



**MASSACHUSETTS COLLEGE *of* PHARMACY
and HEALTH SCIENCES**

School of Medical Imaging and Therapeutics

RADIATION THERAPY PROGRAM

Student Handbook

Class of 2022

MCHPS UNIVERSITY

RADIATION THERAPY PROGRAM

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Mission Statement

The Radiation Therapy program provides a high-quality, student learner-centered environment. Students receive state-of-the-art didactic and clinical experiences enabling them to become competent entry-level professionals.

Program Goals

- Program graduates will be competent entry-level radiation therapists.
- Program graduates will possess necessary skills to effectively communicate and provide competent, empathetic patient care.
- Program graduates will possess and apply critical thinking skills required of an entry level radiation therapist.
- Program graduates will demonstrate professional and ethical behavior.

Student Learning Outcomes

- Students will be able to reproduce the prescribed simulated treatment field on a daily basis.
- Students will be able to adjust treatment field parameters as prescribed.
- Students will be able to explain procedures to patients in understandable terms.
- Students demonstrate ability to relay ideas and information effectively in written format.
- Students will be able to evaluate field placement on Portal Images/DRR's & modify shifts accordingly.
- Student will demonstrate advanced comprehension & integration of basic radiation therapy concepts to clinical practice.
- Student will exhibit professional behaviors necessary for successful clinical performance.
- Students will demonstrate an understanding of required clinical conduct throughout their program of study.
- Students will demonstrate the ability to complete CEs in an attempt to emulate continuing education.
- Students will demonstrate knowledge of ethics necessary for patient interaction.

Program Curriculum

The Radiation Therapy Program follows the Radiation Therapy Professional Curriculum developed by the American Society of Radiologic Technologists (ASRT) in 2014. The curriculum can be found at the ASRT website: <https://www.asrt.org/educators/asrt-curricula/radiation-therapy> .

Year I-Fall

Course Number	Course Name	Credits
BIO 110/L	Anatomy and Physiology I w/ Lab	4
CHE 110/L	Basic Chemistry I w/ Lab	4
ITM 101	Introduction to the Major	1
LIB 111	Expository Writing I	3
MAT 141	Algebra and Trigonometry	3
TOTAL		15

Year I-Spring

BIO 210/L	Anatomy and Physiology II w/ Lab	4
LIB 112	Expository Writing II	3
LIB 120	Introduction to Psychology	3
PHY 181	General Physics	4
TOTAL		14

Year I-Summer

LIB 133	American Culture	3
RSC 250	Elements of Clinical Care	2
RSC 325	Clinical Pathophysiology	4
RSC 110	Medical Terminology for Radiologic Sciences	1
RTT 110	Introduction to Radiation Therapy	3
TOTAL		13

Year II-Fall

MAT 261	Statistics	3
RSC 320	CT and Cross-Sectional Anatomy	3
RTT 260	Foundations of Radiation Therapy I	3
RTT 260L	Foundations of Radiation Therapy I Lab	2
RTT 280	Medical Radiation Physics I	3
LIB 220	Interpersonal Communications	3
TOTAL		17

Year II-Spring

RSC 287	Radiation: Protection and Biology	3
RTT 290	Radiation Therapy Treatment Methods	3

RTT 262	Foundations of Radiation Therapy II	3
RTT 262L	Foundations of Radiation Therapy II Lab	2
RTT 281	Medical Radiation Physics II	3
RTT 283	Physics for Treatment Planning	2
TOTAL		16

Year II-Summer

PSB 320	Introduction to Healthcare Delivery	3
RTT 325C	Radiation Therapy Internship I	7
BEH XXX	BEH Elective	3
TOTAL		13

Year III-Fall

RTT 350C	Radiation Therapy Internship II	10
RTT 370	Radiation Therapy Registry Review I	1
LIB 512	Healthcare Ethics	3
HUM XXX	Humanities Elective	3
TOTAL		17

Year III-Spring

RTT 371	Radiation Therapy Registry Review II	1
RTT375	Radiation Therapy Internship III	10
RTT 340	Radiation Therapy Quality Assurance and Laboratory	2
RTT 345	Brachytherapy and Hyperthermia	2
SSC XXX	SSC Elective	3
TOTAL		18

Total credits to complete degree requirements: 123 s.h

Admissions Technical Standards

MCPHS University has established the following list of technical standards for the Radiation Therapy program. These technical standards conform to the professional technical standards required for the safe and ethical practice of the procedures and skills associated with clinical radiation therapy. Each student, with or without a reasonable accommodation, must be able to demonstrate that he/she is able to:

- Reach and manipulate equipment to its highest position (6 feet);
- Move a standard wheelchair and/or stretcher from a waiting area to the imaging/treatment room;
- Transfer patients from wheelchairs and stretchers and help them on/off imaging/treatment table;
- Lift a minimum of 60 pounds and ensure patient safety;
- Perform CPR;
- Move from room to room and maneuver in small enclosed spaces;
- Demonstrate manual dexterity to perform necessary manipulations such as drawing doses with a syringe, manipulating locks, putting on surgical gloves;
- Use sufficient corrected eyesight to observe patients and evaluate radiographic quality;
- Visually monitor patients/charts/machine indicator lights in dimly lit conditions;
- Read and apply appropriate information and instructions contained in requisitions, notes and patient charts;
- Detect audible alarms and background sounds during procedures to ensure patient and staff safety;
- Possess sufficient verbal and written skills to communicate needs promptly and effectively in English;
- Communicate in a clear and concise manner with patients of all ages, including obtaining health history and pertinent information;
- Understand and apply clinical instructions given by department personnel;
- Be able to adapt to changing environments and schedules;
- Establish rapport with fellow students, coworkers, patients and families;
- Function under stressful conditions;
- Endure an eight-hour clinical day with a minimum of four to six hours of standing or walking;
- Endure a minimum of two hours of didactic instruction in a normal classroom environment; Working conditions for radiation therapy students typically involve:
- Able to be exposed to ionizing radiation.
- Able to be exposed to film developing chemical solutions.

MRI Screening Procedures

Radiation therapy students may be required to perform or assist with MRI procedures on patients. Radiation therapy students involved in MRI procedures must initially undergo the same screening procedures as patients, staff, and visitors in order to enter the scan room. The MRI scan room contains a region of intense magnetic field. Objects that display any form of ferromagnetism are therefore of particular concern for MRI. Contraindications for entering the MRI scan room include, and are not limited to:

- certain biomedical implants, materials, and devices (e.g., aneurysm clips, brain clips);
- certain electrically, magnetically, and mechanically activated implants and devices (e.g., cardiac pacemakers, cochlear implants); and certain metallic foreign objects (e.g., shrapnel, bullets, metal in eyes).
- students MUST notify the program should their screening status change.

Accreditation

The Radiation Therapy program is accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker, Suite 2850, Chicago, IL 60606, (312) 7045300.

MCPHS University is accredited by the New England Association of Schools and Colleges (NEASC).

Any individual associated with the program has the right to submit allegations against a JRCERT accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Additionally, an individual has the right to submit allegations against the program if the student believes that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Contacting the JRCERT must not be a step in the formal institutional or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with institutional/program officials by following the grievance policy/procedures provided by the institution/program. If the individual is unable to resolve the complaint with institutional/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT.

Clinical Rotations Background Screening

Clinical rotations at healthcare providers are a required part of the RT curriculum. The Radiation Therapy Program requires a National 1 background check and a CORI background check. The payment for the background screening is the student's responsibility.

