



SALEM

Radiation Therapy Program Kent State University – Salem Campus

College of Applied Science and Technical Studies

Student Handbook: Class of 2023-2024

Prior to students beginning the radiation therapy program, students will:

- Read the handbook
- Understand the policies and procedures of the radiation therapy program
- Agree to abide by the policies and procedures of the radiation therapy program
- Understand policies and procedures are subject to change during the program
- Disputes any interpretation of policies and procedures with the program director and radiation therapy advisory committee for clarification and final decision.

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Clinical Education Settings & Advisory Committee

Program Director:	Shellie Warino
Clinical Coordinator:	Kimberlyn Ragazzine
Radiation Therapy Faculty:	Patricia Barrett
Radiation Therapy Student:	Appointed by class each year

Clinical Education Setting	Clinical Preceptor(s)	Administration
Cleveland Clinic – Main Campus 10201 Carnegie Ave. Cleveland, Ohio 44195 ☎ 216-442-3289	Michael Close Kim Zura Brian Hugebeck Danae McCarthy Ellen Stevens Jenna Schulte Brianna Faught Amanda Novak Madison Hatfield	TBA Kimberly Keener Ellen Steven Supervisor Michael Close Supervisor
Cleveland Clinic – Akron General 1 Akron General Ave. Akron, Ohio 44307 ☎ 330-344-6448	Lisa Merdic Abby McClain Judy Maruna Scott Grimm	Tracy Drillien Supervisor
Cleveland Clinic – Mercy Canton 1320 Mercy Dr. Canton, Ohio 44708 ☎ 330-489-1278	Leslie Brown Manndy Williams	Elissa Page Manager
Mercy Health – Boardman 8401 Market St. Boardman, Ohio 44512 ☎ 330-629-7500	Laurie Winkel	Jessi McCloskey Manager
Mercy Health – St. Joseph 667 Eastland Ave. Warren, Ohio 44484 ☎ 330-841-4126	Lynn Robinson	Jessi McCloskey Manager
Mercy Health – St. Elizabeth 1044 Belmont Ave. Youngstown, Ohio 44504 ☎ 330-480-2182	Charleen Marley	Jessi McCloskey Manager
Mercy Health – Partners for Urology Health 6262 Mahoning Ave. Youngstown, Ohio 44515 ☎ 330-779-6820	Erika Hambrick	Jessi McCloskey Manager
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Salem Regional Medical Center 2020 East State St. Salem, Ohio 44460 ☎ 330-332-7360	Desiree Sanders	Debbie Mesmer Director, Radiology
Summa Health System 525 East Market St. Akron, Ohio 44304 ☎ 330-375-3557	Alisa Kempf Cynthia Johnson Christina Collins Joshua Collins Kim Keener	TBA Manager

University Hospital – Main Campus 11100 Euclid Ave. Cleveland, Ohio 44106 ☎ 216-844-7211	Jill Cofojohn Terry O'Donnell April Deters Jessica Rice Jared Fielden	Katelynn Stamm Supervisor
University Hospital – Chagrin 3909 Orange Pl Beachwood, Ohio 44122 ☎ 216-896-1747	Cassie Lenemier	Katelynn Stamm Supervisor
University Hospital – Mentor 9485 Mentor Ave #3 Mentor, Ohio 44060 ☎ 440-205-5441	Diane Charlton Kimberly Fedor	Katelynn Stamm Supervisor
University Hospital – Parma 6525 Powers Blvd Parma, Ohio 44129 ☎ 440-743-4749	TBA	Katelynn Stamm Supervisor
University Hospital – Portage 6847 North Chestnut St. Ravenna, Ohio 44266 ☎ 330-235-7081	Susan Dade	Katelynn Stamm Supervisor
UPMC Hillman Cancer Center – Beaver 1000 Dutch Ridge Rd. Beaver, PA 15009 ☎ 724-773-7616	Danielle Crosby Julie Lopic	Jim Sinicki Director Martha Mychkovsky Sr Improvement Specialist Dawn Keagy Chief Therapist
UPMC Hillman Cancer Center – Butler 102 Technology Dr. (Suite 110B) Butler, PA 16001 ☎ 724-482-2679	Jackie Dyda Carly Maceil Joshua Volchko	Jim Sinicki Director Martha Mychkovsky Sr Improvement Specialist Rachel Kirin Chief Therapist
UPMC Hillman Cancer Center – Horizon 2200 Memorial Dr. Farrell, PA 16121 ☎ 724-983-7570	Kristen Bell	Jim Sinicki Director Martha Mychkovsky Sr Improvement Specialist Melissa Nanz Chief Therapist
UPMC Hillman Cancer Center – Passavant 9100 Babcock Rd. Pittsburgh, PA 15237 ☎ 412-748-6454	Kristi McKeehen Barbara Morrison Jennifer Dindak	Jim Sinicki Director Martha Mychkovsky Sr Improvement Specialist Pietro Pucci Chief Therapist
UPMC Hillman Cancer Center – Shadyside 5230 Centre Ave. Pittsburgh, PA 15232 ☎ 412-623-6720	Anthony Conte Theresa Jurczyk Michael Graziani Allison Hays Christina Pietrzyk Tiffany Mulligan Raphael Di Cicco	Jim Sinicki Director Martha Mychkovsky Sr Improvement Specialist Anthony Conte Chief Therapist
UPMC – St. Clair Hospital 1000 Bower Hill Rd. Pittsburgh, PA 15243 ☎ 412-502-3920	Tracey Graner	Jim Sinicki Director Martha Mychkovsky Sr Improvement Specialist Kelly Smith Chief Therapist

Implemented: August 2006 / Revised August 2023

Programmatic Information

Introduction to the Radiation Therapy Program

Welcome to the Radiation Therapy profession and to Kent State University Radiation Therapy program. Students enrolled in the program will be responsible for observing all University rules and regulations. Both student life policies (Chapter 4) and procedures and material specifically related to the Regional Campuses (Chapter 8) are found in the University Policy Register (<http://www.kent.edu/policyreg>) which contains a complete list of all the University's policies, rules, and regulations.

Students will also be responsible for observing all rules and regulations of the assigned Clinical Education Settings and all policies and procedures listed in this handbook. In the event the Clinical Education Settings and the Student Handbook policies and procedures differ, bring the matter to the attention of the Program Director of Radiation Therapy so that the matter can be presented to the Radiation Therapy Advisory Committee for a decision to be determined. If a decision is required immediately, program personnel will consult with advisory committee members and render a decision to be conveyed to the students as soon as possible.

The Radiation Therapy Program offers a **Bachelor of Radiologic and Imaging Sciences Technology with a concentration in Radiation Therapy**. The program commences in fall semester and is completed at graduation at the end of fall semester of the second year of the program. Courses are in sequential order and build on each other with a correlation of didactic and clinical education courses. Graduates sit for the **American Registry of Radiologic Technology** certification examination in radiation therapy following graduation with the final authorization from the program director that the student has completed all academic and clinical requirements of the program.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (see Accreditation in this handbook). The Ohio Department of Health (ODH) has approved the application of an education program in radiation therapy.

JRCERT

**20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182**

Phone: 312-704-5300

Fax: 312-704-5304

Email: mail@jrcert.org

Web: jrcert.org

Mission of the Radiation Therapy Program

The mission of the radiation therapy program at Kent State University Salem Campus is to educate radiation therapy students in the knowledge, skills, and attitudes to become qualified, professional practitioners who provide quality service and care to the community and to prepare students for the changing needs of the profession. Kent State University transforms lives and communities through the power of discovery, learning and creative expression in an inclusive environment.

Goals of the Radiation Therapy Program

- Students will be able to effectively utilize critical thinking and problem-solving skills in the practice of radiation therapy.
- Students will be able to effectively communicate in oral and written form with patients, customers, and members of the health care team.
- Students will be able to successfully perform radiation therapy procedures consistent with entry level requirements.
- Students will be able to determine the value of professional growth and development and conduct themselves in a professional manner.

Student Learning Outcomes (SLO)

- 1.1 Students will identify and revise treatment errors.
- 1.2 Students will assess, apply theory, & justify appropriate behaviors in the clinical setting.
- 2.1 Students will demonstrate effective written communication skills.
- 2.2 Students will demonstrate effective oral communication skills.
- 3.1 Students will interpret the treatment chart and accurately set up the treatment parameters.
- 3.2 Students will perform as an entry level therapist.
- 4.1 Students will evaluate the importance of their professional development.
- 4.2 Students will model positive professional behavior.

Accreditation of the Radiation Therapy Program

The Kent State University Radiation Therapy Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program's most recent site visit for accreditation was in October of 2018. The program was awarded an 8-year accreditation.

The JRCERT affirms that the accreditation process offers both a means of providing public assurance of a program meeting accreditation standards and a stimulus to programmatic improvement.

The JRCERT Standards for an Accredited Educational Program in Radiologic Sciences require a program to demonstrate the clarity and appropriateness of its purposes as a post-secondary educational program; to accomplishment of its purposes; and to provide assurance that it can continue to be a program that meets accreditation standards. A variety of assessment approaches in its evaluation processes strengthens the program's ability to document its effectiveness.

The JRCERT may be notified as follows:

JRCERT

**20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182**

Phone: 312-704-5300

Fax: 312-704-5304

Email: mail@jrcert.org

Web: jrcert.org

State Approval: Ohio Department of Health

The Kent State University Radiation Therapy Program is approved by the Ohio Department of Health.

American Registry of Radiologic Technologists: ARRT Standards of Ethics

The ARRT Standards of Ethics is one of our governing documents. It articulates the types of behavior we expect of R.T.s and describes the types of behavior we won't tolerate. The document includes our Code of Ethics (a set of guidelines to which R.T.s aspire) and Rules of Ethics (mandatory and enforceable standards), along with information regarding our ethics review process.

- We encourage all R.T.s to review the ARRT Standards of Ethics each year to ensure they're maintaining compliance. You should also refer to the document if you're reporting an ethics violation or if you're under an ethics review.

Last revised and published September 2021.

Retrieved from: <https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/eac1b19c-a45a-4e65-917b-922115ff2c15/arrt-standards-of-ethics.pdf>

Implemented from ARRT: August 2006 / Reviewed June 2023

The American Society of Radiologic Technologists:

ASRT Practice Standards for Medical Imaging and Radiation Therapy

The ASRT Practice Standards for Medical Imaging and Radiation Therapy **define the practice and establish general and specific criteria to determine compliance.** Practice standards are authoritative statements established by the profession for judging the quality of practice, service, and education.

- These practice standards serve as a guide for the medical imaging and radiation therapy profession. These standards define the practice and establish general criteria to determine compliance. Practice standards are authoritative statements established by the profession, through evidentiary documentation, for evaluating the quality of practice, service and education provided by individuals within the profession.
- Practice standards can be used by individual facilities to develop job descriptions and practice parameters. Those outside the profession can use the standards as an overview of the role and responsibilities of individuals within the profession.
- The medical imaging and radiation therapy professional and any individual who is legally authorized to perform medical imaging or radiation therapy must be educationally prepared and clinically competent as a prerequisite to professional practice. The individual should, consistent with all applicable legal requirements and restrictions, exercise individual thought, judgment and discretion in the performance of the procedure. Federal and state statutes, regulations, accreditation standards and institutional policies could dictate practice parameters and may supersede these standards.

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For more information:

<https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online>

Professional Societies in Radiation Therapy

Student membership in professional organizations is strongly recommended. Belonging to professional societies supports programmatic goals that students will understand the importance of professional growth and development.

1. The national society is the **American Society of Radiologic Technologists (ASRT)**. There are discounted dues rates available for students. Membership includes the Radiation Therapy Journal. Membership includes access to the ASRT Radiation Therapy Exam Assessment Library (SEAL). SEAL consists of five 100 question radiation therapy practice exams to help in preparation for the ARRT registry exam in radiation therapy. ASRT Members are permitted to apply for annual scholarships.
For more information: <https://www.asrt.org/>
2. The state society is the **Ohio Society of Radiologic Technologists (OSRT)**. There are dues for the two-year period that a student is enrolled in a program. There is an annual meeting held in April each year in Columbus, Ohio.
For more information: <https://www.osrt.org/>

Graduation Requirements

Bachelor's degree in Radiologic and Imaging Sciences Technology (B.R.I.T) - concentration in Radiation Therapy

1. A student must successfully complete all Radiation Therapy (RIS) core courses with a grade of at least a "C" or better. A student must have a cumulative grade point average of at least 2.75 in the RIS core courses to graduate from the program.
2. A student must successfully complete all Kent Core Requirements and elective course requirements in the bachelor's degree in Radiologic and Imaging Sciences Technology with concentration in Radiation Therapy. The cumulative grade point average must be at least a 2.0 for all courses taken at Kent State University.
3. A student must successfully complete all developmental courses as per ALEKS/ACCUPLACER if required.
4. A student must successfully complete all required competencies as part of the clinical education courses.
5. A student must successfully complete all rotations assigned in the clinical education setting.
6. A student must successfully complete the Graduation Assessment Examination in the RIS 44067 Clinical Ed IV course prior to the ARRT examination. If a student does not pass the exam in three attempts, the student will be required to do remedial coursework as deemed by the Radiation Therapy faculty. This may delay graduation and the eligibility of the student to take the ARRT examination.
7. The student must complete all requirements of Kent State University prior to graduation.

