

BROWARD[®] COLLEGE

RADIATION THERAPY PROGRAM

RADIATION THERAPY PROGRAM

RADIATION THERAPY PROGRAM MANUAL

Revised September 2022

Welcome to the Radiation Therapy Program!

Welcome to the Radiation Therapy Program at Broward College!

The Radiation Therapy program at Broward College is designed to educate and mentor future Radiation Therapists. The Program curriculum is delivered through scheduled classroom lectures, classroom activities, laboratory practice, and clinical internships.

We strongly believe that learning is a lifelong process that requires your continuous interaction. As future healthcare providers, you will need to remain adaptable to changes as it occurs in accordance with advances in medical science and Radiation Therapy. You will become dynamically involved in the learning process as the program progresses. It will be your responsibility as a student to fully utilize the educational opportunities provided to you.

As you progress in the Radiation Therapy Program you will develop an awareness of the profession's inherent responsibilities as well as established professional ethics and standards of practice. The faculty and staff look forward to working with you as you obtain the necessary academic and clinical skills required to realize your goal of becoming a Radiation Therapist

This Program Manual outlines important information regarding the program, as well as the faculty's expectations of students enrolled in the Radiation Therapy program. We anticipate that you will have an active and enthusiastic role in the learning process.

On behalf of the faculty and administrators, welcome and best wishes for success.

Dr. Kathy A. Almquist, DHSc, R.T. (R)(CT)(T)
Program Manager
Radiation Therapy

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PROGRAM DISCLAIMER

The provisions of this Manual are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to designate the effective date of changes in College or Program protocols. The right is reserved to change any rule or regulation of the program at any time, including those related to admission, instruction, and graduation.

All such changes are effective when the proper authorities determine and may not only apply to prospective students but also to those who already are enrolled in the program. All enrolled students will be notified in writing of such changes as they occur.

FREQUENT CONTACTS

Contacts	Websites
Advising	http://www.broward.edu/studentresources/advising/Pages/default.aspx
Student Success	http://www.broward.edu/studentresources/studentsuccess/Pages/default.aspx
Student Counseling	http://www.broward.edu/studentresources/Pages/assistance.aspx
Academic Success Center	http://www.broward.edu/studentresources/lrc/north/Pages/default.aspx
Bookstore	http://www.broward.edu/studentresources/bookstore/Pages/default.aspx
Registrar	http://www.broward.edu/academics/registrar/Pages/default.aspx
Disability Services	http://www.broward.edu/studentresources/disability/Pages/default.aspx
Financial Aid	http://www.broward.edu/financialaid/Pages/default.aspx
Student Handbook	http://www.broward.edu/studentresources/rights-and-responsibilities/Pages/student-handbook.aspx
Institutional Policies	http://www.broward.edu/studentresources/rights-and-responsibilities/Pages/policy-matters.aspx
Campus Safety & Security	http://www.broward.edu/safety/Pages/default.aspx

FREQUENT VISITED WEB SITES

SACS ACCREDITATION

The Radiation Therapy Program maintains national accreditation through the Southern Association of Colleges and Schools (SACS): <http://www.sacs.org/>.

JRCERT ACCREDITATION

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for the Radiation Therapy Program can be found on the following link: [2021 Radiation Therapy Standards](#). The Radiation Therapy Program effectiveness results can be found on the following link: [JRCERT](#). The following is contact information for JRCERT:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
mail@jrcert.org

CURRICULUM

The Radiation Therapy Program is competency based and uses as a guideline the American Society of Radiologic Technologists (ASRT) Curriculum Guide:
<http://www.asrt.org/educators/asrt-curricula/radiation-therapy>

ARRT CERTIFICATION

Graduates of the program will be eligible to take the American Registry of Radiologic Technologists (ARRT) Certification Exam: <http://www.rrt.org/>

FLORIDA LICENSURE

Graduates of the program will be eligible to apply for license from the Florida Department of Health, Bureau of Radiation Control: <http://www.doh.state.fl.us/mqa/Rad-Tech/index.html>

PROGRAM INFORMATION

PROGRAM DESCRIPTION

The Radiation Therapy Program is one of over twenty-seven (27) health career Programs offered as part of the health science programs at Broward College. It is under review for accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Broward College itself is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award both an Associate Degree as well as a Certificate in Radiation Therapy.

The curriculum provides the student the opportunity to develop competency in technical skills through planned experiences in the classroom, laboratory and off-site clinical facilities. The Program is dedicated to developing radiation therapists who are quality-minded and who will ultimately make unique contributions to the field of radiation therapy.

PRACTICE STANDARDS FOR RADIATION THERAPY

PREAMBLE

The purpose of this document is to define the Scope of Practice for Radiation Therapy Professionals and to specify their roles as members of the health care team, acting in the best interest of the patient. This scope of practice is a "living" document that will evolve as the technology expands.

DESCRIPTION OF THE PROFESSION

Radiation therapy is the art and science of treatment delivery to individuals to restore, improve, and enhance performance; diminish or eradicate pathology; facilitate adaptation to the diagnosis of malignant disease; and promote and maintain health. Because the major focus of radiation therapy is the delivery of prescribed dosages of radiation to individuals from external beam and/or brachytherapy radiation sources or hyperthermia units, the radiation therapist's concern is with those factors that influence radiation dose delivery, individual well-being, and responsiveness to treatment, as well as those factors serving as barriers or impediments to treatment delivery.

The practice of radiation therapy is performed by competent radiation therapist who deliver care to the patient in the therapeutic setting and are responsible for the simulation, treatment planning, and administration of a prescribed course of radiation therapy and/or hyperthermia. Additional related setting where radiation therapists practice includes education, management, industry, and research.

SCOPE OF PRACTICE

The curriculum base of a radiation therapist is that outlined in the ASRT Professional Curriculum for Radiation Therapy. Education program standards are those defined in the Essentials and Guidelines of an Accredited Educational Program for the Radiation Therapist. The scope of practice for radiation therapists includes:

1. Delivering radiation therapy treatments as prescribed by a radiation oncologist.
2. Performing simulation, treatment planning procedures, and dosimetric calculations.
3. Detecting and reporting significant changes in patients' conditions and determining when to withhold treatment until the physician is consulted.
4. Monitoring doses to normal tissues within the irradiated volume to ensure tolerance levels are not exceeded
5. Constructing/preparing immobilization, beam directional, and beam modification devices.
6. Performing quality assurance activities, detecting equipment malfunctions, and taking appropriate action.
7. Applying principles of radiation protection (ALARA) at all times.
8. Participating in brachytherapy procedures.
9. Practicing Universal precautions in procedures.
10. Identifying and managing emergency situations.

SCOPE OF PRACTICE CONTINUED

11. Educating and monitoring students and other health care providers.
12. Educating patients, their families, and the public about radiation therapy.
13. Preparing and/or administering contrast media, and/or medications as prescribed by a licensed practitioner with the appropriate clinical and didactic education where state and/or institutional policy permits.
14. Performing venipuncture with the appropriate clinical and didactic education where state and/or institutional policy permits.
15. Administering medications at the physician's request according to policy.
16. Starting and maintaining intravenous (IV) access per orders when applicable.

PROFESSIONAL CREDENTIAL

A Radiation Therapist possesses competency-based certification by successfully passing a credentialing examination. The initials RT (T) (ARRT) indicate a registered technologist in radiation therapy and certification as a radiation therapist by the American Registry of Radiologic Technologists.

TECHNICAL STANDARDS

The practice of radiation therapy is performed by competent radiation therapist who deliver care to the patient in the therapeutic setting and are responsible for the simulation, treatment planning, and administration of a prescribed course of radiation therapy and/or hyperthermia. Additional related setting where radiation therapists practice includes education, management, industry, and research.

The standards are divided into five sections: scope of practice (delineated above), clinical performance, quality performance, professional performance, and advisory opinion.

Clinical Performance Standard defines the activities of the practitioner in the care of patients and delivery of diagnostic and therapeutic procedures. It incorporates patient assessment and management with procedural analysis, performance, and evaluation

Quality Performance Standard defines the activities of the practitioner in the technical areas of performance including equipment and material assessment, safety standards, and total quality management.

Professional Performance Standard defines the activities of the practitioner in the areas of education, interpersonal relationships, self-assessment, and ethical behavior.

Advisory Opinion Statements are interpretations of the standards intended for clarification and guidance for specific practice issues.

(Source for Description, Scope, Credentials, and Standards - publication titled: The Principles and Practices of Radiation Therapy, Fourth edition, 2015)

TECHNICAL PERFORMANCE STANDARDS

Students entering the Radiation Therapy Program must meet certain standards of performance in order to progress in their course work and ultimately graduate. These standards include meeting cognitive, affective, and psychomotor demands associated with the profession. Students enrolled in the program should carefully review all of the performance standards in this Manual as follows:

Data Collection Standards

- Tactile ability that is sufficient for collection and assessment of data such as pulse and temperature.
- Ability to adjust settings on equipment as needed.
- Auditory ability sufficient to monitor and assess health care needs including but not limited to hearing monitor alarms, emergency signals, auscultatory sounds, and verbal communication as when a patient/client calls for assistance.
- Visual ability sufficient for assessing and observing the patient/client and environment including near and far acuity, depth perception, visual fields, and color vision.

TECHNICAL PERFORMANCE STANDARDS CONTINUED

Communication Standards

- Possess sufficient communication skills to interact effectively with others verbally, non-verbally and in written form demonstrating sensitivity to individual and cultural differences.
- Ability to express yourself verbally in a language that will be understood by a majority of patients/clients.
- Possess ability to recognize, interpret and respond to non-verbal cues from patients and clients.

Sensorimotor Standards

- Gross and fine motor abilities sufficient to provide safe and effective care including the ability to assist with positioning of patients.
- Standing and walking for extended periods of time and physical abilities sufficient to move from room to room, to maneuver in patient rooms and other small areas.
- The motor skills of stooping, kneeling, crouching, crawling, reaching, and handling such as required to assist patient/client during a radiotherapeutic exam/procedure.
- Ability to perform medium work (defined as lifting 60-pound maximum with frequent lifting or carrying of objects weighing up to 30 pounds) such as required manually position medical equipment.
- Ability to walk with good balance; resist challenge while walking and support a patient/client who may have poor balance/weakened musculature during gait, ability to negotiate environmental barriers safely with patient/client.
- Fine motor coordination (Manual dexterity) sufficient to manipulate and use medical equipment.
- Independent mobility including transportation to/from campus and clinical courses.
- Stamina to participate in physical activity over prolonged periods of time while positioning a patient/client and providing physical assistance to patients/clients.
- Information detailed on the Medical History and Physical Examination form is legally privileged and confidential. It is intended for use by the Health Science program unless written consent has been provided for release to other parties.

Intellectual and Conceptual Standards

- Ability to assimilate, within a reasonable amount of time, large amounts of complex, technical and detailed information from a variety of sources.
- Ability to identify cause-effect relationship to make judgments and set priorities in clinical situations.
- Recognize physiological changes in patient/client status and act appropriately.
- Ability to function during stressful situations.
- Ability to prioritize multiple tasks, integrate information and make decisions promptly.

Behavioral and Social Standards

- Possess sufficient interpersonal skills to establish meaningful and effective rapport with patients/clients, families, and colleagues from a variety of different social, emotional, economic, cultural, ethnic, religious, and intellectual backgrounds as well as within all age groups.
- Ability to cope with heavy workload schedule and patient demands.
- Function effectively during periods of high stress.
- Display adaptability.
- Accept responsibility for own behavior.
- Engage in self-assessment activities which include identification of learning needs.

Ethical Standards

- Exhibit a respect for truth and a commitment to honesty in all didactic and clinical pursuits adhere to ethical and legal guidelines established by applicable national organizations and governmental agencies.
- Abide by all institutional regulations.
- Appreciate and respect patient/family confidentiality.
- Information detailed on the Medical History and Physical Examination form is legally privileged and confidential. It is intended for use by the Health Science program unless written consent has been provided for release to other parties.

MISSION STATEMENT OF THE COLLEGE

VISION STATEMENT

Broward College will be a destination for academic excellence, serving students from local communities and beyond. The College will embrace diversity - student, faculty, staff, and business partnerships - and foster a welcoming, affirming, and empowering culture of respect and inclusion. The College will stand at the leading edge of technological and environmentally sound innovation, providing attainable, high-quality educational programs. Broward College will be recognized for its recruitment and retention of diverse, outstanding faculty and staff whose primary focus will be to promote the success of each individual student while supporting lifelong learning for all students. As a model post-secondary institution, the College will connect its students to diverse local and global communities through technical, professional, and academic careers.

MISSION STATEMENT

Transforming students' lives and enriching our diverse community through academic excellence, innovation, and meaningful career opportunities.

CORE VALUES

- *Academic Excellence and Student Success* Achieving student success through high-quality, learning-centered programs and services while continuously evaluating and improving student learning outcomes that reflect the highest academic standards. This is accomplished by providing flexible educational opportunities accessible to all students, regardless of time or place.
- *Diversity and Inclusion* Creating a community that celebrates diversity and cultural awareness while promoting the inclusion of all its members.
- *Innovation* Developing and implementing the most emergent technologies and teaching/learning methods and strategies to create learning environments that are flexible and responsive to local, national, and international needs.
- *Integrity* Fostering an environment of respect, dignity, and compassion that affirms and empowers all its members while striving for the highest ethical standards and social responsibility.
- *Sustainability* Ensuring effective, efficient use of college resources while implementing fiscally sound practices and environmentally sustainable initiatives that can be modeled in collaboration with our community.
- *Lifelong Learning* Promoting the educational growth and development of all individuals through a variety of postsecondary professional, technical, and academic programs and services.