It is possible that certain types of criminal offenses, whether prior to being a student at MCPHS or while attending MCPHS, could preclude a student from being able to complete a required clinical rotation. For additional information, please contact the MCPHS Chief Compliance Officer.

Clinical Rotation Schedule

Clinical rotations are scheduled as follows:

RTT 325C RT Internship I – Summer Semester
Monday through Thursday, 7:30am – 4:00pm

RTT 350C RT Internship II – Fall Semester
Monday through Thursday, 7:30am – 4:00pm

RTT 375 RT Internship III – Spring Semester
Monday through Thursday, 7:30am – 4:00pm

Students are expected to contact the Clinical Supervisor prior to attending the first day of clinical rotations for introduction. Students should note that some clinical sites are significantly geographically distant from the Boston Campus of MCPHS University. Students are responsible for the travel costs incurred as a result of travel to and from clinical settings.

Trajecsys

Students are required to obtain access to the Trajecsys clinical documentation and time keeping system prior to beginning clinical rotations. The approximate \$150.00 expense is the responsibility of the student.

Clinical Rotation Sites

Baystate Medical Center D'Amour Cancer Center

3350 Main Street

Springfield, MA

Chief Therapist: Sharon Clark

Phone: 413-794-9338 Fax: 413-794-9754

Website: <http://baystatehealth.com/Baystate>

Contact Information for facility clearance; 60 days prior to clinical start date:

Rafnilda Nieves, Allied Health Program Specialist

Ph: 413 413-794-4466 fax: 413 794-0300

Rafnilda.Nieves@baystatehealth.org

<http://academics.bhs.org/orientation/alliedhealth/orientation.html>

It consists of required documents and online training lessons. Please be sure to follow the instructions carefully when registering for online training. You must sign up as an Allied Health Student. Please be sure to review the health record requirements carefully. Please submit completed forms and the completed online training transcript via fax 413-794-0300. Once cleared to begin your clinical experience, your clinical supervisor and you will receive an email with instructions on how and where to obtain your parking and ID badge.

Beth Israel Deaconess Medical Center (East Campus Boston) 330 Brookline Ave.

Boston, MA 02215

Chief Therapist: Susie Topp, R.T.(T), 617-667-3546

stopp1@bidmc.harvard.edu

Website: <http://www.bidmc.org/>

Radiation Therapy is located in the Finard Basement. At the main entrance, bear left to use the revolving door entrance. After revolving doors, take an immediate left through sliding doors. Walk straight down hallway (past Admitting) and around bend to Finard elevator. Take to the basement.

Beth Israel Deaconess Cancer Center and Surgical Pavilion Needham 148 Chestnut St.

Needham, MA 02492

Main # (781) 453-7501

Lead Therapist: Aaron Vivenzio (781) 453-7501 avivenzi@bidmc.harvard.edu

Website: <http://www.bidmc.org/>

Brigham and Women's Hospital/Dana Farber Cancer Institute

44 Binney Street

Boston, MA 02115

Main #: (617)632-3591

Chief Therapist: Michelle Physis, R.T.(T). (617) 632-4122, mphysic@bwh.harvard.edu

Website: <http://www.dana-farber.org/>

Radiation Therapy is located on level one. From main entrance, take elevator to “L2.” Follow signs to Radiation Therapy

Brigham and Women's Hospital/ Dana Farber Cancer Institute

75 Francis Street

Boston, MA 02115

Main #: (617) 732-8672

Chief Therapist: Sarah Bartlett, R.T.(T) (617) 732-8672

SBARTLETT@BWH.HARVARD.EDU

Website: <http://www.brighamandwomens.org/>

Radiation Therapy is located on L-2. From the main entrance, turn right at the information desk and take elevators to L-2. Turn right out of the elevators and go to the end of hallway.

BW/DF Cancer Center @ Milford Regional Hospital

20 Prospect Street

Milford, MA 01757

Main # (508) 488-3800

Chief Therapist: Rose Ribok

Lead Therapist Cammie Robertson R.T.(T) (508) 488-3800 crobertson@bwh.harvard.edu

Website: <http://www.milfordregional.org/Site/slideshow/index.cfm>

Brigham and Women's/Sturdy Memorial Radiation Oncology

89 Forbes Boulevard

Mansfield, MA. 02048

Main # (857)307-3700

Chief Therapist: Jill Connolly R.T. (T) (857) 307-3700

jlconnolly11@bwh.harvard.edu

Charlton Memorial Hospital

363 Highland Ave

Fall River, MA. 02720

Prospect St. Entrance

Main # (508) 679-7814

Chief Therapist Deb Ventura (508) 973-3070

VenturaD@southcoast.org <http://www.southcoast.org/charlton/>

Dana Farber/Brigham and Women's Hospital at Libby Park

51 Performance Dr.

Weymouth, Massachusetts 02189

Main # (781) 624-5000

Chief Therapist: Kelly Scholl (781) 624-4712

Kelly_Scholl@DFCI.HARVARD.EDU

Britany Furlong - Senior Therapist bfurlong@bwh.harvard.edu

Website: <http://www.southshorehospital.org/cancercenter/index.html>

Dana Farber/Brigham and Women's Hospital at South Shore Hospital

101 Columbian Street at Route 18

South Weymouth, Massachusetts 02190

Main # (781) 624-4700

Chief Therapist: Kelly Scholl (781) 624-4712

Kelly_Scholl@DFCI.HARVARD.EDU

Erin Hathaway – Senior Therapist

ERIN_HATHAWAY@DFCI.HARVARD.EDU

Website: <http://www.southshorehospital.org/cancercenter/index.html>

Lahey Clinic

41 Mall Road

Burlington, MA 01805-0001

Clinac IX and Linac 2100 C

Main # (781) 744-8780

Chief Therapist: Nidhi Parikh (781) 744-8780

Nidhi.R.Parikh@lahey.org

Website: <http://www.lahey.org/>

Lahey Clinic North

1 Essex Center Drive

Peabody, MA. 01960

Chief Therapist: Mary Knowles

Brian Freeman R.T. (T) 978-538-4134

Brian.Freeman@lahey.org

Johnathan Dean of the School of Medical Imaging and Therapeutics R.T. (T) 978-538-4120

Jonathan.Dean_of_the_School_of_Medical_Imaging_and_Therapeutics@lahey.org

Website:

<http://www.lahey.org/>

Massachusetts General / North Shore Center for Outpatient Care

102 Endicott Street
Danvers, MA. 01923
Main #(978) 882-6060
Director of Radiation Therapy: Jamie Silva, R.T.(T)
978-882-6011 jsilval@partners.org
Lead Therapist: Joe Nucci 978-882-6408 jnucci@partners.org
Website: www.massgeneralnorthshore.org

MetroWest Medical Center

Framingham Union Campus
115 Lincoln Street
Framingham, MA 01701
Main # (508) 383-1260
Chief Therapist: Beth Gardner, R.T. (T) (508) 383-1260, beth.garner@mwmc.com
Website: <http://www.mwmc.com/default>

Mount Auburn Hospital

330 Mount Auburn Street
Cambridge, MA 02238
Main # (617) 499-5665
Chief Therapist: Clarita Gulati R.T.(T) (617) 499-5665 X 5768 cgulati@mah.harvard.edu
Website: <http://www.mountauburn.caregroup.org/clinicalservices/cancer.htm>
Radiation Therapy is located on the ground floor of the LINAC Building. The LINAC Building is located next to the Wyman Building.

