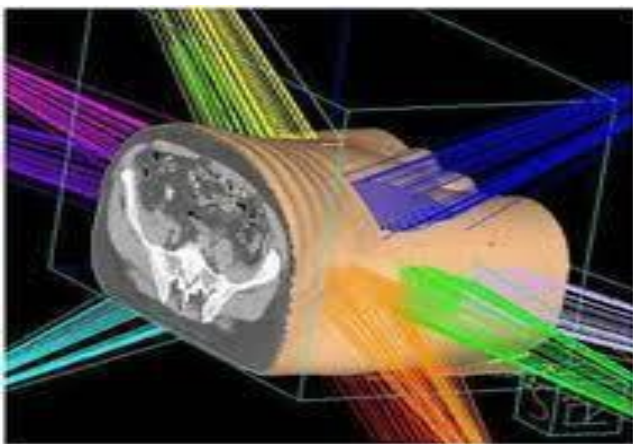


RADIATION THERAPY STUDENT HANDBOOK



INTRODUCTION	4
CONTACT INFORMATION	4
MISSION STATEMENT AND GOALS /NCC ASSESSMENT PLAN	5
JRCERT PROGRAMMATIC ASSESSMENT PLAN/JRCERT DATA	6-7
THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS	8
EDUCATION REQUIREMENTS FOR RADIATION THERAPY CERTIFICATION AND REGISTRATION	8
ETHICS REQUIREMENTS FOR RADIATION THERAPY CERTIFICATION AND REGISTRATION	9
PROFESSIONAL SOCIETIES	9-10
THE SPONSORING INSTITUTION	10
NON- DISCRIMINATION	10-11
ADVISEMENT	12
PROFESSIONALISM & DISHONESTY	12
CONDUCT	13
CONFIDENTIAL PATIENT INFORMATION	13
SMOKE FREE/TOBACCO-FREE ENVIRONMENT	14
ALCOHOLIC BEVERAGES	14
DRUG POLICY	14
BIAS, DISCRIMINATION & SEXUAL HARASSMENT POLICIES	14
WORKPLACE HAZARD	15
INFECTIOUS DISEASE POLICY	15
EMERGENCY PROCEDURES AND SAFETY	16

DISABILITY STATEMENT	17
CELLULAR AND PERSONAL ELECTRONIC DEVICE USAGE POLICY	17
PARKING	18
COURSE REQUIREMENTS, GRADES & GRADUATION REQUIREMENTS	18
READMISSION	19
ASSIGNMENT TO AFFILIATING CLINICS AND HOSPITALS	19
MALPRACTICE INSURANCE	19
CRIMINAL BACKGROUND CHECK and DRUG TESTING	19-20
HEALTH FORMS/ COVID INFORMATION	20-21
DIRECT SUPERVISION OF STUDENTS	23
CLINICAL EDUCATIONAL HOURS	23
ACCRUING EXTRA TIME	24
ATTENDANCE AND PUNCTUALITY	25
MAKE UP DAYS	26
SEVERE WEATHER	26
ATTIRE	27
PHYSICS AND NURSING ROTATION ATTIRE	27
REQUIRED ACCESSORIES	27
PROFESSIONAL APPEARANCE	27
PREGNANCY POLICY	28
RADIATION MONITORING	29
GRIEVANCE POLICY	29-30
STUDENT SERVICES	31
EVALUATION AND ASSESSMENT	31

CERTIFICATION ELIGIBILITY	32
LICENSURE & EMPLOYMENT IN NEW YORK STATE	32
PROGRAMS OF STUDY-OTHER STATES	33-34
COURSE CATALOGUE EXCERPT	35
PROGRAM CURRICULUM	36-37
COURSE DESCRIPTIONS/ACADEMIC CALENDAR	38
CLINICAL SITES	
AGREEMENT TO ADHERE TO THE PROGRAMS POLICIES AND PROCEDURES FORM	39

INTRODUCTION

The following general information regarding policies, procedures, and regulations has been prepared for the student entering the Radiation Therapy Program at Nassau Community College. It contains information specific to students in the Radiation Therapy Program.

Students are responsible to abide by all Nassau Community College policies and procedures available at <http://collegecatalog.ncc.edu/current/policiesandprocedures/> and abide by the Student Code of Conduct in the Nassau Community College catalog, at <http://collegecatalog.ncc.edu/current/> .