MISSION STATEMENT OF THE PROGRAM

The College's mission is reflected in the program's mission statement:

The Radiation Therapy Program at Broward College seeks to prepare students with the knowledge, skills, and values necessary to practice as entry-level radiation therapists and to pass the American Registry of Radiologic Technologists (ARRT) certification examination. The program and faculty endeavor to prepare competent, compassionate, ethical, and culturally sensitive practitioners committed to professional development through life-long learning. Radiation Therapy exists as a technical education program to provide a vital human resource that can meet the health care needs of our community.

PHILOSOPHIC INTENT

The Radiation Therapist is an accepted and valued member of the health care team who practices in a multicultural medical environment. Development of competent and compassionate Radiation Therapists requires a quality education founded on a well-rounded professional curriculum that includes cognitive, affective, and psychomotor learning outcomes that can be measured by an observable change in behavior. The learning process should provide opportunities for evaluation based on didactic and clinical course objectives as well as, opportunities for on-going student self-evaluation. In the development of radiation therapy instruction, the varied nature of the student dictates that a multitude of learning styles will be present. We recognize that there will be such differences among learners.

GOALS OF THE RADIATION THERAPY PROGRAM

Goal #1: Students/Graduates will be competent entry-level radiation therapists.

Students will:

- Demonstrate appropriate treatment set-up procedures.
- Practice radiation safety protection.
- Demonstrate all American Registry of Radiologic Technologist (ARRT) required patient competencies and simulation procedures.

Goal #2: Students will use critical thinking skills.

Student will:

- Combine didactic and clinical information through patient case studies.
- Recognize inconsistencies in patient set-ups and be able to resolve them.
- Demonstrate reproducible patient treatment positioning.

Goal #3: Students will be able to demonstrate effective communication skills.

Students will:

- Consistently and effectively communicate with patients.
- Effectively articulate didactic knowledge for all patient treatment and simulation competencies.
- Demonstrate effective writing skills.

Goal #4: Students will demonstrate professionalism.

Students will:

- Demonstrate a willingness to seek learning opportunities.
- Be culturally competent.
- Maintain all HIPAA standards.

PROGRAM OUTCOMES

For Enrollment Rates and Attrition please refer to the Program Website to view current Program Outcomes.
<http://www.broward.edu/academics/programs/radiation/Pages/default.aspx>

CAREER OPPORTUNITIES

According to the American Society of Radiologic Technologists (ASRT) radiation therapist may be employed in hospitals, clinics, private offices, education, research, and industry.

The supply and demand ratio affect salaries, depending on experience and responsibilities. The United States Department of Labor publishes the most current salaries for radiation therapists. Please refer to the following link for the most current salaries nationwide <http://www.bls.gov/ooh/Healthcare/Radiation-therapists.htm>

PLACEMENT RATES

Each year, within six months following graduation, the program conducts a graduate survey. This survey serves to collect job placement data and graduate satisfaction with the Program.

NON-DISCRIMINATION POLICY

In accordance with College policy (6Hx2-3.34), the program affirms its commitment to ensure that each student shall be permitted to study and otherwise participate in the BC community in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, sexual orientation, national origin, marital status and veteran status. The program acknowledges its obligation to work towards a community in which diversity is valued and opportunity is equalized

PROFESSIONAL BEHAVIORS

Students are expected to demonstrate interest, ability, and aptitude for the responsibilities related to the field of Radiation Therapy from the therapist's perspective. When choosing a profession, an individual must be willing to assume the professional behaviors inherent to that profession. This transformation begins in the classroom and laboratory settings with a continuation into the clinical arena. Students are expected to exhibit initiative and interest in learning by actively participating in the variety of learning opportunities the program offers.

Professional behaviors include, but are not limited to:

- * Commitment to Learning
- * Interpersonal Skills
- * Communication Skills
- * Effective Use of Time and Resources
- * Use of Constructive Feedback
- * Problem Solving
- * Professionalism
- * Responsibility
- * Critical Thinking
- * Stress Management

The above criteria are evaluated throughout the Program by the program manager, clinical coordinator, clinical instructor, and clinical supervisor feedback. Verbal and/or written feedback will be provided to students. Action plans will be developed to enable the student to be a successful health care professional.

Disclosing confidential information to unauthorized sources, insubordination to academic or clinical faculty, disregard for patient/clients' or other persons' welfare, disinterest in studies as shown by frequent tardiness or unexcused absence, failure to participate in class/clinic assignments/discussions, and dishonesty in written assignments or examinations are examples of behaviors that will not be acceptable for continuation in the program.

The Health Science programs at the College have established a Code of Professional Behaviors which are expected to be practiced by the students enrolled in the program. The code is in addition to the College's Student Code of Conduct. Both codes and the consequences of violations are detailed on the following page.

HEALTH SCIENCE PROFESSIONAL BEHAVIORS

The program believes that by adhering to high standards of integrity and competence the student upholds the dignity and autonomy of his/her chosen profession.

The student is expected to develop and demonstrate the following professional behaviors regardless of the program of study in the health sciences and in all settings related to the educational process (classroom, simulated laboratory, clinical sites, etc.), in addition to abiding and upholding the regulations and policies set forth by the Student Code of Conduct of Broward College (detailed herein), as well as, the Code of Ethics espoused by the professional organizations, regulating bodies, and credentialing agencies of the students' chosen profession. For matters relating to violation of Broward College's Student Code of Conduct, Student Code of Conduct procedures will be followed.

Guidelines for professional behavior consist of three categories:

- Personal Responsibility
- Competence and Self-Improvement
- Professional Responsibility

Within each category, *critical guidelines* are in bold emphasizing the critical nature of the behavior.

Personal Responsibility: The student contributes to a positive learning environment by accepting personal responsibility for demonstrating appropriate behavior in the classroom, during laboratory activities and while attending all clinical rotations. Acknowledging professional responsibilities, the student conducts self as a positive representative of Broward College. The guidelines for Personal Responsibility are:

1. Contribute to a positive learning environment.
2. Be punctual for all classroom, laboratory, and clinical activities.
3. Attend consistently according to the attendance policy of the program.
4. Notify the instructor of any necessary absence or projected lateness.
5. Take responsibility for obtaining notes, handouts, or other materials presented during an absence.
6. Arrive prepared for class, lab or clinical, having completed any assignments given.
7. Avoid eating and drinking in the class, labs or in clinical settings unless permitted to do so by the instructor.
8. Refrain from using beepers or cell phones during classes or clinical activities.
9. Accept personal responsibility for appropriate behavior.
10. Dress in the assigned lab or clinical uniform whenever required.
11. Maintain high standards of personal hygiene.
12. Conduct self as a positive representative of Broward College.

Competence and Self-Improvement: The student demonstrates an awareness of the impact of self- directed learning on developing competence in the chosen profession and takes initiative to self-assess as a means of promoting self-improvement. The guidelines for Competence and Self-Improvement are:

1. Commit to the learning and mastery of knowledge, skills, attitudes, and beliefs of the chosen profession.
2. Be motivated to learn and take appropriate initiative to enhance one's own learning experiences.
3. Know limits of own abilities; recognizing the need for additional practice when deficiencies are evidenced.
4. Perform frequent self-assessment to improve performance.

Professional Responsibility: The student conducts self during all interactions in a manner which reflects the standards of professionalism in the health professions: respect, confidentiality, honesty and integrity. Acting from a moral and ethical viewpoint, the student demonstrates high regard for self and others. The guidelines for Professional Responsibility are:

HEALTH SCIENCE PROFESSIONAL BEHAVIORS CONTINUED

1. Demonstrate a respectful attitude towards peers and staff.
2. Demonstrate appropriate communication at all times, refraining from the use of inappropriate language and/or gestures.
3. Demonstrate respect for the patient/client's dignity, privacy, and cultural values.
4. Discuss difficult issues with sensitivity and objectivity.
5. Use good judgment in mediating differences that may arise between self and others.
6. Maintain confidentiality in all interactions.
7. Abide by HIPAA regulations regarding confidentiality in patient/client interactions.
8. Demonstrate willingness to receive constructive feedback.
9. Commit to honesty in all interactions.
10. Demonstrate compassion, emotional support, and empathy at all times without projecting one's own viewpoints or values

PROCEDURES

Students are expected to comply with all the professional behavior guidelines as detailed. In the event that there is a violation of the behaviors or if the faculty and/or administrators of the program deem it necessary, a Violation of Professional Behaviors form may be completed in order to initiate discussion about the violation as well to provide documentation of the violation.

A Professional Behaviors Violation form may be completed by faculty, administrators, or staff. The form details the date of the violation, a description of the violation, and an outline of a plan of action.

The student may be asked to attend a conference with the faculty member or an administrator to discuss the completed form. All discussions will remain confidential. An opportunity to engage in discussion regarding the violation is provided as a means by which the student can be made aware of their own behavior or the perception of their behavior by others. A copy of the form will be given to the student; the original will be placed in the student's departmental file as a written statement of the reprimand.

CONSEQUENCES BASED ON VIOLATION

All consequences are based upon the nature of the violation in terms of the seriousness of the unprofessional behavior.

First Violation: Verbal Warning or Written Reprimand: Depending upon the nature of the violation and at the discretion of the faculty and/or administrators of the program involved, the student may be given at minimum a verbal warning or a written reprimand based on the infraction.

For violations necessitating a written reprimand, students are notified, in writing, via the Violation of Professional Behavior form, that he/she has violated a professional behavior and of any plan of action that might be needed. This written reprimand implies the probability of more severe disciplinary consequences if the student violates the Code of Professional Behaviors. Report of the infraction can be sent to Broward College Student Affairs.

Repeat Violation: If the student violates the Code of Professional Behaviors a second time, the student may be required to comply with one or more of the following remediations:

1. Meeting with the Health Science counselor,
2. Performing a community project,
3. Interviewing a health care professional in the field to determine what consequences would occur in the workplace if a similar violation took place,
4. Referral to an anger management course,
5. Suspension from the program for a timeframe determined by the Associate Dean
6. Other as determined by the Associate Dean in relation to the violation
7. Report of the infraction can be sent to Broward College Student Affairs.

Past reprimands may be considered in imposing consequences for further violations. Further violations, of the same nature or different, may result in dismissal from the program.

References:

Armstrong Atlantic State University, Honor Code and Code of Conduct
Burkhardt and Nathaniel, Ethics and Issues in Contemporary Nursing, Delmar Publishers, 1998. Duke University, The Academic Integrity Assessment Guide
Edison State College, Cardiovascular Program, Ethics Guidelines
Miami-Dade Community College, Medical Center Campus, School of Allied Health Code of Conduct
Oregon Health Science University, School of Nursing, Honor Code Policy Statement
Sargent College, Academic Conduct Code
University of Florida, College of Nursing, Student Academic Honesty Guidelines
Wayne State University, School of Medicine, Professional and the Honor Code

BROWARD COLLEGE STUDENT CODE OF CONDUCT

The Student Code of Conduct outlines acceptable and unacceptable behavior for BC students, as well as appropriate disciplinary procedures and sanctions. Upon admission to Broward College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local, state, and federal laws as well as the academic and behavioral regulations found in the BC Student Manual, the College Catalog, other official publications, and the BC web site at <http://www.broward.edu>.

Any student or student organization found to have committed the following misconduct, on or off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures.

1. Dishonesty, including but not limited to the following: a. Cheating, plagiarism, or other forms of academic dishonesty.

The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim work of another as the product of his/her own thoughts regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

- a. Furnishing false information to any BC official or faculty member.
 - b. Forgery, alteration, or misuse of any BC document, record, or instrument of identification.
 - c. Tampering with the election of any recognized BC student organization.
2. Disruption: disruption or obstruction of teaching, research, administration, disciplinary proceedings, other BC activities, including its public-service functions on or off campus, or other authorized non- BC activities, when the act occurs on BC premises.
 3. Abuse: physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.
 4. Theft or damage to property: attempted or actual theft of and/or damage to BC property or the property of a member of the BC community or other personal or public property.
 5. Discrimination
 6. Sexual Harassment
 7. Sexual Battery/Assault
 8. Hazing: Florida State Statute 240.1325
 9. Non-compliance with directions: failure to comply with directions of BC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
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BROWARD COLLEGE STUDENT CODE OF CONDUCT CONTINUED

10. Keys: unauthorized possession, duplication, or use of keys to any BC premises or unauthorized entry to or use of BC premises.
11. Violation of published BC policies and procedures, rules or regulations.
12. Violation of law: violation of federal, state or local law on BC premises or at BC sponsored or supervised activities.
13. Controlled substances: use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law. Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.
14. Alcohol: use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and BC regulations.
15. Public intoxication.
16. Weapons and dangerous materials: illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on BC premises.
17. Unauthorized demonstration: participation in a campus demonstration which disrupts the normal operations of BC and infringes on the rights of other members of the BC community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
18. Obstruction of movement: obstruction of the free flow of pedestrian or vehicular traffic on any BC premises or at BC sponsored or supervised functions.
19. Disorderly conduct: conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on BC premises or at functions sponsored by, or participated in by BC.
20. Computer usage:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or BC official.
 - e. Use of computing facilities to send or receive obscene or abusive messages
 - f. Use of computing facilities to interfere with the normal operation of BC computing system.
21. False representation: contracting or representation in the name of the College.
22. Abuse of the student discipline system, including but not limited to:
 - a. Failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other BC officials when requested to do so;
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee;
 - c. Disruption or interference with the orderly conduct of a Student Conduct Hearing;
 - d. False accusations of student misconduct knowingly without cause;
 - e. Attempting to discourage an individual's proper participation in, or use of, the student discipline system;
 - f. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing;
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing;
 - h. Failure to comply with the sanction(s) imposed under the Student Code;
 - i. Influencing or attempting to influence another person to commit an abuse of the student discipline system.
23. Bribery: offering or giving money or any item of service to a BC employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.
24. Violation of law and BC discipline.
 - a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the BC community and/or disrupts the educational mission of BC.
 - b. BC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

BROWARD COLLEGE STUDENT CODE OF CONDUCT CONTINUED

- c. When a student is charged by federal, state, or local authorities with a violation of law, BC will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, BC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the BC community.
- d. BC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

CONSEQUENCES BASED ON ACADEMIC DISHONESTY

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

STUDENT ORGANIZATIONS

Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization, and any of the following conditions apply:

1. The offense occurred at an event that was sanctioned by an officer of the organization;
2. Organizational funds are used to finance the activity;
3. The event where the offense occurred is substantially supported by the organization's membership;
4. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction;
5. The organization fails to report or chooses to protect the individuals(s) alleged to have committed the offense.