North Main Radiation Oncology (Vantage)

825 North Main Street
Providence, RI 02904
Main # (401)521-9700
Chief Therapist: Ray Burdick, R.T.(T)(R) (401)521-9700, raymond.burdick@usoncology.com
Website: <http://nmrad.com>

Rhode Island Hospital

593 Eddy Street
Providence, RI 02903, Main Phone Number: (401) 444-8311
Chief Therapist: Jill Achille (401) 444-2162, Jill.Achille@lifespan.org
Website: <http://www.lifespan.org/partners/rih/>

St. Vincent Hospital Radiation Oncology Center

1 Eaton Place

Worcester, MA 01608

Main #508-363-7100

Office Manager / Chief Therapist: Grady Theresa(508) 363-7099, Grady.theresa@stvincenthospital.com

Department of Radiation Oncology (next to main campus 123 Summer St.)

South Coast Centers for Cancer Care 206 Mill Road Fairhaven, MA.

Main # (508) 973-3000

Chief Therapist Deb Ventura (508) 973-3070, VenturaD@southcoast.org

Website: <http://www.southcoast.org/cancercare/>

UMass Memorial Medical

University Campus

55 North Lake Avenue

Worcester, MA.01605

Main # (508)856-4225

Chief Therapist: Samantha Boudreau samantha.boudreau@umassmemorial.org

Clinical Supervisor- Erica Smith erica.smith@umassmemorial.org Website:

<https://www.ummhealth.org/>

UMass Memorial Medical - Burbank

275 Nichols Rd

Fitchburg, MA 01420

Main # (978)343-5048

Lead Therapist: Erica Smith, erica.smith@umassmemorial.org

UMass Memorial Medical - Marlborough

157 Union St

Marlborough, MA 01752

Main# (508)486-6700 Lead Therapist: Erica Smith erica.smith@umassmemorial.org

Winchester Hospital Radiation Oncology Center (WHROC)

620 Washington Street

Winchester, MA. 01890 Phone Number: 781-756-8300

Chief Therapist: Amanda Johnson, R.T.(T) 781-756-8300, amandaj@shields.com Website:

www.whroc.com

Clinical Attendance

Health care professionals will always be expected to be on time or early for all scheduled work days. Therefore, it is expected that students will be present and on time for all classes and clinical rotations.

Clinical internship hours will typically be 7:30am-4:00pm with a one-hour lunch break. All students will follow the published MCPHS University holiday and vacation schedule. Clinical internship is a MCPHS University course, therefore, in the case of inclement weather, attendance will follow the University's decision for school closing or delayed opening. All clinical time must be made up prior to the last day of finals week.

Procedure and Trajecsys Time Recording

1. Each semester students are assigned to a clinical internship site by the Clinical Coordinator in accordance with the MCPHS University clinical affiliation agreements.
2. Students are expected to arrive at the clinical facility on time and check-in with the clinical site supervisor designee.
3. Students must clock-in and clock out in Trajecsys using a computer located at the clinical site. Students are expected to be present for all clinical assignments and to arrive on time.
Note: The student must request Internet access at the clinical site enter a time record in Trajecsys.
4. Time exceptions may be entered in rare circumstances only. A student submitting more than 4 time exceptions at any point during the semester will receive a 5% reduction in the clinical grade.
5. Student's class, vacation, and holiday schedules follow the MCPHS University schedule.
6. STUDENTS MAY NOT ATTEND CLINIC ON UNIVERSITY HOLIDAYS.
7. The Clinical Coordinator will notify the clinical facility when MCPHS University classes are cancelled due to inclement weather.
8. In the event MCPHS University remains in session and in the absence of the Program Director and Clinical Coordinator, the clinical supervisor should use their best judgment in releasing the students from clinical sites during severe weather conditions, or during other emergency situations.
9. The student is expected to attend clinical for 8.5 hours, which includes a one-hour lunch. If there is reason that the treatment unit is finished for the day, the student must seek other education activities to complete until the end of the clinical day.

Clinical Absence Policy

The clinical supervisor and clinical coordinator must be informed of any absence the day of an absence, (at least 1 hr. prior to the absence). Failure to notify both parties results in an automatic loss of 10 % of your final grade. The student will be allowed one absence for the semester without a required make-up day. If the student misses a second clinical day, it must be made up prior to the end of the current semester or 5% will be deducted from the final clinical grade.

Subsequent absences after the two allowable days' may not be made up and impact the final clinical grade as follows:

Day 3 = 1 letter grade reduction

Day 4 = Automatic Failure

Each tardy of 10 minutes (after the first occurrence) will result in a loss of 3 percentage points from the final grade. If a student is more than 10 minutes late the time must be made up.

Clinical Make-Up Time

Policy

Each student will receive 7.5 hours of clinical time off each semester. Missed clinical time beyond those 7.5 hours must be made up. Clinical time off may not be banked.

Students may not attend clinical on the University's designated "holidays" but may attend clinical during official days off when program faculty are available (spring break, exam periods, reading days, summer break). Students may attend clinical for make-up days during the exam periods if there is no conflict with scheduled exams.

Procedure

1. The student may receive an incomplete grade for the clinical rotation until such time as the clinical hours are completed and documented.
2. Clinical proficiency is based on both clinical experience and clinical hours.
3. All missed clinical time will need to be made up prior to the end of finals week.
4. The Clinical Supervisor must preapprove make-up days in advance. The Clinical Coordinator must be notified and preapprove all clinical make up time.

Clinical Travel and Transportation

In order to provide students with exposure to a broad range of patients in a wide variety of practice settings, *travel beyond the metropolitan Boston/Massachusetts area may be required*. As the program continues to grow and recruit even more clinical sites in both hospital-based and free standing settings, this perimeter could easily expand.

The student will be responsible for transportation to and from all assigned clinical sites and any costs incurred, regardless of their location. In addition, the student is also responsible for any expenses incurred while rotating at the clinical site including food, parking, and any other incidentals.

The student acknowledges that clinical rotation assignments are based on student educational best interest and clinical site availability. Students will be required to commute to any MCPHS clinical affiliate regardless of location.

Student Roles and Responsibilities

Patient Care

- The care and comfort of the patient is always the first priority.
- Set up treatment room prior to procedure and clean room after procedure.
- Introduce self and greet the patients.
- Strive to demonstrate cultural competency at all times.
- Escort patients to and from the treatment room.
- Assist patient to and from treatment couch using correct and safe lifting/moving techniques.
- Help maintain patient comfort while maintaining proper patient positioning.
- Maintain patient integrity and modesty by properly draping the patient.
- Explain treatment procedures in terms the patient will comprehend.
- Relay patient problems and complaints to radiation therapist, nurse or physician.
- Avoid discussing the health of the patient or patient's disease with the patients themselves.

Technical Area

- Work within your scope as a student and maintain level of required direct supervision by a registered RTT.
- Question the appropriate staff member when uncertain, and do not proceed until the orders/set-up has been clarified.
- Conduct a "Time-out" procedure and correct patient identification according to MCPHS program policy.
- Obtain a verbal ok from a licensed therapist after checking all control panel settings and parameters and be supervised by registered therapists when turning the beam on.
- Demonstrate the use of immobilization devices, blocks and wedges safely at all times. Check prescription daily in the treatment record and avoid administering treatments unless specific instructions are given by the radiation oncologist.
- Assist with patient positioning by:
 - locating skin marks and tattoos
 - instructing patient as to desired position
 - correcting patient alignment
- Take portal images and critique field placement with supervision of a registered therapists.
- Keep complete and accurate records of all treatments carried out in the Radiation Oncology Department.