This handbook contains extremely important information, it is the student's responsibility to become familiar with the contents.

Any questions or concerns relating to the information in this handbook or the Radiation Therapy program at Nassau Community College can be addressed to the Program Director or Clinical Coordinator.

CONTACTS

Program Director:

Nikoleta Naparstek
Nikoleta.Naparstek@ncc.edu

Clinical Coordinator:

Kenneth Satchwill
Kenneth.Satchwill@ncc.edu

Instructor:

Joseph Causarano
Joseph.Causarano@ncc.edu

Department Chair of Allied Health Science:

Salvatore Masi
Salvatore.Masi@ncc.edu

Dean of Allied Health Science:

Dawn DiStefano
Dawn.DiStefano@ncc.edu

MISSION STATEMENT AND GOALS

Mission Statement: The Radiation Therapy Program is a component of the Allied Health Sciences Department at Nassau Community College. It is dedicated to providing low cost, high quality education to prepare graduates for positions as entry level radiation therapists who possess the necessary knowledge and skills to deliver prescribed treatments safely and competently.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

- In fulfillment of this Mission, the Radiation Therapy Program at Nassau Community College upholds the following:

Institutional Goals and Outcomes

Goal 1: Students will be Academically and Clinically competent Radiation Therapists.

- Students will demonstrate Academic Competency
 - Students pass the ARRT national Registry credentialing exam
 - Student program wide completion of required didactic courses
- Students will demonstrate Clinical Competency
 - Student completion of required Clinical Competency Logs
 - Student completion of Advanced Skills Modules
 - Student completion of final Clinical Course in program
 - Students practice Radiation Safety skills with patients, staff, and self

Goal 2 : Students will exhibit Professionalism as members of the healthcare team including ethical, compassionate and culturally competent patient care, and pursue Lifelong Learning.

- Students will exhibit Professional by clinical demonstration of culturally competent patient care
 - Student monthly Behavioral Skills evaluations verify competency
 - Students understand the principles of Cultural Competency and Global Diversity in patient care
- Students will understand the value of life-long learning
 - Graduates maintain Registered Radiation Therapist status

Goal 3: Students will demonstrate effective Critical Thinking Skills necessary to become Radiation Therapists who function independently within their scope of practice.

- Students demonstrate correct interpretation and application of patient treatment plans
 - Successful completion of Module I, Interpretation of Treatment Plans/Instructions
- Students successfully complete senior summer rotations: VERT Lab and Physics
 - Successful completion of senior summer VERT rotation
 - Successful completion of senior summer Physics Rotation

Goal 4: Students will demonstrate the communication skills necessary for proper job performance.

- Students demonstrate competent Oral Communication skills
 - Successful student group oral Patient Case Presentations
- Students demonstrate competent written communication skills
 - Submission and receipt of passing grade on Student Research Paper

JRCERT PROGRAMMATIC ASSESSMENT PLAN

Goal I- Students will demonstrate Clinical Competency.

Student Learning Outcomes

1. Students will perform accurate treatment delivery
2. Students will demonstrate advanced skills in the clinical setting

Goal II- Students will exhibit/understand Professionalism as members of the Healthcare Team

Student Learning Outcomes

1. Students will demonstrate appropriate behavior in the clinical setting
2. Students will demonstrate ability to work with a team in the clinical setting

Goal III- Students will develop and apply effective Critical Thinking Skills.

Student Learning Outcomes

1. Students will recognize/resolve discrepancies in patient Simulations
2. Students will adjust treatment parameters based on imaging

Goal IV- Students will demonstrate the Communication Skills necessary for proper job performance.

Student Learning Outcomes

1. Students will demonstrate competent written communication skills
2. Students will demonstrate competent oral communication skills

The purpose of Radiation Therapy Program at Nassau Community College is to fulfill its mission and goals through the completion of stated outcomes. The student has the responsibility to make the most of these educational experiences, and once accepted, is obligated to abide by the policies and procedures of Nassau Community College and the Radiation Therapy Program.

JRCERT PROGRAM ACCREDITATION

The Radiation Therapy Program at Nassau Community College program is accredited by the Joint Review Committee on Education in Radiologic Technology. (JRCERT).

