property, including all off-site locations, all owned and/or leased property and equipment by BARNABAS HEALTH and Saint Barnabas Medical Center. Walkways, sidewalks, driveways and parking areas and all vehicles therein are also included.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted on the premises at any time. Drinking or being intoxicated will lead to immediate dismissal.

SEXUAL HARASSMENT

Saint Barnabas Medical Center recognizes sexual harassment as unacceptable conduct and will not tolerate it. The Medical Center will aggressively investigate any allegations of sexual harassment.

DRUG POLICY

Saint Barnabas Medical Center has a vital interest in maintaining a safe, healthful and efficient environment for its employees and students. Being under the influence of a drug or alcohol while in class or clinical rotation is prohibited and will result in immediate dismissal from the program.

Saint Barnabas Medical Center will conduct pre-placement drug screening prior to admission to the program.

Failure or refusal of an applicant to cooperate fully, sign any required document, submit to any test or follow any prescribed procedure will be grounds for denying placement in the program. If an applicant's pre-placement screening is positive, the individual will not be admitted to the program.

**SAINT BARNABAS MEDICAL CENTER
SCHOOL OF RADIATION THERAPY TECHNOLOGY**

POLICY & PROCEDURE

TITLE: RADIATION EXPOSURE INCIDENT

EFFECTIVE DATE: 5/19/2004

ATTACHMENTS: Radiation Safety Manual Personnel Exposure Monitoring /Film Badge Incident Report & Adjustment

PURPOSE: To assure the health and safety of students enrolled in the program while participating in clinical educational activities.

POLICY: Students are to report to the Clinical Supervisor of the clinical education center and the Program Director any incident that occurs during any clinical rotation that involves an accidental exposure to radiation. An investigation will take place to determine the cause and exposure levels.

If the Exposure levels on radiation monitors exceed established quarterly investigational levels in accordance with our ALARA program, an investigation by the Radiation Safety Officer using the "Film Badge Over Exposure Incident Report & Adjustment" will take place.

MAGNETIC RESONANCE SAFETY

To assure the safety of Radiation Therapy students in the clinical environment, the program will have every student enrolled view the MR Safety video and complete a Magnetic Resonance Environment Screening Form during their Orientation course. The program will maintain the screening form in the student file. Students will receive this instruction to make the student aware of the hazards to individuals entering the MR environment. While the program will have every student complete the safety instruction and screening form, it is the policy of the school that Saint Barnabas Medical Radiation Therapy students are not permitted to enter the MR system or MR environment at any time while participating in clinical education at any of the program's clinical education centers unless they have been properly screened by the certified MR staff at the clinical education center. All Radiation Therapy students must be accompanied by and under the direct supervision of the appropriately certified MR personnel at the clinical education center any time they enter the MR environment.

CAFETERIA SERVICES

The Medical Center operates a cafeteria that can be used by students. It is located on the ground floor at the front of the building. The classroom is available to you for eating lunch and taking breaks. A refrigerator is available to you in the staff lunchroom. You are always responsible for cleaning up after yourself. **Fresh City** is another eatery in the medical center; it is located just beyond the cafeteria entrance to the left on the ground floor.

CELLULAR AND PERSONAL ELECTRONIC DEVICE USAGE POLICY

To ensure the safety, protection and privacy of our patients, employees, physicians, and students, while continuing to provide patient satisfaction, it is the policy of Saint Barnabas Medical Center to restrict the use of personal and business cell phones and other hand-held devices during class and clinical hours and any time students are on the premises. PED means personal electronic device.

For patient safety and equipment integrity reasons, cell phones and other hand-held personal device use, during class and clinical time, is restricted. The Medical Center has a responsibility to ensure the privacy of its patients, visitors and employees, and to ensure the integrity of proprietary information.

1. Students are not permitted to use their cell phones, iPods or other personal electronic devices (PED's) while class is in session or during clinical.
2. Students are not permitted to text message while class is in session or in the clinic.
3. Students are not permitted to use the camera and recording function of a cell phone at all while on the premises.

Students who do not adhere to this policy are subject to corrective action up to and including dismissal from the program.