RECORDING PROHIBITION

Students may not make an audio or video recording of an instructor or speaker unless prior consent of the instructor or speaker is obtained. However, if such recording is an Americans with Disabilities Act accommodation, prior notification is required, rather than consent.

STUDENT CODE OF CONDUCT PROCEDURE

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Broward College. In those cases, not likely to result in a termination of a student's enrollment at the College, the campus/center chief student affairs officer shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary actions.

ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES

1. Any member of BC community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the chief student affairs officer on the campus/center where the violation was committed. Any charge(s) should be submitted as soon as possible after the event takes place, preferably within forty-eight hours.
2. The chief student affairs officer of the campus/center, after reviewing the evidence and meeting with witnesses and accused student, may impose sanctions outlined in this Procedure. The student shall be informed of sanctions in writing.

ARTICLE II: SANCTIONS

1. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during or after the probationary period.
3. Loss of Privileges: Denial of specified privileges for a designated period of time.

BROWARD COLLEGE STUDENT CODE OF CONDUCT CONTINUED

4. Fines: Previously established and published fines may be imposed.
5. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions: Work assignments, service to BC or other related discretionary assignments
7. BC Suspension: Separation of the student from BC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
8. BC Expulsion: Permanent separation of the student from BC.
9. The following sanctions may be imposed upon BC groups or organizations:
 - a. Those sanctions listed above;
 - b. Deactivation or loss of specific organizational privileges for a specified period of time.

Other than BC suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record.

Upon graduation, the student's confidential record may be expunged of disciplinary actions other than BC suspension or BC expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than BC suspension or BC expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

ARTICLE III: APPEALS

1. A student, student organization, or complainant may appeal the sanctions imposed by the chief student affairs officer of the campus/center to the Vice President for Student Affairs. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs within five business days of the receipt of the sanctions from the campus/center chief student affairs officer.
2. If a student appeals the decision of the chief student affairs officer to the Vice President for Student Affairs, the chief student affairs officer shall decide if sanctions shall be in effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other very serious condition exists, the chief student affairs officer of the campus/center may suspend the student or organization from activity at BC immediately, and have the student escorted off BC property.
3. The chief student affairs officer will forward all necessary paperwork to the Vice President, including but not limited to all incident reports filled out by BC personnel, all security reports, any witness statements, and any police reports.
4. If the matter is referred to the Vice President for Student Affairs, he/she will decide if the matter will be heard and notify the student or student organization in writing of his/her decision. If the matter will be heard, the Vice President for Student Affairs will refer the case to the Student Conduct Committee. The Student Conduct Committee is a sub-committee of the Academic Standards.
5. The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, shall recommend sanction(s) to the Vice President for Student Affairs. The Vice President may accept, reject, or modify the recommendation offered by the Student Conduct Committee.
6. The Vice President for Student Affairs shall forward all pertinent paperwork to the Hearing Officer who shall present the charges to the student or student organization in written form. A time shall be set for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Hearing Officer.

ARTICLE IV: HEARING PROCEDURES

1. Hearings normally shall be conducted in private. At the request of the accused student(s), and subject to the discretion of the Hearing Officer, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing. Admission of any person to the hearing shall be at the discretion of the Student Conduct Committee and/or its Hearing Officer.
2. In hearings involving more than one accused student, the Hearing Officer of the Student Conduct Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
3. The complainant and the accused have the privilege of being assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.

BROWARD COLLEGE STUDENT CODE OF CONDUCT CONTINUED

4. The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Conduct Committee.
5. The student or student organization must notify the Hearing Officer of any witnesses and/or evidence they wish to present, at least three business days prior to the hearing.
6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Hearing Officer.
7. All procedural questions are subject to the final decision of the Hearing Officer.
8. At the discretion of the Hearing Officer, the accused may have the privilege of facing the accuser.
9. There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of BC.
10. After the hearing, the Student Conduct Committee shall determine by majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.
11. The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
12. If the Student Conduct Committee determines that a violation(s) of the Student Code has occurred, they will vote on sanction(s) to recommend to the Vice President for Student Affairs. The recommended sanction(s) of the Student Conduct Committee may be more or less severe than those originally imposed by the chief student affair officer.
13. The Vice President for Student Affairs, after receiving the recommendation of the Hearing Officer shall impose sanctions on the student or student organization. Sanctions shall be delivered to the student in writing.
14. Except in the case of a student charged with failing to obey the summons of a Student Conduct Committee or BC official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.
15. A quorum for the Student Conduct hearing will be the Hearing Officer and three members of the Student Conduct Committee.
16. The decision of the Vice President for Student Affairs shall be final.

ARTICLE V: INTERPRETATION AND REVISION

1. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.
2. The Student Code shall be reviewed periodically at the discretion of the Vice President for Student Affairs.

In addition to all Broward College and program policies, students are expected to abide by standards set forth by the American Society of Radiologic Technologists including the Code of Ethics. www.ASRT.org

SEXUAL HARASSMENT

Sexual harassment is considered unacceptable behavior and will not be tolerated by the program. Unwelcome sexual advances; requests for sexual favors; sexual demands; or other verbal, physical, or visual contact of a sexual nature constitute sexual harassment.

Realizing the sensitivity associated with problems of this nature, the College will make every effort to deal with complaints/charges in a confidential and appropriate manner. Conduct which falls into the definition of sexual harassment includes, but is not limited to:

- * Unwelcome physical contact of a sexual nature (patting, pinching or unnecessary touching)
- * Overt or implied threats against an individual to induce him/her to perform sexual favors or go engage in an unwelcome sexual relationship
- * Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his/her appearance
- * Use of sexually suggestive terms/gestures to describe a person's body, clothing, etc.
- * Posting or e-mailing sexually explicit or obscene materials or materials that imply or may be interpreted as implying information of a sexual nature.

The program follows the Broward College Sexual Misconduct Policy (6Hx2-3.31)

SUBSTANCE ABUSE POLICY

A student who is unable to perform clinical activities as assigned with reasonable skill and safety by reason of illness, or use of alcohol, drugs, narcotics, chemicals, or any other type material, or as a result of any mental or physical condition, shall be required to submit to a mental and/or physical examination. The physician and health care practitioner must possess expertise to diagnose the impairment and be approved by the department. Cost of the examination will be borne by the student. Use of the above mentioned substances is not tolerated while you are in the program and will result in the student being dismissed from the program. The program follows the Broward College Substance Abuse Policy (6Hx2-5.18)

TARDINESS AND ATTENDANCE POLICIES

The rigorous and complex nature of the lecture, clinical and laboratory portions of the curriculum demand that specific guidelines be set and adhered to regarding student tardiness and attendance. Appropriate student attendance and participation is required for all class sessions and lecture assignments. Should a student be unable to attend a particular class, the student will be responsible for obtaining information missed. Upper limits are set for tardiness/absenteeism for all classes and clinicals – both are considered equal when calculating a student's attendance record.

According to Broward College Class Attendance Policy (6Hx2-4.18) there is no penalty for a student who is absent because of a religious holy day in his/her own faith, the student's serious illness, death in the immediate family or statutory government responsibilities.

According to Broward College Class Attendance Policy (6Hx2-4.18) excessive absences from any individual course, regardless of the reason, will result in withdrawal of the student from the course and/or necessitate that the student repeats the course. Fifteen percent of clinic educational time or 15% of class time missed in any course is considered excessive.

LEARNING STRATEGIES

Preparing for a health care career involves a different type of learning than traditional classroom education. This type of learning involves operation of the linear accelerator, simulator, applying learned examination procedures and protocols, and educating patients and/or caregivers.

Completion of the visual, aural, read/write, and kinesthetic (VARK) inventory should provide information on specific learning styles and how best to approach studying for academic success. VARK assessment can be found online at <http://www.vark-learn.com/english/page.asp?p=questionnaire>. In addition, students are encouraged to continuously assess their own abilities and developmental needs, set goals and plan learning experiences to meet personal and professional goals. This is accomplished throughout the program by competencies, examinations, evaluations, and instructor feedback.

The courses in the program are integrated in such a way that it allows the student to apply progressively more complex theoretical knowledge to simulated patients in the laboratory setting and subsequently on actual patients/clients under the supervision of clinical supervisors. Strategies for continued success in the learning process include:

- * Attendance and participation in all class, laboratory, and clinical sessions
- * Study/complete all assignments
- * Ask questions and ask for help when needed
- * Take advantage of all optional activities
- * Acknowledge and value evaluations and instructor feedback
- * Practice skills that need improving

ADVISEMENT AND COUNSELING SERVICES

The Program Manager and Clinical Coordinator of the program provide individual advisement on an appointment basis as well as on a walk-in basis as needed. Office hours, which indicate the availability of each the Program Manager and the Clinical Coordinator, are posted on their respective office doors and in each course syllabus. The Program Manager and Clinical Coordinator will serve as the student's advisor for the length of the program.

In addition, advisement in this capacity serves to:

- * assist students in identifying areas of strengths and weaknesses in order to achieve appropriate academic standards
- * provide individual guidance and mentoring as needed
- * identify additional educational and professional resources to augment learning experiences
- * emphasize the value of student organizations, community advocacy and professional societies

Any student can request a conference with the Associate Dean provided the appropriate chain of command has been followed. The college also has full-time counselors on staff who is available for private consultation as needed to support students in resolving academic and personal conflicts.

CHAIN OF COMMAND

Students should be aware that there is a proper chain of command for addressing complaints, program rules, regulations, protocols, and procedures. Any problems in didactic and laboratory courses should be discussed with the faculty member before involving the program manager. Any problems that may arise at the clinical site should be discussed with your clinical instructor and clinical coordinator before involving the program manager.

GUIDELINES FOR ADVANCEMENT

Specific guidelines have been identified by the Program Manager and Clinical Coordinator which should be followed by each student in order to successfully advance through the program. Student success is predicated on attention to several key responsibilities as the program progresses toward successful completion of all requirements:

- * Make every effort to attend all scheduled class and simulated laboratory sessions.
- * Take responsibility to obtain any materials covered in a missed class.
- * Be punctual.
- * Ensure reliable access to a computer.
- * Be prepared to spend a minimum of two (2) hours preparing for each class – online assignments, reading assignments, in-service development, etc.
- * Review previously completed course content as it will assist in understanding subsequent content due to the cumulative nature of the program.
- * Complete all assignments on time including the submission of requested documentation of certificate completion and Medical Health and Physical Examination form as well as any additional verifications of ability to meet Technical Performance Standards.
- * Actively participate in all classes, simulated laboratories, open lab sessions, in online discussion forums, etc. as required.
- * Must achieve all cognitive, affective, and psychomotor objectives
- * Initiate additional learning experiences including study groups and review sessions with instructors as deemed necessary
- * Demonstrate competency in specified areas of practice through successful completion of practical examinations.
- * Successfully achieve a grade of “C” or higher on all course examinations and clinical competencies.
- * Adhere to the Code of Professional Behavior for the Health Sciences and The Code of Ethics for the Profession of Radiologic Technologists (ARRT), Scope of Practice and the Practice Standards for the Radiation Therapy Profession (ASRT).

TYPICAL ADVANCEMENT

In order to successfully complete all of the requirements for the Radiation Therapy program, students must fulfill all of the following requirements:

1. Complete all required general education courses within the Radiation Therapy Program curriculum, including all pre-requisites and co-requisites in a logical sequence as recommended by the program
2. Complete all required RAT courses in the curriculum, including all pre-requisites and co-requisites in the sequence determined by the program.
3. Achieve a grade of "C" or above in all general education courses and required RAT courses and in all clinical practicums.
4. Demonstrate ongoing development of professional behaviors and competency in skills performed by an entry-level Radiation Therapist.
5. Demonstrate competent entry level development in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
6. Maintain an up-to-date Clinical Notebook as detailed in the clinical course syllabi.
7. Submit completed Medical History and Physical Examination form indicating satisfactory health status, as well as, any additional verifications of ability to meet Technical Performance Standards.
8. Maintain current certifications (CPR, AIDS, etc.) should expiration occur during the duration of the program.
9. Refrain from conduct that violates the Code of Professional Behaviors for the Health Sciences, the College's Code of Student Conduct, and the Code of Ethics for the Profession of Radiation Therapy and/or leads to a major breach in safety, confidentiality, or legality.