National Certification Examination in Radiation Therapy

1. The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiation therapists that is recognized by the American Society of Radiologic Technologists (ASRT), the American College of Radiography (ACR), and the American Medical Association (AMA).
2. To become a Registered Technologist in Radiation Therapy, R.T. (T), a student must graduate with the B.R.I.T. with concentration in Radiation Therapy from KSU. This requires the successful completion of all program requirements including clinical competencies, clinical clock hours and all didactic courses.
3. As a Kent State University Radiation Therapy graduate, students may take the ARRT examination after graduation. Applicants should allow up to four weeks from the date the application is received at the ARRT for the processing of the application. Students have a 90-day window in which to take the exam at a Pearson VUE test center. The test is given as a computerized examination and has a fee. Candidates who are eligible for the exam in radiation therapy are allowed three attempts to pass the exam. Candidates must complete the three attempts in a three-year period, which begins with the initial exam window start date. After 3 unsuccessful attempts or three years have expired, the individual is no longer eligible. See the ARRT examinee handbook for further details.
4. The exam follows the content specifications as specified by the ARRT.
5. Any student who has a previous **misdemeanor or felony conviction** must submit the following to the ARRT:
 - a. Court records and subsequent recommendations of the court (fines, classes, etc.)
 - b. Proof that all fines or actions were carried out.
 - c. A letter from the student that explains the conviction.
 - d. A fee:
 - i. If submitted in the first year, the fee does not go toward the certification exam fee.
 - ii. If submitted in the second year, the fee does go toward the certification exam fee.
 - e. There is a special application form for this situation. Any student should contact the Program Director at the beginning of the program to obtain this form and send it in immediately so the ARRT can determine exam eligibility.
6. The Program Director must sign a verification form from the ARRT that states that the student has successfully completed specified clinical and didactic competency requirements, before examination results can be released. The Program Director reserves the right to not sign the verification form if the student has not completed all requirements or has not properly prepared for the exam. Successful passing of the Graduate Assessment Exam given by the Program Director at the completion of the final semester will determine preparation. A student will be given three attempts to successfully pass the Graduate Assessment Exam prior to the ARRT exam. Failure to successfully complete the exam will result in remedial work as deemed by the Radiation Therapy faculty and retesting. This may delay the eligibility of the student to take the ARRT exam.
7. ARRT certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate continued qualifications to continue to hold certification. The process will include assessments of strengths and areas needing improvements.
8. To maintain ARRT certification, an annual fee must be paid and an ARRT online form completed. In addition, continuing education credits must be obtained. Employers require proof of this process annually.

Student Records

Student Records at Kent Salem

1. The University maintains accurate and confidential student records.
2. It is the right of the students to have access to their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws.
3. Student records, with certain exceptions, will not be released without prior consent of the student.
4. Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review.
5. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.
6. Kent State University maintains that the student records policy follows the Family Educational Rights and Privacy Act of 1974.
7. The detailed description of the student records policy can be found in one or all of the following:
University Register and University Life: Digest of Rules & Regulations.

Student Records at the Clinical Site

1. A student is to have access to only his/her records at the clinical site.
2. All records are to be kept in a secured area or password protected at the clinical sites and students are to view their own records.

Disciplinary Action/Conduct Policy

Any violation of policy warrants disciplinary action. A written summary of the violation will be recorded in the student's file. The documented summary of the violation must be signed and dated by all parties involved. The action to be taken will be determined by the Program in accordance with the Due Process Policy of this Handbook, and/or the Student Conduct Policy <http://www.kent.edu/studentconduct/code-student-conduct>

Note: Before disciplinary action is taken by the Program Director, the Program Director will meet with Program Officials/Faculty for the purpose of reviewing the circumstances leading to possible disciplinary action. The final decision will be based on this review. However, the Program Director will be responsible for the act of dismissal and proper documentation of the action.

Disciplinary actions may occur at any stage depending on the behavior, and/or violation of university/program expectations or policy.

Actions:

Stage I: Documented Conference Report: No disciplinary action to be taken

A documented conference report will be completed for any student who has violated policy and/or deviates from program expectations. A Radiation Therapy program faculty member will speak to the student and record the information on the conference form as well as a plan of action that will be placed in the student's file on campus.

Stage II: Probation: Remediation-Action taken

When a documented conference has proven to be an inadequate solution to the problem, a student may be placed on probation. Duration of probation will depend on the severity of the disciplinary problem.

When put on probation, the Program Director must document the report stating the reason(s) and length of the probation. Also, the report will include the behavior or performance that is expected from the student during that time with the consequence for not meeting the expectation(s). This report will be signed and dated by the student and Program Director.

During the probationary period, the appropriate authority will monitor the behavior or performance.

Stage III: Suspension

When an offense is serious or previous disciplinary actions have not improved the behavior or performance of the student, the student will be suspended for three days from the clinical site. The student will be required to complete all clinical course requirements upon reentry.

Stage IV: Dismissal

Repeated disciplinary actions for the same violation or any solitary severe policy violation will be cause for dismissal from the program by the Program Director.

Immediate Dismissal from the program will occur without probationary actions for violations which include, but are not limited to:

- Breach of confidentiality.
- Falsifying information.
- Attending the Clinical Education Setting under the influence of alcohol and/or illegal drugs
- Having in your possession alcohol and/or illegal drugs at the Clinical Education Setting
- Fighting or attempting to injure others on Clinical Education Setting property, including the use of a weapon with the intent to cause harm.
- Stealing property.
- Deliberately destroying property.
- Abusing a patient, fellow student, employee or anyone at the Clinical Education Setting, physically or verbally.
- Cheating on any examination, falsifying clinical competency information and/or plagiarism.
- Failing to meet the academic standards as outlined in this handbook.
- Violation of a Clinical Education Setting policy which requires the CES to terminate services.
- Any violation of policy requiring immediate dismissal as stated in the "Student Handbook," "University Catalog," and/or the administrative policy regarding regulations for student behavior.
- Any behavior demeaned unprofessional at the clinical setting may be cause for immediate dismissal

KSU Conduct Policy

EFFECTIVE JANUARY 1, 2022

As a student at Kent State University, it's essential that you understand the Code of Student Conduct. Explore its contents below to find out the rules you must follow while attending Kent State – and the student discipline procedures.

This policy can be accessed: <https://www.kent.edu/studentconduct/code-student-conduct>

Due Process/Grievance Procedure

1. Policies regarding warning, probation, and dismissal are clearly spelled out in the student handbook, and student/adviser conferences are held on a regular basis. Accordingly, problems concerning policies should occur infrequently, if at all.
2. If questions/problems do arise, the grievance procedure is as follows:
 - a. The student discusses the matter in question with the Program Director/Clinical Coordinator within 10 days of the occurrence of the problem, explaining the nature of the problem and proposing a suggested solution. The Program Director will investigate the problem and confer with the faculty of the program and, if needed, with the Radiation Therapy advisory committee. A solution will be provided to the student within 10 days. In the event the Program Director fails to respond to the grievance within 10 days or if the student is not satisfied with the response, the student may proceed to the next step in the grievance procedure.
 - b. If the student is not satisfied with the ruling, the student may proceed with the Kent State University Student Complaint Process found at:
<https://www.kent.edu/policyreg/administrative-policy-and-procedure-student-academic-complaints>
3. The grievance is non-retaliating, meaning the student will not be harassed, reprimanded, or punished by anyone for using the Grievance Procedure.

POLICY FOR ALLEGATIONS OF NON-COMPLIANCE WITH JRCERT STANDARDS

If a student alleges that the radiation therapy program is not complying with the JRCERT STANDARDS, the student must take the following steps:

1. Meet with the Program Director immediately.
2. Site the specific STANDARD not being met.
3. Provide evidence of alleged non-compliance.

Once this information is furnished, the Program Director must take the following steps:

1. Document the complaint.
2. Investigate the validity of complaint with the JRCERT.
3. Convene an emergency Advisory Committee meeting within 1 week of the allegation.
4. Implement a plan of action as needed.
5. Resolve the complaint.
6. Document all the above steps.
7. Meet with the student within 7 working days on the outcome.

At the conclusion of this process, if the student is not satisfied with the decision, he/she may contact the **JRCERT**

**20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182**

Phone: 312-704-5300

Fax: 312-704-5304

Email: mail@jrcert.org

Web: jrcert.org

Implemented: August 2007 / Revised June 2023

Program Complaint Resolution Policy

The Radiation Therapy program at Kent State University is always willing to investigate any complaint against any aspect of the program and will try to resolve the complaint as soon as possible.

1. Resources:

Complaints can be made to the following sources, depending on the content of the complaint:

- a. Complaints at the Salem campus should be made first to the Program Director and Clinical Coordinator. If the complaint cannot be resolved, it may be made to the Complaint Co-Advisors of the campus. A Complaint Co-Advisor will meet with the student and investigate the complaint to achieve a resolution. If no resolution can be reached, the complaint goes to a committee who provides a recommendation to the Salem Campus Dean.
- b. Complaints at the clinical education setting may be made to the Clinical Coordinator, Clinical Preceptor, radiation therapy department supervisor or the Program Director at Kent Salem. Complaints received from these sources will then be given to the Program Director or to a Complaint Co-Adviser for the campus.

2. Methods:

- a. Open Door Policy: The Program Director and the faculty have an open-door policy that allows someone to discuss any problem they may be having or to make a complaint about the Radiation Therapy program.
- b. Evaluations: Program evaluations are completed on a routine basis. These evaluations can provide an avenue for someone to make an anonymous complaint against the program. The Program Director and faculty analyze the information and make improvements as needed.
- c. Meetings: Faculty meetings, student meetings and advisory meetings all provide avenues for someone to make a complaint against the program.
- d. Student Complaint Process: Students may make a formal complaint to a Complaint Co-Advisor or the Assistant Dean about a problem they are unable to discuss with the faculty of the program. Information can be found in the Digest of University Rules and Regulations.

3. All complaints will be handled in a confidential manner.
4. Reasonable efforts will be made within the program or the institution to resolve a complaint within the recommended time limit as stated in the University Rules and Regulations of the Student Flash Guide.
5. The program and/or the institution will follow the due process/Grievance policy in resolving any complaint.

Student Re-Entry Policy

Students who are dismissed from the Kent State Radiation Therapy program have the right to request re- entry into the program. This may or may not be granted based on the condition of dismissal and the student's current academic record.

To request re-entry:

1. The student completes a new application to the program along with a letter requesting re-entry into the program and the requested date of re-entry.
2. The faculty will meet to discuss the student's request for re-entry into the program. The Clinical Preceptor(s) and Radiation Therapy Administrator from the student's previous clinical education setting may have input into the process. Factors that would be considered before re-entry would occur would be the student's cause for dismissal as well as possible future success rate in the program.
3. The faculty's decision would be sent to the student within one month of the decision.
4. The re-entry date is the decision of the Radiation Therapy faculty.
5. A student may or may not be re-entered into the same clinical education setting as before, depending on circumstances.
6. A student who disagrees with the decision has the option of following the grievance policy of the program.
7. If the student has a second unsuccessful attempt when repeating a course due to a grade below a C in a RIS course, the student will be ineligible to remain in the program. Additionally, a repeated RIS course grade would be averaged in with the previous RIS course grade for the RIS GPA.
8. A student who does NOT wish to re-enter the program is encouraged to seek advisement with the career counselor of the Salem Campus for an alternate career pathway.
9. A student who does re-enter the program must meet all the requirements of the program and the American Registry of Radiologic Technologists certification examination which includes both academic and clinical competencies.

Student Transfer Policy

Kent State University Admission Requirements states:

Students who have attended any educational institution after graduating from high school must apply as a transfer student. The best time to apply is six months prior to the application deadline (April 1).

Step 1: Apply to KSU online (A fee will be assessed)

Step 2: Submit all official transcripts to include all post-secondary colleges/universities (KSU requires high school)

Step 3: Once all transcripts have been received the KSU transfer center evaluates all transfer courses to determine credit hours and course equivalencies.

