



# SCHOOL OF MEDICINE

RADIATION ONCOLOGY



INDIANA UNIVERSITY  
SCHOOL OF MEDICINE

# **Radiation Therapy Program**

# **Student Handbook**

# TABLE OF CONTENTS

<b>Section I</b>	<b>General information</b>	
	Radiation Therapy Program Contact information	4
	Clinical Rotation Guidelines	5
	Major Affiliate Rotations	5
	Mission, Vision, Core Values, Goals, and Student Learning Outcomes	7
	Mission Statement	7
	Values	7
	Goals	7
	Learning Outcomes	7
	IUPUI Profiles of Learning for Undergraduate Success	8
	Accreditation/JRCERT	9
	American Registry of Radiologic Technologists (ARRT)	9
	American Society of Radiologic Technologists (ASRT)	10
	Indiana Society of Radiologic Technologists (ISRT)	10
	Indiana Licensure	10
	Professionalism	12
	Physical Facilities	13
	Instructional Areas	13
	Office Areas	13
	Fire Alarm Procedure- Nursing Building	13
	Fire Alarm Procedure- Gatch Hall	13
	Resource Stewardship and Campus Sustainability	13
	<b>Faculty and Staff</b>	<b>14</b>
	Radiation Therapy Program Faculty and Staff	14
	Health Professions Program Faculty and Staff	14
	Email and Communication	15
	IUPUI Internet Homepages	15
	University Homepages	15
	Curriculum	16
	Professional Program for the Non-Radiographer	17
	Professional Program for the Radiographer	18
	Policy and Procedure for Energized Labs	19
	Classroom and Lab Instructors	19
	Course Descriptions	19
	Academic Regulations and Policies	20
	Counseling	20
	Policies	20
	Course Policies and Procedures	21
	Attendance/Absences	21
	Classroom Tardiness and Disruptions	21
	Class Cancellations	22
	Vacations (University Holidays)	22
	Student Records	23
	Changes in Student Address or Name	23
	Transcripts	23
	Probation	24
	Dismissal	25
	Petitions and Appeals	25
	Health Professions Program Appeals Policy	25
	Radiation Therapy Program Appeals Policy	26
	Withdrawal	27
	Medical Leave Policy	27

Temporary Withdrawal	27
Clinical Re-Entry Period	28
Other Withdrawals	28
Honors	28
Degrees Awarded with Distinction	28
Health Professions Program Dean's List	29
IUPUI Honors College	29
Student Support Services	29
IUPUI Adaptive Educational Services	29
IUPUI Counseling and Psychological Services (CAPS)	30
Safety (Campus Police)	31
IUPUI Career Center	31
IUPUI Writing Center	32
IUPUI Math Center	32
Libraries	32
Student Technology Centers (Computer clusters)	32
Health	33
Returning Students	33
IUPUI Campus Health	33
Student Injuries and Treatment	33
IUPUI Tobacco Policy	33
Students as Research Subjects	34
Affirmative Action	34
IUPUI Workplace Harassment and Violence	35

## **Section II Clinical Information**

Clinical Obligation	36
Clinical Experience	36
Philosophy of Clinical Experience	36
Clinical Courses	37
Clinical Policies and Procedures	37
Policies on Student Radiation Therapist Responsibilities	37
Policies on Clinical Staff Supervision of Student	39
Policies on Clinical Attendance	39
Policies on RTP Uniform (Dress Code)	42
The ALARA Program	45
Policies on Radiation Monitoring Device Responsibility	46
Radiation Monitoring Device Exchange Policy	46
Policy for Radiation Monitoring Device Non-Compliance	47
MRI Safety Policy	47
IU Health Policy: MRI Safety	48
IU Health Policy: CT Safety	48
IU Health Policy: Nuclear Medicine and PET Radionuclide	49
IU Health Policy: Patient Privacy (HIPAA Requirements)	49
IU Health Policy: Communicable Disease Exposure	49
Policy of the Pregnant Student Radiation Therapist	49
Clinical Grades	52
Vacation	53
Replacement Cost Policy	53
Indiana University School of Medicine Guidelines for use of Social Networks	54
Overview and Rationale	54
Guidelines for Ethical/Professional Behavior	54
Confidentiality	55
Patient Contact	55
Social Media in Clinical Settings	55

# SECTION I

## GENERAL INFORMATION

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### RADIATION THERAPY PROGRAM CONTACT INFORMATION

**Indiana University School of Medicine**  
Health Professions Program  
Department of Radiation Oncology  
Radiation Therapy Program

**Maria C. Walker, M.A., R.T.(R)(T)**

Program Director  
535 Barnhill Drive  
RT 107A  
Indianapolis, IN 46202  
Office: (317) 944-1343  
Email: [macwalke@iupui.edu](mailto:macwalke@iupui.edu)

**Megan R. Knight, B.S., R.T.(T)**

Clinical Coordinator  
535 Barnhill Drive  
RT 107B  
Indianapolis, IN 46202  
Office: (317) 948-7945  
Email: [mknight3@iupui.edu](mailto:mknight3@iupui.edu)

**Morgan Rowe**

Clinical Education Coordinator (Program Coordinator)  
535 Barnhill Drive  
RT 107C  
Indianapolis, IN 46202  
Office: (317) 948-9348  
Email: [morgrowe@iupui.edu](mailto:morgrowe@iupui.edu)

# CLINICAL ROTATION GUIDELINES

## MAJOR AFFILIATE ROTATIONS

### I. Each student may rotate between the following major clinical affiliate sites:

- Ascension St. Vincent Anderson, Anderson, IN
- Community Cancer Center East, Indianapolis, IN
- Community Cancer Center North, Indianapolis, IN
- Community Cancer Center South, Indianapolis, IN
- Hendricks Regional Health Cancer Center, Avon, IN
- Indiana University Health Central Indiana Cancer Center, Fishers, IN
- Indiana University Health Methodist Hospital, Indianapolis, IN
- Indiana University Health North Hospital, Carmel, IN
- Indiana University Health University Hospital, Indianapolis, IN
- Indiana University Health West Hospital, Avon, IN
- Reid Health, Richmond, IN
- Richard L. Roudebush VA Medical Center, Indianapolis, IN
- St. Francis Health Services, Inc.- South Campus, Indianapolis, IN

Clinical Site	Address	Clinical Supervisor	Clinical Supervisor Contact Information	Site Phone Numbers
Ascension St. Vincent, Anderson Hospital	2020 Meridian St. Anderson, IN 46016	Whitney Allee	<a href="mailto:Whitney.Alee@ascension.org">Whitney.Alee@ascension.org</a>	765-646-8358  <b>Treatment Machine:</b> 765-683-3218
Community Cancer Center East Hospital	1500 N. Ritter Ave. Indianapolis, IN 46219	Ashley Reeves	<a href="mailto:Areeves2@ecomunity.com">Areeves2@ecomunity.com</a>	317-355-5143
Community Cancer Center North Hospital	7979 N. Shadeland Ave. Indianapolis, IN 46250	Brady O'Shaghnessey	<a href="mailto:bo'shaughnessey@ecomunity.com">bo'shaughnessey@ecomunity.com</a>	317-621-4344
Community Cancer Center South Hospital	1440 E. County Line Road Indianapolis, IN 46227	Sheri Spall	<a href="mailto:SSpall@ecomunity.com">SSpall@ecomunity.com</a>	317-497-6270  <b>front desk:</b> 317-497-2850
Hendricks Regional Cancer Center	8244 East U.S. 36 Suite A Avon, Indiana 46123	Jaymie Jackson	<a href="mailto:jaymie.jackson@hendricks.org">jaymie.jackson@hendricks.org</a>	317-272-3636
Indiana University Health- CICC	10212 Lantern Rd. Fishers, IN 46037	Chad Stearns	<a href="mailto:cstearns@iuhealth.org">cstearns@iuhealth.org</a> 317-948-7669	317-678-2719  317-948-1924  <b>FAX</b> 317-944-2486

Indiana University Health-Methodist Hospital	1701 N Senate Suite AG117 Indianapolis, IN 46202	Inga Perel	<a href="mailto:IPerel@IUHealth.org">IPerel@IUHealth.org</a>	317-962-3172
Indiana University Health- North Hospital	11645 N Illinois St Carmel, IN 46032	Rebecca Armstrong	<a href="mailto:ramstrong1@iuhealth.org">ramstrong1@iuhealth.org</a>	317-688-5665
Indiana University Health- University Hospital (Base Site)	535 Barnhill Dr. Indianapolis, IN 46202	Kent Overton	<a href="mailto:koverton@IUHealth.org">koverton@IUHealth.org</a> 317-274-1314 (office)	<b>Main Line/Front Desk</b> 317-274-2524 317-278-4329 <b>FAX</b> 317-944-2486 <b>IX</b> 8-7677 <b>TrueBeam</b> 4-1301 <b>Edge</b> 4-2044 <b>CT Sim</b> 8-7674/8-6702 <b>Nursing</b> 8-0484 <b>IT Help Desk</b> 317-962-2828
Indiana University Health-West Hospital	1111 N Ronald Reagan Pkwy, B1600 Avon, IN 46123	Bernadette Beaman	<a href="mailto:BBeaman@IUHealth.org">BBeaman@IUHealth.org</a> 317-329-7440	317-217-3800
Reid Hospital & Health Care Services	1100 Reid Parkway Richmond, IN 47374	Amy Drook	<a href="mailto:Amy.Drook@ReidHealth.org">Amy.Drook@ReidHealth.org</a> Office: 765-983-3402	<b>Front desk:</b> 765-983-3168 <b>Office:</b> 765-983-3402
Richard L. Roudebush VA Medical Center	1481 West 10 <sup>th</sup> St Indianapolis, IN 46202	Susan Daily	<a href="mailto:Susan.Daily@va.gov">Susan.Daily@va.gov</a>	317-988-3011 <b>Desk</b> 317-988-9743 <b>Tx machine</b> 317-988-3080
St. Francis Hospital South Campus	8111 S. Emerson Ave Indianapolis, IN 46237	Nadia Belyavskaya	<a href="mailto:Nadia.Belyavskaya@franciscanalliance.org">Nadia.Belyavskaya@franciscanalliance.org</a>	317-528-5171

### MISSION

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The Indiana University School of Medicine Radiation Therapy Program provides an exceptional education to students from diverse backgrounds who are passionate about becoming licensed radiation therapists. The program places a strong emphasis on the personal and professional growth of its students, ensuring that they are equipped with the necessary skills to excel in their careers. In addition, the program promotes diversity, equity, and inclusiveness by supporting underrepresented populations, including first-generation students. The program's overarching goal is to prepare graduates to become leaders in the field of radiation therapy, with a focus on defining excellence in the health and welfare of patients through treatment of disease.

### VALUES

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The IUSM Radiation Therapy Program faculty support the following values:

- Student learning through the effective use of available educational opportunities including:
  - entry-level professional programs, advanced level educational programs and continuing education offerings.
  - diverse patient populations.
  - broad spectrum of technology and health facilities.
- Creative activity and research resulting from the collaboration of faculty and students.
- Ethical behavior and professional integrity in addition to technical competence.
- Civic engagement involved in collaborating with a variety of internal and external constituencies including health care facilities, professional organizations and IUPUI, IU School of Medicine, and Health Professions Programs departments.

### GOALS AND OUTCOMES

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#### **Goal 1: Students will be clinically competent radiation therapists.**

##### **Learning Outcomes:**

- Students will demonstrate knowledge of radiation therapy procedures.
- Students will apply principles of radiation protection for patient, self, and others.
- Students will perform radiation therapy simulation procedures.
- Students will deliver radiation therapy treatments as prescribed by a radiation oncologist.
- Students will perform basic radiation therapy dose calculations and access treatment plans.

#### **Goal 2: Students will communicate effectively.**

##### **Learning Outcomes:**

- Students will demonstrate effective communication skills (oral).
- Students will demonstrate effective communication skills (written).

**Goal 3: Students will think critically and apply problem-solving skills in the healthcare environment.**

**Learning Outcomes:**

- Students will evaluate patients for effects, reactions, and therapeutic responses.
- Students will apply basic research methods.

**Goal 4: Students/Graduates will have knowledge of the value of professional development and growth.**

**Learning Outcomes:**

- Students will participate in professional development and service-learning activities.
- Students will formulate methods for the pursuit of lifelong learning.
- Students/Graduates will become members of a professional organization.

**Goal 5: Graduates will be successful at performing tasks/duties as entry-level radiation therapists.**

**Learning Outcomes:**

- Graduates will pass the ARRT national certification exam on the first attempt.
- Graduates will be employed within 12 months postgraduation, if pursuing employment.
- Graduates will successfully complete the program within 20 months for radiographers and 22 months for non-radiographers.
- Graduates will be satisfied with their education.
- Employers will be satisfied with the graduate's performance.

## **IUPUI PROFILES OF LEARNING FOR UNDERGRADUATE SUCCESS (PLUS)**

The radiation therapy curriculum/courses are aligned with and support the IUPUI Profiles of Learning for Undergraduate Success (PLUS).

The IUPUI Profiles of Learning for Undergraduate Success can be viewed at:  
<https://profiles.iupui.edu/>

The IUSM Radiation Therapy Program IUPUI PLUS documentation can be found here:  
[RTT Capstone Mapping](#)



Indiana University-Purdue University at Indianapolis (IUPUI) is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

The Indiana University School of Medicine Radiation Therapy Program on the IUPUI campus is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT establishes the Standards for an Accredited Educational Program in Radiation Therapy.