PROGRESSION PROTOCOL

In order to successfully progress through the Radiation Therapy Program students must achieve all cognitive, affective, and psychomotor learning objectives. This requires that a minimum 75% or a "S" Satisfactory grade be earned in all required radiation therapy didactic, clinical and laboratory courses. This requirement is in addition to maintaining an overall degree GPA of at least 2.0. All courses in the Radiation Therapy Program are sequential. Each course must therefore be passed with a minimum of 75% or Satisfactory "S" to progress to the next scheduled course.

In the event that any student is requested by an assigned clinic to leave that clinic, there is no guarantee that another clinic will be assigned. If a student is requested to leave for "cause", then the Program Manager will assess the individual situation and determine if the student will be allowed to continue in the program, primarily depending on the seriousness of the offense, but also the availability of another clinical site.

UNABLE TO ADVANCE

Any student whose advancement through the program is interrupted will have to request, in writing, that eligibility for readmission be evaluated. A student is considered unable to advance if the student:

1. Fails to complete all required general education courses within the Radiation Therapy curriculum, including all pre-requisites and co-requisites in a logical sequence as recommended by the program
2. Fails to complete all required RAT courses in the curriculum, including all pre-requisites and co-requisites in the sequence determined by the program.
3. Does not achieve a grade of "C" or above in all general education courses and required didactic and clinical RAT courses.
4. Does not demonstrate ongoing development of professional behaviors and competency in skills performed by an entry-level Radiation Therapist.
5. Does not demonstrate competent entry level development in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
6. Does not submit completed Medical History and Physical Examination form indicating satisfactory health status, as well as, any addition verifications of ability to meet Technical Performance Standards.
7. Does not maintain current certifications (CPR, AIDS, etc.) should expiration occur during the duration of the program.
8. Participates in conduct that violates the Code of Professional Behaviors for the Health Sciences, the Broward College Code of Student Conduct, the Code of Ethics for the Profession of Radiation Therapy and/or leads to a major breach in safety, confidentiality, or legality.

ACADEMIC STANDARDS

Academic standards are those measures by which the faculty of the program determine a student's quality of performance. They are composed of guidelines for advancement in the Program as well as of policies for grading, reinstatement, and dismissal.

1. Students must achieve a minimum of "C" for the final grade in all courses that are required for completion of the degree. A grade of "D" or "F" may be given in any course, however, such a grade is not considered as having met the prerequisite standard for advancement to the next term of academic study nor will it permit continuation of enrollment in the Program.
2. Should a student receive a grade of "D" or "F" in a general education course required for the degree, the student will need to retake the course in order to meet graduation requirements of achieving a "C" or above in all courses in the curriculum. If the course is required as a pre-requisite to a RAT course, the student will be unable to progress in the program.
3. Academic achievement during any given term (measured by the student's overall grade point average - GPA) must be a minimum of 2.0 on a scale of 0 to 4.0. Students falling below the 2.0 GPA will be dismissed from the Program.
4. The student must complete all practical examinations as detailed in the laboratory course according to the standards which define passing performance.
5. The student must meet minimal competency standards as detailed in the clinical course syllabi in order to successfully pass any clinical practicum.
6. In RAT courses, grades are determined on a point scale. That is, a range of points will determine what the assigned grade will be. Grades are determined in each course using the following scale:

RADIATION THERAPY COURSES – DIDACTIC AND CLINICAL

A = 93 - 100%	(Please note that NO extra credit opportunities will be given for students who earn below the required passing grade.)
B = 84 - 92%	
C = 75 - 83%	
D = 67 - 74%	
F = 0 - 66%	

RETENTION PLAN

All students enrolled in the Radiation Therapy Program at Broward College will be afforded every reasonable opportunity to succeed with their academic coursework. Faculty of the Program have the obligation to deliver a curriculum that meets the profession's standards of accreditation while challenging and preparing students for being successful, competent, and ethical Radiation Therapist. The Program has a Retention Plan involving remediation, through a plan of action, which covers all lecture and laboratory courses. Remediation refers to practical, easy-to-implement activities and strategies designed to correct deficiencies that a student may present with in terms of their academic knowledge or skills performance. The Retention Plan is designed to provide students the opportunity to master content areas in which they are having difficulty as well as to provide a means by which the overall course grade may be improved.

A comprehensive Retention Plan involves identification of particular content areas in which the student requires remediation, working with the student to assure they are aware of their deficiencies, providing suggestions or activities to enhance deficiencies, and final assessment that subsequent learning has occurred. It is each student's individual responsibility to take the initiative to participate in the activities as detailed. The instructor for the specific RAT course has the final decision on any plan of action designed for a particular student.

RETENTION PLAN CONTINUED

Throughout the Program, students will be made aware of the requirements for each course, via a comprehensive syllabus and/or Course Schedule. The objectives for each course, and the Program as a whole, will be shared with all students to aid in their progress and success. All students must take responsibility for their learning while enrolled in the Program. This includes recognizing areas of weakness or deficiency and taking the initiative to address those areas. The faculty will assist in discussing and providing strategies for success in those areas identified.

Didactic Courses: A grade of 75% or better is necessary to successfully pass each course. It is the student's individual responsibility to review their scores and track their progress in the course in accordance with the evaluation criteria established in the syllabus which is posted on the e-learning site and reviewed by the course instructor at the initial class session. For all RAT courses a grade below 75% is considered failing. In the event that a student receives a score less than 75%, he/she is encouraged make arrangements to meet with the instructor to determine a plan of action and strategies for improvement to understand the deficiency and ultimately master the content area. Suggested strategies for improvement include, but are not limited to:

1. Individualized review sessions on specific content areas
2. Additional reading, related to the content areas identified as deficient
3. Appropriate activities to enrich the content such as related assignments
4. Counseling concerning appropriate study habits and learning resources
5. Peer tutoring or study groups

The Program expectation is that students will dedicate additional study time to increase their exposure and understanding of the content areas. It is the student's responsibility to take the initiative to arrange additional appointments with the instructor or to e-mail the instructor if necessary, to further clarify course content, which may be difficult to comprehend.

To assess that remediation on content has been successful and depending upon the specific RAT course, the Program utilizes testing strategies such as: Comprehensive interval quizzes or exams as well as Comprehensive Midterm and Final Examinations.

WITHDRAWAL

Students who fail a Radiation Therapy course with a grade lower than a 75% or withdraw for any reason will be required to exit from the program and repeat the course prior to advancing. Students who fail a course or withdraw are subject to the program's Re-Entry Protocol. An Exit Interview will be performed upon the student declaration of withdrawal.

DISMISSAL

The program reserves the right to discontinue a student's enrollment at any time during the program if, in the judgment of the faculty, the student does not possess the professional behavior necessary for success as a Radiation Therapist. Additionally, the following are conditions under which dismissal may occur:

- * Failure to maintain the required 2.0 GPA.
- * Failure in a degree-required course even if the student has a GPA of 2.0 or better.
- * Failure to demonstrate appropriate progression in developing professional behaviors (the Code of Professional Behaviors for the Health Sciences, the Broward College Code of Student Conduct, and the Code of Ethics for the Profession of Radiation Therapy)
- * Breach of academic honesty
- * Breach of confidentiality - HIPAA
- * Repeated tardiness and/or frequent absences from class, laboratory, or clinic.
- * Failure to comply with requirements and standards as detailed in the course Syllabi and/or Program Manual.
- * Due to clinical affiliate restrictions resulting from the 2019 Pandemic-related conditions, clinical placement may be negatively impacted, and clinic availability greatly reduced or even discontinued. Therefore, student removal from a clinical site, for any reason, may cause student dismissal with the option to return to the program the following year for the second and final attempt.
- * Failure to follow safe radiation protection practices (ALARA)

RE-ENTRY GUIDELINES

Students who withdraw or who have been dismissed from the program (either passing or failing) have no guarantee of re-entering the program at a later date. ***Since the program is limited access, availability of space - either in the classroom or at a clinical site - may determine whether re-entry can occur.*** In addition, there are limits on how often a student can re-enter the program to retake failed courses or courses from he/she has withdrawn.

The program has an obligation to assure that any student who progresses in the program and is eventually assigned to a clinical practicum has demonstrated sufficient academic knowledge as well as competency in the skills that will be required in the clinical arena. To this end, it is recommended, but not mandatory that any student who fails a course or withdraws from the program with plans to return to the program, audit any courses, which they previously passed. When a student audits a class, the grade from the previous successful attempt will not change however it will provide the student with an opportunity to refresh knowledge and skills. If significant safety or competence issues related to content from a semester, other than that of the failure, have been identified the student may be required to demonstrate the minimum level of competency before returning to the program. In addition, if the student wishes to audit any other courses, which were previously taken, as a means of refreshing on the content, this request should be made to the program manager. The auditing of previously passed courses will act as a means of reconnecting with the material and skills so that the student can progress successfully through the remainder of the program.

Each of the avenues for re-entry into the program has specific eligibility criteria, which are directly related to the time frame that the student has been away from the program. Because the program is offered sequentially – each RAT course is offered only once a year and within a specific semester - the student does not have the opportunity to rejoin the program and re-take a course at any other time than it is offered.

In all cases, it is the ***student's responsibility*** to submit a written request to the Program Manager of their desire for re-entering the program. This must occur one semester prior to the desired re-entry term. Failure to do so will result in loss of the opportunity for re-entering the program. Once notification of an eligible student's request to re-enter the program has been received, the Program Manager will prepare a re-entry contract. This contract will be sent to the student via a method of communication, which the student prefers (i.e. email, postal mail, etc.). The student will sign the contract, stating their understanding of the conditions for re-entry and confirming their desire to return to the program. Due dates for all re-entry requirements are included in the contract. Although the following are standard conditions for re-entry, the list may not be all-inclusive:

- OPTIONAL: Register (for Audit) and pay for courses which were successfully completed, during the last semester in the program
- Register (for credit) and pay for courses, which were not successfully completed, and clinical course not attempted during the last semester in the program
- Verify current admission status with Broward College and complete any necessary re-activation of status paperwork
- Submit current CPR with BLS certificate required for the program
- Review the current Radiation Therapy Program Manual and applicable addendums then sign and submit all required Appendix Agreements/Consents/Forms, within the Manual
- Complete a NEW Certified Background Check and submit verification of completion
- Complete a NEW Drug Screen and submit verification of completion
- Complete a NEW statutory fingerprinting process and submit verification of completion

It is recommended, but not mandatory, that previously taken courses and clinical practicums in which the student received a passing/satisfactory grade be audited. When a student audits a class, the grade from the previous successful attempt will not change however it will provide the student with an opportunity to refresh knowledge and skills.

All students will have two attempts at progressing through the program to the point of graduation. Any student who fails to succeed in the two attempts will be permanently dismissed from the program. An attempt at program completion begins at the start of any semester. The intent of starting a semester includes completing the courses within the semester successfully. If a student fails one or more courses within the semester or withdraws from any of the courses within the semester, the student has just completed his/her first attempt. Upon re-entry into the program, a second attempt has begun.

RE-ENTRY GUIDELINES CONTINUED

For example, if a student fails a RAT course in any given semester then returns to the program to retake the failed course and fails it again or fails another RAT course – he/she will not be permitted to return to the program. The same applies to students who withdraw – re-enter, then withdraw again. The two withdrawals – spaced within different time frames - will count as the two attempts that are permitted.

REAPPLICATION TO PROGRAM

Who is Eligible	A student who withdraws prior the end of the first semester of the program. No grades have been processed other than the “W” for withdrawal.
Description	This avenue provides an opportunity for the student to re-apply to the program as a new incoming student.
Details	The student will be required to re-apply for admission as an incoming student for the subsequent academic year. Once the student has completed all of the necessary admission paperwork, their application will be processed along with other current program applicants. No special consideration will be given to previously accepted students. The student will be considered with all other applicants for the new academic year.

PROGRAM RE-ENTRY VIA REAPPLICATION

Who is Eligible	A student who has been administratively withdrawn from the program at the end of the First Year Fall Semester secondary to academic failure of any RAT course or failure to complete the degree general education courses in the sequence detailed by the program and who is attempting to re-enter the subsequent academic year.
Description	This avenue provides an opportunity for the student to re-apply to the program as a new incoming student.
Details	The student will be required to re-apply for admission as an incoming student for the subsequent academic year. Once the student has completed all the necessary admission paperwork, their application will be processed along with other current program applicants. No special consideration will be given to previously accepted students. The student will be considered with all other applicants for the new academic year. It is recommended, but not mandatory, that previously taken courses and clinical practicums in which the student received a passing grade be audited. When a student audits a class, the grade from the previous successful attempt will not change however it will provide the student with an opportunity to refresh knowledge and skills. The student will be required to re-apply to the college to ensure current student status. If retaking a clinical practicum, the student will need to submit all required clinical paperwork as requested.