Personal Cell Phones

Students are not to use personal cell phones while class is in session or assigned to the clinic. Students are to make any personal calls/text messages on free time and not in patient areas. If an emergency necessitates the use of a cellular phone, the phone call may not be made in patient care areas or any public area of the Medical Center where a conversation can be overheard by patients, visitors or other employees. Answering and generating text messages while class is in session or while assigned to the clinic is prohibited. Students are responsible for informing friends and family members of the Saint Barnabas Medical Center policy. Departmental phones, other than an emergency situation, may not receive personal calls.

Camera/ Recording equipped Cellular Devices

To ensure the privacy of patients, visitors and employees, as well as to ensure the confidentiality of all records, etc, camera-equipped and recording devices belonging to students must be turned off during class and clinical hours and may not be used at any time on the premises.

PARKING

All students must park in the **Lot 7** with overflow in the Barnabas Health Corporate Lot across the street from the medical center. There are no exceptions. Students found parking in a space identified as patient parking would receive a documented suspension of no more than a day for each occurrence. Repeated suspensions for this offence will result in dismissal from the program.

EDUCATIONAL POLICIES AND STANDARDS

CURRICULUM AND OBJECTIVES

CLINICAL DOSIMETRY: This unit will provide the student with the basic concepts of clinical dosimetry and treatment planning. Various external beam techniques, depth dose data and summation of simple isodose curves are discussed. Fundamental procedures in dose measurements and verification, as well as machine calibration are included.

CLINICAL RADIATION ONCOLOGY: This unit will provide the student with the fundamentals of Clinical Radiation Oncology. Malignant conditions, their etiology and methods of treatment are discussed. Attention is given to patient's prognosis, treatment results and the effects of combined therapies.

CROSS SECTIONAL ANATOMY: This unit will provide the student with basic knowledge of cross sectional anatomy. The structures within the major anatomical sections of the body will be identified on CT, MR and other modern imaging techniques.

MATHEMATICS: This unit will provide the student with a review of basic arithmetic, algebra, geometry and trigonometry. Statistics are introduced as well.

MEDICAL ETHICS AND LAW: This unit will provide the student with a definition of ethical practice and its importance to relationships with medical personnel, patients and their families. Accepted professional and institutional standards in health care delivery and associated medico-legal concerns will be discussed. Communication and cultural diversity issues in health care topics will be covered.

METHODS OF PATIENT CARE: This unit will provide the student with basic concepts of patient care, including considerations of patient physical and psychological conditions. Vital signs determination, emergency management, medical-surgical asepsis, infection control and tube management are discussed. Factors influencing patients' general health during and following a course of radiation therapy will be identified.

MEDICAL TERMINOLOGY: This unit will provide the student with elements of medical terminology. The origins of medical terminology are set forth. A word building system is introduced and specific terminology for the body identified. Abbreviations and symbols are discussed. Finally, related terminology is addressed.

QUALITY MANAGEMENT AND OPERATIONAL ISSUES: An in-depth analysis of the role of the technologist in developing and maintaining a quality program. Topics will include a quality assurance program, the rationale for and selection of the various quality assurance tests that play an important part in maintaining limits recommended for all aspects of the dose delivery process. Operational issues and current concepts relating to the health care delivery system with emphasis on these topics as they relate specifically to radiation oncology departments will be discussed.

RADIATION BIOLOGY: This unit will provide the student with the principles of cell response to radiation. Factors, which influence the effects of radiation, tissue sensitivity, and environmental factors are discussed.

RADIATION PATHOLOGY: This unit introduces the student to the concepts of disease. The types of growth, causative factors and biological behavior of neoplastic disease are discussed. Staging procedures are introduced.

RADIATION PROTECTION: This unit will provide the student with basic principles and concepts of radiation protection. Methods for preventing unnecessary radiation exposure to patients, radiation workers and the public are discussed.

RADIATION PHYSICS I: This unit will provide the student with knowledge of basic physics. Fundamental principles, concepts and terminology are discussed. Basic information on radiation production, properties and characteristics is included.

RADIATION THERAPY PHYSICS: This unit will provide the student with the specifics of ionizing radiation. Details of production, interactions and types of radiation are discussed. Application to the treatment of patient is included.

TECHNICAL RADIATION ONCOLOGY: This unit will provide the student with the technical aspects of radiation therapy technology. Modalities of treatment, the distinctive properties of each and patient set-up considerations will be discussed.