Contact Information:

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

As directly stated by the JRCERT: The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiation Therapy** are designed to promote academic excellence, patient safety, and quality healthcare. The **Standards** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT Standards can be viewed at: <http://www.jrcert.org/programs-faculty/jrcert-standards/>

The program's most recent accreditation award by the JRCERT was conducted during the Fall of 2017. The program received notice of "accreditation for a period of 8 years" following that review. Eight years is the maximum accreditation award granted.

Students may contact the JRCERT with complaints or allegations regarding the program's compliance with accreditation standards. Please visit the JRCERT website: <https://www.jrcert.org/accreditation-for-students/allegations/>

## THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)

Upon completion of an accredited program, a graduate is eligible to take the national certification exam administered by the **American Registry of Radiologic Technologists (ARRT)**. Please visit the website: [www.arrt.org](http://www.arrt.org) for more information on the national certification exam.

The American Registry of Radiologic Technologists (ARRT) provide certification and registration to professionals holding credentials in radiation therapist, medical imaging, and interventional procedures. The highlight of the ARRT's mission is to

uphold standards for educational preparation for entry into the profession, develop and administer the national board certification examinations, and uphold standards of professional behavior.

The ARRT has adopted **Standards of Ethics** that provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. Compliance with the Rules of Ethics is required for initial eligibility and ongoing certification and registration. **Student conduct is expected to conform to these standards. The ARRT Standards of Ethics can be viewed at: [ARRT Standards of Ethics](#)**

If there are concerns about a potential ethics violation, please visit, <https://www.rrt.org/pages/ethics-review>

## **THE AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)**

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Likewise, the professional community, as represented by the **American Society of Radiologic Technologists (ASRT)**, has developed a set of **Practice Standards** that are authoritative statements established by the profession for judging the quality of practice, service and education. Students should become familiar with these standards in anticipation of the expectations that they will be required to adhere to once their education is complete and they obtain employment in the field. To view the current ASRT Practice Standards for Radiation Therapy, follow this web link: [http://www.asrt.org/docs/default-source/practice-standards-published/ps\\_rt.pdf?sfvrsn=2](http://www.asrt.org/docs/default-source/practice-standards-published/ps_rt.pdf?sfvrsn=2)

## **INDIANA SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ISRT)**

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The Indiana Society of Radiologic Technologists, Inc. was organized in 1939 as an affiliate of the American Society of Radiologic Technologists. The purpose of the Indiana Society of Radiologic Technologists is to advance the professions of radiation and imaging disciplines and specialties; to maintain high standards of education; to enhance the quality of patient care; and to further the welfare of radiologic technologists. For more information, please visit the ISRT website: <https://www.isort.org/>

## **INDIANA LICENSURE**

Licensure for Radiation Machine Operators is required in Indiana. A Student Radiography Permit is required for all students participating in a Radiography/Radiation Therapy/Nuclear Medicine educational program. The following information is related to this permit program.

### **ISDH permit: Student Radiography/Radiation Therapy/Nuclear Medicine**

#### **Approval Process for Student and Provisional Radiography Permits**

Any individual performing a radiation therapy procedure must be licensed by the Indiana State Department of Health (ISDH). <https://www.in.gov/health/files/LicesnsingTechnologistsTherapists.pdf> . Students will be issued a permit based on the educational program in which the student is

enrolled. Students enrolled in approved programs of radiologic technology, nuclear medicine, **radiation therapy**, dental assisting, or a limited radiography will be issued a student radiography permit. Student permits expire six months after graduation from the program or immediately upon withdrawal or termination from the program.

### **Application and Approval Procedure for Student and Provisional Permits**

The following are the steps for obtaining a student radiography permit or provisional radiography permit:

1. In order to obtain a student permit or provisional permit, the student must be admitted to or enrolled in an ISDH-approved educational program.
2. The student obtains an *Application for a Radiography License or Permit* [State Form 27068]. The Application for a Radiography License or Permit will be located in the Canvas Onboarding course.
3. The student is not required to submit supporting documentation with the application with the exception that the **student must submit a written explanation if the student answers “yes”** to any of the compliance information questions. The ISDH will be verifying enrollment information with the educational program.
4. The Program Coordinator will submit the applications to the ISDH. There is no fee for the student or provisional permit.
5. The ISDH will process the *Application*. Once the application is approved, the applicant will receive the permit in the mail. Verification of license status may be found online via the Indiana Professional Licensing Agency's *My License* system. The *My License* system is available 24 hours a day, 7 days a week at: <https://mylicense.in.gov/everification/Search.aspx>
6. The student permit is to be used with the Approved Program listed on their student application. It is only allowed in the area in which they are listed for the Approved Program. For example, someone with an IU Radiation Therapy Student Permit cannot use this specific permit for IU's Approved Dental Program.
7. The expiration date of the permit is based on the expected graduation date of the educational program. The ISDH should be notified of any change in the graduation date so that the expiration date can be corrected.
8. If a student withdraws or is terminated from an educational program, the student and educational program should immediately notify the ISDH of the withdrawal or termination. The student permit is listed as withdrawn and they are no longer able to operate x-ray equipment (ionizing radiation) or deal with radioisotopes.

Questions may be addressed to Michele Starkey, 317-233-7565, email [mstarkey@isdh.in.gov](mailto:mstarkey@isdh.in.gov) or Dave Nauth, Medical Radiology Services Program Director, phone 317-233-7563, [dnauth@isdh.in.gov](mailto:dnauth@isdh.in.gov).

## PROFESSIONALISM

Personal and professional conduct and appearance is very important to your success, both as a student and a practicing radiation therapist. While the level of your performance as a radiation therapist depends on many factors, developing professionalism is one of the most significant aspects. As you progress through the Radiation Therapy Program, you will be advised regarding appropriate professional behaviors. You will also be evaluated on your ability to adapt to the behaviors expected in the medical environment.

Student radiation therapists share equal responsibility with the faculty, physicians, and staff in the emotional and physical welfare of the patient. The public has a right to question the character and competence of those who are entrusted with their care and treatment. Each new patient that you encounter will assess your abilities. Technical competence is not enough to gain the patient's approval; ethical and impartial behavior is essential. You should serve each patient with equal care and dedication.

As you read this manual for the first time, you should **set forth the goal of becoming a caring and competent radiation therapist**. You should not be here to simply prepare for the registry examination, to earn a degree, or to qualify for a job. You should be here to obtain the knowledge and skills that will allow you to do those things. However, you should also strive to become a professional. Among other things, intangible traits like understanding, compassion, caring, cooperation, ethics, motivation, and dedication are required. Appropriate dress and communication skills are also involved. Professionalism is a compilation of the character traits that is coupled with knowledge and skill for the discipline.

As your knowledge and skills in the field grow, you will become more competent in the performance of patient simulations, treatment planning and treatment administration. With this competence, comes greater personal responsibility for your actions. Radiation therapy is a demanding and challenging profession. It is a rewarding occupation that can lead to a satisfying career.

Expectations for appropriate student behavior are included in the IUPUI Code of Student Rights, Responsibilities, and Conduct, which can be found at: [IUPUI Code of Student Rights, Responsibilities, and Conduct](#)

In addition, The IU School of Medicine (IUSM) has an Honor Code that describes attitudes and behaviors appropriate for practice in the healthcare environment. As a IUSM student, you are required to abide by this Honor Code. In addition, the IUSM has a policy establishing guidelines for appropriate use of social media for students and faculty. The link to this policy is: [School of Medicine Social Media use policy](#)

## PHYSICAL FACILITIES

### INSTRUCTIONAL AREAS

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Prerequisite courses for the Radiation Therapy Program are taught by the Radiologic and Imaging Sciences Program (in Summer Session II and Fall) in Gatch Hall at 1120 W Michigan Street.

The didactic courses for the Radiation Therapy Program are taught in the Nursing Building located at 600 Barnhill Drive. Instructors also utilize the IU Health Radiation Oncology Department. The clinical lab courses are taught in the clinical areas which include the CT Simulator and linear accelerators.

### OFFICE AREAS

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The program offices are located on the first floor of the IU Health Cancer Pavilion room 107.

### FIRE ALARM PROCEDURE- NURSING BUILDING

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According to the IUPUI Fire Services, when the fire alarm sounds in the Nursing Building, we are to do the following steps:

- Exit the building immediately using the stairs
- If possible, exit the building using the North or South door
- Go to the Place of Refuge or the nearest area where there are no hazards
- Do not re-enter the Nursing building until IUPUI Fire Services or the Indianapolis Fire Department gives the all clear

### FIRE ALARM PROCEDURE-GATCH HALL (RADIOLOGY COURSES)

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According to the IUPUI Fire Services, when the fire alarm sounds in Gatch Hall (Clinical Building), we are to do the following steps:

- Exit the building immediately
- If possible, exit the building using the West door
- Assemble in (or near) the Eugene and Marilyn Glick Eye Institute on the Southwest side of the building
- Do not re-enter the Gatch Hall building until the IUPUI Fire Services, or the Indianapolis Fire Department gives the all clear

### RESOURCE STEWARDSHIP AND CAMPUS SUSTAINABILITY

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- Reduce, Reuse, and Recycle waste whenever possible. Appropriate containers are located conveniently throughout the program area.
- The University offers the following campus-wide recycling programs:
  - beverage containers – collection containers for plastic and aluminum beverage containers
  - office paper – collection containers for white paper, letterhead, and envelopes

- mixed paper – collection containers for colored paper, post-it notes, and manila folders.

For more information visit:

<https://sustainability.iupui.edu/about/index.html>

## FACULTY AND STAFF

### RADIATION THERAPY PROGRAM FACULTY AND STAFF

Huisi Ai, Ph.D.	Assistant Professor of Clinical Radiation Oncology
Joe Dynlacht, Ph.D.	Professor of Radiation Oncology and of Biochemistry and Molecular Biology
Leia Fanelli, M.S.	Assistant Professor of Clinical Radiation Oncology
Colin Huang, Ph.D., M.S.	Associate Professor of Clinical Radiation Oncology
Xiumei Huang, Ph.D.	Assistant Professor of Radiation Oncology
Megan Knight, B.S., R.T.(T)	Assistant Clinical Professor of Radiation Oncology <b>Clinical Coordinator</b>
Marc Mendonca, Ph.D.	Associate Vice Chancellor for Research Professor of Radiation Oncology and Medical and Molecular
Chris Njeh, Ph.D.	Associate Professor of Radiation Oncology Director of Clinical Medical Physics
Morgan Rowe	Program Coordinator
Ronald Shapiro, MD	Adjunct Lecturer of Radiation Therapy Program
Maria Walker, M.A., R.T.(R)(T)	Assistant Clinical Professor of Radiation Oncology <b>Radiation Therapy Program Director</b>

### HEALTH PROFESSIONS PROGRAMS FACULTY AND STAFF

Tiffany Bishop	Student Services Coordinator	<a href="mailto:bishopt@iu.edu">bishopt@iu.edu</a>
Nicholas Brehl, M.Ed. MLS (ASCP)	Director of Health Professions Programs	<a href="mailto:nbrehl@iupui.edu">nbrehl@iupui.edu</a>
Joanna Plew, M.Ed.	Coordinator of Advising & Admissions	<a href="mailto:jplew@iu.edu">jplew@iu.edu</a>
Marti Reeser, EdD	Associate Dean of Education	<a href="mailto:dreeser@iu.edu">dreeser@iu.edu</a>

Paul Wallach, MD	Executive Associate Dean for Educational Affairs	<a href="mailto:pwallach@iu.edu">pwallach@iu.edu</a>
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## EMAIL AND COMMUNICATION

Each student has an IUPUI network ID and e-mail address on the Indiana University computer network. Student **must have an active IUPUI email account** for the duration of the program.

**All email correspondence between faculty and students will be through the IUPUI email accounts ONLY. Students should check IUPUI email on a daily basis.**

**Texting on mobile devices is not to be used to communicate with the Program Director, Clinical Coordinator, Program Coordinator, or instructors concerning classroom and/or clinical issues unless given permission to do so.**

Correspondence should be through email and/or office voicemail for the Program Director and/or Clinical Coordinator. The Clinical Supervisors should be contacted by the specific departmental telephone number listed on pages [five and six](#). Please put these numbers in your telephone contact list.

Students should use the Services and Support section of the Information Technology website to activate, modify or find additional information regarding network ID's. The location is <http://uits.iu.edu/>. Please contact the Program Coordinator, Morgan Rowe, if you have any additional questions.