PROGRAM RE-ENTRY

Who is Eligible	Students who have failed a RAT course after the First Year Fall Semester or have withdrawn from the program for a period of <u>one full academic year</u> . One academic year is defined as the next semester in which the RAT course would have been offered. Students must contact the Program Manager at least one semester prior to the time of the requested re-entry as re-entry is contingent upon space being available in the program.
Description	This avenue provides a second attempt opportunity for a student to re-enter the program to continue studies towards the associate degree in Radiation Therapy.
Upon Successful Completion	Upon return to the program, the student will enroll in any course in which academic failure or withdrawal occurred. In addition, it is recommended, but not mandatory, that previously taken courses and clinical practicums in which the student received a passing grade be audited. When a student audits a class, the grade from the previous successful attempt will not change however it will provide the student with an opportunity to refresh knowledge and skills. Since a full year will pass before the student re-enters the program, the student may be subjected to an entrance examination and “hands on” laboratory competency prior to re-entry. The purpose of this exam is to ensure student success and confirm the student has maintained current in their knowledge of successfully passing the courses.

	<p>If significant clinical competency and patient safety issues related to content from a semester, other than that of the failure, have been identified the student may be required to demonstrate the minimum level of competency in the skills before returning to the program.</p> <p>The student will be required to re-apply to the college to ensure current student status. If retaking a clinical practicum, the student will need to submit all required clinical paperwork as requested.</p> <p>If withdrawal from the program was related to a change in medical status or a condition develops during time not currently enrolled in the program that may affect the performance of the Technical Performance standards, the student will be required to complete a Physician Verification of Technical Performance Standards prior to reinstatement into the program.</p>
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Any student who has not returned to the program within one academic year will be required to re-enter the program as an incoming student for the August semester – meeting all prerequisite requirements in place at the time of reapplication. This means that the student will be required to begin the RAT portion of the curriculum from its starting point in August with the RAT courses that begin in August. Any student who has failed to progress through the entire curriculum - despite the two attempts permitted to complete the program successfully - will be referred to an Academic Advisor to assist in exploring other educational and career options.

UPDATING STUDENT INFORMATION

It is the student’s responsibility to notify the program, in writing, of any changes in personal status so the student database may be kept current. Such changes include changes in name, address, telephone, e-mail, etc. In addition to notifying the program, students are required to update their personal information with Broward College - completed through the Student Online System on the College’s homepage.

MATRICULATION

Students completing general education coursework toward the Radiation Therapy degree at any other institution are required to submit an official transcript to Broward College for the courses to be considered toward the Radiation Therapy degree. Refer to the current College catalog for specific information on transferring credits earned at other institutions.

CATALOG OF ENTRY

According to Broward College policy, a Health Science Student may graduate under the following catalogs:

- * Catalog in effect - when he/she entered BC if enrollment has been continuous.
- * Catalog in effect - when he/she entered the program if enrollment is continuous. (This means that the student has taken courses each major term since his/her initial registration at the College)
- * Catalog in effect - the year he/she will graduate.

If attendance has been broken, students must meet the requirements of the catalog in effect when they re-enrolled, provided attendance has been consecutive, or the one in effect at the time of graduation. The student must meet with a College advisor to determine the catalog of entry.

Students will need to identify the Catalog of Entry when completing the Candidate for Graduation form prior to graduation.

A.S. DEGREE - COURSE OF STUDY

RECOMMENDED GENERAL EDUCATION COURSE SEQUENCE

Full Time	Part Time	Course ID	Description	Credits
Term I	Term 1	ENC1101	College Composition I	3
		BSC2085	Anatomy and Physiology I Lab	3
		BSC2085L	Anatomy and Physiology I	1
		MAC1105 or MGF1106 or STA2023	College Algebra or Fundamentals of Mathematical Reasoning or Statistics	3
	Term 2	SPC1608 or SPC1024	Introduction to Public Speaking or Speech Communication	3
		Term 3	PHI2010* or REL2000* or ARH2000 or MUL2010	Philosophy or Introduction to Religion or Art Appreciation or Music Appreciation
	BSC2086		Anatomy and Physiology II	3
	BSC2086L		Anatomy and Physiology II Lab	1
	CHM1032		Chemistry for the Health Sciences	3
	POS2041 or AMH2020		National Government or American History & ** Successful Attempt of Civic Literacy Exam	3
Apply to the Program (By March 30th)			Students earn points by the successful completion of the select courses listed above, see Health Science Admission Criteria for additional details.	
Term 1	RAT1614	Introduction to Radiation Physics	2	
	RAT1210	Introduction to Radiation Therapy Anatomy	1	
Term 2	RAT1112	Radiation Therapy Medical Imaging Radiation	1	
	RAT1123	Therapy Patient Care	1	
	RAT1123L	Radiation Therapy Patient Care Lab	1	
	RAT1212	Radiation Therapy Imaging Anatomy	2	
Term 3	RAT1001	Introduction to Radiation Therapy	3	
	RAT1002	Introduction to Radiation Therapy Clinical	3	
	RAT1002L	Introduction to Radiation Therapy Clinical Lab	1	
	RAT1804	Clinical Education I	1	
Term 4	RAT2021	Principles of Radiation Therapy I	3	
	RAT2617	Advanced Radiation Physics I	3	
	RAT2023	Radiation Oncology I	4	
	RAT2243	Radiation Oncology Sectional Anatomy Clinical	3	
	RAT2814	Education II	3	
Term 5	RAT2022	Principles of Radiation Therapy II	3	
	RAT2024	Radiation Oncology II	4	
	RAT2618	Advanced Radiation Physics II	2	
	RAT2241	Radiobiology	3	
	RAT2824	Clinical Education III	3	
Term 6	RAT2061	Radiation Therapy Seminar	2	
	RAT2619	Dosimetry & Computer Treatment Planning	1	
	RAT2834	Clinical Education IV	1	
Total Credit Hours				77

RADIATION THERAPY - COURSE DESCRIPTIONS

RAT 1001: Introduction to Radiation Therapy

Content is designed to provide the student with an overview of the foundations in radiation therapy and the practitioner's role in the health care delivery system. Principles, practices and policies of the educational program, health care organizations, principles of radiation, health safety, and professional responsibilities. In addition, ethics and law of the radiation therapist will be discussed and examined.

RAT 1002: Introduction to Radiation Therapy Clinical

This course is designed to provide knowledge and instruction in the application of radiation therapy procedures with a detailed study of instrumentation, radiation therapy equipment, patient charting, patient simulation, pharmacology, drug administration, and radiation procedures during the early phases of patient contact. This course will also cover radiation safety, treatment tolerance doses of critical structures, treatment procedures, basic patient positioning, operation of equipment and patient accessories.

RAT 1002L: Introduction to Radiation Therapy Clinical

A course designed to provide knowledge and hands-on instruction in the application of radiation therapy procedures with a detailed study of instrumentation. This lab corresponds to the information and objectives of RAT 1002, Introduction to Radiation Therapy Clinical Applications. Specific radiation therapy terminology, basic procedures, specific patient positioning, leveling, and accessories will also be covered.

RAT 1112: Radiation Therapy Medical Imaging

An introductory study to radiographic processes. Included will be the processes behind computed tomography, magnetic resonance imaging, Radiation Therapy, positron emitting tomography, and ultrasound as it pertains to simulation, detection, and diagnosis of cancer.

RAT 1123: Radiation Therapy Patient Care

This course is designed to give an incoming student an overview of patient care and ethics. Topics that will be covered include communication, patient safety, patient transfers, immobilization of patient and body parts, infection control, vital signs, caring for patient who have special needs, pharmacology, drug administration, case history, universal precautions, isolation techniques and medical legal issues in radiation therapy.

RAT 1123L Radiation Therapy Patient Care Lab

This course is a practical application of the theory taught in RAT 1123, Radiation Therapy Patient Care. Topics include patient interaction skills, safety procedures, basic patient care needs, patient movement and handling, infection control, taking vital signs, administering oxygen, aseptic techniques, non-aseptic techniques, and medical emergencies.

RAT 1210: Introduction to Radiation Therapy Anatomy

This course is designed to present anatomy and its importance to the radiation therapist. A survey of the structure of human body as it pertains to radiation therapy will consider the following: the cell, tissues, glands, skeletal system, the spine, pelvis, lower limb, abdomen, thorax, upper limb, the neck, and the head.

RAT 1212: Radiation Therapy Imaging Anatomy

A study of radiographic human anatomy as it pertains to identifying organs at risk and treatment considerations for radiation therapy. Students will study the anatomy of the human skeleton and organ systems in both two dimensional and three-dimensional views.

RAT 1614: Introduction to Radiation Physics

An introductory study of radiation therapy physics to include mathematical principles & measurement, atomic structure, electromagnetic radiation, magnetism, electrostatics, electrodynamics, electromagnetism, radiographic circuits, the x-ray tube, x-ray production & interactions. Admission to program required.

RADIATION THERAPY - COURSE DESCRIPTIONS CONTINUED

RAT 2021: Principles of Radiation Therapy I

An introduction to the principles of radiation therapy, radiation protection, and a review of radiation safety. This course will cover the historic and current aspects of cancer treatment. The roles and responsibilities of the radiation therapist and medical physicist will be discussed. In addition, the linear accelerator and its moving parts will be discussed. This course will cover the simulation process and the use of a computed tomography simulator. Students will present a case study at the end of the semester on a patient they have followed in their clinical rotation.

RAT 2022: Principles of Radiation Therapy II

This course is continuation of RAT 2021, Principles of Radiation Therapy I. This course is designed to present an in-depth study of the principles of electron therapies, safety, quality assurance, and quality management in Radiation Oncology. In addition, basic dosimetry concepts will be reviewed to prepare the student for the RAT 2619 Dosimetry course in the last semester of the program. Students will present a case study at the end of the semester on a patient they have followed in their clinical rotation.

RAT 2023: Radiation Oncology I

A study of the fundamentals of clinical radiation oncology. In this course students will be introduced to a cancer overview as it pertains to the biologic perspective, etiology, epidemiology, detection, diagnosis, screening, treatment options, prognosis, and pharmaceutical interventions for cancer. This course will introduce the student to clinical trials and their significance in the prevention and treatment of cancer. Students will be introduced to skin, prostate, breast, central nervous system, lung, and gastrointestinal cancers (esophagus, gastric, pancreatic head, large colon, and anus).

RAT 2024: Radiation Oncology II

A study of the fundamentals of clinical radiation oncology. This course is a continuation of RAT 2023, Oncology I. In this course students will be introduced to a cancer overview as it pertains to the biologic perspective, etiology, epidemiology, detection, diagnosis, screening, treatment options, prognosis, and pharmaceutical interventions for cancer. Students will be introduced to head and neck, gynecological, urinary bladder, testicular, penis, kidney, bone, cartilage, soft tissue, pediatric, Hodgkin lymphoma, non-Hodgkin lymphoma, leukemia, and endocrine cancers.

RAT 2061: Radiation Therapy Seminar

This course will provide the opportunity for the radiation therapy student to evaluate their cumulative knowledge through comprehensive testing, refinement of accumulated knowledge, and retention of all aspects of radiation therapy. The course challenges the student to be prepared for the American Registry of Radiologic Technologist comprehensive national examination upon completion of graduation.

RAT 2241: Radiobiology

This course is designed to establish a basic knowledge of atomic structure and terminology and provide an overview of the principles of radiation protection and interaction with living systems. Also presented are the nature and characteristics of radiation (i.e., its effects on molecules, cells, tissues and the body as a whole, x-ray production and the fundamentals of photon interactions with matter). Radiation health and safety requirements and the responsibilities of the radiation therapist for patients, personnel and the public are also incorporated. Factors affecting biological response are presented, including acute and chronic effects of radiation, survival curves, total body exposure responses, and the goals of radiation therapy.

RAT 2243: Radiation Oncology Sectional Anatomy

This course is designed to present sectional anatomy and its importance to the radiation therapist. This course will include three-dimensional (3-D) imaging identification of anatomical structures in various imaging methods and planes. Location of internal organs and critical structures by topographical anatomy will also be included. Normal anatomic structures of the head, neck, thorax, abdomen, pelvis, and spine will be presented in multi-planar sections. The pathophysiology of normal tissues as well as malignant tissues will be discussed and visualized in 3-D imaging.

RADIATION THERAPY - COURSE DESCRIPTIONS CONTINUED

RAT 2617: Advance Radiation Physics I

This course is designed to provide advanced knowledge of physics as it pertains to the radiation used in the clinical setting. Fundamental physics math, units, measurements, principles, atomic structure, and types of radiation are emphasized. The fundamentals of x-ray generating equipment as well as X-ray production and its interaction with matter. Other topics include detailed analysis of the structure of matter, properties of radiation, nuclear transformation, x-ray production, and interactions of ionizing radiation.

RAT2618: Radiation Physics II

This course is designed to review and expand concepts and theories from Advanced Radiation Physics I (RAT 2617). Detailed analysis of the structure of matter, properties of radiation, nuclear transformation, x-ray production, and interactions of ionizing radiation are emphasized. In addition, the course will include properties of photon and electron beams, electron beam therapy, brachytherapy, gamma ray constants of isotopes, systems of implant dosimetry, implant techniques, special procedures, and particle therapy.

RAT2619: Dosimetry & Computer Treatment Planning

This course will introduce the students to the advanced physics and math calculations they will be required to perform as radiation therapists. The course will describe the physical and geometric factors affecting the applied beam energy and how to correct for these factors. The course will describe how to modify an applied beam to avoid critical structures while delivering the required dose of radiation.

PROGRAM PROTOCOLS AND PROCEDURES

CELL PHONES AND PORTABLE ELECTRONICS

The College recognizes the growing trend regarding student possession of cellular phones with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, copyright and intellectual property laws, the use of these cellular phone features by students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) such as other students, instructors or guest speakers being photographed or recorded.