TECHNICAL WRITING & RESEARCH METHODS: This unit will provide the student with an analysis of how to plan, prepare and write a scientific paper. Topics will include literature, survey, review of journal formats, and conventional division of biomedical journals. An overview of the essentials to understanding research methods including key elements of the process and protocols, data interpretation and application of results. The ethics of research will also be included in the discussion

MEDICAL INSURANCE

While we do not provide health insurance coverage, it is strongly recommended that students carry medical insurance of their own.

HEALTH REGULATIONS

Before admission, the student must submit to an entrance physical examination, and laboratory work-up will be done by the Medical Center as part of the health service program.

The student must have the following or provide documentation of immunity in order to comply with Saint Barnabas Medical Center Policy and the New Jersey Department of Health regulations.

1. 2 Step TB test (documentation may be provided if one is performed in a hospital Employee Health department within the past year, the other must be performed and read at SBMC)
2. Rubeola titer
3. Rubella titer
4. Varicella titer
5. Tetanus Toxoid course or booster within 10 years is recommended
6. Hepatitis B is also recommended but optional
7. Hepatitis C and Hepatitis B surface antibodies
8. In the event the applicant does not already have the inoculations or immunity, Saint Barnabas Medical Center Employee Health Service will provide them. Questions may be directed to the Employee Health Service department at 973-322-5537

HEALTH SERVICE

The Medical Center maintains an Employee Health Service for the safety of its patients, students and staff. Its purpose is to provide health services for employees, students and contract employees. These services include pre-enrollment physical examination, emergency treatment, and follow-up examination. The designated Employee Health physician is available for consultation from 10:00 AM to 1:00 PM daily. Students are requested to seek follow-up care from their private physicians. The Employee Health nurse is available from 7:00 AM to 3:00 PM. For illness after this hour, please report to the Emergency Room. The Employee Health Service Office is located in the Atkins-Kent building which is directly across the street from the main entrance of the medical center on Old Short Hills Road on the Fourth Floor, Suite 415.

You must report any injury or illness to the Director of Education or Chief Therapist. There will not be any service without the appropriate authorization and forms. Services such as X-rays and laboratory work-ups will be billed to the student. After basic initial care, in all cases other than compensation and/or disability, the student will be referred to their private physician for follow-up care. A student returning to school from a known or suspected contagious illness must present herself/himself to be cleared by the SBMC Employee Health department and provide proof of Medical Clearance from their physician to be confirmed by Employee Health Service.

**SAINT BARNABAS MEDICAL CENTER
SCHOOL OF RADIATION THERAPY TECHNOLOGY**

POLICY & PROCEDURE

TITLE: PREGNANCY POLICY

EFFECTIVE DATE: 4/12/ 2011

Should a student become pregnant during the school year, she may voluntarily elect to declare her pregnancy. The student's declaration must be in writing to the Radiation Safety Officer. Declaration is a voluntary act. The radiation therapy technology students are encouraged to declare their pregnancies so that the student will be instructed in methods of reducing potential radiation exposure. Without written disclosure, the normal occupational dose limits of 5000 mrem remains in effect. The student has the option to provide written withdrawal of the previously submitted declaration.

The program will grant a medical leave of absence if the student chooses. The student must notify the program director in writing as soon as possible, if that is her intention and when the student wishes to reenter the Program.

The student that elects to take a medical leave of absence, and then chooses to continue in the program the following year, must have their tuition paid in full and will be responsible for any increase in tuition before readmission.

If the student chooses not to reenter the Program, the tuition will not be refunded and the student will be responsible for any unpaid balance.

The student may elect to remain in the program without modification; time may be taken for delivery, as a result, this may extend the length of time the student will need to complete all the program requirements for graduation. All didactic courses and clinical requirements must be completed in order for the student to graduate.

Revised 5/2015

PERSONAL AND SICK TIME

Each student is given five (days) (40 hours) to be used in the event of illness, personal time, and interviews. Request to use personal time must be directed to the Program Director twenty-four hours prior to the requested absence. An accurate record of your time will be available to you and it is recommended that you check with the School Secretary once a month on these hours. If you use more than the 40 hours, you are responsible for making this time up before you graduate, even if it should become necessary to deduct from your scheduled vacation time to do so. Make-up time will be scheduled at the discretion of the Program Director or Clinical Supervisor.

It is strongly recommended that you use your personal time wisely and conservatively.

