

RADIATION THERAPY POST-ADMISSION GUIDE

TECHNICAL STANDARDS FOR THE RADIATION THERAPY PROGRAM

1. Technical Skills:

- The ability to utilize highly ionizing radiation to perform radiation therapy procedures in a safe manner consistent with minimal radiation exposure and precise delivery to the patient under immediate supervision.
- The ability to evaluate and interpret prescriptions/plans to deliver the proper radiation therapy treatment

2. Physical Requirements:

A. Sufficient strength and fine motor coordination to:

- Lift 25 pounds for short distances
- Pull and push heavy objects
- Assist in moving patients from stretcher, wheelchair, or bed to the treatment table
- Manipulate equipment
- To remain standing for the majority of the day

B. Adequate eyesight to:

- Observe the patient's condition from outside monitors and directly
- Reading equipment screens
- Evaluate medical imaging for precise positioning

C. Sufficient hearing to:

- Respond to patient's verbal inquiries directly and through intercom
- Communication with other personnel involved in the care of the patient
- Initiate timely response to audible alarms and signals

3. Interpersonal Skills:

- Work in a professional manner with patients of all ages, races, creeds, and physical conditions while maintain and respecting patient confidentiality
- Work with children, adolescents, adults and geriatrics in a safe in helping manner
- Communicate and receive written and verbal instructions and carry them out using proper channels of communication
- Use accurate verbal and written communications in English to:
 - Interpret clinical data
 - Obtain and document relevant clinical information
 - Comprehend and carry out physician requests
 - Provide patient/public education related to radiation therapy procedures and radiation protection safety

4. Intellectual Ability and Emotional Stability to:

A. Work effectively by:

- Exercising independent judgment and discretion in the technical performance of radiation therapy procedures
- Performing mathematical problems quickly and accurately

- Working efficiently in stressful situations
 - Completing program requirements
 - Passing the national Registry Examination in Radiation Therapy
- B. Working Conditions:**
- Works in an air-conditioned environment with minimal exposure to noise and humidity
 - Is constantly bending, pushing, lifting, walking, moving heavy objects, interacting with staff and physicians
 - Has frequent exposure to blood and body fluids from patients
 - Has minimal to moderate exposure to radiation

STUDENT SUPERVISION

It is the policy of the clinical facility that students are under supervision at all times while in their clinical assignments. Supervision is provided by a staff member at each assignment. If a student fails to obey their clinical supervisor they will be given a written warning for insubordination. If a student is having a moral or ethical dilemma in the clinic they are to discuss this with their clinical coordinator and/or program director immediately. If you receive a second complaint of insubordination you will be dismissed from the program.

ATTENDANCE

The program requires full-time attendance of all students. Attendance at all clinical assignments at the scheduled time is mandatory. Students have a professional commitment and obligation to the clinical sites to which they are assigned. If personal illness, emergency or extenuating circumstances prevents the student from attending the clinical site or any courses at the College, the clinical coordinator or clinical supervisor must be notified prior to the student's scheduled arrival time.

Prompt classroom attendance at the college is also mandatory. Students who arrive late for class or who leave early will be penalized accordingly. Students who anticipate absence from or lateness to class must notify the course instructor before the scheduled start of the class session or as soon as possible thereafter. Faculty is not obligated to provide make-up work for students who miss class since some course work cannot be made up. Students should consult course syllabi for specific instructions and policies regarding make-ups, absence and lateness.

Students encountering difficulty in completing academic work or maintaining professional commitment due to extended illness or extenuating circumstances are required to notify and meet with the program director. All missed work must be made up by the end of the course for the student to remain in the program in good standing. The responsibility for making up missed work rests entirely upon the student. By virtue of the nature of the program, some assignments and laboratories cannot be made up and it is therefore incumbent upon the student to be present at those times. Failure to make up missed work, for any reason, by semester's end, will result in course failure.

DRESS CODE

The students will wear a designated uniform while assigned to a clinical site. This is the only approved style of dress while on clinical rotation. Students will wear all white shoes made of material that can be easily wiped clean.

- Underwear must not be visible through clothing or above the waist band of slacks.
- Jewelry worn in the clinic should be minimal. Earrings should be no longer or wider than one inch. Multiple bangles that make noise should not be worn while caring for patients. Stricter guidelines related to wearing jewelry may be implemented and enforced for reasons related to safety, patient care and/or infection control by the clinical site. Pins, rings or studs may not be worn in the nose, eyebrows, tongue, or in or around the lips. The following maximums apply: two earrings per ear, pendants on necklaces no bigger than one and one-half inches, two necklaces, two rings per hand (wedding sets count as one ring).
- The chewing of gum during direct patient care activities is unacceptable.
- Wearing or carrying personal pagers or cell-phones during clinic time for the sole purpose of making or receiving personal calls or pages is prohibited and will be strictly enforced.
- No artificial fingernails or nail enhancements, including but not limited to overlays, wraps, tips or attached decorations, are permitted. In addition, nail length cannot exceed 1/4 inch.
- Fingernails must be clean and short. Adhesive decorations such as rhinestones and fluorescent colors are not permitted.
- The use of perfume, cologne or after-shave is discouraged as it may cause respiratory problems for patients, visitors or co-workers.
- Hair must be neat and clean. Hairstyles that obstruct eye contact and/or extreme colors or styles are not acceptable. For example, long-spiked or Mohawk haircuts are not acceptable.
- Long hair should be tied back.
- Facial hair must be neatly trimmed and beards may not be longer than two inches below the jaw line.
- Tattoos must be covered.