Treatment Documentation

- recording daily treatment fields and meter doses *all entries to be reviewed and cosigned by staff
- recording of images taken
- recording any change in treatment parameters
- falsifying documentation may lead to disciplinary action

- Demonstrate operation of pendant and control panel with direct supervision.
- Do not rotate the gantry from outside the room. A registered therapist can choose to allow this function with supervision.
- Locate and use emergency shut-offs and become aware of emergency response procedures.
- While rotating the gantry inside the treatment room always stand on the side which the gantry is turning.
- Avoid manipulating treatment accessories above a patient and maintain safe practices at all times.

Professional Behavior

- Report to the assigned area on time. Return from all breaks or rotations promptly as scheduled.
- Anticipate the next step in the clinical setting, i.e. identifying patients that are cued in, setting up the treatment room, reviewing the patient record for any daily changes.
- Report ALL mistakes to the Therapist Manager immediately.
- Report any injuries that occur on duty to the Clinical Supervisor, Clinical Coordinator, and the Program Director.
- Complete an incident report according to policy when involved/witnessing a clinical incident.
- Maintain dress code compliance.
- Demonstrate professional attitudes and respect towards staff.
- Demonstrate the ability to accept constructive criticism when necessary.
- Complete and clinical research requested by the clinical staff in a timely manner.
- Effective communication skills, including proper phone etiquette.
- Maintain patient confidentiality at all times while in the department, hospital, and University
- Complete and maintain Clinical Attendance Record and have staff sign on a daily basis.
- Do not accept gratuities or "Tips" (monetary compensation) from patients or patient's families.
- Exercise honesty and integrity in all interactions.
- Use proper English at all times (*absolutely no profanity*).
- Realize that the clinical area is not a place for "goofing off," gossiping, giggling, etc.
- Maintain professional relationships at all times with clinical staff and patients.
- Make yourself available to clean up the treatment room and equipment, restock the linen, and ask the staff if there are any unfinished tasks to complete.
- Research and study only clinical related information during down time (after all other clinical tasks have been achieved), non RTT class work should not be reviewed during the clinical day.
- Follow Personal Communication Device policy while in the clinical setting. Students may keep cell phones in bags and check it during the lunch break.

Clinical Documentation

All clinical documentation is located on Trajecsys and Blackboard (Bb). It is the student's responsibility to present all clinical documentation to the clinical supervisor/instructor in a timely manner for completion and signature. Clinical supervisors/instructor may request copies of clinical forms and or specific documentation from the student or the clinical coordinator.

- **Attendance**– to be documented in Trajecsys before and after clinical shift.
- **Initial Student Assessment Checklist** – to be reviewed by the student and clinical instructor during week 1 to discuss past accomplishments and rotation goals.
- **Clinical Assessment I** – to provide the student and faculty with first quarter feedback to ensure that students are on track to succeed in the rotation.
- **Clinical Assessment II** – to provide the student and faculty with mid semester feedback to ensure that students are on track to succeed in the rotation.
- **Clinical Assessment III** - to provide the student and faculty with 3rd quarter feedback to ensure that students are on track to succeed in the rotation.
- **Final Evaluation** – to provide the student and faculty with whole semester feedback to ensure that students are on track to succeed in the program.
- **Student Evaluation** – to be used by clinical instructors to evaluate the student’s performance for the semester (due the last day of the rotation).
- **Conference Documentation**- to document educational conferences such as Longwood Medical Conferences or Tumor Boards (due the last day of the rotation).
- **Knowledge Assessment** – to be completed **before** a treatment competency to ensure knowledge and understanding of the procedure to be performed (due the last day of the rotation).
- **CT Simulation Checklist** – to be complete to completed and signed by the clinical instructor to ensure understanding of CT simulator, sim preparation, sim warm up including water phantom and laser QA immobilization devices, emergency equipment, and emergency medical response.
- **CT Simulation Competencies** - to be completed and signed by the clinical instructor to evaluate completion of the simulation competency.
- **Treatment Competencies** - to be completed and signed by the clinical instructor and evaluate completion of the patient competency.
- **Warm up Competencies** - to be completed and signed by the clinical instructor and student to ensure understanding of Linac warmup, laser alignment, imaging systems QA and Beam output/symmetry. These are progressive in nature and range from assisted to unassisted warm up. Used ensure treatment unit warm up procedures (due the last day of the rotation).
- First Semester Warm up Competency

- Second Semester Warm up Competency
- Final Warm up Competency
- **Treatment Accessories Competencies** – to be completed and signed by the clinical instructor and student. Used to evaluate proficiency for mold room competencies (due the last day of the rotation).
- **Brachytherapy Competency** – to be completed and signed by the clinical instructor and student. This form is used to document a brachytherapy observation only.
- **CSI Competency** - to be completed and signed by the clinical instructor and student. This form is used to document a Cranio-spinal Irradiation observation only.
- **TBI Competency** - to be completed and signed by the clinical instructor and student. This form is used to document a Total Body Irradiation observation only.
- **SBRT/SRS Competency** - to be completed and signed by the clinical instructor and student. This form is used to document a SBRT/SRS observation only.
- **Special Treatment Simulation Procedure** - to be completed and signed by the clinical instructor and student. This form is used to document a Special Treatment Simulation Procedure observation only.

Clinical Evaluations

Clinical evaluations and competency evaluations will be used to determine if clinical performance is satisfactory by the midpoint and end of the semester rotation.

Clinical Evaluations - Evaluation of achievement of performance and conduct objectives is completed by the clinical supervisor or instructor at the completion of each rotation. The purpose of the clinical evaluation is to assess the student's professional conduct and overall performance in patient care and technical skill. During the last week of each clinical rotation the student must have the clinical supervisor(s) complete the appropriate clinical evaluation form. This completed evaluation must be received by the Clinical Coordinator by 4:00pm on the last day of that rotation or as indicated by the Clinical Coordinator.

Competency Evaluations - These evaluations are progressive tests of clinical achievement and are completed by the clinical supervisor or instructor. The purpose of the competency

evaluation is to assess specific technical skills. It is each student's responsibility to request time with the clinical supervisor and machine time to perform specific clinical competencies.

Clinical Evaluations

Policy

Clinical competencies must be demonstrated by the student under direct supervision of an ARRT certified radiation therapist with a minimum of 2 years of experience. Students are required to complete 18 ARRT mandatory treatment procedures. The purpose of the competency evaluation is to assess specific technical skills.

Procedure

1. The student must perform a minimum of one and a maximum of three logins prior to attempting to complete a competency procedure on a patient.
2. The student must complete a knowledge assessment, which will be reviewed by the radiation therapist prior to a treatment competency.
3. The clinical instructor must input the competency into Trajecsys when completed.
4. The evaluating clinical instructor must sign the ARRT Master Competency form or the competency is not valid.
5. Demonstration of the competency includes considerations related to radiation safety, equipment operation, patient and equipment monitoring, patient positioning, treatment volume localization, dose to critical structures, imaging procedures, dose verification, record keeping, and patient management and education.
6. Failed competencies should be reported to the clinical coordinator for remedial discussion.
7. **Any competency not documented in Trajecsys by the end of the applicable semester, will not be considered complete and must be repeated.**

Recompetencies

Policy

The student is expected to recall and maintain previously learned treatment procedure skills, and continue to build upon this foundation of knowledge in clinical practice. The student may be asked to perform recompetencies to substantiate their clinical proficiency on past treatment procedures under direct supervision. The purpose of a recompetency is for the student to demonstrate continued clinical competency throughout the program of study.