ATTENDANCE

All students will be expected to adhere to the clinical schedule developed. All students will receive a copy of the didactic/clinical schedule each week, and there will be a copy on the bulletin board in the classroom. It is expected that all students appear at the assigned clinical area on time (**at least five minutes before the assigned hour**). Requests for excused absences must be directed to the Program Director twenty-four hours prior to the requested absence. The student must additionally notify the clinical affiliate of approved excused absences at least twenty-four hours prior to scheduled instructional session. Emergency absences require telephone notification to the clinical affiliate in advance of the scheduled observation session and to the Program Director. The student will be considered late if he or she appears after the assigned time without notification. The student will be considered absent and unexcused if he or she does not appear within thirty (30) minutes of the assigned time and without notification. Three (3) episodes of lateness or one unexcused absence during any rotation will result in a failure of that rotation and disciplinary action.

The student signing in and out on the designated attendance sheet will document attendance.

All unexcused absences must be made up. Make-up time will be scheduled at the discretion of the Director of Education and Clinical Supervisor.

The program limits required clinical and academic involvement not to exceed 10 clinical hours in one day or a total of 40 hours per week. Scheduling of make - up time that would exceed the 40 hours per week limit must be on a voluntary basis on the part of the student and approved by the program director.

SEVERE WEATHER POLICY

If a student fails to report to school/clinical site on severe weather condition days, they will not received credit for the day. Excessive number of absences due to a combination of severe weather days or personal and sick days may result in a student not having enough time to meet all objectives of their clinical rotation thereby causing a failure resulting in a delay in program completion.

CUMULATIVE TIME

On rare occasions students will be asked to be in attendance earlier or later than the appointed times. In these instances, individual arrangements will be made with each student in the use of their accumulated time with the Clinical Supervisor.

REPORTING ILLNESS

In case of illness, the Program Director or Clinical Supervisor must be called by 8:00 AM of each sick day at 322-5628. The student must speak directly with either the Program Director or the School Secretary. Failure to give proper notice will be considered an "unexcused absence" and will result in time to be made up. The Program Director will handle all cases involving such absences. A doctor's note is required of any absences of three or more days.

ACADEMIC CREDIT TRANSFER

The Saint Barnabas Medical Center School of Radiation Therapy Technology is a hospital sponsored certificate program of education. The program does not grant academic credit, accept, or transfer credit from other institutions. Graduates of this program are given academic credits for courses taken in our program by other institutions of higher education. However, Saint Barnabas Medical School of Radiation Therapy Technology cannot guarantee which courses will be accepted or the number of credits another institution might grant.

FAIR PRACTICES STATEMENT

The Saint Barnabas Medical Center School of Radiation Therapy Technology will make every effort to provide the applicant with all the information needed to make an informed decision before entering the program. We will answer any questions regarding the policies and procedures of the program. You are encouraged to call if you have any additional concerns.

STUDENT EVALUATION AND APPEAL PROCESS

The program has an equitable procedure for handling student grievances; it provides the student with the opportunity to have adverse actions taken by the program, reviewed by two committees of the program. It also gives the student access for a final appeal to be made to a source external to the program. See pages 18-19 for details

STUDENT SERVICES

Health services are available to students; a pre-entrance physical and treatment of emergencies sustained while at school are provided. Program faculty provides academic, behavioral and clinical advisement to students in the program. Confidential counseling is available to all students enrolled in the program through the Barnabas Health Employee Assistance Program. Students have access to the Saint Barnabas Medical Center Medical Library where computer and internet access are available.

PERSONAL APPEARANCE

As individuals concerned with the delivery of health care, it is essential that we present ourselves to patients and the public well dressed and well groomed at all times. Therefore, the following dress code standards have been implemented.

Female Students:

1. Caribbean or Bahama BLUE colored scrub pants only, white scrub type shirt is the RT students uniform. NAVY colored scrubs are NOT permitted, as this is the color designated for nurses.
2. Pants should be tailored and not too tight. Blue jeans are not permitted at any time.
3. When wearing uniforms, remember that white is a transparent color and care should be taken so that undergarments are not readily visible.
4. Stockings or socks should be worn at all times. White socks or stockings must be worn when in uniform.
5. Hair should be clean and neatly styled. When in direct patient contact, hair should be above collar length or secured with a band or clip.
6. Solid white or black shoes or sneakers should be clean, in good repair and polished. No slippers or open toe shoes or sandals should be worn.
7. No sweatshirts, hoodies or tee shirts are allowed.
8. Care should be taken when wearing cologne or perfume fragrances should not be overpowering to those with whom you come in contact.
9. Care should be taken when wearing jewelry. It should not be cumbersome or noisy.