Classroom and Laboratory Usage: It is expected that students will not place or receive cell phone calls while in the classroom, even if it is before or after class. To maintain an academic environment, utilizing such devices should occur outside of the classroom. Cell phones and other electronic devices should be turned off or placed in silent mode while class is in session. During exams or any other graded activities, all electronic devices are to be turned off and stowed out of sight.

Clinical Usage: Students are not to receive or make personal phone calls or text during scheduled clinical hours. Cell phones are to be turned off at all times or set to vibrate. Students wishing to make or receive telephone calls may do so on their meal break in those areas of the hospital or medical facility approved for such use. Phones or other electronic devices are not allowed in the imaging areas at any times. If you have an emergency; please check with your clinical instructor at the site regarding the sites' protocols.

INSURANCE

Health & Accident Insurance: Any student who is assigned to a clinical facility may be exposed to environmental hazards and infectious diseases. It is strongly recommended that each student carry health insurance to avoid any untoward expenses related to medical care. Health insurance is not offered by the College. Limited accident insurance is provided for Health Science students at the time of registration in clinical courses each semester for a nominal fee. This insurance provides coverage for injuries sustained while participating in Health Science classes, labs and/or clinical training. Failure to carry this insurance or pay the fee for accident coverage will result in immediate suspension of the student from clinical courses. The student is required to contact the Program Manager immediately in the case of an accident.

Note: This coverage is limited to accidents/injuries which occur during training. It is NOT intended to replace medical insurance. Students are therefore, strongly advised to obtain or maintain health insurance coverage for themselves.

Liability Insurance: Professional liability insurance is required of all Health Science students each term that they are enrolled in a clinical course. The fee for liability insurance coverage is non-refundable and is charged each semester when the student registers for the first clinical course during an academic year.

EMERGENCY/HEALTH SERVICES

Medical and hospital facilities are not provided on Broward College campus. In case of accident or illness, students should follow the safety procedures as detailed by their instructor/clinical supervisor, in the Program Manual and the Laboratory "Focus on Safety" Manual. Emergencies that occur at a clinical site are treated by the facilities in accordance with the affiliation agreement and the policies/procedures of the facility itself. Emergency Procedures are reviewed at the start of each semester. Each laboratory has a First Aid Kit for attending to minor injuries. Also, a CPR kit and an Automatic External Defibrillator (AED) are available should an event occur necessitating their use.

INCIDENT/ACCIDENT/EXPOSURE REPORTS

All students are expected to perform techniques in a safe, ethical, and legal manner when they are being performed, consistent with how they have been instructed. This applies to all activity in the lab. Any procedure that a student feels unprepared to provide, or deems contraindicated, should be discussed with his/her laboratory instructor prior to implementation.

INCIDENT/ACCIDENT/EXPOSURE REPORTS CONTINUED

If an injury occurs while the student is on campus, the following steps should be followed:

1. If the injury is of a serious nature, seek appropriate emergency care by calling 911. (If a College phone line is used, the call will be 9-911 to secure an outside line). If the injury does not warrant paramedic attention, appropriate first aid measures should be taken. If follow-up medical care is considered, the student is held responsible for all costs incurred.
2. At the time of the incident/accident the College Security Department must be contacted to arrive at the scene to complete the College Accident Report.
3. The student involved as well as any College personnel that were involved or witness to the incident must complete a Program Incident Report.
4. The completed program form should be submitted to the Program Manager within two (2) working days of the incident/accident.
5. In the event that exposure to blood or body fluids occurs, refer to the procedure under Exposure to Blood and Body Fluids Report.

The Incident Report will be permanently placed in the student's administrative file. The Associate Dean will also submit a copy of the report to the Dean's office for documentation should the student make a claim against the College. It is the responsibility of the student involved to complete any necessary paperwork, submit medical bills, follow up with Dean's office, and any related medical claims initiated through the college insurance plan.

RADIATION PROTECTION PRACTICES

A student is required to exercise safe radiation protection practices at all times. At no time may a student participate in a procedure utilizing unsafe protection practices. To ensure good radiation protection practices the student -

- Female students will follow the Radiation Therapy Program's Protocol regarding pregnancy (see pregnancy Protocol).
- Will always wear film badge on their collar while in the clinical sites.
- Will always wear film badge on their collar while in all lab classes conducted on campus.
- Will remain behind the protective barrier during a simulation exposure.
- Will never remain in the treatment room when the linear accelerator is "beamed on."
- Will not be allowed to "beam on" when a patient is in the treatment room.
- Will never leave the BC dosimeter inside simulator or treatment room.
- Will not wear the BC dosimeter anywhere but the lab and assigned clinical sites.
- Will always practice ALARA.
- Will always practice time, distance, and shielding.
- Will always practice magnetic resonance imaging (MRI) safety protocols and screenings.

PREGNANCY POLICY

The effect of radiation on an embryo/fetus is dose related. The National Council on Radiation Protection and Measurement (NCRP) recommends that the dose to the embryo/fetus from occupational exposure not exceed 500 millirems (5mSv) over the entire pregnancy. For more information concerning dose limits and the biological effects of exposure, students should visit the NCRP Web site.

Students who know or suspect they are pregnant are requested to notify the Program Manager so that necessary safety precautions can be taken and counseling concerning the possible biological effects of radiation exposure to an unborn fetus be initiated. Disclosure of pregnancy is voluntary and students who are pregnant will not be required to withdraw from the program. A student will be considered *pregnant* only upon voluntary written declaration by the student. To declare pregnancy students will need to sign a *Pregnancy Declaration* form and submit it to the Program Manager. The form is located on the BC Radiation Therapy Clinic Homepage under the "Student Forms" icon.

PREGNANCY POLICY CONTINUED

Students who are declared pregnant will have the following options:

1. **Voluntarily withdraw from the program in good standing.** Upon completion of the pregnancy and post-partum period the student may request to return to the program at the beginning of the semester in which they withdrew.
2. **Withdraw from the clinical education component.** Students who declare pregnancy within a semester may continue in their didactic courses while withdrawing from the clinical course.
3. **Continuation in the program without modifications.** Students who wish to remain in the program without modifications to their clinical assignments may do so. This would invoke the same occupational exposure limits as other radiation workers. A second radiation dosimeter will be provided to the student that must be worn at the waist during all clinical rotations. When doing fluoroscopic procedures, the fetal dosimeter is to be worn under the lead apron.
4. **Submit a written withdrawal of Declaration of Pregnancy.** Students who previously declared a pregnancy may withdraw the declaration by a written notice.

Students retain the option of modifying the clinical education component or program withdrawal (i.e., changing to options 1 or 2) at any time upon written notice to the Program Manager.

Upon disclosure of pregnancy the student should do the following:

1. Meet with the Program Manager to review their options.
2. Discuss the possible biological effects of radiation exposure to an unborn fetus.
3. Review all radiation protection practices and procedures.
4. Meet with the Clinical Instructor to discuss possible modification to hospital rotations.
5. Notify the clinical site Department Manager/Director of the declaration.
6. Practice appropriate radiation protection to include wearing of a fetal dosimeter.

Please note: Although pregnant students have the option of remaining in the Radiation Therapy Program the ultimate decision on whether you may continue should be made in consultation with your obstetrician. Documentation from an obstetrician may be required as to the student's ability to continue in the clinical courses. Pregnant students who remain in clinical courses must continue to satisfy the attendance requirements and will be expected to perform all radiation therapy procedures except for those where modification has been requested.

Students who withdraw from the program due to pregnancy are guaranteed reentry at the point where they withdrew or on a date mutually agreed upon by the student and Program Manager. If the student returns to the program it must occur no later than one year following the birth.

PARTICIPATION IN CLASS AND SIMULATED LABS

Class and Lab: Students may experience challenges such as medical, psychological, or physical difficulties which could negatively impact participation in curricular activities.

Students are expected to participate in all class/laboratory activities serving the role of demonstrator and/or simulated patient. All students are required to complete the Syllabus Acknowledgement Form/Assessment at the start of every semester. In addition, students will sign the Patient Set-Up Volunteer Form acknowledging that the patient role is voluntary. This serves to release parties listed from any liability that may arise as a result of injuries incurred while participating in class/laboratory activities.

Lab only: As active participation in hands-on skills and critical thinking/problem-solving discussions are imperative to facilitate learning of the laboratory course content, a component of the student's grade in laboratory courses is based on participation. It is the program's expectation that the student will come

PARTICIPATION IN CLASS AND SIMULATED LABS CONTINUED

prepared to lab with all written assignments complete, remain focused and engaged during lab activities as well as play a role in maintaining the lab environment.

REACTING TO EMERGENCIES

A “Focus on Safety” manual is available in the laboratory which serves as a quick reference regarding how to react in a variety of different emergency situations. Safety procedures will be reviewed during the first laboratory class session. All faculty, staff and students are encouraged to report criminal acts and safety hazards or occurrences to the Campus Security Department (BC). In the event of an immediate threat or danger, the appropriate police/fire/medical agency should be contacted by dialing 911.

In the event of a fire: Locations of fire alarms in the area adjacent to each of the laboratories will be pointed out by the instructor at the start of each semester. To sound an alarm, the student should utilize the appropriate fire alarm pull stations. Students should evacuate the building according to the Fire Evacuation Route posted in each laboratory and proceed to the designated assembly area as indicated by the instructor. Students are not to return to the evacuated building until specifically instructed to do so by a College official.

In the event of serious injury/illness: Students should notify the Campus Security Department (BC) at 954-201-HELP (4357). Students should standby to direct emergency personnel to the victim and to answer questions when help arrives.

In the event of a bomb threat: If the threat is phoned in, the student should attempt to keep the caller on the line as long as possible by asking pertinent questions (when will it explode, where is it located, time of call, note gender/accent/ background noises, etc.). The student should then ask someone to either notify the Campus Security Department (BC) at 954-201-HELP (4357) or make contact when the call has ended.

Suspicious Object: If a suspicious object (letter, package, etc.) is observed, the student should not handle the object. All students should evacuate the immediate area and post a 'guard' to ensure no one inadvertently enters the area and/or handles the object. The student should notify the Campus Security Department (BC) at 954-201-HELP (4357) and standby for evacuation instructions.

Violent or Criminal Behavior: Should a student witness any breach of peace or other violations of safety including threats, intimidation, violence, assault, sexual battery or other disruptive behavior, the student should contact the Campus Security Department (BC) at 954-201-HELP (4357). Information reported should include the nature and location of the incident, description of the persona and or property involved.

Tropical Storm/Hurricane: In the event of a tropical storm/hurricane, students will be notified of cancellations and closures by BC Alert. In the event of Broward closure, all students will not attend classes that day regardless of the site they are geographically located at. Missed content will be incorporated into subsequent class sessions. The Program Manager will communicate via BC email or Learning Management System, what changes (if any) the event will have on the course schedules.

Active Shooter: The Broward College Department of Safety, Security, and Emergency Preparedness has made available information on an active shooter event. In the event of an active shooter Campus Security should be contacted at 954-201-HELP (4357). In addition, Campus Security in coordination with the U.S. Department of Homeland Security has a published manual outlining how to respond to an active shooter.

SAFETY REGULATIONS IN CLASSROOM/LAB

It is imperative that good safety habits develop from the first day of classes! Safety regulations regarding the use of all equipment, radiation safety procedures, infection control procedures, body mechanics, and fire/emergency procedures are reviewed at the first-class session. These standards must be adhered to in order for a safe environment to be maintained in the class, in the lab and during clinical practicums.

EQUIPMENT:

Students are instructed to inform the faculty of any hazard such as water on the floor, frayed electrical wires, accidental damage to equipment during use, etc. Most of the equipment in the Radiation Therapy laboratory requires specific instruction in its use and can be dangerous if misused.

EQUIPMENT CONTINUED

Any modality or piece of non-electrical equipment that fails to meet inspection standards for safe use will be marked, via red sticker and immediately removed from the laboratory area.

All lab equipment must be kept clean and treated with respect:

- Students are to practice only those imaging techniques presented in lecture and/or demonstrated in the laboratory setting.
- Inspect the outlet for any defect before plugging a piece of equipment in. Always unplug equipment by the plug, not the cord.
- Clean and put away all models, videos and equipment after each use or lab period.
- Remember to adhere to universal precautions and ALARA.
- Restore the lab to its original state of “neat and clean” after each session. Clean up all trash, and put away all papers, books, charts, linens, etc.

Students may not use any of the equipment in the laboratory to treat personal injuries or conditions. Certain medications may potentially alter the student’s ability to function safely or have an untoward effect on the student’s level of alertness and may pose a safety hazard for the student and others. The student should notify the laboratory instructor if he/she is currently taking any over the counter or prescribed medications.

Infection Control: Students are required to wash their hands at the start of laboratory and between sessions of working with different students. Disposable gloves should be worn especially if there are unhealed skin lesions on a student’s hands or any lesions on the skin of the simulated patient.

Body Mechanics: In every instance when an instructor is demonstrating a specific skill or technique, emphasis will be placed on the maintenance of proper body mechanics. During any laboratory or classroom activity, instructors will remind students of the importance of proper body mechanics when necessary.

Fire/Emergency Procedures: The fire/emergency procedures are written and posted in the laboratory. The specifics are reviewed at the start of the clinical practicum. Students should familiarize themselves with the correct procedure to follow in case of an emergency and building evacuation.