Procedure

1. Recompetencies on previously passed treatment competencies may

be required based on student performance in the student's senior year. (RTT 350/375C).

2. Based on the discretion of the clinical instructor, students may be asked to perform any of the 18 treatment competencies as specified on the ARRT content specifications.
3. Clinical instructors may request a student complete a recompetency if at any time it is determined that the student is lacking skill and knowledge in a particular procedure.
4. The recompetency procedures are not scheduled in advance.

Direct Supervision Policy

As student members of the treatment team, radiation therapy students must follow MCPHS University RTT program rules for direct supervision as outlined by the Joint Review Committee on Education in Radiologic Technology (JRCERT). **All radiation therapy procedures are performed under direct supervision of a qualified practitioner.**

Students are never to administer radiation without the direct supervision/approval of a registered, licensed radiation therapist and will be supervised in and out of the treatment room at all times.

Radiation therapy procedures requiring direct supervision include brachytherapy, simulation, and treatment. The JRCERT defines direct supervision as supervision by a qualified practitioner who: reviews the procedure in relation to the student's achievement; evaluates the condition of the patient in relation to the student's knowledge; is present during the conduct of the procedure; and reviews and approves the procedure.

Continuing Education Credits

All students are required to obtain 4 Category A or B continuing education in order to graduate. The American Society of Radiologic Technologists offers CEU credits in its publications and online.

The Massachusetts Society of Radiologic Technologists and The New England Society of Radiation Therapists offer several conferences per year. The student must keep documentation and certificates of attendance to be presented upon completion of the clinical internship program.

Students who attend continuing education lectures at their clinical site may submit documentation of attendance.

CONTINUING EDUCATION LECTURE ATTENDANCE				
	Name of Lecture	Date attended	Location	Event Contact Person
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

This form can be found on Blackboard.

Grading Process for Clinical Courses

The final grade is based on the eight components below and weighted as noted.

- 1. Clinical *Evaluations.....50%**
- Clinical Assessment I.....25%

Clinical Assessment II.....	25%
Clinical Assessment III.....	25%
Final Evaluation.....	25%

Failure to pass the Final Evaluation results in automatic course failure.

2. VLOGs.25 %

Students are required to complete a journal for each rotation. The purpose is to reflect on what was learned in the rotations. Minimally, the journal must include accomplishments achieved in the rotation, strengths and weaknesses of the rotation, areas for improvement, and goals for the next rotation. See assignment on CLIFF.

3. COC Project.....25 %

(Determined by the faculty based on the clinical rotation)

4. Clinical Attendance Policy

Late Policy

Students are expected to be present for all clinical assignments and to arrive on time. Each tardy of 5 minutes (after the first occurrence) will result in a loss of 3 percentage points from the final grade for each occurrence. If a student is more than 10 minutes late the time missed will be subtracted from the student’s clinical time, and must be made up.

Absence Policy

The clinical supervisor and clinical coordinator must be informed of any absence the day of an absence, (at least 1/2 hr. prior to the absence). Failure to notify both parties results in an automatic loss of 5 % of your final grade. The student will be allowed one absence for the semester without a required make-up day. If the student misses a second clinical day, it must be made up prior to the end of the current semester or 5% will be deducted from the final clinical grade. Make-up time must be completed on non-clinical days. Subsequent absences after the two allowable days’ may not be made up and impact the final clinical grade as follows:

Day 3 = 1 letter grade reduction

Day 4 = Automatic Failure

Late assignments and or required documentation will be subject to a 5% grade reduction for each day that the assignment or document is late.

RTT Grading Scale

93-100	A	4.0
92-90	A-	3.7
89-87	B+	3.3
86-83	B	3.0
82-80	B-	2.7
79-77	C+	2.3

NOTE: A letter grade of “C+” is required.

Immunization Requirements

In accordance with state law and University policy, students must show proof of required immunizations. Noncompliance with University immunization requirements will result in administrative withdrawal from the University or might negatively impact progression in an academic program.

Compliance with required immunizations must be documented and submitted prior to the first day of the first semester of admission to the University. MCPHS University works with an external company CastleBranch, to support immunization tracking and management. All student data is protected.

The following MCPHS students must show proof of required immunizations:

- Measles vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student’s 1st birthday) or laboratory evidence of immunity.
- Mumps vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student’s 1st birthday) or laboratory evidence of immunity.
- Rubella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student’s 1st birthday) or laboratory evidence of immunity.
- Tetanus Diphtheria Pertussis vaccinations 1 dose of Tdap and either a history of DTaP primary series or age appropriate catch-up vaccination (<https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html>). Tdap given ≥ 7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been ≥ 10 years since last Tdap.
- Hepatitis B immunization series (3 doses) followed by laboratory evidence of immunity; or laboratory evidence of immunity.
- Varicella vaccinations (2 immunizations at least 4 weeks apart; first dose must be received on or after the student’s 1st birthday); laboratory evidence of immunity; or physician diagnosis of varicella.
- Annual Tuberculosis skin test or Tuberculosis blood test. If results are positive, a clear chest x-ray (with laboratory report or physician verification of results) or a physician letter verifying the student is symptom free is required each year.
- Annual influenza shot (Must be obtained as soon as the vaccine for the annual flu season becomes available each fall).
- Meningococcal vaccination: 1 dose of MenACWY (formerly MCV4) received on or after the student’s 16th birthday required only for students under the age of 22. Meningococcal B vaccine does not meet this requirement.

- COVID-19 - The University accepts all vaccines recognized by the U.S. Food and Drug Administration (FDA) Emergency Use Authorization (EUA) as well as those recognized by the World Health Organization (WHO) EUA. Although the University accepts the latter, please be aware that clinical rotation sites will require students to be immunized by one of the three vaccines accepted by the U.S. Centers for Disease Control and Prevention (CDC): Pfizer, Moderna, or Johnson & Johnson (Janssen).
- Please note that you must be fully immunized (two weeks after your last dose) by December 1, 2021:
 - FDA EUA Vaccines:
 - Johnson & Johnson (Janssen)
 - Pfizer
 - Moderna

Student Injury Reporting

Procedures in the Event of Injury

- Departmental policies are to be followed at all times in the clinical sites. These policies are written to protect the safety of patients and employees. In the event a student is injured while in a clinical setting, the student should observe the following procedures:
- Notify supervising therapist of the injury, and of the circumstances under which the injury occurred. Report the injury to the Clinical Coordinator and the Program Director verbally as soon as possible.
- Complete a departmental incident report form for the clinical site in which you are assigned, give a copy of the report to the Clinical Coordinator and the Program Director, and keep a copy for your records. PLEASE NOTE: There are separate Incident Report Forms that will need to be completed for both MCPHS and the clinical sites.
- If medical attention is required, go to the emergency room at the hospital to which you are assigned for internship. The student is responsible for all costs incurred in the emergency room
- Needle sticks must be brought to the attention of your supervising therapist immediately, the injury must be examined by a healthcare professional within 24 hours of the injury (see procedure below).
- In the event a student must leave the clinical site to see a physician for health reasons and plans on returning to the clinical site the same day, they must return accompanied by a physician's note.