Step 4: Schedule an advising appointment with the radiation therapy program director to determine completion of required pre-requisites.

Kent State University Radiation Therapy Program

Selective Requirements states:

Transfer between Radiation Therapy Programs outside the University System

1. Apply online to Kent State University using the online application.
2. Submit your transcripts. Request an official transcript from each institution attended since high school graduation. Send one set directly to the Admissions office.
3. Submit a second set of transcripts to the Program Director of the transferring institution along with a copy of all course descriptions and respective syllabi for course evaluation. Program reserves the right to accept all or none of the transferring student's radiation therapy core courses. Program determines eligibility of the transfer based on the course sequence from the transferring program as compared to Kent State University Radiation Therapy Program.
4. Student must transfer into the university with a minimum 2.75 GPA.
5. Student must obtain a letter of recommendation from his/her present Program Director stating the student is in good standing and thereby approving the transfer.
6. Student must obtain a letter of recommendation from his/her present Clinical Coordinator stating the student is in good standing and thereby approving the transfer.
7. Copies of all clinical documentation must be submitted to the transfer program for review.
8. Transfer program reserves the right to have the transfer student repeat all or a portion of their clinical competencies and or proficiencies as deemed clinically necessary.
9. Student must submit the following documentation as required by the program's clinical affiliations: proof of drug test, proof of state and federal background check, proof of immunization documentation, proof of physical examination, and proof of BLS certification.
10. Acceptance of transfer student will be dependent upon availability of clinical placement within the program capacity as determined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
11. The transfer may be denied, or student may need to apply to the program as a new student.
12. Student transfer credit would be evaluated on a case-by-case basis.
13. If a transfer student comes from an associate degree program, credits would be considered lower division. The KSU radiation therapy curriculum is upper division. This would need to be evaluated on a case by case basis.
14. Because radiation therapy programs may sequence courses differently, there is a great possibility that a transfer radiation therapy student would not be able to be admitted into the KSU radiation therapy program at the time of their transfer request.

Program Tuition and Fees

1	Students must prove compliance with the health admission requirements of the Radiologic and Imaging Sciences Radiation Therapy Program prior to the beginning of fall semester courses to remain enrolled in the program. Failure to show proof of compliance will result in loss of placement. All requirements listed below are the minimum for continued placement in the program. A clinical setting may require additional requirements prior to the student beginning clinical rotations at that site.
2	Tuition: Tuition rates may change yearly. Distant learning fees are applicable to web-based courses. https://www.kent.edu/current-tuition-rates
3	Clinical Placement fee: All students will be charged a onetime, \$50 RIS program clinical placement onboarding fee.
4	Trajecsys®: An electronic documenting service for tracking student clinical attendance, evaluations, and competencies at a cost of \$150 for the program.
5	CastleBranch®: The Radiation Therapy program utilizes the company, Castle Branch, which will serve as a portal for students to upload their admission health, background, CPR, and drug screening requirements for compliance for clinical placement. The cost is approximately \$160. More detailed Information on using the CastleBranch portal is included with the program acceptance letter.
6	Physical Exam: The student must show proof of physical examination by a physician, nurse practitioner, or physician's assistant within the last year and proof of ability to participate in the radiation therapy program.
7	TB Testing and Immunizations: The student must show proof of 2-step TB testing and the following immunizations: Tetanus booster, MMR, and Varicella (chicken pox). Titers testing is required for Hepatitis B. If negative titer for Hepatitis B the student must show proof of the Hepatitis B vaccinations or sign a waiver. Instructions for students who cannot document immunity are on the mandatory immunizations form. TB tests must be kept current throughout the duration of the program (annually). Students are required to undergo a flu shot prior to the start of flu season each year. Documentation of full COVID vaccination or an exemption form is needed for program compliance. See CastleBranch for further clarification on immunizations, waivers, and/or exemptions.
8	Drug Screening: Drug screening must be performed by Quest Labs through information found on www.castlebranch.com . Most recent cost is \$37. Continuation in the radiation therapy program after acceptance is dependent upon a negative drug screen report.
9	Background Checks: Students must undergo electronic Federal (FBI) & state screening by Fast Fingers in Ohio. The most recent cost is \$88 for the Ohio Background Check. If assigned to clinical sites in Pennsylvania, students will need to obtain the required background checks in Pennsylvania. Results of the background check(s) may impact final acceptance and clinical placement. Any of the above may need to be repeated per clinical site request.
10	CPR Requirements: Students accepted into the program must be certified in CPR and Basic Life Support prior to commencement of fall semester and maintain certification throughout the program. Certification of CPR is required by the American Heart Association. Level of certification required: American Heart Association, Healthcare Provider. (Approximate Fee: \$45) *The CPR certification must be kept current throughout the duration of the program.
11	Students MUST provide their own health insurance coverage. The University does not assume or provide free medical insurance coverage for students in the clinical areas or on campus. Students may purchase health insurance coverage by contacting University Health Services at the Kent Campus. Students are responsible for the costs or bills incurred if an accident should happen on campus or at the clinical education site. Students may be required to show proof of health insurance upon request from the clinical site prior to clinical placement.
12	Radiation Dosimeter: Students must wear a radiation dosimeter in the clinical education setting. All students will be charged radiation dosimeter fee: \$50 per clinical course is the most recent cost.

Didactic Education Information

Radiation Therapy: 16-month Sequence of Courses

This program/course listing represents the courses available at the time this handbook was drafted and is subject to change. The catalog represents the official university record and is governing.

Semester	Course Number	Course Name	Credit Hours	Days of the Week	
1 st Fall	RIS 44000	Intro to Radiologic and Imaging Sciences (option 2)	2	TBA: 1 st two weeks of semester	
	RIS 34003	RTh Principles and Practice I	3	T, R	10:30 – 11:45
	RIS 34004	RTh Patient Management	3	T, R	2:00 – 3:30
	RIS 34008	RTh Physics I	3	T, R	9:00 – 10:15
	RIS 34083	Sectional Anatomy	3	T, R	12:30 – 1:45
	RIS 34030	RTh Clinical Ed I	1	M, W (Lab) M, W	(First 7.5 weeks) 8:00 – 10:30 (Second 7.5 weeks) Clinical Site (TBA)
			Total 13/15		
Spring	RIS 44009	RTh Principles & Practice II	2	T	12:00 – 1:45
	RIS 44018	RTh Physics II	3	T, R	8:45 – 10:00
	RIS 44029	RTh Pathology I	3	T, R	10:15 – 11:30
	RIS 44053	RTh Clinical Ed II	3	R (Lab) M, W, F	12:00 – 1:00 Clinical Site (TBA)
	RIS 44098	Research/Medical Imaging	3	Online/Hybrid (at least one scheduled in-person/class meeting)	
			Total 15		
Summer (10 Weeks)	RIS 44058	Clinical Ed III	2	R (Lab) M, W, F	8:30 – 10:00 Clinical Site (TBA)
Summer (8 Weeks)	RIS 44028	RTh Radiobiology	3	T R	8:30 – 11:00 10:15 – 12:45
	RIS 44042	RTh Pathology II	3	T R	11:30 – 2:00 1:15 – 3:45
			Total 8		
2 nd Fall	RIS 44038	Physics III	3	M, W (1 st 7.5 weeks)	10:30 – 1:15
	RIS 44041	Quality Management	2	M, W (1 st 7.5 weeks)	8:30 – 10:10
	RIS 44043	Principles and Practice III Elective – Review Course	3	M, W (2 nd 7.5 weeks)	8:30 – 11:15 *Hybrid
	RIS 44067	Clinical Ed IV	3	T, R, F	Clinical Site (TBA)
			Total 11		

Course Descriptions for Radiation Therapy Curriculum

First Fall Semester:

RIS 44000 Intro to Radiation Therapy

Content is designed to provide an introduction to basic allied health science concepts such as ethics, communication, vital signs, patient transfers, confidentiality, infection control, pharmacology, medical emergencies and imaging modalities.

Prerequisite: Program Admission

****Only required if NO Radiologic Technology Education (Option 2)**

RIS 34003 RTh Principles & Practice I

Content is designed to provide an overview of cancer and the specialty of radiation therapy. An overview of the physical and technical aspects of radiation therapy will be presented. The roles and responsibilities of the radiation therapist, the treatment prescription, the documentation of treatment parameters and patient condition and education needs will be examined. Treatment and simulation procedures as well as equipment will be addressed.

Prerequisite: Program Admission

RIS 34004 RTh Patient Management

Content is designed to provide students with the basic concepts in assessment and evaluation of the patient. Communication including psychological considerations as well as physical needs will be discussed. Some of the elements include infection control, nutrition, patient examinations, medications, emergencies, and patient transfer techniques among others. In addition, medical ethics and law as it applies to radiation therapy is addressed.

Prerequisite: Program Admission.

RIS 34008 RTh Physics I

An introduction to the principles of radiation therapy physics. Study of the fundamentals of atomic structure, radiation and its properties, radiation production, radiation quality, radiation interactions with matter, beam geometry, treatment planning, clinical applications, and radiation safety.

Prerequisite: Program Admission.

RIS 34030 RTh Clinical Education I

Observation and supervised education will take place with emphasis on administering radiation therapy treatments, simulation, and patient care. Students are assigned to a clinical education setting for 15 days starting mid semester.

Prerequisite: Program Admission.

RIS 34083 Sectional Anatomy

This course is designed to acquaint Diagnostic Medical sonography and Radiation Therapy students with the concepts of sectional imaging. Correlation with CT, MRI, and sonographic images will allow the student to better understand cross sectional anatomy.

Prerequisite: Program Admission

Spring Semester:**RIS 44009 RTh Principles & Practice II**

This course is designed to examine the multidisciplinary approaches in cancer treatment. It consists of advanced topics in radiation therapy such as treatment for chemotherapy, for surgical intervention, for immunotherapy, for combined modalities, for benign conditions, for managing side effects and for radiation therapy emergencies.

Prerequisite: RIS 34003

RIS 44018 RTh Physics II

Content is designed to provide students with a working knowledge of all aspects of treatment planning. Encompassed are isodose descriptions, patient contouring, radiobiologic considerations, dosimetric calculations, compensation and clinical application of treatment beams. Electron beams are also included. Students will spend a good portion of the class performing various types of calculations.

Prerequisite: RIS 34008

RIS 44029 RTh Pathology I

This course provides a general overview of the various disease processes with an emphasis on various types of cancers. Brain tumors, head and neck, respiratory, and digestive system malignancies are critiqued in terms of epidemiology, etiology, symptoms, metastases, histology, tumor grading, staging, detection, screening and diagnosis, treatment rationale, radiation side effects, and prognosis.

Prerequisite: RIS 34003

RIS 44098 Research in Medical Imaging

This course introduces the student to quantitative and qualitative research, the research process, hypothesis, research design, literature review, ethics in research, statistics, evaluating published research, and research proposal development.

Prerequisite: Program Admission.

RIS 44053 RTh Clinical Education II

Continuation of clinical education I with emphasis on clinical practice of treatment techniques described in RIS 44083 as well as treatment planning. Students are assigned to a clinical education setting 3 days per week for 15 weeks.

Prerequisite: RIS 34030

Summer Semester (10 weeks):**RIS 44058 RTh Clinical Education III**

Continuation of clinical education II with more emphasis on clinical thinking, problem solving, and competencies. Students are assigned to a clinical education setting 3 days per week for 10 weeks.

Prerequisite: RIS 44053

Summer II Semester (8 Weeks):**RIS 44028 RTh Radiobiology**

Content of this course is designed to establish a foundation in radiation biology as it pertains to the field of radiation therapy. Cell biology and its response to radiation will be reviewed as well as radiation pathology and the effects of radiation on various systems.

Prerequisite: RIS 44018

RIS 44042 RTh Pathology II

Continuation on the principles of Pathology I with emphasis on reproductive, urinary, endocrine, circulatory, lymphatic, integumentary, and musculoskeletal system malignancies as well as pediatric solid tumors.

Prerequisite: RIS 44026

Second Fall Semester:**RIS 44038 RTh Physics III**

Continuation on the principles of radiation therapy physics with emphasis on newer treatment modalities. Topics include: nuclear physics, brachytherapy, HDR, prostate seed implants shipping and receiving of radioactive materials, dosimetry errors, IMRT, 3-D conformal, stereotactic, IORT, radiosurgery, and IVBT.

Prerequisites: RIS 44018.