Hazmat Training: Is provided to students annually through the Learning Management System. The specifics are reviewed at the start of the clinical practicum. Students should familiarize themselves with the correct procedure to follow in case of an emergency.

ALARA Training: Is provided to students annually through the Learning Management System. The specifics are reviewed at the start of the clinical practicum. Students should familiarize themselves with the correct procedure to follow in case of an emergency.

Other: In the event that a student is pregnant during the curriculum (refer to Program Pregnancy Policy), she should make the condition known to the faculty as soon as possible. Safe participation in any aspect of the curriculum – particularly during clinical practicums – may be affected and may necessitate alternative accommodations which may include withdrawal from the program with reinstatement upon a change in physical status.

FOOD AND DRINK REGULATION

Food and drinks are not permitted in the classroom or lab facilities unless approved by the Instructor.

SMOKING POLICY

The College has adopted a “no smoking” policy in accordance with the Florida Clean Indoor Air Act, and evidence that indicates that passive smoking, i.e., involuntary inhalation of pollutants in the air produced by the smoking of others, is potentially harmful to nonsmokers in the closed environment of our buildings.

HEALTH/MEDICAL INFORMATION REQUIREMENTS

As part of the admissions process, students are required to complete an initial Medical History and Physical Examination Form, which details the student's current health status, past medical history, and current immunization verification. In addition to information about the student's general health, this form provides verification that the student can carry out the tasks required for his/her chosen career such as standing for long periods, manual dexterity, and motor skills.

The student must submit a complete Medical History and Physical Examination Form to the Program as part of the criteria for acceptance into the program. This form serves as documentation of their current health status. The Medical History and Physical Examination form must be completed by all students entering Center for Health Science Education programs. Students are responsible for the cost of the physical examination and any required immunizations. Students may see a doctor (MD or DO), a nurse practitioner (ARNP), or a physician assistant (PA) for the physical examination. *Medical History and Physical Examinations performed by chiropractors will not be accepted.*

It will be necessary for the student to complete a Medical History and Physical Examination Update Form upon the start of the second year in the program. Additional details regarding the Health/Medical

Information Requirements for progression into the clinical phase of the curriculum are detailed in the Clinical Guidelines section of this Manual.

Students must have a blood test called a titer, which indicates current immunization status or receive the indicated vaccinations:

- A *Positive Titer Test* indicates that the student has either had the disease or has been vaccinated against it. In either case, the student has immunity to that disease.
- A *Negative Titer Test* indicates that the student does not have immunity to the disease and will need to be immunized.

Vaccinations/Immunities are required. To confirm immunity, students are required to have a positive titer result after receiving the vaccination.

Important: All results of laboratory tests and immunizations should be attached to the Medical History and Physical Examination form. Vaccinations, as detailed on the form, include:

- Tetanus/Diphtheria
- Varicella – Chickenpox
- Rubella – German Measles
- Rubeola – Measles
- Hepatitis B Series
- PPD/Tuberculosis
- COVID Vaccine
- Annual Flu Shot

Failure to submit the original form - complete with documentation and required signatures will prevent progressing in the semester which may result in administrative withdrawal from the program. Falsification on the required forms will result in dismissal from the program as it would be considered a breach of academic honesty. Students should make copies of all form and certificates for their own records prior to submission to the program manager.

ANNUAL TUBERCULOSIS SCREENING

As a component of the Medical History and Physical Examination completed upon admission into the program, students underwent a TB screening test. Students are required to repeat the TB screening annually. It is the student's responsibility to ensure testing is completed annually and to submit written documentation from the physician's office of the results to the Program Manager/Clinical Coordinator. Additionally, students should retain a copy of the results in their Clinical Notebook.

If the student's proof of an annual TB test is not current, he/she will be unable to attend the scheduled practicum, until such time that it has been made current. Students are responsible for any cost incurred with the Tuberculosis testing.

ANNUAL TUBERCULOSIS SCREENING CONTINUED

If the student has documentation of a positive TB test but is found to be without symptoms and submits proof of a clear chest x-ray, the student will not have to complete an annual TB test or x-ray. The student will submit a symptom screen that has been performed by a physician.

The Program Manager will establish deadlines by which the medical information is to be submitted. Falsification on the required forms may result in dismissal from the program as it would be considered a breach of academic honesty. Students will not be allowed to progress in the curriculum if the information is not complete and on file with the Program Manager by the published deadline. Exceptions to the deadline may be made on a case-by-case basis; however, in no case will a student be allowed to attend the first clinical practicum until all information is complete and on file.

If the student is pregnant when the current TB test expires, the updated TB test will be waived until after the student's pregnancy or once approved by her physician.

ANNUAL BACKGROUND CHECK, FINGERPRINTING AND DRUG SCREENING

All students must complete a series of background checks, fingerprinting and drug screening tests prior to the start of the first term of the program and annually thereafter.

Certain over-the-counter supplements and alternative medicinal products, including but not limited to CBD, THC, Cannabinoid, and Cannabinoid Oil may trigger a positive result, and consequently, the student will not be able to be admitted to the Health Science program. A second drug tested sample is not allowed per Broward College Admissions Procedure A6Hx2-5.01.

AMERICAN DATABANK AND COMPLIO

The College has instituted American DataBank as the resource for student screening, immunizations, and compliance. Complio is American DataBank's comprehensive tool for managing the screening process. All background checks, drug screening, fingerprinting, and the Medical History and Physical Examination Form are required to be uploaded to Complio prior to admission and annually thereafter.

TRAJESYS

Trajecsys is a clinical online tracking system utilized by the program. Students are required to purchase access for their duration in the Radiation Therapy Program and regularly use it within each respective clinical course. The student has the option to pay through the system directly or purchase access through the College's bookstore. Students may access Trajecsys through the clinical facility's computer or through their smartphone. Students must regularly utilize Trajecsys for clinical record keeping of all required clinical documents such as Clinical Syllabi, Competency Evaluations, Daily Logsheets, record of Clock in/out, Clinical Supervisor Evaluations, Clinical Coordinator Evaluations and all other documents related to clinical performance

CPR CERTIFICATIONS

The student must provide evidence of current certification in BLS/Cardiopulmonary Resuscitation (CPR) approved by American Heart Association. Students MUST submit proof of the required certification during the first term of the program.

Should the student's above certifications expire, prior to or during a clinical practicum, the student must attend a seminar to bring the certifications current, before being allowed to participate in the current clinical practicum. If the student's certification is not current, he/she will be unable to attend the scheduled practicum; until such time that the certification has been made current.

DRESS CODE

Since the program is committed to the development of professional behaviors, appropriate dress which reflects the standards observed in the medical professions is required.

DRESS CODE CONTINUED

Classroom Attire: Proper classroom attire consists of traditional casual clothing (jeans, slacks, capris, shorts, shirts, blouses, T-shirts without slogans, etc.) and footwear that would be considered safe in a work area such as sneakers. Revealing and tight-fitting clothing as well as hats and sunglasses are not considered appropriate attire.

Cologne, cosmetics, hair color and styles and jewelry should be conservative. Visible body piercings such as eyebrow and tongue rings are not allowed. Nails should be short to allow participation in hands-on activities. Artificial nails are not permitted. Natural nails must be trimmed to be level with the skin. Students are expected to maintain good personal hygiene.

ENFORCEMENT OF DRESS CODE

Students who do not comply with the classroom or lab dress code will be asked to leave the class or the lab session and an absence for the session will be recorded. The lost time will need to be made up in accordance with the class and/or lab attendance policies.

USE OF LAB OUTSIDE OF REGULARLY SCHEDULED SESSIONS

Students are encouraged to use the laboratory equipment and facilities to practice their skills in non-class times. Laboratory facilities may be available for independent study on dates and at times outside of regularly scheduled sessions, an appointment with the lab instructor must be made in advance. Students are not permitted to practice in the lab without on-site supervision from the instructors.

Laboratory reference materials, equipment and/or supplies will not be removed from the lab without prior faculty approval. No unauthorized visitors are permitted in the Radiation Therapy Lab which includes persons not formally registered in the course.

SIGNING-OUT TEXTS, VIDEOS, JOURNALS, OR EQUIPMENT

To support self-directed study and to encourage independent exploration in various content areas, students are persuaded to utilize learning materials that are part of the Intradepartmental Library of the program as well as items that are stored in the Radiation Therapy lab. A list of these learning materials is posted within the continued Radiation Therapy Program course in the Learning Management System.

STUDENT ID/ SMART CARD

Students will be required to take photo IDs on Orientation day while on the North Campus of Broward College. This ID is required as part of the clinical uniform to identify the individual as a BC Student.

TEXTBOOK PURCHASES

Information regarding textbook purchases for each semester is available either on the Learning Management site for the specific course or in the individual course syllabi. Textbooks for all semesters will be available for purchase at the Barnes and Noble Booksellers, Inc. @ Broward College.
<http://www.broward.edu/studentresources/bookstore/Pages/default.aspx>

TELEPHONE USE AND AVAILABILITY

Laboratory, classroom, and office phones are not to be used for personal calls. The administrative assistants located in the front office of the Health Science Building may receive emergency calls and take messages for students.

IN-CLASS EXAMINATIONS

Online and written examinations will occur during regularly scheduled class sessions. During all in-class examinations, the instructor will serve as the proctor.

CLINICAL EDUCATION COMPONENT

Prior to attending the first clinical practicum (RAT 1804), each student will have access to the electronic copy of the Clinical Education Manual in the Learning Management System and the Trajecsys Reporting System. The Manual has very specific information related to the clinical education component of the program. An overview of clinically related topics is provided here.

OVERVIEW OF CLINICAL EDUCATION COMPONENT

The program affiliates with clinical facilities that are located throughout the geographical areas served by Broward College, which includes Martin, Palm Beach, Broward, and Dade Counties. Students are responsible for transportation to and from the clinical site to which they are assigned. Also, any cost involved in transportation and other associated expenses may include, but are not limited to, additional fingerprinting, background check, drug testing, and/or uniforms while attending the clinical practicum, are the responsibility of the student.

A student does not have a choice of clinical assignments. Clinical practicum sites are assigned by the Program Manager and the Clinical Coordinator. Each student must sign a statement confirming his/her understanding of this procedure (Refer to Appendix for Agreement for Practicum Site Placement Form).

Minimum clinical time obligations are as follows:

- RAT 1804 - 24 hours/week for a 6-week term
- RAT 2814 - 24 hours/week for a 16-week term
- RAT 2824 - 24 hours/week for a 16-week term
- RAT 2834 - 24 hours/week for a 6-week term

Student responsibilities will be detailed in the Clinical Education Manual that each student will obtain prior to attending the clinical practicum phase of the program.

Practicums are graded on a point system - to successfully pass, the student must meet the minimum performance rating for all observations, competencies, and evaluations completed by the Clinical Instructor and Clinical Supervisor. All criteria for grading for the practicum is outlined in the Clinical Education Manual.

CLINICAL PRACTICUM COURSE DESCRIPTIONS

RAT 1804 CLINICAL EDUCATION I

Summer Session – First Year

Familiarization with the equipment utilized in the treatment of patients begins along with assisting the therapist in the clinical environment, simulation area, patient care nursing areas and the mold room. Demonstrations of patient leveling skills and beginning basic treatments and simulations competencies.

RAT 2814 CLINICAL EDUCATION II

Fall Session – Second Year

Patient treatment competency assignments continue in radiation therapy departments. The student's responsibilities increase as more complex competencies in patient treatment are mastered, and additional competencies are performed in simulation and the dosimetry area are performed. Student is also introduced into a variety of patient care areas.

RAT 2824 CLINICAL EDUCATION III

Spring Session – Second Year

Advanced clinical education stressing practical application of dosimetry competencies under the direct supervision of a medical physicist or dosimetrist. Continuation of advanced patient treatment competencies under the supervision of a registered radiation therapist, continuation of simulation procedures and quality assurance testing.

CLINICAL PRACTICUM COURSE DESCRIPTIONS CONTINUED

RAT 2834 CLINICAL EDUCATION IV

Summer Session – Second Year

The most advanced clinical education as evidenced by the level of competency demonstrated by terminal competency skills. The student will also demonstrate their didactic knowledge, technical understanding of treatment planning and basic calculations required of an entry level radiation therapist. Completion of this course will ensure that the student is competent upon graduation to assume all the responsibilities required of an entry level Registered Radiation Therapy Therapists.

PAPERWORK REQUIREMENTS FOR CLINICAL PRACTICUMS

Prior to the start of each practicum, it is the student's responsibility to make current his/her required paperwork. To have necessary information accessible an original should be submitted to the Program Manager and a copy is to be kept by the student.

Paperwork that should be submitted to the Program Manager, includes, but is not limited to:

- CPR/BLS Certification
- HIPAA Certification
- Biomedical Waste
- ALARA Training
- HAZMAT Training
- Medical History and Physical Examination Form
- Current TB test and Vaccination forms
- Background, Drug and Fingerprinting check clearance
- Signed Code of Professional Conduct

If the student's clinical site requests a copy of any of the above information, it is the student's responsibility to provide the clinical site with a copy of the information requested. If the student is required to attend orientation or complete online orientation and/or training sessions for a clinical site, a copy of the certificate of completion should be submitted to the Program Manager.

It is the student's responsibility to maintain all the above records as current – the student may not be assigned to a clinical practicum or may be dismissed from a clinical site for failure to keep all certifications current.