Procedure in the Event of a Needle Stick in Clinic or Lab

- Needle sticks must be brought to the attention of your supervising therapist immediately.
- The student must complete a MCPHS incident report located on the Blackboard Clinical site under the Student Injury button.
- Contact the Program Director or Clinical Coordinator by e-mail or phone.
- Students who received or administered a needle stick have must receive medical care within 24 hours of the injury as follows:

Clinical Facilities without Emergency Department ○ New England Baptist Occupational Health at 125 Parker Hill Avenue, 3rd floor, Suite 360, Boston MA
Clinical Facilities with Emergency Department ○ Report the hospital ED for examination and testing

- Student will be responsible for the cost of testing.
- The Program Director or Clinical Coordinator will notify the Dean of Students and Environmental Health at MCPHS University.

Student Illness

If a student arrives at the clinical rotation and is ill, the Clinical Supervisor may use discretion and send the student home. Cancer patients are immunocompromised and must not be exposed to disease unnecessarily. As a student, if you are ill, please err on the side of caution and do not go to clinic and expose others.

Bereavement

In the event of the death of an immediate family member, students will receive 3 days off from clinical rotations. It is up to the discretion of the program director as to if the student is required to make-up the missed time.

"Immediate family" includes a spouse, child, parent, grandparent, brother, sister, son-in-law, daughter-in-law, spouse's parent, and/or a person living within the student's household. Days missed due to an extended absence, or absence for a non-immediate family member, must be made up. The discretion of the Program Director may be utilized for bereavement time off.

Radiation Therapy Program Dress Code

All students must be professionally dressed while in the clinical area. Overall appearance and attire should not be distracting.

- Student are required to wear burgundy scrubs. You can purchase them online or they are available at the MCPHS Bookstore. Inform the Bookstore that you are with the Radiation Therapy Program when ordering scrubs if you want custom embroidery.
- White Lab Coat or Custom Jacket: Student issued MCPHS University lab coat or custom jacket must be worn at all times, along with MCPHS University nametag and dosimeter badge. Lab coat is required for all clinical attendance and clinical labs. Lab coat must be clean and pressed at all times.
- Black athletic shoes must be worn.
- Hair: All styles must be kept neat and clean; hair longer than shoulder length must be tied back. Hair should be symmetrical, evenly shaved, and of a natural color.
- Facial Hair must be kept clean and neatly trimmed. A student, who chooses to grow a beard /moustache/sideburns, etc., should initiate this over a vacation to avoid appearing unkempt in the clinic.
- Jewelry: Watches, small rings, small earrings are permissible. Ear gauges are not allowed and the opening should be covered. Maximum of two earrings per ear. No visible body piercing allowed. Absolutely no facial piercings allowed in clinic.
- Visible tattoos must be covered.
- Nail polish permitted in subdued shades only, no chipped nail polish permitted. Nail length should be kept to 1/4", and no acrylic nails allowed for infection control purposes.
- No perfumes or cologne should be worn while in clinical. Patients receiving radiation therapy and chemotherapy may have an aversion to strong odors. Co-workers may also have sensitivities/allergies to perfumes and cologne.

Any student found to be non-compliant with the dress code will be immediately dismissed from their clinical assignment. Time lost will need to be made up.

Behavioral Standards

- Students should refrain from chewing gum or eating, unless they are in the lounge or cafeteria areas.
- Eating and drinking in the clinical area is not permitted.
- Tobacco use is prohibited 2 hours prior to the start of the clinical shift or at any time during the clinical day.
- Students reporting to clinical smelling of tobacco will be dismissed and time made up.
- Newspapers, magazines and non-textbooks are not to be taken in to the clinical area. Students are expected to utilize any down-time by reviewing patient records, reviewing

images, or assisting other radiation therapy teams. Students are not allowed to study for their didactic courses while at clinical unless on approved by the radiation therapy team.

- Students are not allowed to use the clinical affiliate computers for personal reasons and may only use them during the lunch hour for clinical related work after receiving permission from the staff.
- All cell phones are to be turned off while in clinical and not carried in your clothing or lab coat.
- Students may check cell phones during breaks or lunch, but may not carry them to the treatment unit.
- Smart watches are okay to wear, however, excessive usage of smart watches while in clinical is not permitted and could lead up to serious performance action.

Outside Employment

Students who are employed in a radiation therapy department that is affiliated with the college may be excluded from that site as a clinical rotation at the discretion of the Clinical Coordinator and the Program Director. Outside employment *is not* to affect attendance or achievement of educational objectives. Students must report to the Clinical Coordinator and the Program Director when they are hired by a designated Clinical Affiliate. Student may not complete program requirements while being paid by a clinical setting.

Personal Communication Devices

The use of mobile phones are prohibited in all clinical locations. Students may not make or receive personal phone calls or text messages while at clinical locations. In an emergency situation students will be permitted to utilize the phones at their clinical site, after receiving permission from the Clinical Instructor or other appropriate supervisory personnel. Students are to use the phones and computers at the clinical internship site only for clinical business. Students may use personal mobile phones outside the department while on break or lunch.

Professional Relationships

It is essential that students behave professionally when in the clinical setting. Equally important is the maintenance of professional relationships with patients, physicians, coworkers and other medical staff. Students should refrain from outside activities, social media, and personal relationships with all clinical staff while enrolled in the program.

Personnel Radiation Monitoring Policy

All persons working around radioactive material, or radiation-producing equipment, are required to wear current dosimeter badges. All radiation therapy students must wear a radiation monitor during all clinical rotations. Badges are provided for the student in accordance with state and federal regulations.

Procedure

Thermoluminescent Dosimeters (TLDs) are assigned to students by MCPHS and used according to state and federal regulations. Students are responsible for ensuring the proper use and handling of their TLD.

1. Students must wear their MCPHS-issued TLD at all times while at their clinical internship site, even if the site assigns an additional monitoring badge.
2. Student TLD readings are reviewed by the MCPHS radiation safety officer as they are issued (every other month) and become part of the school's permanent radiation safety records.
3. In the event that a student's radiation readings exceed .025 Sieverts, the radiation safety officer will contact the student to discuss these issues or concerns and remove the student from clinical if deemed necessary. (NRC guidelines are .05 Sievert (five rems); or the sum of the deep dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye being equal to 0.5 Sievert (50 rems) as stated in the NRC policy)
4. Radiation monitoring reports are made available to all students within 30 days of receipt by MCPHS. Students view and initial their report with the clinical coordinator during clinical meetings. Reports are received every two months. January, March, May, etc.
5. Students may request a copy of their radiation exposure record from MCPHS at any time by contacting the clinical coordinator.
6. It is the responsibility of the students to change their TLD in the first week of each odd numbered month (i.e.: January, March, May etc.) to ensure accurate readings.
7. Students who report to their clinical internship site without their TLD will be asked by their Clinical Supervisor to leave their clinical site and return with their TLD.
8. Time missed from the clinical site, due to retrieval of a TLD, will be made up.
9. If a TLD is lost or damaged the radiation therapy Clinical Coordinator, MCPHS Clinical Placement Coordinator, and MCPHS Radiation Safety Officer must be notified immediately so that a replacement can be ordered.
10. Replacement TLDs can be ordered for overnight delivery to MCPHS to help ensure that the student does not miss any clinical internship time.
11. Until the lost/damaged TLD is replaced a student will not be allowed to perform radiation therapy treatment delivery procedures in which the student may be subject to scattered radiation, i.e. radiation delivery, computed tomography scans, brachytherapy procedures, etc.