RIS 44041 RTh Quality Management

Content is designed to provide an overview of how quality management programs and continuing quality improvements evolved in radiation oncology. Topics include the validity of quality assurance checks, chart checks, film checks, testing performed on simulators and linear accelerators, and brachytherapy source inventory checks. Also, the health care market with an emphasis on current trends in radiation therapy will be discussed. The focus will be on operational issues such as human resource regulations, accreditation agencies, billing and reimbursement.

Prerequisites: RIS 44038.

RIS 44043 RTh Principles & Practice III (ELECTIVE)

Content of this course is designed to review major topics discussed in prior courses to prepare the student to take their national certification boards.

Prerequisites: RIS 34003, 34004, 34008, 34030, 44013, 44018, 44083, 44040, 44050, 44028, 44060.

RIS 44067 RTh Clinical Education IV

Continuation of clinical education III with an emphasis on clinical practice of radiation therapy treatment procedures, simulation and treatment planning. Competency testing continues. Students are assigned to a clinical education setting 3 days per week for 15 weeks.

Prerequisites: 44058

Textbooks

1. All textbooks used in the Kent State University Radiation Therapy Program are on sale at the Kent State University Salem Campus Bookstore.
2. Instructor notes packets may also be required for some courses. These must be purchased through the Kent State University Salem Campus Bookstore. Most class notes will be available via the Canvas course link.
3. Students are informed of estimated book expenses at the beginning of the program.
4. Many of the radiation therapy textbooks will be used for more than one course during the professional curriculum.

The KSU bookstore link will provide textbook requirements and cost:

<https://www.kent.edu/columbiana/bookstore-salem>

2023-2024 Textbooks/Course Resources

Textbook costs are approximate. Course instructor has the right to change/modify resources.

Fall 2023

RIS 44000 Intro to Radiation Therapy

- Only required for students without the radiologic technology background
- Iagulli, Course content and notes to be supplied via Canvas Learning Platform

RIS 34003 RTh Principles & Practice I

Washington, Leaver, Trad *Principles & Practice of Radiation Therapy*, 5th edition, ISBN 9780323596954
Copyright: 2021 (Approximate cost \$190)

RIS 34004 RTh Patient Management

Warino, Notes to be supplied via Canvas Learning Platform

RIS 34008 RTh Physics I

McDermott, Orton, *The Physics & Technology of Radiation Therapy, Medical Physics*, 2nd edition ISBN 13:978-1-930524-44-7 (Approximate cost \$160)

RIS 34083 Sectional Anatomy

Lazo, *Fundamentals of Sectional Anatomy: An Imaging Approach* 2nd edition ISBN-10: 1133960863
/ ISBN-13: 978-1133960867, Peterson, Notes Packet (Approximate cost \$100)

RIS 34030 RTh Clinical Education I

Washington, Leaver, *Principles & Practice of Radiation Therapy*, 5th edition, 2021 ISBN 9780323596954,
KSU Student Handbook, 2022-23

Spring 2024

RIS 44009 RTh Principles & Practice II

Washington, Leaver, *Principles & Practice of Radiation Therapy*, 5th edition, 2021 ISBN 9780323596954

RIS 44018 RTh Physics II

McDermott, Orton, *The Physics & Technology of Radiation Therapy*, 2nd edition ISBN 13:978-1930524-44-7

RIS 44029 RTh Pathology I

Washington, Leaver, *Principles & Practice of Radiation Therapy*, 5th edition, 2021 edition ISBN 9780323596954, Vann, Dasher, Wiggers, Chestnut, *Portal Design in Radiation Therapy*, 3rd edition, 2013 Phoenix Printing ISBN 978-0-9642715-2-4 (Approximate Cost \$110), Sittenfield, Ward, Tendulkar, Videtic, *Essentials of Clinical Radiation Oncology*, 2nd edition, 2022, ISBN 978-0-8261-6908-2

RIS 44098 Research in Medical Imaging

BOOK TBA

Peterson, Notes Packet

RIS 44053 RTh Clinical Education II

Washington, Leaver, *Principles & Practice of Radiation Therapy*, 5th edition, 2021 edition ISBN 9780323596954, Vann, Dasher, Wiggers, Chestnut, *Portal Design in Radiation Therapy*, 3rd edition, 2013 Phoenix Printing ISBN 978-0-9642715-2-4, KSU Handbook 2022-23

Summer 2024

RIS 44058 RTh Clinical Education III

Washington, Leaver, Trad *Principles & Practice of Radiation Therapy*, 5th edition, 2021 ISBN 978032359695, KSU Student Handbook 2022-23

RIS 44028 RTh Radiobiology

Notes Packet via the Canvas Learning Platform

RIS 44042 RTh Pathology II

Washington, Leaver, Trad *Principles & Practice of Radiation Therapy*, 5th edition, 2021 ISBN 9780323596954
Warino , Notes Packet

Fall 2024

RIS 44038 RTh Physics III

McDermott, Orton, *The Physics & Technology of Radiation Therapy, Medical Physics*., 2nd edition ISBN 13:978-1-930524-44-7, Notes Packet

RIS 44041 RTh Quality Management

Notes Packet via the Canvas Learning Platform

RIS 44043 RTh Principles & Practice III

Washington, Leaver, Trad *Principles & Practice of Radiation Therapy*, 5th edition, 2021 ISBN 9780323596954., ASRT Membership (SEAL exams) (Approximate Cost \$ 35 membership)

RIS 44067 RTh Clinical Education IV

Washington, Leaver, Trad *Principles & Practice of Radiation Therapy*, 5th edition, 2021 ISBN 9780323596954, KSU Student Handbook 2022-23

Teaching Assignments for Radiation Therapy Courses

Fall 2023 – Fall 2024

Semester	Course Number	Course	Instructor
First Year Fall 15 weeks	RIS 44000	Intro to Radiologic & Imaging Sciences	Margie Iagulli
	RIS 34003	RTh Principles/Practice I	Shellie Warino
	RIS 34004	RTh Patient Mgmt	Shellie Warino
	RIS 34008	RTh Physics I	Patricia Barrett
	RIS 34083	Sectional Anatomy	Cyndi Peterson
	RIS 34030	RTh Clinical Ed I (including Lab)	Kimberlyn Ragazzine
Spring 15 weeks	RIS 44009	RTh Principles/Practice II	Shellie Warino
	RIS 44018	RTh Physics II	Patricia Barrett
	RIS 44029	RTh Pathology I	Shellie Warino
	RIS 44098	Research/Medical Imaging	Cyndi Peterson
	RIS 44053	RTh Clinical Education II (including Lab)	Kimberlyn Ragazzine
Summer 10 weeks	RIS 44058	RTh Clinical Education III (including Lab)	Kimberlyn Ragazzine
Summer II 8 weeks	RIS 44028	RTh Radiobiology	Shellie Warino
	RIS 44042	RTh Pathology II	Shellie Warino
Second Year Fall 15 weeks	RIS 44038	RTh Physics III	Shellie Warino
	RIS 44041	RTh Quality Management	Shellie Warino Patricia Barrett
	RIS 44043	RTh Principles/Practice III (ELECTIVE)	Shellie Warino Patricia Barrett
	RIS 44067	RTh Clinical Education IV	Kimberlyn Ragazzine

Academic Standards Policy

1. Students are required to achieve a grade of at least a "C" or better in each RIS core course within the program curriculum.
2. If a final grade lower than "C" is earned in any RIS course, the student will be dismissed from the program. Any student who receives a final grade lower than a "C" for a Clinical Education course will result in failure of that course and the student will be dismissed from the program. See KSU undergraduate catalog for information on student probation & dismissal from the university.
3. Students are required to maintain a cumulative grade point average of 2.0 or better for all classes taken at Kent State University.
4. Students are required to maintain a cumulative grade point average of 2.75 or better for all professional level (RIS) coursework.
5. If a student achieves a semester GPA of less than 2.75 in professional level (RIS) coursework, the student will be placed on probation. If a student fails to earn or maintain a cumulative professional level GPA of 2.75 or better for a second semester, the student **WILL** be dismissed from the program.
6. Students who are dismissed for unsuccessfully completing RIS courses in a given semester can request to re-enter the program the next time that course is offered (usually the next year since courses are offered only once a year).
7. Students who request re-entry should refer to the policy on re-entry into the program.
8. Students who are dismissed from the program will be assisted through referral for counseling and guidance in redirecting their program of study.
9. Grading scale for RIS courses:

100 – 94%	A	4.0
93%	A-	3.7
92%	B+	3.3
91 – 86%	B	3.0
85%	B-	2.7
84%	C+	2.3
83 – 78%	C	2.0
77%	C-	1.7
76 %	D+	1.3
75 – 69%	D	1.0
68 and below	F	0.0

Attendance Policy for Radiation Therapy Courses

In addition to the rules and regulations stated in the KSU "catalog" the following will be enforced:

1. Regular and prompt attendance for Radiation Therapy courses is essential for students to meet the educational challenges and accomplish the learning outcomes of the Radiation Therapy program. The following rules apply unless special circumstances exist as reviewed by program faculty. A student can miss **no more than 3 classes** in traditional 15-week RIS lecture courses for fall and spring semesters and **no more than 2 lecture classes** for summer semesters or flexibly scheduled courses meeting less than 15 weeks in any semester. Each absence more than that listed above will drop the final grade by **one** letter unless an extended illness is involved, special circumstances exist, or the student produces a valid excuse such as a physician's note or jury duty appearance documentation. An excuse must be turned in to an instructor within 1 week of the date the student returns to class. If the student fails to do this, the absence will be counted as an unexcused absence. Policy may vary depending on instructor. Course syllabi policy takes precedent.
2. It is the STUDENT'S responsibility to contact the instructor concerning the appropriate time to make up a test. **A student will not be permitted to make up a test during any class time.** A test is to be made up the next class day that the student attends unless special circumstances exist, and the student has made special arrangements with the instructor. The student may be given an alternate test as the make-up test. If the student fails to make special arrangements with the instructor on the returning class day, the student will receive a grade of "0" for that test. The instructor reserves the right to limit the number of make-up exams in a semester.
3. Students who are more than **5 minutes late** for class are considered tardy unless the excuse is approved by a program official. Tardiness more than **3** occurrences for fall and spring semesters will result in a reduction of the grade. Tardiness more than **2** occurrences for summer semester or flexibly scheduled courses in any semester will result in a reduction of the grade.
4. If students leave class early without notification to the instructor, he/she will lose points per the syllabus.
5. These policies are not intended to be punitive but rather to promote professionalism by instilling the importance of being on time.

Reporting Absences from Radiation Therapy Courses:

Students must phone or e-mail the Program Director and/or instructor **BEFORE THE START OF CLASS** that day to report an absence from class by speaking directly to the instructor or by leaving a message on voice mail. Failure to report an absence prior to class will result in a loss of course points per the syllabus.

Shellie Warino:	330-337-4138	E-mail: swarino1@kent.edu
Cyndi Peterson:	330-337-4277	E-mail: clpeters@kent.edu
Kimberlyn Ragazzine:	330-337-4133	E-mail: kkascsak@kent.edu
Patricia Barrett:	216-554-2805	E-mail: pbarret2@kent.edu

Implemented: August 2007 / Reviewed June 2023

Classroom Tardiness:

Due to the progressive nature of the individual courses and the program as a whole, timeliness and punctuality are seen as essential qualities for your chosen profession.

Timeliness is especially important for classes held at the Salem campus. Students must make every effort to be in class prior to the start of the class. All Radiation Therapy classes will begin as scheduled. Those students, without a written physician's excuse or a court excuse, who are more than **5 minutes** late, will be considered tardy. The instructor will record all occasions of tardiness. Please make time allowances for weather and unforeseen circumstances when traveling to campus. Severe weather, as deemed by the faculty, will be considered an excused absence. Also, tardiness pertains to returning to class on time after an assigned classroom break or leaving a class early.

Repeated unexcused tardiness in one semester of classes will result in the following:

- a. A lowered grade will occur if continued unexcused tardiness occurs as per the course syllabus. If the resultant grade is a C- or lower in the Radiation Therapy course, the student will be dismissed from the program.

It is the student's responsibility to obtain material missed in class.

If a student has a tardy occasion that is unexcused during a testing situation, the student will need to make-up the test as coordinated by the course instructor.

Implemented: August 2007 / Revised June 2023

Clinical Education Information

Clinical Education

1. Students enrolled in Clinical Education courses of the Radiation Therapy program are assigned to area hospitals and free-standing clinics that serve as Clinical Education Settings. Program officials decide clinical assignments. On-campus radiation therapy \ courses are scheduled each semester.
2. Students may rotate to other clinical education settings to enhance their education to meet program outcomes. Student rotations may be changed due to unforeseen circumstances. All students will rotate to the Cleveland Clinic Taussig Cancer Center, University Hospitals Seidman Cancer Center at UH Cleveland Medical Center, or UPMC Hillman Cancer Center in Shadyside.