Male Students:

1. Caribbean or Bahama BLUE colored scrub pants only, white scrub type shirt is the RT student uniform. NAVY colored scrubs are NOT permitted, as this color designated for nurses only.
2. Pants should be tailored and not too tight. Care should be taken so that underwear is not readily visible. Blue jeans are not permitted at any time.
3. Socks should be worn at all times.
4. When in clinic areas a white lab coat or jacket may be worn.
5. Beards and mustaches, if worn, should be neat.
6. Hair should be clean and approximately styled.
7. Shoes should be in good repair. Only solid white or black sneakers or shoes would be worn.
8. No sweatshirts, hoodies or tee shirts are allowed.
9. Care should be taken when wearing cologne or after-shave lotion. Fragrances should not be overpowering.

FILM BADGES AND I.D. BADGES

The student will wear a film badge, which SBMC will provide and change every three months. A quarterly report of students' radiation exposure is posted on the Health Physics Bulletin Board located in the Radiation Oncology Department. Each student will be issued an I. D. Card showing the student's picture for a refundable fee. The film badge and I.D. badge should be worn at all times on the left over the heart. There is a fee for replacing lost cards.

LIABILITY INSURANCE

Saint Barnabas Medical Center provides liability insurance coverage only while you are a radiation therapy student here or at the approved clinical education centers. In the event you are employed on a part-time basis at another institution, please be certain that you are provided with insurance coverage under that institution's policy or that you carry your own personal insurance.

EMPLOYMENT

New Jersey requires that radiation therapists must be licensed; students are not permitted to be employed or work as a radiation therapist until they graduate and obtain a New Jersey Radiation Therapy license. Students may apply as any other qualified applicant for other positions available through the Medical Center or Barnabas Health System provided the work does not interfere with the student's educational responsibilities. Any employment at the Medical Center will be subject to employee regulations.

CONFERENCES

Students will attend the following Conferences:

Department Rad. Onc. AM Conference (Classroom) 8:30 AM Monday through Friday

Seminars in Oncology 12:00 PM-1: 00 PM Wednesdays as announced

Tumor Boards as announced

GRADES

A. Didactic Grading

Grade	Numerical Equivalent	Point Value	Description
A	95 – 100	4.0	Superior Achievement
A-	90 – 94	3.67	
B+	88 – 89	3.33	
B	85 – 87	3.00	
B-	80 – 84	2.67	Above average Achievement
C+	78 – 79	2.33	
C	75 – 77	2.00	Acceptable Achievement
C-	70 - 74	1.67	
F	<70	0.0	Failure

* B. Passing grade for a course is 75.

C. Methods of Grading

1. The Course grade is comprised of:
 - a. Assignments
 - b. Quizzes
 - c. Examinations
2. The items above are weighted for total grade and are determined by the length and type of course.
- D. Any student whose average is below 2.0 will be placed on probation. The faculty will determine the period of probation. If improvement is not apparent in the designated period, the student will be dismissed.

The faculty of the School reserves the right to place on probation, to suspend or dismiss from the School, any student at any time, for flagrant and continued neglect of schoolwork or failure to maintain the satisfactory level of attainment in theory or practice. The student may also be dismissed for attitudes that do not meet professional or social standards of behavior.

E. Since all courses are required, any failure must be made up.

1. If the student fails a course, a second examination will be scheduled. A minimum grade of 75 must be obtained.
2. If failure of the second examination occurs, the student will be presented to the faculty and considered on an individual basis to determine:
 - a. continuation in the School.
 - b. dismissal from the School with the opportunity to reenter the next class.
 - c. final dismissal from the School.

3. On re-test quizzes and examinations, given at the discretion of the instructor, the final grade can be raised one level but not to go above "C".
4. If assignments such as patient care studies, reference reading, homework notebooks, student experience records are incomplete or do not comply with the standards for written work or are overdue, an "Incomplete" grade will be given. Credit will be deducted for assignments submitted late. A final grade will be given on completion of the deficiency.