## IUPUI INTERNET HOMEPAGES

### UNIVERSITY HOMEPAGES

- IU Radiation Oncology Department: <https://medicine.iu.edu/radiation-oncology>
- IU School of Medicine Radiation Therapy Program: <https://medicine.iu.edu/undergraduate-health-professions/degrees/bachelor-radiation-therapy>
- IU School of Medicine Radiologic Sciences Homepage: <https://medicine.iu.edu/radiology>
- IU School of Medicine: <https://medicine.iu.edu/>
- IU School of Medicine Health Professions Programs: <http://medicine.iu.edu/hpp>
- Indiana University: <http://www.indiana.edu/>
- IUPUI: <http://www.iupui.edu>
- One.iu.edu: <http://one.iu.edu>
- Canvas Login: <http://canvas.iu.edu>
- IUPUI Online Bulletin: <https://bulletins.iu.edu/>
- Campus Services: <https://cfs.iupui.edu/>
- Writing Center: <https://liberalarts.iupui.edu/uwc/>
- Math Assistance Center: <https://science.iupui.edu/math/academics/academic-support/mac.html>

- Adaptive Educational Services (AES): <https://diversity.iupui.edu/offices/aes/index.html>
- Counseling and Mental Health: <https://studentaffairs.iupui.edu/health/counseling-psychological/index.html>
- University Information Technology Services: <https://uits.iu.edu/>
- Student Technology at IUPUI: <https://learningspaces.iu.edu/student-tech/index.html>
- IUPUI Bookstores: <https://www.bkstr.com/indianastore/iupui>
- Indiana University Ruth Lilly Medical Library: <https://library.mednet.iu.edu/>
- IUSM Text and Reference Books Online: <https://libraries.indiana.edu/using-electronic-book-collections>

## CURRICULUM

The curriculum of the IUSM Radiation Therapy Program is designed to meet the baccalaureate degree requirements of the IU School of Medicine Health Professions Programs at Indiana University and the “Standards for an Accredited Educational Program in Radiation Therapy.” A copy of the JRCERT “Standards” document may be accessed on the website: <https://www.jrcert.org/programs-faculty/jrcert-standards/>. The Radiation Therapy Program Curriculum, published by the American Society of Radiologic Technologists, is the foundation for the Radiation Therapy Courses. Students will complete 72 credit hours of professional courses and approximately 1300-1350 scheduled clinical experience clock hours as part of the degree.

Prerequisites: [Radiation Therapy Program Prerequisite Checklist](#)

The following prerequisite courses of study must be completed to be eligible for admission into the professional program. Students should consult with their academic advisers for appropriate courses and semester sequence in order to complete prerequisites. Prerequisites may be taken at any accredited college or university. The code (G) indicates a course that meets the division’s general-education requirements. Except for verbal communications, laboratory sciences, and computer sciences, prerequisites can be taken via correspondence.

<b>General Education Areas</b>	<b>Credit Hours Required</b>
Verbal Communications (G)	3 credit hours
Written Communications (G) *2 <sup>nd</sup> course must focus on research and professional writing	6 credit hours
Arts and Humanities Elective (G)	3 credit hours
Cultural Understanding Elective (G)	3 credit hours
Social Science Elective (G)	3 credit hours
Introductory Psychology (G)	3 credit hours
College Algebra and Trigonometry or Pre-Calculus (G)	5-6 credit hours
Statistics (G)	3 credit hours
General Physics (with lab) (G)	4-5 credit hours
Human Anatomy (with lab) (G)	4-5 credit hours
Human Physiology (with lab) (G)	4-5 credit hours
Medical Terminology	1 credit hour



Introduction to Computers	3 credit hours
Business Course	6 credit hours

***Suggested Electives*** (to bring credits up to 48) the number of elective courses will differ for each student to complete a minimum of 48 credit hours of prerequisite course work.

### **PROFESSIONAL PROGRAM FOR THE NON-RADIOGRAPHER**

<b>Professional Program for the Non-Radiographer</b>		
<b>Course Title</b>	<b>Course Number</b>	<b>Number of Credit Hours</b>
<b><i>Summer II (Junior Year)</i></b>		<b><i>(6.0 credits)</i></b>
Introduction to Radiography	RADI-R110	3.0
Patient Care I	RADI-R112	3.0
<b><i>Fall Semester (Junior Year)</i></b>		<b><i>(17.0 credits)</i></b>
Principles of Radiography I	RADI-R118	4.0
Medical Imaging and Processing in Radiation Oncology	RAON-J307	2.0
Simulation/Treatment Procedures & Orientation to Radiation Oncology	RAON-J300/J301	6.0
Clinical Dosimetry I	RAON-J305	2.0
Clinical Experience Basic	RAON-J350	3.0
<b><i>Spring Semester (Junior Year)</i></b>		<b><i>(13.0 credits)</i></b>
Radiation Oncology Techniques I	RAON-J302	3.0
Radiation Oncology Patient Care	RAON-J304	2.0
Clinical Dosimetry II	RAON-J306	2.0
Quality Management in Radiation Oncology	RAON-J404	3.0
Clinical Practicum I	RAON-J351	3.0
<b><i>Summer Session I (Senior Year)</i></b>		<b><i>(3.0 credits)</i></b>
Clinical Practicum II	RAON-J450	3.0
<b><i>Summer Session II (Senior Year)</i></b>		<b><i>(8.0 credits)</i></b>
Sectional Imaging Anatomy for Radiation Oncology	RAON-J410	3.0
Radiation Oncology Techniques II	RAON-J402	3.0
Clinical Practicum III	RAON-J451	2.0
<b><i>Fall Semester (Senior Year)</i></b>		<b><i>(13.0 credits)</i></b>
Physics of Radiation Oncology I	RAON-J400	2.0
Clinical Oncology I	RAON-J303	3.0
Senior Project in Radiation Oncology	RAON-J409	3.0
Clinical Practicum IV	RAON-J452	5.0
<b><i>Spring Semester (Senior Year)</i></b>		<b><i>(12.0 credits)</i></b>
Physics of Radiation Oncology II	RAON-J401	2.0
Clinical Oncology II	RAON-J403	3.0
Radiation and Cancer Biology	RAON-J406	2.0
Clinical Practicum V	RAON-J453	5.0
		<b><i>Cumulative credit hours: 72</i></b>

**PROFESSIONAL PROGRAM FOR THE RADIOGRAPHER**

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<b>Professional Program for the Radiographer</b>		
<b>Course Title</b>	<b>Course Number</b>	<b>Number of Credit Hours</b>
<b><i>Fall Semester (Junior Year)</i></b>		<b><i>(9.0 credits)</i></b>
Orientation to Radiation Oncology	RAON-J301	4.0
Clinical Dosimetry I	RAON-J305	2.0
Clinical Experience Basic	RAON-J350	3.0
Business Elective		
<b><i>Spring Semester (Junior Year)</i></b>		<b><i>(13.0 credits)</i></b>
Radiation Oncology Techniques I	RAON-J302	3.0
Radiation Oncology Patient Care	RAON-J304	2.0
Clinical Dosimetry II	RAON-J306	2.0
Quality Management in Radiation Oncology	RAON-J404	3.0
Clinical Practicum I	RAON-J351	3.0
<b><i>Summer Session I (Senior Year)</i></b>		<b><i>(3.0 credits)</i></b>
Clinical Practicum II	RAON-J450	3.0
<b><i>Summer Session II (Senior Year)</i></b>		<b><i>(8.0 credits)</i></b>
Sectional Imaging Anatomy for Radiation Oncology	RAON-J410	3.0
Radiation Oncology Techniques II	RAON-J402	3.0
Clinical Practicum III	RAON-J451	2.0
<b><i>Fall Semester (Senior Year)</i></b>		<b><i>(13.0 credits)</i></b>
Physics of Radiation Oncology I	RAON-J400	2.0
Clinical Oncology I	RAON-J303	3.0
Senior Project in Radiation Oncology	RAON-J409	3.0
Clinical Practicum IV	RAON-J452	5.0
<b><i>Spring Semester (Senior Year)</i></b>		<b><i>(12.0 credits)</i></b>
Physics of Radiation Oncology II	RAON-J401	2.0
Clinical Oncology II	RAON-J403	3.0
Radiation and Cancer Biology	RAON-J406	2.0
Clinical Practicum V	RAON-J453	5.0
		<b><i>Cumulative credit hours: 58</i></b>

## **POLICY AND PROCEDURES FOR ENERGIZED LABORATORIES (RAON J302, J307, J402, J404)**

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- The program will conduct energized labs under the supervision of a licensed radiation therapist in which students will learn and actively participate in the technical functions and operations of a linear accelerator and CT simulator. Radiation exposure will be limited to phantoms only. The energized labs will include skills associated with but not limited to:
  - operation of hand pendant/table controls
  - three-point laser system
  - gantry/collimator/couch functionality
  - machine components (location and function)
  - linear accelerator accessory devices
  - quality assurance checks
  - emergency stop buttons
  - safety protocols for linear accelerators (including treatment room door)
  - imaging techniques and procedures (kV and MV)
  - control console operations

All lab sessions are required per course guidelines. Labs are conducted at Indiana University Health Department of Radiation Oncology. Students must arrive at lab sessions on time and enter through designated “personnel only” door. Students will not administer radiation without direct supervision of a licensed radiation therapist during any energized lab sessions. Students are required to wear their assigned radiation monitoring device (badge) during every lab session, failure to do so will result in dismissal from the lab along with a grade reduction.

## **CLASSROOM AND LAB INSTRUCTORS**

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- Maria Walker, M.A., R.T.(R)(T)- J300, J301, J302, J304, J307, J402, J302 labs & J402 labs
- Megan Knight, B.S., R.T.(T)- J300, J301, J303, J402 and J302 labs, J404, J403, & J409
- Chris Njeh, Ph.D. – J400 & J401
- Marc Mendonca, Ph.D., Joe Dynlacht, Ph.D., Xiumei Huang, Ph.D.- J406
- Colin Huang, Ph.D., M.S., Leia Fanelli, M.S.-J305 & J306

## **COURSE DESCRIPTIONS**

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**The course descriptions for each Radiation Therapy Program course can be found here: [RTP Course Descriptions](#)**

## ACADEMIC REGULATIONS AND POLICIES

### COUNSELING

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Academic counseling for each student is provided prior to enrollment each semester by a faculty member of the student's major department. Although academic counseling is intended to provide effective guidance and every student is encouraged to seek the counsel of a faculty advisor, each student is responsible for their own program and for meeting degree requirements by the time they expect to graduate.

### POLICIES

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Please refer to the "Code for Student Rights, Responsibilities, and Conduct" [https://studentcode.iu.edu/?\\_ga=2.16466930.510356619.1655307873-461217576.1638301014](https://studentcode.iu.edu/?_ga=2.16466930.510356619.1655307873-461217576.1638301014) and to the "Health Professions Programs" section of the IUPUI bulletin found at <https://bulletins.iu.edu/iupui/2022-2023/schools/medicine/index.shtml> for University and school academic regulations and policies.

The following are **specific academic policies relating to the Radiation Therapy Program**:

Students offered conditional admission to any of the IU School of Medicine Health Professions Programs are required to document compliance in the following areas:

- **Technical Standards for Admission and Retention**
- **IU School of Medicine Honor Code**
- **Requirement to Disclose**
- **Health Screen & Immunizations**
- **Proof of Health Insurance**
- **Background Check & Drug Screen+**

*+The requirement to complete a drug screen is not a school policy but meets requirements as outlined in the school's clinical affiliation agreements with our various clinical partners.*

Complete details regarding these requirements can be found at: <https://medicine.iu.edu/hpp/admitted/>

General education courses approved for the Radiation Therapy Program may be found at: [Approved general education courses](#)

Students must enroll in courses **as sequenced by the curriculum**. Students must complete the **prerequisites identified for each course prior to enrolling** in the course.

## COURSE POLICIES AND PROCEDURES (ATTENDANCE, TARDINESS, BEHAVIOR, AND CANCELLATIONS)

### ATTENDANCE/ABSENCES

- **There are no excused absences** from class. It is the expectation of the program that students attend all classes (including labs). There will be no Zoom, Teams, or other virtual communication platforms offered as an alternative for class attendance. If you are ill, you must notify the program director by email: [macwalke@iupui.edu](mailto:macwalke@iupui.edu) or phone (317) 944-1343. A voicemail message is adequate stating the reason for the absence. You are required to contact **the individual course instructor, prior to the start of the class, to report the absence as well.**
  - Coursework, assignments and/or exam make-up must be arranged with the course instructor. Lectures will be available via Canvas and course notes may be requested of classmates. Office hours may be requested if necessary.
- **Absences other than illness (special circumstances)** must be explained and/or arranged to the satisfaction of the program faculty, who will decide whether the missed work may be made up. Special circumstances include student and/or family emergencies, scheduled surgery, an unexpected medical event, or death (follow bereavement policy). Special circumstances do not include personal vacation, pre-scheduled doctor's appointments, or any non-emergent/avoidable situations.
  - Special circumstances must be prearranged with the course instructor. **Students are responsible to initiate arrangements for make-up of incomplete assignments and/or missed exams.**
  - Trends in attendance are monitored for each individual student. Poor attendance and/or negative trends will be assessed and assigned grading penalties accordingly.
  - **Grade reductions will be assigned as 1/3 of a letter grade for each designated penalty per the instructor's discretion.**
  - The syllabus for each course will describe the attendance requirements for that particular course in more detail if necessary.
- **Absence from examinations**
  - Each faculty member will include in their course syllabus the restrictions and procedures the student must follow if an examination is missed. In the event an examination is missed, documentation of illness may be required. Make-up examinations will be given in the case of special circumstances provided the student follows program policy in reporting the absence to the instructor. Program faculty will approve of the make-up examination date.
- **Late or unsatisfactory work/make-up policy**
  - Make-up work will only be given in the case of instructor approved circumstances. An appropriate grade reduction will be assigned based on the assignment.