3. Clinical Hours are as follows:

First Year:			
Fall Semester:	15 hours/week	Mondays and Wednesdays:	7.5 hours/day
Spring Semester:	22.5 hours/week	Mondays, Wednesdays, Fridays:	7.5 hours/day
Summer:	22.5 hours/week	Mondays, Wednesdays, Fridays:	7.5 hours/day
Second Year:			
Fall Semester:	22.5 hours/week	Tuesdays, Thursdays, and Fridays:	7.5 hours/day

4. While assigned to the Clinical Education Setting, the student will be rotated through the various areas of the Radiation Therapy Department. Rotation to several clinical sites is necessary to complete the clinical education objectives
5. Clinical rotation assignments take place during daytime hours Mondays through Fridays.
6. Clinical rotation assignments are given to each student prior to the start of each semester and are subject to change.
7. There will be no change in the clinical rotation assignments **without the prior approval of and permission from the Clinical Coordinator.**
8. If the student is not actively engaged in performing procedures in their assigned area, they will assist therapists in other areas. When performing procedures in areas other than the area assigned, the student must inform the Clinical Preceptor and/or the Supervising Therapist of their location.
9. At the close of each clinical rotation, the clinical preceptor or approved therapist will complete an evaluation of the student.
10. Students are required to complete clinical objectives for each clinical rotation assigned
11. The student will evaluate therapists they were assigned to at the completion of the program.

Clinical Education Learning Outcomes

In each semester of the Radiation Therapy program at Kent State University, the student will be enrolled in clinical education that requires attendance in an assigned clinical education setting to:

1. Acquire competency and proficiency in radiation therapy procedures.
2. Observes procedures and equipment at various clinical education settings as scheduled.
3. Complete objectives for each clinical education course, which can be found in the course syllabi distributed at the beginning of each semester.
4. Develop and practice safe habits associated with equipment and accessories in accordance with accepted equipment use.
5. Employ techniques and procedures in accordance with standards in radiation protection practices to minimize exposure to patient, selves and others.
6. Develop and practice appropriate interpersonal relationships with patients, other members of the health care team, families of patients, and others offering or requesting services of the facility, without discrimination.
7. Acquire professional values and develop appreciation for life-long learning.
8. Develop critical thinking and problem-solving skills.
9. Practice ethical conduct and professional behavior always.
10. Respect patient, department, and facility confidentiality in all areas.
11. Be evaluated in the following areas by therapists and clinical preceptors reflecting assessment of the affective, cognitive, and psychomotor domains:
 - Observe and absorb information given
 - Accurately prepare for procedures
 - Correctly follow directions
 - Organize duties efficiently
 - Apply knowledge correctly
 - Practice quality patient care
 - Communicate effectively
 - Accurately perform exams/correct errors
 - Perform in a timely and efficient manner
 - Demonstrate dependability
 - Conduct oneself in a professional manner
 - Use self-direction within capabilities
 - Demonstrate logic and good judgment
 - Consistently cooperate with others
 - Demonstrate self-confidence in abilities
 - Adjusts and handles stressful situations
 - Accept suggestions & constructive criticism

Clinical Education Course Requirements

Semester	Clinical Education Course Requirements	Any day(s) missed whether excused or unexcused	Allotted Personal Day(s)	Clinical Grade Drop For Unexcused Absences*
First Fall	7.5 weeks 15 days 112.5 hours (Clinical Education to begin week 7 of fall semester.) (M, W)	During Finals Week	None	Any unexcused absence
Spring	15 weeks 45 days 337.5 hours (M, W, F)	During Spring Recess/Finals Week	(1) Personal Day	After 1 unexcused absence
Summer	10 weeks 30 days 225 hours (M, W, F)	Prior to end of Summer III	None	After 1 unexcused absence
Second Fall	15 weeks 45 days 337.5 hours (T, Th, W)	Prior to the end of the Fall Semester/Finals Week.	(1) Personal Day	After 1 unexcused absence

***Any absences exceeding this chart, MUST be made up prior to submission of grade.**

Attendance Policy for Clinical Education Courses

Attendance of Clinical Education courses is vital to the success of the student in the Radiation Therapy program. Clinical time permits the student to meet program learning outcomes and to become competent and proficient in the cognitive, affective, and psychomotor domains of learning. The clinical site provides the experience necessary to become a professional in radiation therapy.

1. Clinical Education Course Attendance Requirements (subject to change)

First Year:	Fall	7.5 weeks	2 days/ week	- 15 total days	7.5 hours/day – 112.5 total hours
	Spring	15 weeks	3 days//week	- 45 total days	7.5 hours/day – 337.5 total hours
	Summer	10 weeks	3 days/ week	- 30 total days	7.5 hours/day – 225.0 total hours
Second Year:	Fall	15 weeks	3 days /week	- 45 total days	7.5 hours/day – 337.5 total hours

Clinical hours must not exceed Forty (40) hours/week or 7.5 hours/day. This time does not include the lunch break. The students can request in writing to exceed this time limit to complete course requirements to make up time. This may or may not be approved by the Clinical Coordinator depending on the circumstance. However, a student may not exceed 7.5 hours/day for the purpose of banking time to be taken later. Students are not permitted to alter their clinical schedule to accommodate work, childcare, etc. Students must take a lunch according to the department policy at the clinical education site. Students may not forgo lunch to shorten the clinical day or to complete clinical education requirements. The lunch break must be a minimum of 30 minutes.

Course requirements also dictate that a student rotate through all clinical areas at each site as assigned. Any student who has missed a rotation must make up the hours required in that area such as simulation or clinical assistant, etc. All required clinical competencies must be completed within these rotations. If not, the clinical grade may be lowered.

If a student experiences a change in health (i.e. fracture, surgery, etc.) after he/she begins clinical, then medical documentation will be necessary stating if a student is able to perform at full duty. No student will be permitted at clinical unless he/she can perform at full duty. If full duty is not possible, a conference between program officials will take place to discuss options for completion of clinical assignment. For documented disabilities and pregnancy, please refer to those policies.

2. Absences/Makeup

A student must complete all hours mandated in the clinical course requirements before a grade is assigned. However, a grade of in progress (IP) will only be given in extreme circumstances per University policy. If an IP grade is given, the student may not progress to the next semester until all clinical course requirements are met. If an IP grade is given in the final fall semester, the student may not graduate in fall semester which would delay taking the ARRT examination.

If makeup time is required, it must take place during finals week unless other arrangements are made with the Clinical Coordinator. Students are not permitted to makeup time when the university is closed for Holidays since there is no clinical liability. (Holidays: Christmas/New Year's Holiday Recess, Memorial Day, Juneteenth, 4th of July, Labor Day, Veteran's Day, Thanksgiving recess as followed by the Kent University calendar. Note: some Holidays are not observed on the actual Holiday). The university academic calendar is available at: <https://www.kent.edu/academic-calendar>

3. Tardiness

Students must be at the Clinical Education Setting in their assigned area prior to the start of the assigned clinical time. Timeliness is important at the clinical site and can be a direct indicator of what type of employee a student may become.

Students who report to the assigned area at the Clinical Education Setting 5 minutes after their assigned time (without a written excuse) will be considered tardy. Each time the student is tardy, that amount must be recorded on the student's attendance record. A student must meet the clinical education course requirements to successfully pass the course. The student must meet with the Clinical Preceptor to assure this.

Students are permitted 1 tardy occurrence per 30-day period but no more than 3 occurrences of tardiness during a semester. Repeated unexcused tardiness in one semester will have the following results:

- a. A conference report between the student and the Clinical Coordinator will result in a written warning for the 3rd unexcused occasion of being tardy.
- b. A lowering of the clinical grade if continued unexcused tardiness occurs. For every additional unexcused occurrence of tardiness, the final grade of the course will be lowered one letter grade. If the resultant grade is a C- or lower in the Radiation Therapy course, the student will be dismissed from the program.

4. Bereavement

Students will be granted excused bereavement time not to exceed two days total (either class or clinical time). This applies only to the following family members: spouse, parent, stepparent, in-laws, grandparent, sibling, child, or stepchild. Students may be asked for documentation of confirmed bereavement. Any additional time missed will need to be made up as part of the clinical course requirements.

5. Excessive Absences and the Clinical Education Grade

The Clinical Education course grade will be lowered one whole letter grade for each absence that occurs beyond the designated days as seen on page 40. Absences due to extenuating circumstances are exempt, but the Radiation therapy Program faculty must approve the absence. Again, a grade lower than a "C" in any Radiation Therapy course will result in dismissal from the program.

6. Reporting Absences from the Clinical Education Setting

Students who are unable, for any reason, to report for Clinical Education courses as assigned are required to contact the Clinical Coordinator and the Clinical Education Setting at least one hour prior to their schedule assignment. The student will ensure the Clinical Coordinator received the call off either by phone, email, or text. If the Clinical Coordinator does not reply, contact again. It is the students' responsibility to obtain call off procedure for each assigned clinical site.

Trajecsys

The Trajecsys Report System has been implemented into our Radiation Therapy Program for the purpose of clinical attendance and assessment tracking. This system is an electronic based program that contains the student's competency forms, evaluation forms, experience logs and attendance records to provide program officials with a method by which to regulate student attendance as they rotate through various clinical assignments.

Each enrolled student will be required to pay a non-refundable one-time fee of \$150.00 for usage of this system. Fees are subject to change without notice.

Orientation for this system will be completed prior to attending clinical during the first semester.

Policy

Students are required to document their attendance by clocking in and out via the Trajecsys Report System. This is considered a continuation of each students' professional development and should be treated as reporting to a job. Accurate evaluation and interpretation of student attendance can only be accomplished if students are methodical and precise in their clocking procedures. For this reason, the following guidelines have been established:

1. All student clocking transactions must primarily take place by using designated computers located within the assigned clinical sites which are verified through an approved IP address. (This includes clocking in and out)
 - a. In the event of unattainable access to department computers, students are permitted to clock time via personal mobile devices. If the student uses their mobile device, GPS tracking must be enabled so that the geographical location is recognized.
 - b. Mobile devices should only be used when department computers are inaccessible.
2. Each student must clock in and out with their own username and password. Students are not permitted to clock in and out for each other. Students are issued usernames and passwords for clocking procedures. Any student found guilty of clocking in or out for another student, or having anyone else do so for them, will be considered to have plagiarized and will be subject to disciplinary action or program dismissal.
3. Students have a 15-minute window for clocking clinical time.
 - a. Students are permitted to clock in 10 minutes before the clinical start time at that facility and up to 5 minutes after the scheduled clinic start time. Keep in mind the clinical start time is as indicated on your schedule, not the time you clock in.
 - b. Students arriving later than the 5-minute window are considered tardy.
4. The clinical coordinator will approve the electronic clinical timesheet on a weekly basis.
5. It is the student's responsibility to manually enter a 'Time Exception' into the system with reason and/or stated explanation for any time missed (personal, excused, or unexcused days).
6. If a student consistently fails to properly utilize the time clock system this will influence their clinical grade as stated on the syllabus. Further disregard will result in disciplinary action.

Implemented: June 2023

Extension of a Clinical Education Course

Required Extension of a Clinical Education Course

1. The Radiation Therapy program is a clinical competency and clock hour-based system whereby a student must achieve a set number of competencies/proficiencies and complete the set amount of clock hours assigned per semester.
2. Students achieve clinical competencies depending on their progress, initiative and what competencies are available at the clinical education site assigned. Some students may require additional time in a clinical education course due to:
 - a. Inability to complete the available required competencies/proficiencies by the end of a semester.
 - b. Due to excused absence(s) as deemed necessary by program officials.
3. The Program Director/Clinical Coordinator will decide the length of time for the required extension after consulting with the affiliate Clinical Preceptor/Supervising Therapist at the clinical education site.
4. The student must prove competency/proficiency at the end of the extended time to receive a course grade and proceed to the next clinical education course.

Please Note: if the competencies/proficiencies or clock hours needed are not available at the assigned clinical setting, clinical reassignment will take place.

Student request for an extension of a clinical education course

All requests for extension will be considered on an individual basis.

Students will receive a grade of “In Progress (IP)” until course requirements are met. An IP grade is given only under extreme conditions. The instructor will change the grade to a letter grade when requirements are met.

A student may request an extension of a clinical education course for but not limited to:

- Enhance clinical education skills once a successful course grade has been earned.

Extension of clinical education or the grade of InProgress (IP) will not be granted for competencies/proficiencies not completed or earned during the semester.

To request an extension of a clinical education course the student:

- Must have successfully completed all previous clinical education courses.
- Make the request in writing to the Program Director no later than ten (10) days before the close of the semester involved.