Clinical Affective Evaluation Grading

Grading Scale

4.5 – 5.0	Superior achievement	A
4.2 – 4.4		A-
4.0 – 4.1		B+
3.7 – 3.9	Above average achievement	B
3.4 – 3.6	Acceptable achievement	C
3.1 – 3.3	Minimally acceptable achievement	C-
2.9 - 3.0	Minimally acceptable achievement	D
< 2.8	Failure	F

PROBATION

If the requirements of ethical behavior, health, good academic and clinical standards are not met, the student may be placed on probation or dismissal from the program as outlined under Disciplinary Policy.

GRADUATION REQUIREMENTS

Students will graduate and be eligible to apply for national registration upon successful completion of the requirements of the School as advised by the American Registry of Radiologic Technologists. Students must pass all didactic courses with a minimum grade of 75%, have a minimum clinical GPA of 3.0 and must complete all ARRT required clinical competency examinations to be awarded a Certificate of completion.

DISCIPLINARY POLICY

If after thirty (30) days the student is unable to maintain the standard requirements, they will appear before the Admissions Committee for recommendation of further corrective action or dismissal.

Infractions that are handled by: (1) First Offense, documented verbal warning; (2) Second Offense, written warning and suspension of no less than one week; (3) Third Offense, dismissal.

1. Attendance and Dependability
 - a. abuse of sick time
 - b. frequent tardiness
 - c. leaving assigned work unit without permission or extending break time
 - d. failure to notify Director of Education of inability to report to school
2. Failure to use safety measures prescribed by the clinical instructors.
3. Failure to practice good housekeeping policies of the Medical Center and Department of Radiation Oncology.
4. Smoking, drinking eating in unauthorized areas.
5. Failure to maintain good personal hygiene.
6. Failure to observe any other regulations followed by the Medical Center

Infractions that are handled by: (1) First Offense - written warning 2) Second Offense - Dismissal.

1. Collaborations, cheating or dishonesty involving any examinations.
2. Disorderly conduct
 - a. using profane or abusive language within Medical Center property
 - b. negligent use or defacement of Medical Center Property
 - c. wasting school time or sleeping in class or in the clinic area.
3. Misuse of I.D. cards.
4. Accepting money from patients.
5. Failure to report inquiries or incidents involving visitors or employees

Infractions that are handled by: Immediate suspension of no less than one week or immediate dismissal.

1. Disorderly conduct
 - a. fighting or engaging in heated arguments
 - b. drinking intoxicants while on duty
 - c. drug abuse or the unlawful possession of drugs or syringes and needles
 - d. conduct of a criminal, indecent or immoral nature

- e. possessing explosives, firearms or weapons
 - f. theft or other forms of dishonesty
 - g. gambling on Medical Center property
2. Willfully subjecting a patient to physical abuse.
 3. Failure to report injuries or incidents affecting patients.
 4. Willful or idle conversation concerning patients, patient records, or other confidential information pertaining to the Medical Center.
 5. Making false, malicious statements concerning other students, employees or the Medical Center.
 6. Falsification of student records, time records or other Medical Center records.
 7. Insubordination or refusal or follow reasonable requests or assignments or any supervisor.
 8. Any absence of three (3) consecutive days or more with failure to notify the Director of Education.

STUDENT EVALUATION AND APPEAL PROCESS

The program director is responsible for providing to each student a handbook, which is a written statement outlining the educational goals of the program with respect to knowledge, skills, and other attributes expected of students. The program director, with the participation of members of the departmental teaching staff, shall continue students in the program, and advance students to their next rotation only upon evidence of satisfactory performance, progressive scholarship, and professional growth.

Formal evaluations of each student shall take place at least quarterly, if not on a more frequent basis and be communicated to the student in a timely manner.

A. **UNSATISFACTORY PERFORMANCE** – In the event of an evaluation, which denotes an unsatisfactory performance evaluation, the program director or designee, shall communicate the adverse information to the student, offer an opportunity for response, and counsel the student regarding corrective action if indicated. The program director will determine either that:

1. the adverse evaluation will not preclude satisfactory completion of the educational year, or
2. the adverse evaluation will require remediation to allow satisfactory completion of the educational year.

B. **WARNING** – When a pattern of performance and/or repeated unsatisfactory performance evaluations are deemed to be of significant degree to jeopardize continuation and/or progression in the program, the program director, with the advice and consent of the appropriate committee of teaching faculty, may issue a written, formal warning to the student. The warning shall, in an explicit and unequivocal manner, detail the deficiencies noted, the corrective steps required, and the potential consequences of non-compliance.