## CLASSROOM TARDINESS AND DISRUPTIONS

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- Classroom courses will begin at the scheduled time. Students are expected to be in their seats ready to participate when class begins.
- If you arrive late, please be courteous to the faculty and other students by being as quiet as possible in taking a seat in the class. **Course instructors will assess grading penalties for habitual tardiness.**
- Students will avoid activities that may result in a disruption of a class. Examples of such disruptions include leaving the room during the class time, cell phone calls and text messages (**please turn them off**), inappropriate use of wireless internet connection during class, and talking to those around you when not appropriate to the activity.

## CLASS CANCELLATIONS

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- IU-Notify is Indiana University's integrated communications system. It utilizes a variety of methods to provide emergency and safety information, including sirens, public address, web pages, building stewards, residence hall assistants, broadcast and electronic media. Every student should sign up for IU-Notify through [One.iu.edu](http://One.iu.edu). The university website's homepage will have the most current information available in an emergency. You can also check the homepage for general news information.
- **Adverse weather**
  - Students will be notified by the university of any class cancellations due to adverse weather through IU-Notify. The Radiation Therapy Program will follow Indiana University's campus closures/classroom cancellations guidelines for didactic and clinical courses.
  - Students must contact the program faculty and course instructor if IUPUI does not cancel classes, if their county has issued a travel advisory, or if a student feels road conditions are hazardous. For clinical assignments, the student must utilize personal time and notify the Clinical Coordinator and their Clinical Supervisor at the clinical education setting to report the absence.
- **Non-weather-related emergencies**
  - Students will be informed of non-weather-related course cancellations or late classroom start times by the program or specific course instructor.

## VACATION (UNIVERSITY HOLIDAYS)

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Radiation Therapy Program students receive vacation during the following times:

- IUPUI Semester break between SSII and Fall Semester
- IUPUI Labor Day
- RTP Fall Break (over Columbus Day Holiday)
- RTP Veterans Day (RAON clinic courses only)
- IUPUI Thanksgiving Break
- IUPUI Semester Break between Fall and Spring (includes Christmas and New Year's holidays)
- IUPUI Martin Luther King Day
- IUPUI Spring Break Week
- RTP Good Friday
- IUPUI Memorial Day
- IUPUI Juneteenth

- IUPUI 4th of July
- IUPUI Break between Spring and Summer I
- IUPUI Break between Summer I and Summer II
- IUPUI Break between Summer II and Fall Semester (Slight changes in Fall start dates may be set by RTP faculty to provide Fall Break)
- RTP President's Day (RAON clinic courses only)

## STUDENT RECORDS

Student Records will be maintained as follows: Official university records for RTP program students are maintained by the IUPUI registrar, IUPUI bursar, and the Health Professions Programs Office. Student-Employee Health Services keeps immunization records for all IUSM students. Program-specific student records are secured in locked file cabinets in the program office area. A complete internal student record is kept on file from time of admission through the fifth-year post graduation. After the fifth year, the individual student files are shredded and only aggregate data for each graduating class is kept in an administrative file. Faculty maintain course specific records for the students enrolled in that faculty member's course. Clinical experience course records are maintained by the clinical coordinator. Faculty members are responsible for keeping individual student records, including clinical evaluation materials, confidential at all times.

## CHANGES IN STUDENT ADDRESS OR NAME

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Changes in student address or name: Student address and name changes must be submitted as soon as possible.

Name changes require legal documentation for the University and the ISDH.

Send changes to the:

- Radiation Therapy Program Office (send e-mail to [macwalke@iupui.edu](mailto:macwalke@iupui.edu) )
- University (do this at [one.iu.edu](http://one.iu.edu))
- Indiana State Department of Health (send email to [mstarkey@isdh.IN.gov](mailto:mstarkey@isdh.IN.gov) )

## TRANSCRIPTS

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The Office of the Registrar maintains the official academic record for all courses taken at IUPUI. Any student whose university account is clear may obtain a copy of their academic record at IUPUI, or request a copy be sent to a third party.

<https://studentcentral.iupui.edu/grades-progress/transcripts.html>

Transcripts are currently \$10 each via email delivery, and \$15 each for U.S. mail delivery. Transcript payment can be made by check, money order, credit or debit card. If you choose to pay with credit or with debit card, you will need to select the PayPal Check out option. You do not need to have a PayPal account; you can check out by simply providing your card information. If you are a currently enrolled student, transcript charges can be applied to your bursar account. Applied charges can only be for transcripts (both paper and PDF). If you choose UPS delivery, you will not have the option to pay with bursar billing. It is a violation of the law for the

university to release a copy of the transcript without the student's specific authorization.

A transcript can be obtained in person at:  
 Campus Center, Suite 250  
 420 University Boulevard  
 Indianapolis, Indiana 46202-5144

Registrar Office Phone Numbers  
 General Information: (317) 274-1519  
 Veterans' Affairs: (317) 278-9163  
 Fax number: (317) 278-2240

Please note: Some campuses are not allowing in person requests currently. Please check with your campus or place your order online.

**PROBATION**

Probationary actions are recommended to the Radiation Therapy Program (RTP) Director by faculty members or may be activated by the student's academic performance. When probationary actions occur, the student will be counseled and notified of the action, the length of probation and the action(s) necessary to be removed from probation. Failure to comply with the remedial actions outlined will **result in the dismissal** of the student from the program.

Examples of situations in which the student may be placed on probation:

<b>Academic Probation</b>	<b>Program Probation</b>	<b>Clinical Probation</b>
Cumulative GPA < 2.0	Professional course final grade of less than "C"	Failure to perform at minimal technical competency level
Semester GPA <2.00	Classroom absences (unexcused and/or excessive)	Clinical practice performed without direct supervision
	Failure to comply with RTP policies	Clinical absences (unexcused and/or excessive)
	Lack of progress toward the degree	Excessive tardiness to clinical assignments
	Inability to meet technical standards	Poor interpersonal skills, including breaches of civility toward others
	Dishonesty of any type, especially a breach of academic integrity (see below**)	Failure to comply with RTP clinical policies
	Disruptive classroom behavior	Inappropriate use of radiation



	Breaches of civility towards others	Breaches of the patient Privacy Policy or HIPAA requirements at any clinical site
		Dishonesty regarding clinical activities including falsification of any clinical document
		Negligence that damages or may lead to damaging clinical equipment

\*\*The previous listings are not meant to be all inclusive. Other similar situations may result in probationary actions. Additional sanctions may be imposed by the IUPUI Dean of Students depending on the nature of the behavior.

\*\* Unethical behavior may adversely affect a student’s eligibility to take the ARRT Certification Examination.

## DISMISSAL

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A student who has been on probation and has failed to improve or correct performance problems will be dismissed from the program. In addition, dismissal may occur when the student fails to meet HPP or program academic standards or program professional standards. Examples of dismissal situations include but are not limited to failure of two different courses in the same academic session; failure of two different courses in separate academic sessions; failure of a repeated course; and failure to meet minimum objectives in the **first-year clinical courses**.

A student who has been dismissed from the program may not reapply for admission unless the student petitions and the RTP faculty grant a waiver of this policy. A second dismissal is considered final and the RTP faculty will not consider readmission.

## PETITION AND APPEALS

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Students may appeal decisions that they feel adversely affect them. The Radiation Therapy Program adheres to the Health Professions Programs Appeals Policy below.

## HEALTH PROFESSIONS PROGRAM APPEALS POLICY

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The Health Professions Programs (HPP) in the IU School of Medicine abides by the appeals policies and procedures for academic and disciplinary due process as discussed in the Indiana University document [Code of Student Rights, Responsibilities, and Conduct](#).

**Appeals of Admission Standards/Decisions:** Admission standards exist at both the school and program level. To be eligible to appeal a program admission standard or decision, the individual must have completed the HPP application.

**Appeals of Academic Standards/Decisions:** Academic Standards exist at both the school and program level. To be eligible to appeal an academic standard or decision, the individual must be a student in the IU School of Medicine.

Individuals appealing admissions standards/decisions initiate the appeal at the program level; appeals of academic standards are initiated at the program level. Review of program level appeal must be initiated **within 5 business days, excluding holidays**, of the date that the individual was notified in writing of the program's decision. This decision will be sent to the student's university email address, and it is the student's responsibility to monitor this account. The timeline to submit an appeal applies to both the student's initial appeal and any subsequent request to review the program level decision. HPP faculty review of appeals will be based upon evidence of procedural irregularities or compelling non-academic reasons.

Actions on academic misconduct and disciplinary matters proceed according to the campus specific policies and procedures.

### **RADIATION THERAPY PROGRAM (RTP) COMPLAINT RESOLUTION POLICY**

All student complaints regarding activities or decisions made in the Radiation Therapy Program (RTP) will be handled in the following manner. The student will **submit the complaint in writing with appropriate documentation**. A complaint may be filed at any time.

If the complaint regards a RTP policy, decision or, a RTP faculty member, the written complaint should be submitted to the RTP Director. The complaint review procedure is as follows:

1. The complaint will be reviewed by the RTP Director who has the following options:
  - a. work out a reasonable solution with the student complainant
  - b. appoint a committee of non-involved individuals within 10 business days of the receipt of the complaint. The composition will include representation from the RTP faculty (one of which will be appointed as chairman) and an HPP faculty member not in the RTP. Other appropriate persons may be added, as needed, to address the specific situation.
    - The committee will review the complaint, gather additional documentation, and make a recommendation on both the validity of the complaint and possible resolutions to the complaint. The recommendation will be made within 15 business days of the appointment of the committee.
    - The RTP Director will review the committee recommendation, consult with department or school administration, if needed, and provide a written decision within 5 business days of receiving the committee's recommendation.
    - The RTP Director is responsible for implementing changes, if any result from the resolution of the complaint.
2. The complaining party will be informed of the result of the review process no later than 5 business days after a decision has been made.

3. If the complaint is not resolved at the RTP level, the complaining party may appeal the decision through the HPP appeal policy.
4. If the complaint regards the RTP director or an HPP policy, it should be submitted to the Director of the Health Professions Programs. These complaints will be reviewed according to HPP policy.

If the complaint involves incidents classified as Workplace Harassment and Violence, access this website: <https://oeo.iupui.edu/discrimination-harassment/index.html> for the procedures to follow at IUPUI.

For complaints related to alleged Radiologic Therapy Program's non-compliance with the Standards of the Joint Review Committee on Education in Radiologic Technology, students are encouraged to first exhaust all program, school, and University polices to resolve the complaint. If this process does not result in satisfactory resolution of the complaint, the student is encouraged to contact the JRCERT directly. The process for filing an allegation is available on the JRCERT website at: <https://www.jrcert.org/accreditation-for-students/allegations/>.

The JRCERT mailing address is:

Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182  
Phone: (312) 704-5300  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org) or [www.jrcert.org](http://www.jrcert.org)

## WITHDRAWAL

At any time during the program, a student may withdraw from the program. Subsequent readmission to the program would be based on the following:

### MEDICAL LEAVE POLICY

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Faculty understand that sometimes unplanned and unavoidable medical/personal issues arise, which may prohibit a student's ability to continue with clinical experience courses safely and effectively. At any time during the program, a student may withdraw from the program or clinical course. If a student chooses to take a medical leave, they must immediately contact the RTP Director and Clinical Coordinator. At no time should a student contact a clinical site(s) to make personal arrangements to return to clinic, change prescheduled clinical hours, or work while under a physician's care with limiting restrictions.

Limiting restrictions can include but are not limited to:

- sitting
- standing
- walking
- lifting
- carrying
- pushing
- pulling

### TEMPORARY WITHDRAWALS

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The student **must be in good standing in the program at the time of withdrawal.** The student **must arrange, in writing, a continuation agreement with the RTP Director.** This agreement will state the duration of the withdrawal and any conditions the student will be required to meet prior to readmission. The student will be readmitted in accordance with the agreement. If the student does not follow the agreement, the student will be reclassified as a student who has permanently withdrawn and will fall under the “Other Withdrawals” identified below. It should be noted that the timing of the resumption of clinical coursework may be dependent on the availability of clinical space at the expected time of re-entry and may not follow the original clinical schedule given to the student.

## CLINICAL RE-ENTRY PERIOD

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Students who temporarily withdraw from the clinical course sequence are required to resume clinical activities prior to officially continuing in the clinical course sequence. This period of time is called the “clinical re-entry period” and allows the student to refresh clinical skills. Enrollment in **RAON J352 Clinical Radiation Oncology Re-entry (1 cr.) is required.**

**A tentative start date for the clinical re-entry period must be determined at the time of the withdrawal.** A clinical spot will be held for the student, if an open spot exists. If the student changes the date of re-entry or fails to schedule a re-entry meeting, no guarantee of clinical re-entry will be made.

## OTHER WITHDRAWALS

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A student who withdraws without a continuation agreement or does not enroll for an academic session will not be allowed further enrollment in the program. If the student subsequently wishes to re-enroll, the student will be required to file a new application for admission. The student may request but is not guaranteed advanced standing in the program based on the previous coursework completed.

## HONORS

Indiana University and the Health Professions Programs offer the following honors programs recognizing superior student performances:

### DEGREES AWARDED WITH DISTINCTION

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The University recognizes candidate’s superior performance in coursework by awarding the associate or bachelor’s degree with one of three levels of distinction: distinction, high distinction, or highest distinction.

1. To graduate with academic distinction, baccalaureate and associate degree candidates must rank within the highest 10% of their graduating class. The determination of eligibility for graduation with academic distinction will be done by the Health Professions Programs so that candidates will be ranked with classmates who received the same type of degrees (e.g., B.S. Cytotechnology; B.S. in Radiation Therapy).