Early Release from a Clinical Education Course

1. The clinical education courses of the Radiation Therapy Program sponsored by Kent State University are completed upon documented achievement of defined objectives and competencies and clinical clock-hour for each clinical education course.
2. Each semester has its own separate required clinical objectives, competencies, and clock to credit hours therefore, students may **not** request early release of a clinical education course.

Travel Expenses

Kent State University Radiation Therapy students will be responsible for providing their own transportation to attend all didactic and clinical education assignments. Costs associated with traveling to the clinical sites may include parking and tolls. These costs are the students' responsibility.

The program and Kent State University is not responsible for any problems that may occur during a field trip or educational outing.

Kent State University radiation therapy program officials are not permitted to drive students at any time during class, clinical hours, or field trips.

Malpractice Insurance

Since 2011, each student has insurance coverage for malpractice prior to assignment to clinical education provided at no cost by the University. Coverage is in effect by the beginning of classes. Coverage is not effective when the university is closed. Students and clinical staff will be provided dates as to when the coverage is not effective.

Clinical Education during Breaks

Students may choose to devote additional time at the clinical education site they are assigned to during the breaks between semesters if university offices are open, according to the company providing professional liability insurance for our students. Here are the parameters of this policy:

- This time is extra time and is not part of the assigned clinical education hours required during each semester. This means students cannot use this as make up time for previous absences nor for future assigned clinical time unless approved by Program Director in writing.
- Students must still follow all the policies within this handbook including the direct and indirect supervision.
- Students will wear their radiation detection badge during the scheduled time.
- Students may perform competencies. Competencies may be used towards graduate ARRT requirements. However, competencies may not be used for any previous or future clinical education courses requirements.
- Students must stay within the scope of practice of a student in the KSU Radiation Therapy program. (Students do not function as radiation therapists).
- Students must provide a schedule of time to be spent at the clinical education site to the Clinical Preceptor and the Clinical Coordinator one week prior to the time scheduled.
- Students are required to document their attendance by clocking in and out via the Trajecsys Report System.
- Students must be present at the clinical site as indicated in their schedule to the Clinical Coordinator. Students will coordinate the area of rotation with the Clinical Coordinator and Clinical Preceptor (i.e., Rx unit, simulation, etc.).

Health Policy and Background Check

1. Students must comply with the required health program of Kent State University and their assigned Clinical Education Setting. Failure to comply with the health program of the Clinical Education Setting is cause for dismissal from the program.
 - a. New students are required to have a negative drug screen report as completed by required labs and uploaded into CastleBranch portal prior to entry into the program. Students with a positive or inconclusive drug screen cannot be assigned to a KSU Salem clinical education site.
 - b. New students are required to have a form completed by their health care provider that they are in good health prior to entry into the program.
 - c. New students are required to submit 2 step TB testing and immunization records prior to entry into the program – Please note the clinical setting may have a minimum time frame of this being done prior to start date. The TB testing is to be renewed annually.
 - d. Clinical sites may require a flu and COVID vaccine documentation during clinical rotation.
2. Students are not employees of the Clinical Education Setting and are not covered by worker's compensation.
3. Students are responsible for their own health insurance coverage. The University does not assume or provide free medical insurance coverage for students in the clinical areas or on campus. Students may purchase health insurance coverage by contacting University Health Services at the Kent Campus. Students are responsible for the payment of all bills incurred if an accident should happen at the campus or clinical site. The Clinical sites may require proof of health insurance.
4. Any illness, communicable disease, or other condition that might affect the health of the student, patients, or staff should be reported immediately to the Program Director/Clinical Coordinator and Clinical Preceptor/Supervising Therapist. The student may be asked to leave the campus or clinical site if the health condition may harm others.
5. New students are required to have Federal & State background checks completed through certified Background prior to entry into the program. Finger printing is responsibility of the student. Results of fingerprinting is uploaded in CastleBranch for approval.
6. A clinical education site may request a drug screen at any time during clinical rotations. Positive drug screen may result in immediate dismissal from the program.
7. The clinical setting may require any or all the background and/or health requirements previously done to be completed prior to clinical placement at their facility.
8. A clinical setting may require additional background and/or health requirements not required by Kent State University for clinical placement prior to clinical placement at their facility.

Communicable Disease Policy

Students entering the program need to be aware, by virtue of clinicals they might be exposed to infectious disease processes, injury, and their inherent risks.

1. Students who are notified of an exposure to a communicable disease while attending clinical education courses must do the following:

- a. Notify the clinical preceptor as soon as possible.
- b. Notify the clinical coordinator as soon as possible who will then notify the program director of the Radiation Therapy program.
- c. Follow the guidelines and protocols set up by the Clinical Education Setting they are attending.
- d. Complete a communicable disease form that will be placed in the student's file in the program director's office.
- e. A student, who is then diagnosed with the communicable disease, must follow part II, as seen below.
- f. A student may be asked to leave the clinical site if it is believed he/she has a communicable disease.

2. Students who are diagnosed with a communicable disease:

- a. Students enrolled in the Radiation Therapy program are required to notify the program director if they are diagnosed with a communicable disease. The student must complete a communicable disease form that will be placed in the student's file in the program director's office.
- b. The student's confidentiality will be protected to a certain degree, mainly to those on a need-to-know basis. This will depend on what the communicable disease is and if it will affect the health and welfare of others.
- c. The Program Director will in turn notify the Clinical Preceptor and they will counsel with the infection control department of the Clinical Education Setting. When necessary, the student will attend a counseling session with the infection control department.
- d. Depending on the severity of the disease and the student's physician, the student may be required to withdraw from the clinical education course and/or the Radiation Therapy program.
- e. Failure to report a communicable disease to the Program Director may result in dismissal from the Radiation Therapy program.

Students must have their own personal health insurance or self-pay to cover any infectious disease processes or injuries occurring during clinical education rotations.

Accidents /Injuries Occurring at the Clinical Education Setting

1. All accidents that occur while at the Clinical Education Setting resulting in personal injury, and/or patient injury, and/or hospital personnel injury, and/or damage to equipment must be reported immediately to the Clinical Preceptor and the Clinical Coordinator. In the event the Clinical Coordinator cannot be reached the Program Director will be notified.
2. The Clinical Coordinator will then report the incident to the Program Director.
3. Students will be required to follow the proper procedure for documenting accidents in the Clinical Education Setting where the incident occurred. (Students should see the Lead therapist/Clinical Preceptor and/or department manager for the proper procedure. Clinical Coordinator must be notified immediately.
4. Kent State University and their affiliated clinical education settings are not responsible for any medical expenses related to disease or injury incurred during the program. In such cases, students are responsible for their own health insurance to cover any medical expenses that may occur unless otherwise stated in policies of an affiliated clinical education setting. Some sites may require proof of coverage.
5. If a student is present or witnesses a misadministration (wrong patient, wrong site, wrong dose) of any kind or any treatment error that requires documentation at that site, the Clinical Coordinator must be notified immediately.
6. While students are attending the clinical education settings, they are not considered KSU employees and as such are not covered under worker's compensation.

Hepatitis "B" Immunization

The Occupational Safety and Health Administration (OSHA) have published standards addressing occupational exposure to blood-borne pathogens. The standards state there is an occupational hazard for health care workers - especially when dealing with blood-borne pathogens such as the **Hepatitis B Virus (HBV)**. The standards require that employers make available the hepatitis B vaccine and vaccination series to employees. The standards cover all employees who may come in contact with blood and infectious materials while working. The standards fail to specifically include students working in health care settings.

Students enrolled in the Radiation Therapy program may encounter contact with blood and infectious material while attending Clinical Education Courses and laboratory courses at an assigned Clinical Education Setting (CES). The students must be aware that they are at risk of contracting the HBV while obtaining clinical experience. The Clinical Education Setting is complying with the OSHA standard by immunizing their employees against HBV; however, students will need to plan for their own immunization if they desire this means of protection.

The Radiation Therapy program **recommends** (but does not require) that you take part in a Hepatitis B immunization program prior to starting clinical education. You may also check with your health department, local hospital, or physician to inquire about the immunization. You may also check with the Clinical Instructor at your assigned Clinical Education Setting to see if the CES is going to provide the immunization. The immunization will include three injections and a blood antibody test.

Documentation of positive titers of HBV or a waiver must be approved in CastleBranch prior to any student beginning clinical assignment.

Cardiopulmonary Resuscitation

Students enrolled in RIS courses are required to hold a current certification in cardiopulmonary resuscitation from the American Heart Association. This certification **must be kept current** for the duration of the program. It is the student's responsibility to renew certification if it has expired.

The level of certification must include:

- American Heart Association: Healthcare Provider BLS (2-year certification)
- **Online CPR courses are not permitted for the performance/skills assessment portion of the CPR**

Students must provide documentation of their CPR certification card to CastleBranch by date established by program officials. Students without the appropriate certification will not be able to be permitted to attend clinical education.

Student Safety Policy

Radiation Protection

The student will follow all policies/procedures concerning radiation protection and monitoring practices.

1. The location of the radiation monitoring device is worn properly at all times when assigned to the clinical setting and follows the clinical setting's policies.
2. Students will notify the Program Director and Clinical Coordinator as soon as possible if there is a declaration of pregnancy by that student.
3. Students who voluntarily declare their pregnancy will follow all program and clinical education site's policies and procedures concerning radiation protection and monitoring during the gestational period.
4. Students will properly utilize all equipment and accessories and employ techniques and procedures in accordance with accepted equipment use and radiation safety practices to minimize radiation exposure to patients, selves and others.
5. Students will perform all treatment and simulation procedures under the DIRECT supervision of a qualified practitioner/radiation therapist.

Other Safety Issues for Students

1. Students will follow all infection control policies and universal precaution policies when in the clinical education setting.
2. Students will not put themselves in jeopardy when treating or simulating a patient that appears threatening or dangerous at the clinical education site. Students should always seek assistance from staff personnel when needed in a threatening situation.
3. Students will seek assistance, if needed, from appropriate personnel (security guard) from the clinical education site when entering or leaving the clinical education site.
4. Students will follow all rules of body mechanics when transporting or moving patients or equipment to prevent any injuries to self, staff, or the patient at the clinical education site or in the lab at the university.
5. Students will adhere to all policies concerning confidentiality of the patient, staff, or facility.
6. Students will adhere to the professional code of ethics for radiation therapists.
7. All students will adhere to the Digest of Rules and Regulations of Kent State University, especially areas concerning student conduct regulations for student behavior that must be followed at the university and the clinical sites.
8. All students are to complete the orientation form of each new clinical site assigned within one (1) week of the start date at the new clinical site. This form is in addition to any mandatory orientation or onboarding mandates required by that facility.

Radiation Monitoring Device Service

1. Students must always wear a radiation monitoring device while attending the clinical education setting. The students may be billed for badges through Kent State University Salem Campus. Approximate cost is \$50 per clinical course (\$200 approximate total cost). It is the responsibility of the student to bring their badge to their assigned clinical education sites each day of attendance. If this device is not worn on each clinical education day, the student may be asked to leave the clinical site. This would be documented as an unexcused absence.
2. The radiation monitoring device is to be worn on the body according to the facility's recommendations and is to be replaced every three months.
3. All radiation monitoring records are kept on file with the Clinical Coordinator. These are made available to the student within 30 days of receipt of the report.
4. The radiation protection officer monitors the records. Dr. Apicella, a radiologist at Salem Regional Medical Center is the radiation safety officer. The Clinical Coordinator shall record each student's reading on a form and keep it in the student's file.
5. All radiation monitoring devices must be returned to the Clinical Coordinator upon completion of the program to receive a passing clinical grade and to have permanent dosimeter readings to forward to future employers.
6. If the radiation monitoring device is lost or becomes damaged, students will be responsible for the replacement cost. Final radiation monitoring device readings are available upon request of the Clinical Coordinator after graduation.

Excessive Reading on Radiation Monitoring Device

If a student has an excessive reading on a report, the following steps should be taken:

1. The student will meet with the radiation protection officer and will provide written verification, if possible, concerning events of the incident(s) when the student received such an exposure, and
2. The Clinical Coordinator and student will confer with the radiation protection officer concerning methods to reduce radiation exposure and the Clinical Coordinator will review these methods with the student.
3. Any student that has received an exposure reading of greater than the allowable limits of 5 rem/year, will be notified and asked to fill out an excessive exposure report. The excessive-exposure report will be sent to the appropriate agency and a copy of the original report will be filed with the radiation monitoring report.