Radiation Therapy Program Clinical Dismissal

Removal from a clinical assignment can occur anytime during the rotational period for any of the following reasons but not limited to:

- Failure to perform clinical tasks with direct supervision
- Demonstrating a lack of professional ethics
- Demonstrating a lack of professional conduct
- Lack of cooperation with clinical staff
- Inability to accept his/her role as a student
- Negative attitude toward patients and/or staff
- Refusal to comply with the professional dress codes
- Creating disruptions in the clinical area
- Excessive usage of smart watch
- Failure to satisfactorily complete performance, including competency, evaluations
- Failure to comply with Program or Affiliate rules and regulations
- Approaching a clinical staff member in a confrontational manner, for the purpose of debating a grade or evaluation
- Falsifying actions, findings, or documentation
- Failure to demonstrate appropriate safety protocol while delivering radiation to a patient
- Failure to complete clinical objectives in the designated clinical rotation timeline
- Failure to practice safe patient care
- Acceptance of any monetary amount from a patient, i.e., cash, check, gift card...
- Any inappropriate and/or offensive language or behavior
- Failure to comply with clinical site guidelines for time and attendance
- Disparaging any student, clinical setting, instructor, or program official connected to MCPHS University
- This list is not intended to be all inclusive

The Program Director, Clinical Coordinator or Clinical Supervisor each have the ability to dismiss a student from the clinical setting for any of the above reasons, or for due cause.

Dismissal from the clinical setting for any reasons will result in failure of the clinical course. A student removed from a clinical assignment for any reasons will be provided written notification of the cause for dismissal. Students have the right to appeal the dismissal and should follow the Radiation Therapy Grievance Policy and the University Appeals Process.

Dismissal from a clinical assignment results in failure of the clinical course and automatic dismissal from the Radiation Therapy Program at MCPHS University.

In addition, failure of two clinical courses results in automatic program dismissal.

Program Re-Entry Procedure

Students who have not been continuously attending courses for a period of one semester or more from an undergraduate SMIT professional course, or who withdraw from a SMIT program via leave of absence, must validate previous knowledge and skills held prior to program exit before they may reenroll in SMIT clinical professional courses. Reenrollment is subject to clinical placement availability (Note: there is no guarantee that space will be available at the desired time of return of the student; it may take up to two years for reentry due to lack of clinical placement availability). This policy applies to all undergraduate SMIT programs.

The validation will occur via students' demonstration of knowledge and skills, i.e., meeting established program clinical competencies, in a selected clinical facility or simulation laboratory. This requires that students notify the program director of desired date of return a minimum of 30 days prior to anticipated return to make arrangements for preparing and performing validation testing. Program faculty will provide guidance as to what content and skills (competencies) need to be reviewed by students prior to the testing, but it is the students' responsibility to prepare for the validation testing.

Students attempting to return from a leave of absence must also have been cleared to return to classes by designated staff in the CASE and the Dean of the School of Medical Imaging and Therapeutics of Students (if a medical leave of absence) prior to performing validation testing. The CASE will notify the Dean of the School of Medical Imaging when the student is eligible to take the validation test. Validation of knowledge will consist of a competency examination. A minimum grade of C on the competency examination is required. Program faculty will determine the content and skills to be included in the validation test.

If a student fails the validation test, he/she must enroll in a one-semester Directed Study to remediate prior to reentering the program. This will delay the student's reentry for at least one semester but likely for one year (or more if there is no clinical space available). The number of semester credits assigned to the Directed Study course will vary (1-3 semester credits) depending upon the number of semesters successfully completed in the program. If the student completed 2 or fewer semesters, one credit will be assigned; if 3-4 semesters, 2 credits; and if more than 4 semesters, 3 credits). Students may take general education courses concurrently with the Directed Study, but may not take any program professional courses until the directed study has been successfully completed.

If a student does not pass the Directed Study with a minimum of C on the first attempt, he/she will be dismissed from their respective program.

RTT Program Grievance Policy

The Radiation Therapy Program Grievance policy enables students to work with program faculty to resolve problems that may arise at their clinical internship site or within their program in a fair and unbiased manner. If a student has a grievance regarding decisions made while in the RTT Program an appeal may be made within ten days of the occurrence as outlined below.

Procedure

The student should first make every effort to resolve the problem through open communication with the Clinical Instructor in the case of a clinical related concern, or with the program faculty in the case of a program related concern.

1. If the student is not satisfied with the resolution of the situation, he/she should present the problem in writing to the Radiation Therapy Clinical Coordinator at MCPHS University within three days.
2. If the student is not satisfied with the resolution of the situation, he/she should present the problem in writing to the Radiation Therapy Program Director at MCPHS University within three days.
3. After investigating the situation, the Radiation Therapy Program Director will respond to the student in writing, within seven days of receiving the student's original letter.
4. If the student is not satisfied with the Radiation Therapy Program Director's response then he/she should present the problem, in writing to the Dean of the School of Medical Imaging and Therapeutics.
5. The Dean of the School of Medical Imaging and Therapeutics then has seven days to request additional information and must respond to the student's grievance within seven days of receiving the student's original letter.
6. If the student is not satisfied with the Dean of the School of Medical Imaging and Therapeutics's resolution then he/she should present the problem, in writing within three days to the Associate Provost for Student Achievement and Success.
7. The decision of the Associate Provost for Student Achievement and Success is final.
8. If the complaining party has exhausted all University channels for resolution of a program related problem that represents non-compliance with Accreditation Standards, the student should contact the Joint Review Committee on Education in Radiologic Technology (JRCERT) at:

20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-02901 Phone: (312) 704-5300
e-mail: mail@jrcert.org
fax (312) 704-5304

The student may choose to cancel the grievance procedure at any point in the process by notifying the appropriate person, i.e. the Radiation Therapy Program Director, Dean of the School of Medical Imaging and Therapeutics in writing that he/she wishes to cancel the grievance process.

MCPHS Pregnancy Policy

Pregnant female students may voluntarily declare their pregnancy in writing. The student must complete the Declaration of Pregnancy Form. Students have the option to continue in the program without modification. Students may also “undeclare” the pregnancy declaration in writing.

How to and Declare Your Pregnancy?

In order to start this protection program, you must declare your pregnancy with your Instructor. A simple form is provided for you to declare your pregnancy. You must provide your name, a declaration that you are pregnant, the estimated date of conception (only the month and year need be given), and the date that you gave the form to the Instructor. All of this information is noted on the form. You may also write your own letter if you prefer.

- You do not need to provide documented medical proof that you are pregnant.
- Regulations require that the MCPHS University receive the declaration in writing.
- Even if you are visibly pregnant, the lower dose limits do not apply until pregnancy is declared in writing.
- The choice to declare pregnancy, and thereby work under the lower dose limits is your choice. The University cannot direct you to make this declaration.
- If you are planning to become pregnant (but are not yet pregnant), and sign a declaration, the lower limits will not apply until you declare in writing that you are pregnant.
- Should you miscarry or discover that you are not pregnant, please notify the Instructor at your earliest opportunity.
- After the birth of your child, you must notify the Instructor that you have given birth so that embryo/fetal monitoring can be canceled and your normal exposure limits can be reinstated.
- You can revoke your declaration of pregnancy at any time, even if you are still pregnant by contacting the Instructor.