2. If the 10% distinction of any class results in fractional value, the number will be rounded upward (e.g., a graduating class of 11 would have 2 individuals eligible for distinction.)
3. Calculation of the grade point for distinction will be **based upon the total number of hours completed at Indiana University**. A candidate must have earned a **minimum of 50% of the total credit hours required for that degree at Indiana University**.
4. No more than 10% of the Indiana University credit hours may be eliminated from the GPA determination by utilization of the mechanisms of pass/fail or special credit.
5. A minimum cumulative grade point average of 3.5 must have been achieved to be eligible.
6. Three levels of distinction will be recognized and determined as follows:
  - Distinction: 3.50-3.74
  - High Distinction: 3.75-3.89
  - Highest Distinction: 3.90-4.00
7. Unique cases and appeals should be forwarded to the Radiation Therapy Program Director for consideration by the Associate Dean for Academic Affairs in the IU School of Medicine.

**\*\*NOTE:** This is the **University-wide policy** for the award of degrees with distinction. The program and school do not have the option to make changes in this policy.

## HEALTH PROFESSIONS PROGRAMS DEAN'S LIST

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The Dean's List is a semester-by-semester recognition of student's academic achievement. The student population comprising the Dean's List is determined on the basis of the semester grade point average. For baccalaureate degree students, those who enroll in at least 9 credit hours and have a 3.50 or better GPA earn inclusion on the Dean's List. The School Office will send each program the list of semester Dean's List scholars.

## IUPUI HONORS COLLEGE

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The Honors College has been designed by IUPUI to provide a variety of opportunities tailored to challenge scholastic achievers, enrich their undergraduate education, and prepare them for the future. Students may work toward an honors degree or take individual courses for honors credit. Students desiring more information on the Honors College should access the Honors College webpage found here: <http://honorscollege.iupui.edu>

## STUDENT SUPPORT SERVICES

IUPUI offers several support services to students who may have challenges that affect their ability to achieve their educational goals. The RTP faculty are committed to helping students succeed to the extent that is possible, while maintaining the standards of patient care required in the healthcare environment. Student needs are

supported, unless accommodating those needs conflicts with the standards of patient care.

## **IUPUI ADAPTIVE EDUCATIONAL SERVICES**

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**Adaptive Educational Services (AES)** works to make campus life and learning accessible for students with disabilities. Qualified students with disabilities who enroll in classes seek the same educational opportunities as other students. AES assists students with disabilities in achieving their educational goals through such services as note taking, interpreting and test proctoring. AES's goal is to provide the means for students with disabilities to achieve their academic goals by augmenting their existing strengths and abilities. **Assistance from AES should be sought prior to starting courses.**

AES is committed to coordinating and providing the following accommodations in our classrooms as necessary:

- coordinate with faculty members to meet special needs while maintaining high academic standards.
- coordinate classroom requirements with special needs of students.
- assist in obtaining access to tape libraries.
- provide tape playback machines and talking calculators for loan.
- provide access to a Perkins Braille.
- provide access to computers specially designed for dexterity or visually impaired students as well as computer programs to increase typing speed or that utilize a speech synthesizer.
- provide Visual Tek and Kurzweil library technology for visually impaired readers and students with learning disabilities.

Contact: Adaptive Educational Services - Taylor Hall (UC) Rm 100

**Tel:** (317) 274-3241 **TDD/TTY:** (317) 278-2050

**Email:** [AES@iupui.edu](mailto:AES@iupui.edu)

**Web:** <https://diversity.iupui.edu/offices/aes/index.html>

## **IUPUI COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)**

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The Counseling and Psychological Services (CAPS) team at IUPUI is dedicated to the emotional, personal and academic growth of all our students. The professionally trained counselors at CAPS encourage all students concerned about anything affecting their personal welfare or achievement to use these services.

**IUPUI CAPS provides counseling services to assist students with a wide range of concerns, including but not limited to:**

- relationships, parenting, grief/loss, depression, anxiety/phobias, trauma recovery, test anxiety, study skills, eating disorders, stress and time management.

Many issues are addressed through one-on-one meetings with an individual counselor.

Relationship counseling is also available for two individuals wishing to address concerns between them. Relationship counseling may be appropriate for intimate

couples, friends, roommates, etc. **At least one individual must be an IUPUI student.**

Group counseling is also available. Groups are often formed around specific concerns or interests.

CAPS operates according to the legal mandates of mental health care. Therefore, all information is confidential. CAPS records are not a part of any academic or medical record. No information is released from CAPS without the written consent of the client, except as mandated by law.

If you or someone you know needs emergency services outside of CAPS hours, resources in the community include:

- Crisis & Suicide Hotline at (317) 251-7575
- Midtown Mental Health Center (24 hours) at (317) 630-8485
- Behavior Corp (24 hours) at (317) 574-1252
- ICADV Hotline 1-800-332-7385 Voice and TTY (domestic violence)
- Contact your nearest emergency room

CAPS staff includes licensed psychologists, licensed mental health counselors, a post-doctoral fellow and graduate student from a variety of mental health training programs. Graduate students receive individual and group supervision by licensed senior staff.

**Hours:** Monday through Friday 9:00 a.m. through 4:00 p.m. (Closed 12:00 p.m. - 1:00 p.m. for lunch daily (some evening appointments available))

**Contact:**

IUPUI Counseling and Psychological Services Walker Plaza Rm 220

719 Indiana Avenue

Indianapolis, IN 46202

tel.: (317) 274-2548

fax: (317) 278-0948

email: [capsindy@iupui.edu](mailto:capsindy@iupui.edu)

Web: <https://studentaffairs.iupui.edu/health/counseling-psychological/index.html>

## **SAFETY (CAMPUS POLICE)**

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The IUPUI Police Department provides emergency services (crime reporting, security issues), vehicle assistance (lock-out, jump start, air for flat tires), and safety escorts 24 hours a day.

For assistance, please call:

- (317) 274-7911 (emergencies)
- (317) 274-2058 (non-emergencies)

*Safety escort — Personal safety escorts may be obtained by calling the police/security agency for the property from which the escort is being requested:*

Additional resources:

- VA Hospital VA Police Department: (317) 988-2200
- Indiana University Health University Hospital Security: (317) 962-8000
- Riley Hospital at Indiana University Health Security: (317) 962-8000
- IUPUI buildings or parking lots IUPUI Police: (317) 274-SAFE (7233)

## IUPUI CAREER CENTER

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The IUPUI Career Center assists students, alumni, faculty and staff in developing and implementing a sound career planning strategy as well as to obtain occupational information on employment trends, career opportunities and job placements.

Contact:

Taylor Hall 3162

Email: [ccas@iupui.edu](mailto:ccas@iupui.edu)

Web: <https://career.iupui.edu/>

## IUPUI WRITING CENTER

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The University Writing Center (UWC) is dedicated to assisting both the experienced and inexperienced writers with all types of composition, fostering productive discourse between students and their classroom instructors, and helping IUPUI maintain its tradition of serious academic instruction in a positive, open and intellectually stimulating environment.

The UWC offers free service available to all IUPUI students, faculty and staff. Experienced readers can provide assistance with your writing.

UWC tutors can assist you with other writing-related projects such as resumes, scholarship letters, etc. Throughout the program you will have writing assignments in various courses. Writing may be difficult for some students. Writing professionals are available at the IUPUI Writing Center to assist students with writing assignments. The Writing Center is located in Cavanaugh Hall room 427. The phone number is (317) 274-2049.

For appointments or quick grammar, usage, and citation questions:

UWC Main Branch: (317) 274-2049

<https://liberalarts.iupui.edu/programs/uwc/>

## IUPUI MATH CENTER

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The Math Assistance Center is a service of the Department of Mathematical Sciences and University College at IUPUI. The center offers the following services **free to any mathematics student**: For free Tutoring and Media Online Math Tutorials, please contact the Math Assistance Center at <http://mac.iupui.edu>

University College Building

Taylor Hall UC B001

815 West Michigan Street

Indianapolis, IN 46202

Phone: (317) 274-7898

Contact form: <https://science.iupui.edu/math/academics/academic-support/mac.html#contact>

## LIBRARIES

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Radiation Therapy Program students have access to the library facilities throughout the campus. The Ruth Lilly Medical Library is located in the Medical Research and Library Building, while the University Library is located adjacent to the Business/SPEA building on the IUPUI campus. Book collections may also be found in the IUH University Radiation Oncology Departmental Library. Students are expected to adhere to the loan policies of the libraries that are used.

## **STUDENT TECHNOLOGY CENTERS (COMPUTER CLUSTERS)**

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There are multiple Student Technology Centers scattered throughout the IUPUI campus. Multiple public clusters including a 24-hour cluster on campus available for student use. To find locations and other information about the hardware, software and hours of operations, please visit the following link: <https://learningspaces.iu.edu/student-tech/index.html>

## **HEALTH**

### **RETURNING STUDENTS**

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Students returning for a second year in any of the IU School of Medicine Health Professions Programs **are required to document compliance in the following areas:**

- Background Check & Drug Screen+
- Health Screen
- Tuberculosis Skin Test (TST)
- Flu Shot

Please refer to the Health Professions Programs website:

<https://medicine.iu.edu/undergraduate-health-professions>

### **IUPUI CAMPUS HEALTH**

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IUPUI Campus Health, primary care clinic serving IUPUI student population, is located on the first floor of Coleman Hall, 1140 W Michigan Street. Campus Health also has a clinic in the Student Center. Health services are available to radiation therapy students at Campus Health on a fee for service basis. For further information concerning Campus Health, students should contact the Campus Health Clinic Office at (317) 274-8214 or at <https://health.iupui.edu/>

### **STUDENT INJURIES AND TREATMENT**

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If a student is injured during an educational activity, the injury must be reported. If on IU property, an IU incident report must be filed. If at an affiliated hospital, that hospital's reporting procedures should be used. Copies of all reports are to be filed in the student's program folder. If treatment of the injury is required, the student should go to IUPUI Campus Health if on campus or to the emergency room of the hospital. **STUDENTS ARE RESPONSIBLE FOR THE COST OF TREATMENT.**

### **IUPUI TOBACCO POLICY**

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Tobacco use or sale, including, but not limited to smoking, is prohibited on university owned, university operated, or university leased property. Exceptions may be granted for specific auxiliary enterprises, as approved by the chancellor.

Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a healthy environment in which to work, study, and live.

**Violations of this policy** should be referred to the appropriate administrative office for review and appropriate administrative action:

- faculty: the Office of Academic Policies, Procedures and Documentation
- staff: Human Resources Administration
- students: the Office of The Dean of Students

**You are asked to restrict your smoking to the following areas:**

Streets that are city owned, and therefore do not fall under the IUPUI Tobacco Free Policy:

- Michigan Street and the sidewalks on both sides
- New York Street and the sidewalks on both sides
- University Blvd. and the sidewalks on both sides
- Blackford Street and the sidewalks on both sides
- North Street from University Blvd to Sigma Theta Tau and the sidewalks on both sides
- 10th Street
- Dr. Martin Luther King (West Street)
- Indiana Avenue
- Limestone Street from Michigan to New York and the sidewalks on both sides
- Porto Alegre from Michigan Street to Limestone Street
- Wilson Street from 10th Street to the north edge of the Wilson Street Garage
- Elmwood from 10th to Wishard Blvd.

**The remainder of the streets within the main campus boundaries (10th St. to the river and MLK to Porto Alegre St.) were either built by the campus or have been vacated by the city and now are owned by the University. Please do not smoke in any area not on the bullet list above.**

## STUDENTS AS RESEARCH SUBJECTS

The Radiation Therapy Program faculty neither encourages nor discourages the participation of students as subjects in research projects being conducted on campus. The student is free to decide the relative merits of such activities. The student is not obligated to participate in any project by virtue of their student status. The students should be aware, however, that research projects are not risk free and that the risks associated with the project should be considered before consenting to participate. Before consenting to any project that would involve the exposure to radiation, the student should consider the total effects that might occur from both occupational and research exposures.

## AFFIRMATIVE ACTION

Indiana University has an Affirmative Action Policy that is designed to eliminate discriminating practices. Students who believe they are victims of discrimination based on race, color, national origin, religion, sex, age, veteran status or disability should contact the program director or follow the procedures outlined in the Code of Student Ethics, found here:

<https://studentcode.iu.edu/? ga=2.34738593.1035754139.1655474567-714387554.1649960960>

Sexual harassment is also covered by the Affirmative Action Policy and is not tolerated. For information contact the Affirmative Action Office at (317) 274-2306.