QUARTERLY ALARA (AS LOW AS REASONABLY ACHIEVABLE) THRESHOLD LEVELS

Level I	125 mrem Whole Body	1250 mrem Ring Finger
Level II	375 mrem Whole Body	3750 mrem Ring Finger

SUB THRESHOLD DOSE: 90 mrem

If a sub threshold dose would occur on the quarterly dosimeter reading, the Clinical Coordinator, Program Director, site-specific Clinical Preceptor & Radiation Safety officer would investigate the situation, counsel the student to ensure this would not be repeated.

Pregnancy Policy

If a student does suspect she is pregnant prior to entering or while enrolled in the program, the student has the option of whether to declare the pregnancy or not to declare her pregnancy to program officials. If the student chooses to voluntarily inform officials of the pregnancy, it must be in writing and indicate the expected date of confinement (delivery due date). In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

If the student chooses to disclose the pregnancy, the student must immediately notify the Clinical Coordinator and the Program Director. The student must then sign a witnessed "Attest" form that the appendix to Regulatory Guide 8.13 of the United States Regulatory Commission was read and discussed.

If the student chooses to provide written notice of voluntary declaration, the student can make an informed decision based on the individual needs and preferences. The university offers the following options:

- 1. Continuation in the educational program without modification of the rotation schedule.**
- 2. Voluntary leave of absence from the program.**
- 3. Voluntary written withdrawal of declaration.**

The student who chooses to disclose the pregnancy and continue at the clinical site will be required to purchase and wear an additional dosimeter for fetal dose measurement if the clinical site does not provide a dosimeter for her. The student may or may not have program requirements completed to graduate at the scheduled date. This will be determined on an individual basis by the faculty depending on the student's capacity to complete course requirements.

The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupational exposed women, which are no more than 0.5 rem during the entire gestation, and no more than .05 rem in any month, both with respect to the fetus. It is the policy of the program to instruct all students on radiation protection procedures with respect to the embryo/fetus. Neither Kent State University nor the student's assigned Clinical Education Setting will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

Declaration of Pregnancy: A student may withdraw declaration of pregnancy at any time during the pregnancy. The revocation of pregnancy declaration notifies the program of the student's choice to revoke the previous election to apply federal and/or state radiation dose limits to an embryo/fetus as a condition of the student's radiation related clinical experiences in the program. There is no compulsory obligation to declare the pregnancy.

Quarterly ALARA (AS LOW AS REASONABLY ACHIEVABLE) Threshold Levels:

Level I	125 mrem Whole Body	1250 mrem Ring Finger
Level II	375 mrem Whole Body	3750 mrem Ring Finger

Confidential Information

1. Patient Information

- a. All facility, personnel and patient records are confidential in nature. This includes all medical images, reports, spoken, paper and electronic information. Students shall comply with all federal and state rules and regulations regarding such information, including, but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- b. Requests for information concerning a patient, personnel or the facility should be referred to the Clinical Preceptor or Supervising Therapist. Some clinical sites require that a staff member review any paperwork leaving the clinical site pertaining to any course syllabi objectives. Students are responsible for ensuring that institutional guidelines are being followed pertaining to HIPAA.
- c. Students are expected to maintain confidentiality and practice HIPAA in a professional manner.
- d. Any break in confidentiality by a student will be cause for immediate dismissal from the program. If a student is accused of a confidentiality violation, an investigation will ensue. The grievance policy will be followed.

2. Student Information

- a. Student files at the clinical education setting are confidential and will be kept in a secure location or will be password protected based on Family Educational Rights and Privacy Act (FERPA). Only the Clinical Preceptors/Supervising Therapists/Staff Therapists and Clinical Coordinator have access to these files based on the role that each is accountable for in the evaluation and/or competency process of the student. A student will be able to view only his/her own file.

Clinical Conduct Policy

The following is a list of reasons why a student may be subject to advisement, probation, suspension, or dismissal. The severity of the incident will determine the consequence, and the student has the right to appeal and due process. Students must abide by all rules and regulations of the clinical education setting to which they are assigned.

The student:

- Will report to the clinical assignment in the proper uniform, presenting a professional appearance.
- Will report to the clinical assignment in an alert and rested condition.
- Will be free of any possessions of drugs/alcohol/smoking device while at the clinical site.
- Will not engage in immoral conduct.
- Will not divulge any confidential information concerning the clinical site.
- Will not engage in theft of any articles from the Clinical Education Setting.
- Will not show gross neglect of duty, including negligence or willful inattention or unkind manner toward a patient.
- Will not accept any type of gratuity or "tip" from a patient or a patient's family.
- Will not clock in or otherwise fill in attendance record of another student or staff member.
- Will not study for courses while on clinical assignments.
- Will not falsify records, reports, and/or information.
- Will not fight or instigate a fight at the clinical site.
- Will not use profane or abusive language or engage in any gossiping and/or bullying behaviors
- Will not willfully violate any safety regulations.
- Will not create malicious mischief resulting in injury or destruction of property.
- Will not eat (mints), drink, chew gum, or apply any lip products in the clinical area.
- Will not utilize cell phone or any personal electronic devices in the clinical area.
- Will not utilize any clinical site electronic devices for personal use.
- Will not carry any weapons/firearms to the clinical site even if licensed to carry

Personal Electronic Devices

1. Classroom

The use of electronic devices is not permitted during class, due to the disruptive nature of such equipment.

An exception will be made if a student has a family member who is ill, and the student needs to be notified immediately. The phone must be put in the vibrate/silent mode. The instructor must be notified prior to the class.

2. Clinical Setting

No use of personal electronic devices including Smart Watches is allowed at the clinical setting unless the student is on lunch or break.

Clinical Setting Electronic Devices: No hospital/ clinical facility electronic devices (telephones, computers, printers, fax machines, etc.) are to be used for student's personal or academic use.

Clinical Education Dress Code and Appearance

The student uniform is to be worn by all students in the Radiation Therapy program while in attendance at the Clinical Education setting, unless the assigned area (i.e., surgery) requires something different. Street clothes are not to be worn at the clinical education setting.

This is the minimum dress code requirement. *Clinical sites may require an additional dress code/personal appearance policy that may differ and/or include further criteria that the program does not include. In either case these dress code/appearance policies must be adhered to while the student is assigned to that clinical site.

Required attire:

- Any solid color scrubs.
 - Athletic/Dansko shoes or shoes approved by the Clinical Coordinator (No open heel or open toe).
 - Socks must be worn.
1. Clean and well-pressed scrubs always. Fabric for all uniforms should be of weight and weave so that undergarments are not visible. Only solid shirts under uniforms are permitted. Males are encouraged to wear undershirts under scrubs. Only lab coats/scrub jackets are acceptable to wear over the scrubs. Scrubs should fit so no areas of the body are exposed when lifting, bending, reaching, or leaning forward. **Pants must not drag on the floor.**
 2. Hair clean, neat, and pulled out of the way and under control (no extreme hair accessories) as to not dangle in patient care field; all hair coloring must of natural colors, no extreme colors (no orange, red, pink, blue, etc.); no extreme hairstyles (Mohawks, etc.), as perceived by the Clinical Coordinator or Clinical Education Setting. Males: beards and mustaches are permitted if neatly trimmed.
 3. Nails must be clean and neat. No chipped nail polishes. Artificial nails are not permitted.
 4. Make-up must be in moderation.
 5. Fragrance: No fragrance can be used since it may be offensive to patients and staff. No evidence of tobacco use should be noted on the students. An effective unscented deodorant is recommended.
 6. Identification badges and radiation dosimetry badges must always be worn.
 7. Jewelry:
 - a. Earrings: no more than the appearance of 4 small earrings or studs may be worn in each ear.
 - b. No large or dangling earrings, hoops must be small (no larger than a quarter or 1 inch in diameter).
 - c. No ear cuffs, jackets, industrial ear bars, or ear climbers. Ear gauges must have solid, skin-colored plugs in place.
 - d. The appearance of having 2 earrings in each ear is allowed no matter the type of ear adornment.
 - e. Piercings/Transdermal Implants: No visible body piercings/implants, and/or studs including tongue. Single nose stud is permitted unless otherwise specified at the clinical site.
 - f. Rings: No more than 2 rings/hand.
 - g. A watch and 1 small necklace are permitted.
 - h. Smart watches may or may not be permitted in the clinical setting.
 8. Tattoos: Students are required to verify tattoo policy with the Administration at the clinical site assigned.
 9. All students will be required to follow the dress code: any student with inappropriate appearance will be asked to leave the Clinical Education Setting. Repeated violations of the dress code will warrant appropriate disciplinary action.

Implemented: August 2007 / Revised August 2023

Clinical Supervision of Students Policy

During the clinical education courses of the program, all students are under direct supervision even once a student achieves and documents competency of a given procedure. The only area where a student may be supervised by indirect supervision once competency is achieved is the block room.

1. DIRECT SUPERVISION requires that:

- a. A qualified practitioner/radiation therapist reviews the procedure in relation to the student's achievement and evaluates the patient's condition in relation to the student's knowledge.
- b. A qualified practitioner (e.g., registered radiation therapist, credentialed medical physicist, licensed radiation oncologist) be present during all aspects of the radiation therapy procedure, and reviews and approves the procedure. This would include entry/exit of the treatment/simulation room during a procedure.

2. INDIRECT SUPERVISION requires that:

- a. Supervision is provided by a qualified practitioner (e.g., registered radiation therapist, credentialed medical physicist, licensed radiation oncologist) who is immediately available to assist students regardless of the level of student achievement. Immediate assistance means that a qualified practitioner is present in the room adjacent to where the procedure is being performed.

As per the JRCERT Standard 5.4:

The program assures that all radiation therapy procedures are performed under the direct supervision of a qualified practitioner.

Explanation:

Appropriate supervision assures patient safety and proper educational practices. The program must develop and publish supervision policies that clearly delineate its expectations of students, clinical preceptors, and clinical staff.

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.

Supervision of students over closed-circuit monitor(s) is not acceptable.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiation Therapy:

<https://www.jrcert.org/wp-content/uploads/Documents/Resources/Standards-PDFs/2021-Radiation-Therapy-Standards.pdf>

Evaluation Process

Evaluations will be done via Trajecsyst[®] or hard copy format.

1. Evaluations by the student:

a. **Clinical Education Setting**

Students will evaluate the Clinical Education Settings to which they are assigned at the completion of the program.

b. **Clinical Preceptor**

Students will evaluate the Clinical Preceptors at the completion of the program.

c. **Clinical Coordinator**

Students will evaluate the Clinical Coordinator at the completion of spring semester.

d. **Course Instructor**

(KSU Student Survey of Instruction SSI) Students will evaluate the instructor and course at the course completion each semester. The SSI is available via the Canvas course link.

e. **Exit Evaluation**

Students will evaluate the program at the completion of the program.

2. Graduate Survey Evaluation:

Approximately 6-12 months after graduation, Kent State University will contact the graduate and conduct the Graduate Satisfaction Survey. The purpose is for the graduate to evaluate the radiation therapy program after the student has graduated and gone on to employment or additional schooling. The survey is used to assess outcomes of the program in determining its effectiveness and to search for information that could lead to programmatic improvement. The graduates will also be asked to supply contact information on their employers.

3. Evaluations to assess student progress:

a. **Clinical Preceptor(s) Evaluation**

The Clinical Preceptor/Supervising Therapist will evaluate the student after the completion of each assigned treatment machine, simulation, and assigned observation rotation each semester. These evaluations are weighted as indicated by the syllabus as part of the clinical education grade.

b. **Clinical Coordinator**

The Clinical Coordinator will provide documented feedback within 2 working days after each clinical visit during the semester.

c. **ARRT Mandated Competency Documentation**

Clinical competency documentation by the Clinical Preceptor/Supervising Therapist will be completed for each of the mandatory ARRT required competencies. Competency documentation is based on a pass/fail system. However, a minimum number of competencies must be performed each semester or there will be an automatic reduction of points in the clinical grade. See clinical education syllabi.

d. **Competency Checklist**

A progress chart will be kept by the clinical coordinator and student, so the student is aware of the required competencies to graduate and successfully complete the program.

e. **Employer satisfaction survey**

Once the employers' contact information is received, the employer satisfaction survey will be conducted. The survey by the employer will evaluate the graduate's skills six-twelve months after employment. The purpose of this survey to the employer is to help the program determine its effectiveness from the employer's perspective. Information from this survey is to provide data necessary for continuous program improvement.

Clinical Experience Records

Students are required to maintain documentation of his/her clinical experience. See clinical syllabi. This documentation is part of the students' clinical radiation therapy course folder and is part of the clinical education grade. The student will be responsible for the completion of this documentation at the appropriate time intervals. These records may be used to determine student placement at clinical sites for the summer and second fall semesters.