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

The JRCERT promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

The Joint Review Committee on Education assures quality and sets standards in education. The higher education community in the United States has become dependent upon accreditation as the primary vehicle for assuring the quality of educational institutions and programs. The JRCERT believes programmatic accreditation to be the optimal method to determine whether higher education in radiography, radiation therapy, magnetic resonance, and medical dosimetry, is of sufficient quality to provide the knowledge, skills, and professional attributes needed by graduates to meet the needs of the communities they will serve.

With JRCERT accreditation, the quality of educational programs is measured against compliance with standards established by the profession. It is important for students to become familiar with the JRCERT standards.

A copy of the Standards for an Accredited Educational Program in Radiation Therapy is available online (<http://www.jrcert.org/programs-faculty/jrcert-standards/>) and from the program director.

JRCERT accreditation assures fair, ethical, and equitable treatment of students, faculty, and staff. Additionally, JRCERT accreditation provides assurance that students are supervised and instructed in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize the potentially harmful effects of radiation exposure to patients, selves, and others.

In addition, programmatic accreditation:

- Establishes the student capacity of programs based upon the availability of resources.
- Assures well-structured, competency-based curricula developed by the American Society of Radiologic Technologists (ASRT) and the American Association of Medical Dosimetrists (AAMD) with input from the profession.
- Assures compliance with state/federal safety regulations.
- Encourages programs to assess student learning and continually strive for program improvement.
- Ensures that graduates of JRCERT-accredited programs are eligible for employment in all 50 states and in federal facilities (VA, etc.).

In an effort to demonstrate transparency and accountability to the public, the JRCERT publishes program effectiveness data - program completion rates, credentialing examination pass rates, and job placement rates for all accredited programs. The data can be found at www.jrcert.org, Students Tab, Program Effectiveness Data. This can also be found on the Nassau Community College Radiation Therapy Program Web page:

<https://www.ncc.edu/programsandcourses/academicdepartments/alliedhealthsciences/radiationtherapy/>

The student has the right to report program infractions to the JRCERT:

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-2901
Phone: (312) 704-5300
E- mail: mail@jrcert.org

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS:

The American Registry of Radiologic Technologists (ARRT) is the world's largest organization offering credentials in medical imaging, interventional procedures, and radiation therapy. They certify and register technologists in a range of disciplines by overseeing and administering education, ethics, and examination requirements. Their mission is to promote high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy.

In support of this mission, the ARRT

- Adopts and upholds standards for educational preparation for entry into the profession
- Adopts and upholds standards of professional behavior consistent with the level of responsibility required by professional practice
- Develops and administers examinations that assess the knowledge and skills underlying the intelligent performance of the tasks typically required by professional practice in the discipline

In addition to offering initial recognition, ARRT provides a way to recognize individuals who continue to demonstrate their qualifications by adhering to the standards of professional behavior and by complying with continuing education requirements. The ARRT is involved in state and federal advocacy efforts. Their governmental work focuses on issues that promotes patient safety and protect the value of the profession.

The purpose of ARRT certification and registration in Radiation Therapy is to recognize individuals who are qualified to perform the role of a radiation therapist. In order to earn ARRT certification and registration, individuals need to meet three requirements ([education](#), [ethics](#), and [examination](#)).

Education Requirements for Radiation Therapy Certification and Registration

In order to meet the education requirement for the primary pathway, you must have:

- Earned an Associate's degree or higher
- Completed an ARRT-approved educational program in the same discipline you are pursuing

Ethics Requirements for Radiation Therapy Certification and Registration

The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

The Standards of Ethics is listed on the ARRT website at: https://www.arrt.org/docs/default-source/governing-documents/arrt-standards-of-ethics.pdf?sfvrsn=c79e02fc_24

Additionally, candidates for certification and registration are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT), as well as any honor code violations that may have occurred while they attended school. Candidates may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program.

The ARRT maintains a registry of certified technologists in all disciplines of Radiologic Technology. For information on the ARRT and other eligibility requirements, contact the agency at:

ARRT

1255 Northland Drive

St. Paul, MN 55120

(651) 687-0048 OR <http://www.arrt.org>

Examination Requirements for Radiation Therapy Certification and Registration

The final step to becoming certified and registered with the ARRT is to take an examination in your discipline. The ARRT exam measures your knowledge of the daily tasks that an entry-level technologist performs. The challenging, yet fair. They're created with help from industry experts around the country, including Registered Technologists (R.T.s) in your desired discipline.