## IUPUI WORKPLACE HARASSMENT AND VIOLENCE POLICY

To accomplish its missions of teaching, research, patient care and public service, IUPUI strives to maintain a safe environment. Accordingly, threatening behavior and violence will not be tolerated, condoned, or ignored. Each department head, manager, supervisor, and employee are responsible for keeping the workplace free of threats and violence. This includes intimidating, hostile, threatening, or violent behavior by employees or non-employees (vendors, job applicants, visitors, spouses, etc.) against self, others, university property, or property on university premises belonging to others. To view the IUPUI policy and procedures related to workplace harassment and violence follow <https://policies.iu.edu/policies/hr-07-70-threatening-violent-behavior/index.html>

# SECTION II

## CLINICAL INFORMATION

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### CLINICAL OBLIGATION

- Background check and drug screening: [HPP background check and drug screening information](#)
- Travel to clinical sites from IUPUI Campus:
  - Ascension St. Vincent Anderson Hospital- 44 miles
  - Community Health Network- East- 7.3 miles
  - Community Health Network- North- 17 miles
  - Community Health Network- South- 12 miles
  - Franciscan Health St. Francis- Indianapolis/South- 13 miles
  - Hendricks Regional Cancer Center- 12 miles
  - IU Health- Central Indiana Cancer Centers- Fishers- 21 miles
  - IU Health- Methodist Hospital- 1.7 miles
  - IU Health- North Hospital- 23.4 miles
  - IU Health- University Hospital- located on IUPUI Campus
  - IU Health- West Hospital- 9.2 miles
  - Reid Health- 76 miles
  - Richard L. Roudebush VA Medical Center- 0.8 miles

### CLINICAL EXPERIENCE

#### PHILOSOPHY OF CLINICAL EXPERIENCE

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Clinical experience incorporates not only radiation therapy skill performance but also ethical considerations, professionalism, and educational drive in trying to strive for excellence; involvement in one's education and profession; and application of theory and knowledge to clinical actions. The basis of the clinical grade is the achievement of minimum objectives needed to pass the course. Higher clinical grades should be awarded to those who excel in clinical performance and who demonstrate overall professional development.

The clinical experience practicum courses are an integral part of the educational program. They are designed to provide the student with the opportunity to develop skill and competence in performing radiation therapy procedures. The clinical curriculum has been developed to integrate with the classroom and laboratory courses. The following information provides the overall framework for the policies and procedures that will be used across all clinical courses.

## CLINICAL COURSES

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**Assignments in the clinical education settings** begin in Summer II of the junior year and continue throughout the program. The sequence of clinical assignments is as follows:

### Junior Year

- Summer II Observation only assignments at the IUH- Indiana University Hospital Radiation Oncology Department
- Fall J350 Clinical Experience Basic 3 cr. Students begin assigned rotation to the clinical education settings on Tuesdays and Thursdays.
- Spring J351 Clinical Practicum I, 3 cr. Students continue assigned rotations to the clinical education settings on Tuesdays and Thursdays.

### Senior Year

- Summer I J450 Clinical Practicum II, 3cr. Students continue assigned rotations to the clinical education settings on Monday, Tuesday, Wednesday, Thursday, and Friday.
- Summer II J451 Clinical Practicum III, 2 cr. Students continue assigned rotations to the clinical education settings on Mondays, Wednesdays, and Fridays.
- Fall J452 Clinical Practicum IV, 5 cr. Students continue assigned rotations to the clinical education settings on Mondays, Wednesdays, and Fridays.
- Spring J453 Clinical Practicum V, 5cr. Students continue assigned rotations to the clinical education settings on Mondays, Wednesdays, and Fridays.

Refer to the Radiation Therapy Clinical Manual for complete descriptions of clinical experiences, objectives, evaluations, etc. (It is always available during each clinical course.)

### Radiation Therapy Clinical Course Schedule

Detailed assignment schedules for each course component will be provided to the student prior to the start of each clinical course. These will also be posted on Canvas. These clinical schedules are available at the clinical education settings for the student's convenience.

### POLICIES ON STUDENT RADIATION THERAPIST RESPONSIBILITIES DURING CLINICAL ASSIGNMENTS

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Student radiation therapists are directly responsible to the Radiation Therapy Program Director & the Clinical Coordinator. However, when on assignment in the clinical education settings, they will respect the advice, direction, and obtain information concerning their duties from the clinical supervisors/staff of the assigned clinical education setting.

Students are responsible for all clinical areas assigned by the Radiation Therapy Program faculty and are not allowed to alter posted schedules.

**Trading clinical assignments is not permitted without specific permission.**

Students must **report to clinical area assignments promptly and sign in**. There is no grace period given. Tardiness will not be tolerated.

Please note continual car trouble, traffic problems, oversleeping, etc. **are not acceptable reasons** for tardiness.

- Students must obtain permission to leave their assigned clinical area from the supervising clinical staff or supervisor.
- **Students are not to ask supervising clinical staff for early release from a clinical assignment.**
- Early release (prior to noon) **must be pre-approved** by the Clinical Coordinator unless there is an emergency.
- Students **must notify** their supervising clinical staff or supervisor when they are to report for scheduled classes or other Radiation Therapy Program activities that **take place during clinical hours**.
- Student radiation therapists are expected to participate in all domains that are within the scope of a practicing radiation therapist while **under direct supervision of a R.T.(T)** or appropriately credentialed clinical staff.
- If there are no procedures to do, the student should further acquaint themselves with the mechanics and procedures of the clinical area in which they are assigned. Once these tasks are accomplished, the student may complete clinical skill activities or request permission to study for courses.
- **Students are expected to act in a professional manner at all times.** Professional titles are to be used in the presence of patients and hospital staff. Fellow students and professional staff should be addressed by **BOTH** first and last name when using the paging system. **Students should avoid controversial discussions with referring physicians and other hospital personnel.** These matters should be brought to the attention of the RTP Clinical Coordinator and/or RTP Director for referral to proper departmental personnel.
- Smoking is **not permitted** in any hospital or medical center campus building. Student radiation therapists are to refrain from eating lunch,

reading newspapers and fraternizing in portions of the department devoted to patient physician services.

- **Cell phones are not allowed to be activated** during clinical assignments. Personal calls while in the clinic should be limited to those that are necessary- emergencies only
- Students are expected to protect patient information by following HIPAA guidelines and all additional hospital guidelines related to patient information security.

## **POLICY ON CLINICAL STAFF SUPERVISION OF STUDENT RADIATION THERAPIST**

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### **Policy on Clinical Staff Supervision of Student Radiation Therapist**

All radiation therapy students **must be under direct supervision at all times** while performing radiation therapy procedures.

The JRCERT defines direct supervision as student supervision by a qualified practitioner who:

- is physically present during the conduct of the procedure,
- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge, and
- reviews and approves the procedure and/or image.

## **POLICIES ON CLINICAL ATTENDANCE**

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**Consistent attendance in the clinical settings is a behavior that the RTP faculty looks for in student radiation therapists.** The RTP faculty strongly encourages students **to maintain an excellent attendance record.** The presence of the student in the clinic adds to the professional preparation of the student. Although it is possible for a student to achieve minimal technical competence early in a given rotation, the RTP faculty believe that the student will gain considerably from multiple repetitions of radiation therapy clinical skills on a variety of patients who may present themselves during the time that a student spends in a particular clinical course. Additionally, student participation in the clinical environment helps the student learn interpersonal communication skills that are necessary in the radiation therapy work environment.

- **Attendance in clinic is required** and all absences are recorded in cumulative and clinical site-specific records for each student. These records will reflect all absences, excused or not, and will be available for use by faculty when giving references on the student.
- The student is **not allowed to miss more than two days** on an assigned **clinical rotation**, failure to adhere to this will result in failure of that rotation (No **exceptions**, unless there are special circumstances approved in advance by the Program Director and/or Clinical Coordinator.)

- Each **clinical course** will have a designated number of personal days for which the student may be absent without a course penalty. These personal days are to be used for **illness or unavoidable personal business** (e.g., doctor/dentist visits, childcare, care repair, etc.) **not for additional vacation time**. A student missing time greater than the stated limits will receive a **reduction in the clinical grade**. A student may appeal absences beyond the stated maximum allowed for a course when such absences are documented as unavoidable.
- Students are **required to report a clinical absence to the RTP Clinical Coordinator & the Clinical Supervisor of the educational setting** before 9:00 am of the day of the absence by **phone and/or email**. **Partial hours and half days must also be reported & approved by the Clinical Coordinator before the student leaves the clinical site. All absences regardless of length of time must be reported & approved by the Clinical Coordinator prior to leaving clinic.** An absence that is not reported by the student or has not been satisfactorily approved by the RTP faculty will be recorded as unexcused. Failure to report absences will result in the student being penalized for the time taken (i.e., double time off will be subtracted: if a half day is taken without notification, the student will be penalized a whole personal day). Students may request release time from clinical assignments to attend educational programs / professional development in the field of radiation therapy. **These must be pre-approved by the Clinical Coordinator.** Approval by the Clinical Coordinator will be based upon the current clinical performance of the student. **Students must provide verification of attendance.** The normal proof of attendance includes the initials or signature of an RTP faculty member or completion of an Evidence of Continuing Education form.
- Late reporting of an absence is handled in the same manner.
- Students who are absent from clinical assignments because they are repeating a course required in the radiation therapy curriculum that is offered only at a time when they are to be in clinic will be provided with an alternative clinical assignment schedule. **The missed clinical time must be made up.** The Clinical Coordinator and Program Director will consult with the student in preparing the alternate schedule.

### **Policy on Funeral Leave:**

A student is **granted up to two clinic funeral days** for the death of a parent, sibling, spouse, child, grandparent or equivalent in law. A student is granted one clinic funeral day for the death of an aunt, uncle, and other relative or equivalent in law, or close friend. These absences are NOT counted as personal days. Request for additional time off can be made based on extenuating circumstances. This additional time off will require the student to use their personal days or may require that the student take an incomplete in the clinical course.

The student must contact the Program Director and/or Clinical Coordinator & the clinical instructor by phone or email to request funeral leave. **The absence must be prescheduled or reported to the Program Director and/or Clinical Coordinator & the clinical instructor before the specified time for that clinical assignment.**



Funeral leave will not be granted without pre-scheduling. When requesting funeral leave, the student must give the name of the deceased, relationship to the student, and the date and location of the funeral. Documentation of attendance at the funeral is required (usually a showing or prayer card). Documentation must be given to the Clinical Coordinator. There is not a grade reduction because of these absences provided the student is demonstrating clinical competence.

### **Policies/Procedures on the Recording of Clinical Attendance**

- Students will be using an attendance log sheet for each clinical rotation. The student will bring this attendance form on the first day of each of their clinical assignment. The attendance log is to remain in a location established by the Clinical Supervisor at each clinical education site until the student completes the rotation. **The student is not allowed to remove the attendance log before they have completed the rotation.** Failure to follow this guideline will result in student misconduct subject to procedures described in the IU *“Code of Student Rights, Responsibilities and Conduct”*. This log will allow the student to keep a running record of clinical attendance during the course. The student will turn in an attendance log sheet **at the end of the rotation**, as part of the student’s clinical records.
- **It is the student’s responsibility** to initial the clinical education setting attendance sheet for each scheduled clinical day. The student is to sign in **posting the exact arrival time immediately** upon arrival. **This should be signed by the clinical staff directly supervising the student each day**, not at the end of the rotation. ***Falsification of attendance records will be treated as student misconduct subject to procedures described in the IU “Code of Student Rights, Responsibilities, and Conduct.”***
- Late arrivals and tardies and early release **along with the reason** must be recorded on the sign-in attendance sheet. If the student does not initial the clinical education setting attendance sheet, the student will be recorded as absent. Even if the student was present, documentation to that effect must be presented to the Radiation Therapy Program Clinical Coordinator to remove the recorded absence. The required documentation is a signed statement by the clinical instructor/supervisor indicating that the student was present. **Documentation must be submitted within one month of the date in question to remove the recorded absence.**
- It is the **student’s responsibility to maintain a record of clinical attendance**. Students are advised to periodically check the attendance record with the RTP Clinical Coordinator.
- Repeated occurrences of **improperly documenting attendance** will be reflected in the student’s grade for the clinical course and will result in the student being placed on **probation in the program and/or dismissed from the program**. This constitutes **irresponsible behavior** not in keeping with standards outlined in the clinical course syllabi.
- Other attendance or dependability problems (not being in assigned area, tardiness, leaving without permission, etc.) are recorded and will also **result in a reduction of the clinical grade**. These records will be available for use by the faculty when giving references on students.

- If serious attendance problems exist, the student may be asked to complete additional rotations to meet the minimum clinical objectives. They may be asked to withdraw from the course or may face disciplinary action. Such action is based on the individual circumstances that caused the attendance problems. **Students with extenuating circumstances that result in extended absence during any portion of the Radiation Therapy Program may receive a grade of incomplete. This will necessitate repeating a part or that entire clinical course, which may delay graduation.**

## **Policies and Procedures for Reporting Clinical Absences or Late Arrival**

### **Absences due to illness or emergencies/unexpected situations**

- Students must report the need for a personal day due to illness or an emergency/unexpected situation by contacting the RTP Clinical Coordinator, (317) 948-7945, and their clinical site **before 9:00 am**. If leaving a voicemail, the student should provide adequate information by stating the reason for the absence. **Failure to report an absence by 9:00 am will result in double time being subtracted.**
- Students are expected to be in the **assigned clinical areas by the designated started time** on the student's clinical education setting schedule. If a student will be late, they must call the RTP Clinical Coordinator and the assigned clinical staff prior to the start time and report the reason for their tardiness.

### **Pre-scheduling an absence due to personal business**

- Students may request a personal day by contacting the RTP Clinical Coordinator and once approved informing the assigned clinical staff. Pre-scheduling requests are used for medical appointments, car repairs, etc.

\*Not all pre-scheduled personal day requests are approved.

\* The student will record the absence on the clinical attendance sheet with the clinical staff verification signature. The student will not need to call the RTP office on the day of the pre-scheduled absence.

## **Clinical Absence Due to Required Course Attendance**

Students who are absent from clinical assignments because they are repeating a required baccalaureate degree course, which is offered only at a time when they are to be in the clinic, will be provided with an alternative clinical assignment schedule. The schedule must be in the same clinical area and for the same aggregate time period as the time missed. The Clinical Coordinator will consult with the student in preparing the alternate schedule.