Social Media Communications Policy

To promote professionalism of students enrolled in the RIS Programs at Kent State University – Salem, students shall NOT post/share ANYTHING pertaining to the clinical assignment while enrolled in their respective programs. **No one** including patients, patients' family, support system, or clinical staff CAN override this policy by granting the student permission to post anything pertaining to the clinical site on social media.

Any student found to have violated this policy, may be dismissed from the RIS program. If not dismissed, other disciplinary action may be taken with the student. A clinical site also has the right to dismiss a student from their site for such an offence and the program would have to place the student at a different site if there is one available. If there is not, the student would have to drop from the program and may be placed again the following year depending on the severity of the offense.

Any of the above mentioned, may be a violation of HIPAA.

For further information on HIPAA:

<https://www.hhs.gov/hipaa/index.html>

<https://cphs.berkeley.edu/hipaa/hipaa18.html>

Professional Considerations:

- It is strongly advised that students maintain professional relationships with patients, patients' family, support system, clinical staff, and KSU faculty/staff during the program. However, having social media connections with the previously mentioned during the program is highly discouraged.
- Social media connections with classmates are encouraged in a professional manner
- LinkedIn is a recommended professional networking site by KSU.

For more information see KSU website on social media and LinkedIn

<https://www.kent.edu/career/social-networking>

Student Employment

Recommendation of Student Employment outside of Radiation Therapy:

- Students must exercise judgment in the number of hours of employment they work during the program as their education may be jeopardized by excessive hours of employment. A general recommendation is that students work no more than 20 -24 hours per week.
- Work schedules must not conflict with the program curriculum.

Student Employment in an area of Radiation Therapy:

- On occasion, students may be employed within a radiation therapy department after their clinical hours during the KSU break. If this situation occurs, students should be aware that they cannot directly help with patients during simulation, treatment, or radioactive implants due to Ohio licensure laws. For further information contact: www.odh.ohio.gov

Clinical Education Experience as a student in the Radiation Therapy program:

- Students will not receive monetary compensation for clinical education experience in the Radiation Therapy Department.

University Policies

Unlawful Discrimination/Harassment/Emergency Plan

1. This policy sets forth the expectations and responsibilities for maintaining an educational and employment environment free of unlawful discrimination and harassment. This policy prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran. Harassment directed toward an individual or a group, through any means, including electronic, and based on any of these categories is a form of unlawful discrimination. The university encourages an atmosphere in which the diversity of its members is understood and appreciated, free of discrimination and harassment based on the above categories. Thus, all members of the university are expected to join in creating a positive atmosphere in which individuals can learn and work in an environment that is respectful and supportive of the dignity of all individuals.
2. It is the policy of the university to
 - a. Apply the federal and state definitions of unlawful discrimination and harassment in implementing this policy.
 - b. Communicate that unlawful discrimination and harassment are unacceptable and will not be tolerated.
 - c. Educate the university community regarding individual rights with regard to unlawful discrimination and harassment.
 - d. Investigate alleged incidents that are reported in the appropriate manner.
3. This policy is intended to promote the university's commitment to equal opportunity and diversity. It is not intended to censor first amendment right to express ideas and opinions on any topic provided that expression is not in the form of unlawful discrimination or harassment.
4. In accordance with all applicable state and federal laws including, but not limited to, the Civil Rights Act of 1964 and its amendments, this policy shall apply to all university programs and services including, but not limited to, the following: recruiting, admission, access to programs, financial aid, classroom instruction, academic progress/grading, and social, recreational and health programs.
5. In accordance with all applicable state and federal laws including, but not limited to, Title VII of the Civil Rights Act in employment this policy shall apply to, but not necessarily be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training.
6. The "office of equal opportunity/affirmative action", or "EO/AA", is the university department responsible for administering this policy. The office is located within the division of human resources.
7. Kent state university prohibits retaliation against any individual who makes a complaint of unlawful harassment. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be subject to retaliation. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately reported to the equal opportunity/affirmative action office.

Please proceed to the following website to view specific details of the policy:

<https://www.kent.edu/policyreg/university-policy-regarding-unlawful-discrimination-and-harassment>

The program's Technical Standards are essential requirements of the program for certification and licensure and are not an area of discrimination.

KSU's Emergency Management Plan: <https://www.kent.edu/facultyhandbook/additional-policies>

Implemented: August 2014 / Reviewed June 2023

Sexual Harassment

The EEOC defines sexual harassment as:

1. Unwelcome gender bias, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance.
 - Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creates an intimidating, hostile or offensive working environment, academic or university-based living environment.
2. Verbal and/or physical behavior includes, but is not limited to sexually explicit jokes, insults, taunts, obscene gestures, embracing, touching, pictorial and written communications, electronic communication including email, and unwelcome embracing and touching.

For more information:

<https://www.kent.edu/kent/news/title-ix-raise-red-flag-prevent-discrimination-sexual-harassment-or-assault>

Students will also follow the sexual harassment policies of the clinical education setting of which they are attending.

Student Accessibility Services (SAS)

Student Accessibility Services (SAS) strives to create accessible and inclusive experiences for students with all types of disabilities as they learn, live, and work at Kent State University. We view disability as the intersection of the environment and an impairment. Disability in a higher education environment is a complex, evolving concept that involves considering physical structures, classroom and learning environments, and social and interpersonal activities. The accommodations and services we provide in SAS are intended to alleviate known barriers for college students. We also encourage proactive accessibility by considering possible barriers for all individuals with obvious or invisible disabilities. At Kent State University, Flashes take care of Flashes, and creating an inclusive environment is everyone's responsibility.

Mission

SAS provides access and support by removing barriers and empowering students through education, collaboration, and advocacy.

Vision

To advance the holistic success of students with disabilities by creating intentionally designed physical, educational, and interpersonal experiences.

Please note, you must first verify your eligibility through Student Accessibility Services.
(Contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures).

- To inquire about appropriate accommodations, please contact:

Danielle Baker-Rose

Disabilities Specialist - NE

Phone: 330-337-4214

Email: dbaker13@kent.edu

Office location: 107B Academic Center

[SAS at Salem](#)

Physical address of Kent State University at Salem:

2491 St. Rt. 45 South

Salem, OH 44460

Guidance Policy

Kent State University provides academic advising to prospective students and enrolled students. If a service required by the student is beyond the scope or ability of Radiation Therapy faculty, referral services may be recommended for professional counseling.

Kent State University Salem Campus Counseling and Wellness Services for Students:

- individual and group counseling
- educational workshops and Campus events
- referrals to Community Resources
- coordination with other student support offices as needed
- walk-in and scheduled services available - free of charge
- self-serve information available 24 hours a day
- E-mail access for appointment scheduling.

Some Reasons for Counseling:

- feeling overwhelmed, stressed out
- balancing school, work and family/parenting
- worry, fear, anxiousness, shyness
- sadness, moodiness, irritability
- anger, conflict
- difficulty dealing with grief or any type of loss
- relationship, parenting, family and/or work issues
- procrastination, perfectionism
- test anxiety
- self-injury, suicidal thoughts self-esteem issues
- poor time management and/or organization skills
- build communication skills, self-esteem, confidence
- addictions (gambling, spending, gaming, etc.)
- alcohol or drug concerns (misuse, abuse)
- bullying
- sexual identity
- concerns about life after graduation

Counseling Location: <https://www.kent.edu/caps/salem-campus>

E-mail: counselingcolumbianaco@kent.edu

Phone: (330) 337-4287

Implemented: August 2007 / Revised June 2023

Cheating/Plagiarism

Kent State University Administrative Policy 3-01.8

1. Purpose. Students enrolled in the university, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; and cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied.
2. Definitions. As used in this rule:
 1. "Cheat" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to:
 - a. Obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use;
 - b. Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted;
 - c. Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor;
 - d. Securing, giving or exchanging information during examinations;
 - e. Presenting data or other material gathered by another person or group as one's own;
 - f. Falsifying experimental data or information;
 - g. Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;
 - h. Cooperating with another to do one or more of the above; and
 - i. Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - j. Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.
 2. "Plagiarize" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarize includes, but is not limited to:
 - a. The copying of words, sentences and paragraphs directly from the work of another without proper credit;
 - b. The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and
 - c. The presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.
 1. Campus access restrictions
 2. Other as deemed appropriate through the disciplinary process

Policy Effective Date: Mar. 01, 2015

Please review the remainder of the KSU Administrative Policy intent, sanctions, procedures and appeals on the website at:

<http://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism>

Implemented: August 2007 / Reviewed June 2023

Inclement Weather/Emergencies/Disasters

If the Salem campus is closed or classes are cancelled for any reason, students are not to report to the clinical education unless instructed to do so by program officials. Clarification of liability insurance must be verified.

1. If Kent State University Salem Campus closes due to inclement weather or due to an emergency or a disaster, an announcement will be made as early as possible on FLASH ALERTS and/or on the Kent State web <http://www.kent.edu/advisory>
2. When Kent Salem Campus classes are canceled, clinical education is also canceled, and radiation therapy program officials will notify the Clinical Education Settings.
3. During times of inclement weather, emergencies or disasters, (as declared by a government official, campus dean, university official, and/or the Clinical Education Settings) the student will not be charged for an absence and will not have to make up the clinical day. Any scheduled class exams would be postponed.
4. If the student does not attend clinical education due to weather when the Kent Salem Campus is open and operating normally, then the clinical day must make up that day to meet course requirements. Documentation of attendance will be maintained by the Clinical Coordinator.
5. If the student does not attend class when Kent State Salem Campus is open and operating normally, then the class day is counted as an absence and the student is responsible to obtain any notes missed that day and/or make up any exams that are missed. Documentation of attendance will be maintained by the course instructor.
6. If a student is at the clinical setting when the announcement is made of campus closure or classes cancelled clinical coordinator and/or program director will advise the students and/or clinical staff as to whether students are excused from clinical assignment for that given day.

Covid-19 Information

COVID19 Safety Principles

Coronavirus Updates Kent State University:

The most updated information regarding COVID 19 and Kent State University can be found at:

<https://www.kent.edu/coronavirus#:~:text=%E2%80%8BFace%20coverings%20are%20required,and%20locations%20based%20on%20county>.

[Coronavirus Updates | Kent State University](#)

Program Specific:

- Documentation of COVID vaccine compliance/waiver must be uploaded and approved via CastleBranch.
- Clinical sites may differ on vaccine requirements. Therefore, the student may be responsible for supplying required documentation needed for each clinical education setting the student is assigned.
- If the vaccine requirement cannot be met for the assigned clinical site by the student, the program may or may not be able to accommodate the student for clinical placement and/or ARRT requirements needed to graduate from the program.

MR Screening Information

Kent State University Salem Campus – Radiation Therapy Program MR Screening Form

You have the potential to be exposed to MR (magnetic resonance) which utilizes strong magnetic fields during the program. If you have any of the following conditions, your health and safety may be in danger.

Name: _____

If you have any of the following:

Pacemaker/Pacing wires	Gunshot wounds, metal fragments
Heart Surgeries: Stents	Urinary implant, penile implant
Aneurysm Clips (Inside head or abdomen)	IUD
Brain surgery	Wig, weave, hairpiece
Electronic stimulator, pump, defibrillator, Tens unit	Body piercing, permanent make-up, tattoo
Stent, filter, port, catheter, and shunt	Implants in eye
Transdermal patches with metal backing	Implants in ear
Known or possible metal in eyes <i>in your lifetime</i>	Hearing aids
Mesh, wire sutures, staples, rods, plates, pins, screws	Dentures, partials, braces, or retainers
Prosthetic devices	

Please inform the MR technologist. The above listed items may pose a health/safety hazard and may need removed prior to entering the MR room.

Before entering the MR environment/room, you must remove all metallic objects. Please consult the MR technologist if you have any questions/concerns before you enter the MR system room.

Students need to inform radiation therapy program officials of any health screening status changes throughout the program.

By signing this form, I have viewed the safety MR videos in the clinical education course. In addition, I have read the MR Screening Form and understand there may be a health/safety hazard and I will inform the MR technologist/radiation therapy faculty or staff prior to any observation in MR.

Student Name (Printed)

Student Signature

Date

Student Acknowledgement

Agreement of Policies

I understand the policies and procedures that have been presented in the Student Handbook of the Radiation Therapy program at Kent State University and I agree to abide by them. Students must also adhere to policies at their assigned clinical education site. Any violation of these policies may lead to probation, suspension, or dismissal. I also understand that these policies may be changed, with notice, if necessary, by the Radiation Therapy program officials.

Student Signature

Date

Program Director Signature

Date

Clinical Coordinator Signature

Date