ADDITIONAL CLINICAL PLACEMENT REQUIREMENTS

The Medical History and Physical Form and annual TB testing are program requirements for clinical placement. Some clinical affiliates have additional requirements which will be necessary for the student to complete if assigned to the specified site. If placed at one of these sites, the Program Manager will inform the student of the additional requirements. These requirements may include but are not limited to fit testing (Respiratory Isolation Mask fitting) and additional vaccinations and/or titers. The student is responsible for any fees associated with the testing.

Also, any cost involved in transportation and other associated expenses may include, but are not limited to, additional fingerprinting, background check, drug testing, and/or uniforms while attending the clinical practicum, are the responsibility of the student.

SELF-DISCLOSURE

It is the student's responsibility to indicate if they have been employed at one or more of the sites which are affiliated with the program or if they have a personal relationship (family member, roommate, etc.) with anyone at one of the sites. The Program Manager will determine the appropriateness of placement based upon the self-disclosure in efforts to assure the objective feedback will be obtained during a practicum.

STUDENT EMPLOYMENT

Many students find it necessary to maintain employment while enrolled in the Radiation Therapy Program. However, work should not interfere or comele with clinical time. Students shall not participate in any work-related activities, wear any part of their work uniform, or receive monetary compensation while attending clinic. Likewise, students shall not perform any student related activities or wear any part of their BC uniform while employed. Scheduled paid working hours will not substitute for required clinical education hours. Students will not be assigned to a clinical facility of which they are employed. Students who violate this Protocol may be subject to dismissal from the program.

UNIFORM PURCHASE

Students are REQUIRED to wear the uniform specified by the Radiation Therapy Program during each clinical practicum and lab course. This uniform must be purchased prior to the first clinical education, beginning in May of the first year.

Students who are not outfitted in the official uniform for the Program will be sent home from the clinical site. Any clinical contact time lost due to this will be made-up at the discretion of the Program Manager/Clinical Coordinator.

INCIDENT REPORTS - CLINICAL

All students are expected to provide interventions in a safe, ethical, and legal manner whether they are being performed in a clinical setting. Any procedure that a student feels unprepared to provide should be discussed with their Clinical Supervisor prior to implementation.

The following procedures are to be followed by students for all incidents which occur during practicums that result in injury to either the patient/client or the student:

- Facility procedures are to be followed in all cases involving patient/client emergency situations, including completion of required documentation.
- The Clinical Supervisor is to be notified immediately.
- Student injuries should be assessed to determine appropriate measures to be taken. If warranted, the student will seek medical attention as indicated through his/her private physician. Payment of medical bills is the sole responsibility of the student.
- The student will complete an Incident Report and submit the original within two working days to the Program Manager/Clinical Coordinator.

The Incident Report will be permanently placed in the student's administrative file. The Associate Dean will also submit a copy of the report to the Dean's office for documentation should the student make a claim against the College.

COMPENSATION

Students are not to be paid by the clinical facilities during clinical practicums. In addition, students are discouraged from taking gifts (money or other) from any patient while attending a clinical practicum education.

CLINICAL COMPLAINT PROCEDURE

In the event that a conflict or other negative situation arises between a student and a Clinical Supervisor or other clinician at an affiliation site, the student should first attempt to resolve the situation with the person(s) involved. The student should also make the initial contact with the Clinical Instructor to discuss the complaint.

CLINICAL COMPLAINT PROCEDURE CONTINUED

1. If, after meeting with the person(s) involved, the complaint remains unresolved, the student should contact the Clinical Coordinator.
2. The Clinical Coordinator will review the Clinical Complaint and attempt to resolve the complaint. The Clinical Coordinator will render a decision regarding its resolution.
3. If the complaint remains unresolved following the above steps, the student can request, via e-mail or in writing, an appointment with the Program Manager who will, after review of the Clinical Complaint form and the Clinical Coordinator's resolution, render the final disposition of the complaint.

Should the student remain dissatisfied with the decision, an appeal process is in place at the College during which the student will present the situation to the Academic Standards Committee (the procedure for an appeal is detailed in the College catalog).

MALPRACTICE INSURANCE

All students are required to carry professional liability insurance as offered by the College. At the time of registration for the first lab course in the program, the student is charged a fee for the coverage.

The insurance plan provides coverage for simulated laboratory activities as well as actual patient care situations that occur during clinical practicums. A fee for insurance coverage is charged each semester and is payable at the time of registration. (Fee is subject to change)

GENERAL INFORMATION

CALENDAR

Students are to adhere to the Broward College's academic calendar as outlined in the College catalog for term schedules, holidays, and non-class days.

CONFIDENTIALITY

The U.S. Department of Education's Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is available at www.ed.gov/policy/gen/guid/fpco/ferpa or www.nova.edu/cwis/finaid/information/ferpa.html. Several laws provide for significant safeguards for the protection of the privacy rights of students with respect to educational records and/or personally identifiable information. The applicable laws provide guidance regarding a student's right of privacy with respect to their educational records. Personally identifiable records or reports of a student and any personal information contained therein are to be maintained in a confidential manner that is consistent with university policy and procedure.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records and places certain limitations on the disclosure of personally identifiable information maintained by the university with respect to students and limits access to educational records, including the right to access, the right to inspect, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures, and the right to place a statement in such educational records explaining any information that he or she believes to be inaccurate or misleading. The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law.

In this regard, the program is committed to protecting, to the maximum extent possible, the right of privacy of all individuals about whom it holds information, records, and files. Access to, and release of, such records is restricted to the student concerned, to others with the student's written consent, to authorized members of the College community, and to a court of competent jurisdiction and otherwise pursuant to law. A Release of Information form is required as written permission to release information to persons outside of the College community.

CONFIDENTIALITY CONTINUED

A student may request an appointment to review the contents of their administrative file by contacting the Associate Dean or the Program Manager/Clinical Coordinator who maintains the students' records in a locked file cabinet in their respective offices.

In addition, clinical affiliates may require copies of the student's CPR certification and the Medical History and Physical Examination results prior to attending a clinical practicum. Consent is required before the College can release this information to the clinical site. (Refer to Appendix for Consent to Release Information to Clinicals form.)

Any breach in confidentiality, especially as it relates to patient/client information, may result in dismissal from the program in accordance with the Health Science's Code of Professional Behavior.

DUE PROCESS

Broward College encourages students to resolve their differences with faculty/staff members or college officials as soon as possible. A means of review and appeal to a higher-level authority, without prejudice via a formal process for resolving grievances/complaints has been established by the Health Science programs.

Students who are appealing their final grade must follow the College Grade Appeal Procedure. The procedure is found on the BC web site, in the College Catalog and the Program Manual.

A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. Any grievance or complaint is given prompt and unbiased consideration. Any individual who requests information regarding this procedure or who uses this procedure will not be penalized for

exercising his/her rights. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

PROGRAMMATIC STUDENT GRIEVANCE PROCEDURE

The Radiation Therapy programmatic grievance procedure for student related issues is outlined below:

If a student wishes to file a programmatic grievance:

Step 1--The student must meet or directly communicate with the faculty within five (5) working days of the occurrence of the problem to discuss and attempt to resolve the issue.

In the event that the issue cannot be resolved in Step 1:

Step 2--The student will discuss the matter in question with the Program Director/Clinical Coordinator within ten (10) working days of the occurrence of the problem, explaining the nature of the problem, and proposing a suggested solution. The Program Director will investigate the problem and discuss with the faculty/clinical coordinator of the program. As deemed necessary, the issue will be discussed with the Associate Dean and/or Dean of Health Sciences. A solution will be provided to the student within 15 days of the initial reporting.

If the issue is a non-JRCERT standard violation issue and cannot be resolved in Step 2:

The student may proceed with the Broward College Complaint grievance policy:

- <http://www.broward.edu/legal/policies/Section%20Template/A6Hx2-5.23.pdf>
- <http://www.broward.edu/legal/policies/Section%20Template/A6Hx2-4.19.pdf>

PROGRAMMATIC STUDENT GRIEVANCE PROCEDURE CONTINUED

If the issue is a potential JRCERT standard violation:

If a student alleges that the Radiation Therapy program is not complying with the Joint Review Committee on Education in Radiologic Technology (JRCERT) standards and protocol, the following steps must occur:

1. Meet with the Program Director within seven (7) days of the grievance.
2. Refer to the JRCERT standard that lacks compliance.
3. Provide evidence of alleged JRCERT standard violation.
4. The Program Director will document the complaint and report it to the Dean of Health Sciences.
5. The Program Director will resolve the complaint within (seven) 7 days of the filing of the grievance.
6. The Program Director will document all the above steps.
7. After meeting with the Program Director, if the student is not satisfied with the decision, he/she may contact JRCERT.

Joint Review Committee on Education in Radiologic Technology:

20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300 Fax: 312-704-5304
mail@jrcert.org

FINANCIAL AID

There are several types of financial aid available to the student. The student should contact Student Financial Services at Broward College for additional information regarding tuition assistance and financial aid application. Examples of financial aid that are available include:

1. Scholarships and waiver-of-fees are assigned based on need, grade point average or talent, and full-time student status.
2. Through Educational Opportunity Grants made by the United States Government. Only full-time students of exceptional financial need are eligible.
3. Sponsored Scholarships – funds have been established by the donor(s) for individuals who meet specific qualifications. May be restricted to students from a specific community, academic Program, religion, or racial background.
4. Hospital Sponsorships - currently, Plantation General Hospital, Memorial Hospital and the North Broward Hospital District have sponsorship programs for most Health Science disciplines. Additional information can be obtained by contacting the Financial Aid office at Broward College.

GRADE APPEAL

The Grade Appeal process, as outlined in the Broward College Student Manual and the College catalog, applies only to final course grades. A formal grade appeal must be made within three (3) weeks after the start of the next term.

GRADUATION CEREMONY

Upon successful completion of the requirements of the program, the student will be awarded an Associate's of Science Degree or Technical Certificate in Radiation Therapy from Broward College. A pinning ceremony is held in June of the graduating year. Students may attend the May or the December graduation ceremony for official conferring of the degree.

LEARNING RESOURCES/LEARNING ASSISTANCE

Academic Success Centers are located at all campus locations. They provide remedial, supplemental and enrichment instructional services for the student.

Computers are available for student use at all campus locations for report writing, Internet access and other applications as needed. At the program sites, computers are available, both in the laboratory/classroom, as well as in the Health Science buildings for student use at designated times that become available at the start of each academic year. In addition, the student may refer to the respective College catalogs for specific locations and hours of operation of computer labs.

LETTERS OF RECOMMENDATION OR REFERENCES

A student may authorize the program to release information regarding their academic record and clinical performance to outside sources upon written consent. To allow program faculty to send letters of recommendation or give references for scholarship applications a release form must be signed by the student. (Refer to Appendix for Consent to Release Information form).

LIBRARY

The libraries that serve Broward College provide materials which support the curriculum and objectives of the RAT program. Interstate networks (SEFLIN, etc.) and Internet access is also available. Specific locations and hours of operation are detailed in the respective catalogs.

In addition to the library holdings, the program has compiled a collection of journals. An intra-departmental library also exists for the students to utilize as needed. The student must sign out the requested volume(s). The length of sign out time is no longer than two (2) weeks depending upon the demand for the item borrowed.

LICENSING EXAMINATION

Graduates of the Radiation Therapy Associate Degree of Science Program or the Technical Certificate Program are eligible to sit for the American Registry for Radiologic Technologists (ARRT) Examination. Specific information regarding application for the registry examination can be found on the ARRT website (www.rrt.org). Registry examinations are computer-based. Historically, the program has a pass rate that surpasses the State and National average.

Persons convicted of a felony offense may not be eligible to sit for the registry examination. The ARRT requires any licensure applicant who has ever been convicted or found guilty of a felon, regardless of adjudication, to explain the circumstances prior to sitting for the registry.

PARKING

All students, faculty and staff must register their vehicles with Broward College using the on-line parking management system where you may request your permit.

The on-line parking system allows you to manage your parking needs:

- Request a parking permit
- Pay or appeal a parking citation
- Manage your contact information
- Add a new vehicle to your account

When ordering your parking permit, we strongly encourage that you verify all the information and check your address carefully as the permit will be mailed directly to the address you indicate. If your address includes building or apartment numbers, you will want to be sure to add them to avoid your permit being returned to the College.

Students should park in designated parking areas while on campus. Security officers check parking areas regularly and tickets are written for parking of vehicles in handicapped, reserved or visitor areas. Students will be charged a fee each semester for parking access on any of the BC campuses.

SECURITY SERVICES

Security Offices are located on campus on a 24-hour basis/seven days a week. More specific information is detailed under Reacting to Emergencies in this Manual. The College is not responsible for a student's personal property. Students should always keep items such as purses or handbags in their possession.

STUDENT ACTIVITIES

Broward College supports a variety of lecture, concert and sporting events during each term and encourages the student's participation. Contact Student Activities on either site for additional information and to request a calendar of events.

TRANSPORTATION

A car is essential. The student may be able to carpool however the schedule of classes and/or clinicals cannot be arranged to accommodate individual schedules or the schedule of students in a carpool. The student assumes all responsibility for all costs related to travel as well the actual travel to and from clinical sites and arranged field trips which may or may not be close in proximity to their geographical residence.

PROGRAM MANUAL ACKNOWLEDGMENT

The Radiation Therapy Program requires the student to be made aware of the policies and procedures outlined in this manual. At the start of the program, the student will be required to attest to complying with the aforementioned information.