## **POLICIES ON RTP STUDENT UNIFORM (DRESS CODE)**

The student uniform guidelines listed below are designed to promote a professional appearance. If doubt should arise as to the appropriateness of a particular uniform or the overall appearance of a student, the matter will be reviewed by the RTP faculty. **The RTP faculty members and all hospital and clinical staff working with students (e.g., therapists, dosimetrists, nurses and physicians) have the right to send a student home if they feel the student's attire is unprofessional or is otherwise violating the dress code policy.**

This includes but is not limited to uniforms that do not fit appropriately (e.g., uniforms that are too baggy, dragging the floor, or too tight). Abuse of uniform policy will result in clinical grade reduction. Additionally disciplinary action may be recommended for repeated dress code violations.

### **Radiation Therapy Student Dress Code**

- The minimum standards identified in the previous section must be followed.
- The **student uniform color is wine**. The color is available at most uniform stores, such as the Uniform House, Inc., located at 1927 N. Capital Avenue.
- The basic scrubs uniform will consist of wine-colored slacks and the wine-colored shirt or top.
- A white long-sleeved shirt or white short-sleeved t-shirt (t-shirt sleeves may not extend beyond the sleeve or bottom of the uniform top) may be worn under the uniform top for warmth. A wine-colored scrub jacket may also be worn. Thermal type undershirts that can be seen under the uniform top or sweatshirts are not appropriate.
- Shoes must be all white or black. White or black hose or socks must be worn with the uniform. Shoes must be made of a non-porous material. Shoes may not have open toes or be a sandal-type construction.
- The student uniform **must be worn at all times** when in the clinic or participating in any educational activity (labs, research) within the clinical setting.

**Students are advised to talk to the Clinical Coordinator if they have questions about shoes or apparel before purchasing articles to wear to clinic.**

### **Inappropriate and Unacceptable Attire**

Examples of unacceptable attire include, but are not limited to: extremely long, ill-fitting uniforms; clogs or mules; leather tennis shoes that have colored decorations; non-leather shoes; sandals or open-toed shoes, sling backs or backless shoes; hoodies; fleece outerwear; jeans; stretch knit or athletic (sweat) pants; bare back, bare midriff, off the shoulder, or low neckline tops of any type; body-hugging clothing; shorts; sunglasses (without medical reason); large hair accessories, head coverings (except as required professionally or for religious reasons); clothing with pictures/writing. This type of attire is **not permissible for any student while on clinical rotation.**

Students must abide by hospital dress guidelines regarding wearing hospital issued scrubs. Hospital issued scrubs are the property of the hospital and may not be worn

or taken outside the hospital (e.g., scrubs are not worn home, worn into clinic from home or to the program office).

### **Minimum Standards for all RTP Students**

- Identification Badge - The RTP student picture ID nametag must be worn at all times unless working in a sterile environment. It must be worn at the collar level so that it is easily read, and the picture is visible. If the student loses or damages the ID nametag, the student will be responsible for replacing the nametag within one day. Replacement badges are subject to a charge. The Richard L. Roudebush VA Medical Center requires students to have a separate ID badge.
- Radiation Monitoring Device - The student must wear a radiation monitoring device while in clinic. The badge type is to be worn on collar to get the most accurate reading. When wearing a lead apron, the device should be worn underneath the lead apron. Students not wearing a radiation monitoring device will not be allowed to remain in clinic and will be recorded as absent. If the student returns to clinic after getting the badge, the minimum time deducted from the clinical attendance record will be ½ day. See Policy on Radiation Monitoring Device Responsibilities below for additional information.
- Personal Hygiene - All students are required to be clean and maintain appropriate personal hygiene with regard to their body, hair, and nails. Hair and nails need to be clean and neat and must not interfere with the student's or patient's safety or the ability of the student to participate in clinical activities. Hair that is shoulder length or longer must be secured back or up. No extreme styles and hair colors are not advised (such as purple, orange, green, and blue). Unpleasant body and mouth odors must be attended to. Male students are allowed to wear beards or mustaches provided they are neatly trimmed and groomed.
- Clothing - students must dress in a manner that is professional and appropriate for clinical activity. Clothes and shoes need to be clean, neat, and in good repair. Pants that are too long should be altered to the appropriate length. Rolling, cutting or pinning up the material is not allowed. Clothes must be free of wrinkles, soil, stains, odors and tears.
- Fingernails – artificial fingernails are not allowed in clinic. Fingernails should be kept short, clean, and unpainted to avoid scratching the patient. Research has shown that chipped nail polish can harbor as many germs as artificial nails.
- Jewelry, cosmetics and tattoos - minimal amount of jewelry should be worn to clinic. Jewelry must not interfere with the student's or patient's safety or the ability of the student to participate in clinical activities. No facial, lip, nose, or tongue jewelry will be permitted while in clinical activities. Earrings are permitted but should be studs or short in length. Harsh make-up is not recommended. Visibility of tattoos should be kept at a minimum.
- Food and chewing gum – be aware of bad gum chewing habits in the clinic. Food is not allowed in patient care areas.

- Perfume, aftershave and scented lotions - due to patient sensitivity from medication or medical conditions, students may not wear any type of scent while in clinic. Hand and skin lotion should be labeled unscented if it is to be worn to clinic.

## THE ALARA PROGRAM

The Radiation Safety Office (RSO) evaluates radiation exposure for adherence to the University's program for maintaining exposures **As Low As Reasonably Achievable (ALARA)**. Any excessive exposures and/or deviations from the ALARA program are investigated by the RSO and reported to the Radionuclide Radiation Safety Committee (RRSC).

The investigation levels and the basic procedures for maintaining the ALARA program are as follow:

### External Dose Equivalent

	Level I	Level II
<b>Whole body/TEDE</b>	125 mrem/qtr (1.25mSv/qtr)	375 mrem/qtr (3.75mSv/qtr)
<b>Lens of eye</b>	375 mrem/qtr (3.75 mSv/qtr)	1250 mrem (12.5 mSv/qtr)
<b>Extremities</b>	1250 mrem/qtr (12.5 mSv/qtr)	3750 mrem/qtr ( 37.5 mSv/qtr)
<b>Skin</b>	1250 mrem/qtr (12.5 mSv/qtr)	3750 mrem/qtr (37.5 mSv/qtr)
<b>Organ</b>	1250 mrem/qtr (12.5 mSv/qtr)	3750 mrem/qtr (37.5 mSv/qtr)

- **Exposure less than Level I-** except when deemed necessary, no further action will be taken in those cases where an individual's exposure is less than those listed under Level I.
- **Exposures greater than Level I but less than Level II-** Each individual whose exposure equals or exceeds Level I will be asked to complete an *Investigation of Elevated Exposure* form. The RSO will then review this form and the individual's exposure history. The RSO will report the results of the review at the first RRSC meeting following the quarter when the exposure was recorded. No additional action is required unless deemed appropriate by the RSO and/or RRSC. The RRSC may consider each exposure in comparison with those of other performing similar procedures as an indication of the ALARA program quality and will record the review in the RRSC minutes.

- **Exposure greater than or equal to Level II-** Each individual whose exposure equals or exceeds Level II will be asked to complete an *Investigation of Elevated Exposure form*. The RSO will then review this form and the individual's exposure history. The RSO will investigate in a timely manner the cause(s) of all personnel exposures equaling or exceeding Level II, and if warranted, take action, if any, and a copy of the individual's exposure history will be presented to the RRSC at the first quarterly meeting following the completion of the investigation.
- **Limits for Declared Pregnant Workers-** A number of studies indicate that the risks associated with radiation exposure of the embryo/fetus are greater than those to adults (see NRC Reg Guide 8.13). In keeping with this information, the NRC has established a regulatory limit of 500 mrem to the embryo/fetus of a declared pregnant woman for the entire gestation period. In addition, this dose must be distributed evenly throughout the gestation period (i.e., approximately 50 mrem per month). Pregnant women who are occupationally exposed to radiation have the option to declare their pregnancy by completing the A-7 Form- Notice of Pregnancy. When pregnancy is declared, the RSO will review any previous exposures the employee may have received as well as the potential for future exposures during the pregnancy. Based upon the review, the RSO will provide specific recommendations and/or implement any additional precautions. If the pregnant employee does not declare pregnancy, the exposure limits for occupational radiation users apply.

## POLICY ON RADIATION MONITORING DEVICE RESPONSIBILITIES

- The program will issue each student a current radiation monitoring device provided through the IUPUI Radiation Safety Office. Periodic student exposure reports, received from the RSO will be located in the Radiation Therapy Program Office, room RT 107, and available to be reviewed upon request. **When a report is received from the RSO, each student will be asked to review and initial their report.** A student may request to see their personal exposure reports at any time.
- The program follows the RSO ALARA Program, which includes policies and procedures for monitoring and intervention in the event of excessive personnel exposure. If a student's measured dose equivalent exceeds 125 mrem (1.25 mSv) at any time during a calendar quarter, the student will receive an "Investigation of Elevated Radiation Exposure" form from the IUPUI/IUMC Radiation Safety Office to be completed and returned to that office.
- Students are responsible for wearing a current monitoring device while working in clinic and any time they are participating in an educational activity where radiation exposure may occur.
- **Students not wearing a current monitoring device or not wearing the correct badge will not be allowed to remain in clinic or the educational activity.**
- Students are responsible for replacement costs of lost monitoring devices and monitoring device holders and for any delinquency fees assessed. Students who lose their monitoring device should inform their clinical instructor or the Clinical Coordinator as soon as possible. Students will

need to go to the Radiation Safety Office, CL 159, immediately, to obtain a temporary badge.

## **RADIATION MONITORING DEVICES EXCHANGE POLICY**

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- Monitoring devices are exchanged quarterly. The months to exchange the radiation monitoring device will be **March, June, September, and December on the 15th day.**
- Students must exchange radiation monitoring devices **within 5 working days** of the quarterly issue date without exception. The five-day grace period allows for when the exchange day falls during a weekend, holiday, days off, etc. (Note: Grace period may be changed if the holiday or vacation periods conflict with the return date. **Announcements of such exchanges will be made**).
- Students will turn in their old monitoring device and pick up their new one around the 15th of the month. An email will be sent to notify students when to exchange the dosimeters.

## **POLICIES FOR RADIATION MONITORING DEVICE NON-COMPLIANCE**

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Non-compliance examples include, but are not limited to:

- exchanging a badge for the wrong badge
- losing a radiation badge
- washing, drying, or otherwise damaging the badge so that it cannot be read

1st offense	Written warning
2nd offense	-1/3 letter grade in the enrolled clinical course
3rd offense	-2/3 letter grade in the enrolled clinical course and clinical probation
4th offense	Program dismissal

**\*Penalties are cumulative throughout the entire program**

In addition, the Radiation Safety Office charges the Radiation Therapy Program delinquent fees for late or lost radiation monitoring devices. Students must pay these fees for late or lost device. The late or lost device fee is \$10.00 if the radiation monitoring device is not turned into the Clinical Coordinator by the 20<sup>th</sup> of the month in which it is to be exchanged. If the badge is not turned by the 20<sup>th</sup>, the student will receive a memo indicating that a \$10.00 fee is due. Checks for the late fee should be made out to the IU Foundation and turned into the Clinical Coordinator.

Penalties for turning in a device late in regard to grade reduction apply regardless of late turn in (by the 20<sup>th</sup> of the month that it is to be exchanged) or payment of late or lost fees. **Students will be check-listed with the university if assessed fees go unpaid. Students cannot register for classes or graduate if check listed.**

**Purpose:**

The purpose of this policy is to inform all incoming Indiana University (IU) School of Medicine Radiation Therapy Program students regarding Magnetic Resonance (MR) Safety.

**Policy:**

MR is a diagnostic tool that utilizes a powerful static magnet field, time-varying gradient magnetic fields and radio waves (RF) to generate images of the body. The powerful magnet associated with the MR system is ALWAYS 'ON' and certain implanted devices are considered incompatible or unsafe in the MR environment or MR system room (i.e., the immediate area in and around the MR system). Devices such as cardiac pacemakers, neurostimulation systems, cochlear implants, hearing aids, implantable infusion pumps, implantable or external insulin pumps and many other similar devices should not be exposed to the MR environment or MR system room.

All incoming radiation therapy students must complete the IU School of Medicine Radiologic Imaging Sciences Program (RISP) MR Safety Self-Assessment Form to self-screen and identify all safety concerns before working in the MR environment; information regarding concerns can be found at: [www.mrisafety.com](http://www.mrisafety.com). This MR Self-Assessment Form will be made available to all students during student orientation and is to be completed by the student, signed, and dated. This completed form is to remain with the student for their record and is to be updated on a regular basis and in conjunction with any medical procedure. Additionally, all undergarments containing any metal, especially those with clips, underwire, fastener, etc., are not allowed in any MR clinical site. Therefore, students must arrive to clinic wearing a suitable substitute (i.e., sports bras without metal). Prior to arriving at the MR department, students must secure all personal belongings in a secure location. In addition to obtaining consent from the MR technologist on site, students MUST have previously removed and secured all metallic objects including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocketknife, nail clipper, steel-toed boots/shoes, and tools in a secure location. Loose metallic objects are prohibited in the MR system room and MR environment.