C. **PROBATION** – Following (A) and/or (B), if unsatisfactory performance is not improved, the student shall be placed on probation for a period not to exceed (4) four weeks. Probation is invoked by the program director, with the advice and consent of the appropriate committee of teaching faculty. Probationary action is reportable to the Program Medical Advisor and Administrative Director of Oncology Services. The Admissions Committee will convene to review the action, at which time the student may be required to appear. During the period of probation, progress reports will be placed in the file at least once weekly.

Probation shall be terminated, with one of the following options:

- (1) Satisfactory status, upon correction of the deficiencies.
- (2) Continuation status, allowing completion of the current rotation but without commitment to advance to the next rotation.
- (3) Dismissal, upon continued unsatisfactory performance in spite of all corrective and remedial measures.

SUMMARY SUSPENSION

1. In the event a student's performance or behavior is deemed to pose a danger to patients, other staff members or the hospital or its personnel, then either the Program Director, and or a Clinical Supervisor or the Administrative Director of Oncology Services shall each have the authority of independent action to summarily suspend all or any portion of the activities of the student in question. Such suspension does not imply final finding of fact or responsibility for the situation that caused the suspension.

2. Such summary suspension is immediately effective, reported to the individuals named above and remains in effect until a remedy is achieved.

No later than five (5) working days following a summary suspension, the Admissions Committee shall convene to review the action. If the summary suspension is sustained by the Admissions Committee it will be considered an adverse action, and subject to the appeal process.

APPEAL

An appeal may be requested in the event of an action that denies advancement in the program or results in summary suspension or dismissal. An appeal hearing shall be requested in writing from the Program Director within 2 days of notification, and will be held within 5 days of the request. The appeal panel shall be chaired by the Program Medical Advisor, and include the program director, at least three members of the teaching faculty, one of whom shall be from the clinical faculty, and the Administrative Director of Oncology Services.

The appeal panel shall review all pertinent documents, afford the student a full hearing, and make its recommendation to the full Admissions Committee. The student will be notified of the program's final decision within 5 school days. An appeal in writing may be requested within 2 days from the Vice President of Professional Services, whose decision will be final. The recommendations of both the appeal panel and the Admissions Committee will be presented to the Vice President of Professional Services. The decision of the Vice President of Professional Services will be final and rendered within 5 school days of the request.

COMPLIANT/GRIEVANCE RESOLUTION PROCEEDURE

Any student having a question or complaint concerning the interpretation or application of Medical Center and or the school policy as it affects a student's education. This includes any condition thought to be unfair, unjust or inadequate that if left unanswered could cause misunderstanding or dissatisfaction, should follow this procedure to seek resolution.

1. Bring what you believe to be the problem promptly to the attention of your clinical supervisor or instructor or the Program Director. Explain the nature of the problem and the solution that you believe to be right. If it is a group problem, one or more of the group may join in the discussion. An official reply will be issued within 7 school days if not sooner.
2. If the reply does not effectively clear up the situation or solve the problem, you should submit your complaint in writing no later than 3 days from receiving the official school reply to the Program Director who will discuss the problem with you, as well as provide you with an official written school response within 14 school days. The program will make every effort to resolve in a reasonable and timely manner all complaints.

If the complaint is still not resolved, the student may request an Appeal by initiating the **Appeal process** as outlined on page 18 no later than 2 school days from receiving the official written school response. If after all internal institutional channels have been exhausted and the complaint is an allegation that the program is not maintaining compliance with the JRCERT accreditation standards, the student may refer to the JRCERT website for more information regarding Reporting of Allegations <http://www.jrcert.org/students/process-for-reporting-allegations/>

The Joint Review Committee on Education in Radiologic Technology can be reached at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 or E-mail: mail@jrcert.org. A copy of the **Standards for an Accredited Educational Program in Radiologic Sciences** can be accessed on their Web Site at <http://www.jrcert.org>. The New Jersey Radiologic Technology Board of Examiners can be reached at 609-984-5890

PLACEMENT

The School will attempt to aid its graduates in finding employment. There is no guarantee of placement after graduation. All Radiation Therapy Technology students may use this service.

Revised and reviewed 2016-2017