STUDENT EMPLOYMENT

Students may obtain part-time employment outside their class and clinical time. This employment should not interfere with needed study time nor may it involve unsupervised treatment or care of patients unless the student is certified to do so.

ROUTINE DUTIES

- A. Student therapists will be assigned to the various clinical areas in the Department by the Clinical Supervisor.
- B. Student therapists will be responsible for all technical assignments given them by their supervising staff therapist and as outlined in the clinical goals for the assignment.
- C. Students will perform other duties as directed by their immediate supervisor.

PROFESSIONALISM WITH PATIENTS

Remember the hospital's primary concern is the care of the patients. With this in mind, the following behaviors MUST BE followed:

1. Patients will be addressed by title and name, i.e., Mr. Allen. The same courtesies will be extended to all patients regardless of race or financial status.
2. Patients must be properly draped at all times.
3. Students will not, at any time, administer medication, water or medical treatment of any kind to a patient while in the Department. If a patient suddenly becomes ill or is injured, the nurse on duty must be called. During the absence of a nurse, A Department physician should be summoned.

STUDENT HEALTH

Students must carry some form of health care insurance while attending the program. Neither the college nor its clinical affiliates provide health services to students beyond routine first-aid care. The college shares a campus with the Franklin Square Hospital Center which will for standard fees provide comprehensive medical services to students or students may go to the health care provider of their choice. If a student becomes pregnant during the program, the pregnancy policy as shown in the Appendix will come into effect. Students are responsible for all medical fees incurred while attending the CCBC Radiation Therapy Program.

TEXTBOOKS

All required texts are available through CCBC Bookstore. Students may purchase required texts prior to the beginning of classes; however, texts should not be marked and receipts should be saved until final verification with the instructor or course syllabus. In the event a more current edition becomes available or a change of text occurs, refunds and/or exchanges may be attainable with the text in resale condition and an original receipt. Student should be prepared to spend a minimum of \$700 on program textbooks.

Students are advised not to sell texts prior to the conclusion of the Program since texts are used as references throughout the program.

TENTATIVE CLASS SCHEDULES

The Radiation Therapy Program is a full-time program. The hours of operations for surrounding Radiation Oncology facilities are Monday through Friday generally during normal business hours from 8am to 5pm. Please be advised that students must supply their own transportation to assigned clinical sites all of which are within the Baltimore Metropolitan area.

Fall Year 1				
Monday	Tuesday	Wednesday	Thursday	Friday

8am to 4:30pm Clinic	8am to 9:20 Radiation Physics I 9:35am to 10:55am Principles of Radiation Therapy I	8am to 4:30pm Clinic	8am to 9:20 Radiation Physics I 9:35am to 10:55am Principles of Radiation Therapy I	
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Diagnostic Cross Section Anatomy – Online Course

Spring Year 1

Monday	Tuesday	Wednesday	Thursday	Friday
8am to 4:30pm Clinic	8am to 9:20 Radiation Physics II 9:35am to 10:55am Principles of Radiation Therapy II	8am to 4:30pm Clinic	8am to 9:20 Radiation Physics II 9:35am to 10:55am Principles of Radiation Therapy II	

Summer

Monday	Tuesday	Wednesday	Thursday	Friday
8am to 4:30pm Clinic	8am to 4:30pm Clinic	8am to 4:30pm Clinic	8am to 4:30pm Clinic	

Fall Year 2

Monday	Tuesday	Wednesday	Thursday	Friday
8am to 9:20am Dosimetry I 9:35am to 10:55am Oncology I	8am to 4:30pm Clinic	8am to 9:20am Dosimetry I 9:35am to 10:55am Oncology I	8am to 4:30pm Clinic	8am to 4:30pm Clinic

Spring Year 2

Monday	Tuesday	Wednesday	Thursday	Friday
8am to 9:20am Dosimetry II 9:35am to 10:55am Oncology II	8am to 4:30pm Clinic	8am to 9:20am Dosimetry II 9:35am to 10:55am Oncology II	8am to 4:30pm Clinic	8am to 4:30pm Clinic