Furthermore, students are prohibited to participate as a volunteer test subject during their clinical rotation(s) in MR or while in their role as a student at any of the IU School of Medicine Radiation Therapy Program clinical affiliate sites. This means that all IU School of Medicine Radiation Therapy Program students cannot get "into" the MR scanner to be scanned or simulate while in their role as a student. Additional information regarding MR Safe, Unsafe, and Conditional devices can be found at: [www.mrisafety.com](http://www.mrisafety.com)

**Rationale:**

Due to the variations in MR environments among various clinical sites, it is impossible to continually evaluate a student's safety status in a MR suite. This policy ensures that students are aware that health and safety in the MR suite is their responsibility.



*This policy was adopted from IU School of Medicine RISF where students conduct MRI safety and complete MR Safety Self-Assessment Form.*

## **IU HEALTH POLICY: MRI SAFETY**

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The IU Health MRI Safety policy can be found here: [IU Health MRI Safety.pdf](#)

## **IU HEALTH POLICY: CT SAFETY**

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The IU Health CT Safety policy can be found here: [IU Health CT Safety.pdf](#)

## **IU HEALTH POLICY: NUCLEAR MEDICINE AND PET RADIONUCLIDE HANDLING (PET SAFETY)**

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The IU Health Nuclear Medicine and PET Radionuclide handling policy can be found here: [Nuclear Medicine and PET Radionuclide Handling \(PET Safety\).pdf](#)

## **IU HEALTH POLICY: PATIENT PRIVACY (HIPAA REQUIREMENTS)**

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The IU Health Patient Privacy (HIPAA requirement) policy can be found here: [Patient Privacy- HIPAA.pdf](#)

## **IU HEALTH POLICY: COMMUNICABLE DISEASE EXPOSURE**

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The IU Health Communicable Disease Exposure policy can be found here: [Communicable Disease.pdf](#)

## **POLICY ON THE PREGNANT STUDENT RADIATION THERAPIST**

**The declaration of pregnancy by a student is voluntary and not required.**

Studies have shown that the fetus is more sensitive to radiation than the mother. Information related to the risk of radiation and pregnancy was provided when the student originally applied for and received a personnel monitoring badge. An additional copy of that information is available from the Radiation Safety Office & in the Radiation Therapy Program Office.

If pregnancy is declared (such a declaration must be in writing), adequate precautions must be observed to assure the cumulative dose equivalent to the fetus is less than 500 millirem (mrem) or 5 millisieverts (mSv) over the entire pregnancy. Furthermore, it is recommended that any radiation exposures that occur over the entire pregnancy be relatively uniform from one month to another. In some cases, the Radiation Safety Office and/or a supervisor or Program Director may impose specific restrictions to assure the aforementioned limits are met. Based upon the personnel monitoring results of student radiation therapists over several years, specific restrictions do not appear necessary; however, there are certain program

rotations that may result in potential radiation exposures (e.g., rotations involving fluoroscopy or rotations involving brachytherapy).

Given the aforementioned information, the pregnant student may choose any one of the following options:

**Option #1 – Undeclared Pregnancy Policy**

The pregnant student may choose not to declare pregnancy. As indicated above, the declaration of pregnancy by a student is voluntary and not required. In that case, the radiation exposure limits for occupational radiation workers (5,000 mrem or 50 mSv) would apply to both the student and her unborn child.

**Option #2 – Declare Pregnancy and Continue in the Program Without Modification**

The pregnant student may continue through the program without modification. As indicated above, the likelihood that the limits to the fetus would be exceeded is low. The Radiation Safety Officer will meet with the student and explain the monitoring procedure. The student will complete for A-7 located on EHS.iupui.edu and the Radiation Safety Officer will provide the student with a fetus monitor (evaluated monthly). The student will receive an official letter from the Radiation Safety Officer.

The Radiation Safety Office will be monitoring the pregnant student's monthly exposures closely. If any unusual exposures are noted in a given month or if the cumulative exposure approaches 50% of the 500 mrem limit, the RSO and/or the RT Program Director would meet with the student to discuss possible causes of the elevated exposures and any additional precautions that would need to be observed.

**Option #3 – Declare Pregnancy with Restricted Clinical Rotations**

As indicated above, while radiation exposures to student radiation therapists have historically been very low, the potential for elevated radiation exposures exist for students participating in clinical rotations that involve fluoroscopy and/or brachytherapy (i.e., implant patients). Thus, a student may select this option and will not be allowed to participate in clinical rotations involving either of these medical procedures.

If this option is selected, the student should be aware that substitute clinical rotations will not be provided. All clinical rotations missed by the student must be made up. This will result in a delay in the completion of the Radiation Therapy Program.

In addition to the clinical restrictions, the declared pregnant student will be expected to complete all the requirements for any sequential, didactic course(s) in which she was enrolled prior to enrolling in the next semester's coursework. This is necessary since the Radiation Therapy Program courses are sequential and prerequisite courses must be completed prior to the beginning of the next course.

**Option #4 – Declare Pregnancy and Request Temporary Leave**

A declared pregnant student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses she is currently enrolled in.

There would be a place reserved for the student in the next accepted class. It would not be necessary to submit another application for admission.

#### **Option #5 – Written Withdrawal of Pregnancy Declaration**

A pregnant student may declare their pregnancy to the RTP and may exercise their right to withdraw their declaration. The RTP will accept the withdraw and accommodate the student's re-acclimation into the program. The re-acclimation requirements are based on the student's previous type of pregnancy declaration.

#### **Option #6- Permanent withdrawal**

A pregnant student may request to withdraw from the Radiation Therapy Program for an indefinite period of time. If she wishes to be reinstated, she must submit a Health Professions Programs Application and compete for readmission to the program. Any previous coursework would be reevaluated at the time of readmission to assure competency has been maintained.

#### **Re-acclimation Options:**

- **For declaration Option #2 “Declare Pregnancy and Continue in the Program Without Modification”**, the program will file the student's updated withdrawal of pregnancy declaration in their clinical record. No further action is required.
- **For Option #3 “Declare Pregnancy with Restricted Clinical Rotations”**, the program will file the student's updated withdrawal of pregnancy declaration in the clinical record. The student must make up all clinical rotations as well as didactic coursework missed during their pregnancy declaration period prior to withdrawing. This action may result in delayed graduation.
- **For Option #4 “Declare Pregnancy and Request Temporary Leave”**, the program will file the student's updated withdrawal of pregnancy declaration in their clinical record. The student must make up all clinical rotations as well as didactic coursework missed during their pregnancy declaration period prior to withdrawing. This action may result in the student being placed in the incoming cohort resulting in delayed graduation depending on the lapsed time during pregnancy declaration.
- **For declaration Option #6 “Permanent Withdrawal”**, the program will accept the student's reapplication to compete for readmission to the program. Any previous coursework would be reevaluated at the time of readmission to assure competency has been maintained.

## CLINICAL GRADES

Clinical grades are assigned by the RTP Clinical Coordinator with evaluation by clinical staff. The clinical grades are based on attainment of general and specific objectives for each clinical course and on evaluation of performance and behavior during the clinical experiences. Course objectives will be found in the Clinical Manual.

Students are responsible for demonstrating that they have met the minimum clinical performance objective in each clinical course. In addition, appropriate input will be obtained from supervising clinical staff regarding the overall performance of the student in a variety of performance areas (e.g., attendance and punctuality, communication skills, retention of material, etc.).

The clinical staff assigned to each department is responsible for all evaluation materials. Evaluation methods are selected that evaluate the student's achievement of the objectives for the overall experience and the specific rotation. Evaluation methods may vary by institution because of different staff, applicability to the procedures at a given institution, and the needs of the student. All evaluations, regardless of the type, should be perceived by the student as a reflection of how well the student is performing in the clinical course.

Periodic counseling sessions will be held with each student by the Clinical Coordinator. The student may review their own clinical record any time. The clinical staff should be consulted if the student is unsure of their progress. A letter grade will be assigned at the close of each clinical course.

Refer to the clinical course syllabus for each clinical course located in the RTP Clinical Manual and on Canvas.

### **Clinical Course Grade Reduction Chart for Excessive Absences**

Course	No grade reduction	-1/3 letter grade	-1 letter grade	Fail course
J350	2.5 days	3 days	3.5 days	Over 3.5 days
J351	2.5 days	3 days	3.5 days	Over 3.5 days
J450	3 days	3.5 days	4 days	Over 4 days
J451	2 days	2.5 days	3 days	Over 3 days
J452	3 days	3.5 days	4 days	Over 4 days
J453	3 days	3.5 days	4 days	Over 4 days

### **Appeals of Clinical Grade Reduction for Excessive Absences**

Students may submit an appeal to have an absence they consider “beyond their control” disregarded for grade reduction purposes only. Only clinical absences beyond the “no grade reduction” category is appealable. Special circumstances are also appealable.

To appeal, a student is required to submit a written appeal letter to the Clinical Coordinator, by the end of the week following the absence. The student may be asked to meet with the program faculty to discuss the appeal. The written appeal must include:

- Student’s name
- Student’s current clinical assignment
- Brief explanation of the circumstances of the absence
- Show proof of substantiating documentation (doctor’s note, auto repair bill etc.) must be attached.

Failure to present a formal appeal to the program faculty will result in the grade reduction indicated on the chart. Program faculty may also recommend clinical probation for students who exhibit attendance problems of a continuing nature. Additional appeals procedures are described in detail in the HPP Appeals Policy found on page [25](#).

### **Release Time – Educational Meetings/ Professional Development**

Students may request release time from clinical assignments to attend educational programs or to obtain professional development in the field of radiation therapy.

Students must provide verification of attendance. These activities must be preapproved by the Clinical Coordinator. You must request approval a minimum of 2 weeks in advance of the activity. The normal proof of attendance includes the initials or signature of a Radiation Therapy Program faculty member, a representative designated by the Clinical Coordinator or completion of an Evidence of Continuing Education form.

## VACATION

- Vacation time is allocated for use at the specific times that **coincide with the IUPUI breaks with the exception of the Columbus Day holiday**. Specific dates will be provided.
- **Vacation time** may not be accumulated for use at a later time and cannot be used to eliminate excess clinical absences.

## REPLACEMENT COST POLICY

Students are responsible for the replacement of costs for items that are issued to them or that they borrow. The items that fall within this category include, but are not limited to, radiation monitoring devices and holders, identification badges and fasteners, books from the program collection or library, and copies of course handouts which they received at no charge.

Students should be aware that while performing activities during clinical experience courses in one of the clinical education settings, the student is responsible for using site equipment in a manner that does not damage the equipment. Students who have been taught proper usage of equipment and then cause damage to that equipment may be considered negligent in their actions. This negligence may result in disciplinary action. The hospital may also choose to seek restitution from the student.

Replacement charges must be equal to the cost to replace the item.

## INDIANA UNIVERSITY SCHOOL OF MEDICINE GUIDELINES FOR USE OF ONLINE SOCIAL NETWORKS

\* This is a summary of the guidelines listed by IUSM, for the complete list, please visit Indiana University School of Medicine website at: [IUSM Medical Student Social Media and Online Policy](#)

### OVERVIEW AND RATIONALE

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Web blogs and online social networks such as Facebook and Instagram have become popular communication tools over the past several years. These forums offer unique opportunities for people to interact and keep in contact and have great potential to augment friendships and professional interactions. As professionals with a unique social contract and obligation, medical students as well as practicing physicians must be cognizant of the public nature of these forums and the permanent nature of postings therein. While these sites offer terrific potential to bolster communication with friends and colleagues, they are also a potential forum for lapses of professionalism and professional behavior. These sites may give the impression of privacy, but postings and other data should be considered in the public realm and freely visible by many people. IUSM has adopted the following guidelines to assist students in safely and responsibly using these sites.

### GUIDELINES FOR ETHICAL/PROFESSIONAL BEHAVIOR

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Postings within social network sites are subject to the same professionalism standards as any other personal interactions. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. The professionalism description can be found in the *IUSM Honor Code*, which is signed by all students, residents, fellow and faculty. Student conduct is also governed by the *IUPUI Student Code of Conduct*. Students may be subject to disciplinary actions within the school for comments that are either unprofessional or violate patient privacy.

Statements made by you within online networks will be treated as if you verbally made them in a public place.

**In online social networks, the lines between public and private personal and professional are blurred. Just by identifying yourself as IUSM student or resident, you are creating perceptions about IUSM by those who have access to your social network profile or weblog. Be sure that all content associated with you is consistent with your position at the school and with IUSM's values and professional standards.**

Unprofessional postings by others on your page reflect poorly on you. Please monitor other's postings on your profile and work to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.

Keep in mind that statements and photos posted within these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires, and there are many examples of people not being offered a job because of findings on social network sites.

Others may post photos of you and may "tag" you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to "untag" yourself from any photos as a general rule, and to refrain from tagging others unless you have explicit permission from them to do so.

Use of these social networking sites or web blogs can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.

## **CONFIDENTIALITY**

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**HIPAA** regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA violations.

Patient privacy measures taken in any public forum apply to social networking sites as well.

## **PATIENT CONTACT**

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Interactions with patients within these sites are strongly discouraged. This provides an opportunity for a dual relationship, which can be damaging to the doctor-patient relationship and can also carry legal consequences.

## **SOCIAL MEDIA IN CLINICAL SETTINGS**

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Violations of any of these policies may result in penalties from program probation to dismissal.

Last revised: 10/19/2022