Monitoring the Radiation Dose to Your Embryo/Fetus

A special monitoring program has been developed to assist you and your Instructor with monitoring your radiation dose. Once pregnancy is declared, an extra dosimeter will be provided by the MCPHS University’s Radiation Safety Officer to monitor the exposure to your embryo/fetus. Wear the dosimeter clipped on outer clothing under the lead apron if a lead apron is worn. The dosimeter should be worn at waist level at the location of your embryo/fetus at the part of the body that could receive the highest radiation exposures. This will usually be the front of your body. A special report will be provided once a month so that both you, and your instructor, can track your monthly doses. Radiation Safety Officer also independently reviews these reports.

Questions about the reports, or how to properly wear the dosimeter, should be directed to the MCPHS University Radiation Safety Officer at 617-732-2861.

Declaration of Pregnancy Form

Name of Individual
Student Number
Date of Conception (Mo/Yr.)
By providing this information to my immediate supervisor/Instructor, in writing, I am declaring myself to be pregnant as of the approximate date shown above. Under the provisions of 10 CFR Part 20.1208 I understand that my exposure will not be allowed to exceed 5 mSv (500 mRem) during my pregnancy, from occupational exposure to radiation. I understand that this limit includes exposure I have already received. If my estimated exposure since the above approximate date of conception has already exceeded 5 mSv (500 mRem), I understand that I will be limited to no more than 0.5 mSv (50 mRem) for the remainder of my pregnancy. If I should find out that I am not pregnant, or if my pregnancy ends, I will inform my supervisor as soon as practical.
Signature of Individual
Date Signed

DESCRIPTION OF CURRENT WORK WITH IONIZING RADIATION

Source of Ionizing Radiation (equipment):
Isotope:

RECEIPT OF DECLARATION OF PREGNANCY

Name of Supervisor/Instructor

I have received notification from the above named woman that she is pregnant. I have explained to her the potential risks from exposure to radiation as provided in Regulatory Guide 8.13, Revision 3. I have evaluated her prior exposure and established appropriate limits to control the dose to the developing embryo/fetus in accordance with limits in 10

CFR part 20.1208. I have explained to her options for reducing her exposure to as low as reasonably achievable (ALARA).

Signature of Supervisor/Instructor

Date Signed

Pregnancy Declaration Withdrawal Form

I _____ wish to withdraw my declaration of pregnancy. I understand that the lower dose limit for the embryo / fetus no longer must be applied and that the additional fetal monitoring device will no longer be provided.

If pregnant, but formally withdrawing declaration of pregnancy, I hereby release the Radiation Therapy program and clinical affiliate sites of any responsibility for fetal exposure.

Student Signature

_____ Date:

Acknowledgement of Receipt of Declaration:

Program Director Signature:

_____ Date:

Clinical Coordinator Signature: _____ Date: _____

Note: the student will receive a copy of this declaration once all signatures are obtained. The original will be maintained in the student's clinical file.

Coronavirus Disease 2019 (COVID-19)

Covid and how does it spread

COVID-19 is a specific strain of coronavirus, which is a large family of viruses that are common in humans and many different species of animals. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV.

Current understanding about how COVID-19 spreads is largely based on what is known about similar coronaviruses. COVID-19 is a new disease and there is more to learn about how it spreads, the severity of illness it causes, and to what extent it may spread in the United States. The virus is thought to spread mainly from person-to-person; between people who are in close contact with one another (within about 6 feet); or through respiratory droplets produced when an infected person coughs or sneezes. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. However, respiratory illnesses like seasonal influenza, are currently widespread in many US communities.

Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. This list doesn't include all possible symptoms. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Treatment

There is no specific antiviral treatment recommended for COVID-19 infection. People infected with COVID-19 should receive supportive care to help relieve symptoms.

Protecting from COVID-19

The CDC and state DPH have recommended precautionary measures consistent with routine preventive measures for many types of virus transmissions, including common colds and influenza.

Students must:

- Frequently hand-wash with soap and warm, run water for at least 20 seconds; if soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol
- Cough or sneeze into your sleeve
- Avoid touching your eyes, nose, or mouth
- Not sharing food, drink, or eating utensils
- No contact with bodily fluids of an ill person
- Staying hydrated
- Get enough rest, exercise, and make healthy food choices
- Clean your living space
- Staying home when ill until fever-free for 24 hours
- Practice social distancing maintain 6-foot distance
- Wear PPE- mask and gloves
- Be cautious of where you are and where you visit when out of clinic

For example- if you visit a beach over the weekend and are not safely socially distanced, then you go to the clinic Monday and tell people about it, they might ask you to leave due to excessive unsafe exposure. If this happens, you will automatically fail the course.

If you are sick- We are all committed to keeping ourselves and all of our surrounding families safe from the spread of this virus. If you think you have fever or believe you have been exposed, Please report it to the Clinical Coordinator and/or Program Director for further steps.

Student must complete these items prior to starting/returning to the clinic:

- Read and sign acknowledgment for addendum to MCPHS University Policies regarding student absences
- Complete the MCPHS University Risk Screening form
- Watch the following video and take a post test (must score 100%)
<http://www.youtube.com/watch?v=syh5UnC6G2k> or training video by MCPHS when that is available
- Complete any required forms or training specific to clinical site
- Ensure they have a face mask to wear to/from clinical each day

Addendum to Sick Policy due to COVID-19

Given the emerging and rapidly concerning situation regarding the novel coronavirus (COVID19) outbreak, the Centers for Disease Control and Prevention (CDC) and the Department of Public Health (DPH) have provided guidance on precautionary measures. MCPHS is implementing revisions to this policy to provide the flexibility that is needed for students who are sick. Students

who are sick need to stay home until their symptoms have resolved and they are fever-free for 24 hours. In such cases, students must notify their course faculty or preceptor of the absence (as outlined in this policy). Students **must** still submit a completed Documented Absence Request Form to their respective campuses and explain their circumstance and why they are not submitting documentation, as outlined on the revised form that is now used for Documented Absences. It remains the responsibility of the student to contact the instructor within 24 hours to arrange make-up coursework as specified in the policy. Absences for a period of more than three days will require a conference call with the Student Affairs office on your campus. **Please note that it is essential that students follow the most current CDC and DPH guidelines.**

Students should practice CDC and DPH precautionary measures and seek consultation and instructions from a medical provider if they are experiencing a fever and symptoms of respiratory illness (e.g., cough, difficulty breathing) **and** who have either traveled to a country/region as specified with risk by the CDC **or** have had close contact with someone who is sick and being evaluated for COVID-19 or who has received a laboratory confirmed COVID-19 diagnosis.

With regards to travel, if you have traveled to an affected geographical area in the last 14 days and develop fever, cough, or difficulty breathing, or if you have been in contact with someone diagnosed or under evaluation for COVID-19, please seek medical advice. Call the office of your health care provider (student health services, urgent care, doctor's office, or emergency room) before you go, and tell them about your symptoms. Please refer to the CDC website for current information: <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>

Acceptance of the MCPHS University Radiation Therapy Student Handbook

I, _____, acknowledge that I have received and am responsible for understanding and complying with the policies stated in the Radiation Therapy Student Handbook. I understand that I may contact Kelly Ebert at (617) 274-3322 with any questions regarding the policies contained therein. I understand that all my medical records must be up to date and that I am responsible for providing this information to CastleBranch. I acknowledge that I have received and am responsible for understanding and complying with the radiation safety program policies appropriate use of my personal dosimeter badge. I understand that my dosimeter badge reports will be made available at my request. I will review and sign my dosimeter badge reports when provided, and exchange quarterly badges in a timely manner. I also understand that the program requires Direct Supervision of all radiation therapy procedures. I will only perform procedures on patients when directly supervised.

Student Signature

Date