Most states have licensing laws covering the practice of radiologic technology. In those states, you must obtain a state license before you can work as a radiologic technologist. Some, but not all, states require you to be certified and registered through the ARRT before you can obtain a state license. Earning an ARRT credential doesn't necessarily mean you are eligible to work in a particular state, applying for licensure may be necessary. Many states use ARRT credentials when making licensing decisions.

PROFESSIONAL SOCIETIES

Students may join the AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT) www.asrt.org

The American Society of Radiologic Technologists is the premier professional association of people working in medical imaging and radiation therapy. The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care. The ASRT's position is to determine the practice standards and scopes of practice for medical imaging and radiation therapy professionals. The practice standards emphasize the importance of an individual

being educationally prepared and clinically competent to practice in the profession of medical imaging and radiation therapy.

Only medical imaging and radiation therapy professionals who have completed the appropriate education and obtained certification(s) as outlined in the ASRT standards should perform radiation therapy procedures. Radiation therapists prepare for their roles on the interdisciplinary team by successfully completing a program in radiation therapy that is programmatically accredited or part of an institution that is regionally accredited, and by attaining appropriate primary certification from the ARRT. Those passing the ARRT radiation therapy examination use the credential R.T.(T).

The ASRT maintains its headquarters at:

**American Society of
Radiologic
Technologists**

15000 Central Ave. SE

Albuquerque, NM

87123-3909

[800-444-2778](tel:8004442778)

[505-298-4500](tel:5052984500)

505-298-5063 (fax)

memberservices@asrt.org

The Practice Standards for Radiation Therapy is located on the ASRT website at:

<https://www.asrt.org/main/standards-regulations>.

The Sponsoring Institution

Nassau Community College sponsors the radiation therapy program. Nassau Community College is a member of the State University of New York and is accredited by the Middle States Association of Colleges and Schools. Nassau Community is a comprehensive full opportunity College, open to all qualified applicants. All program functions, including administrative structure, organizational structure, didactic and clinical instruction as well as clerical support services are coordinated by Nassau Community College faculty and staff.

NON- DISCRIMINATION

Nassau Community College is committed toward ensuring that all students are given equal opportunity to participate in its educational programs without regard to their race, national origin, ethnic background, gender, sexual orientation, religion, disability, age, veteran status, or marital status

<https://collegecatalog.ncc.edu/current/index.pdf> If the student has a question/concern about discrimination, he/she may contact The College's Office of Affirmative Action and Diversity which is dedicated toward ensuring that the College is in compliance with all federal and state laws and regulations that prohibit discrimination and encourage equal opportunity and treatment. This is including, but not limited to: Title VII of the Civil Rights Act of 1964; Title IX of Educational Amendments of 1972; Age Discrimination Act in Employment of 1967; Americans with Disabilities Act; Americans with Disabilities Act Amendments of 2008; Section 504 of the Rehabilitation Act of 1973, and the New York State Human Rights Law. The Affirmative Action Office also ensures that the College community is in compliance with its internal policies on Sexual

Harassment, Bias and Discrimination, as well as the Complaint Procedures for Review of Allegations of Discrimination/Harassment (all of which are available on the College website, as well as at the Affirmative Action Office), and conducts investigations into allegations of sexual harassment, bias and discrimination brought by members of the College community.

Any questions concerning the College's policies on sexual harassment, bias and discrimination, as well as any allegations of noncompliance should be directed to:

Affirmative Action Officer
818 Administrative Tower
Nassau Community College
One Education Drive
Garden City, NY 11530-6793
516.572-7121 or 516.572.7747

ADVISEMENT

Being housed within Nassau Community College allows the Radiation Therapy Program to offer students excellent supportive academic, behavioral, and clinical advisement. The radiation therapy program director, the clinical coordinator, the didactic and clinical NCC instructors and the Technical Assistant are available for pre-admission advisement as necessary. The admissions procedure is available through the College website: <https://www.ncc.edu/admissions/> any additional questions can be answered by the Admissions Office @ 516-572-7345 or the Allied Health Office @ 516-572-9640.

Newly enrolled students have an orientation session at the beginning of the program and an advisement session at the end of each semester. This session consists of the Program Director, Clinical Coordinator, Instructors and the Technologist, and allows for thorough feedback and distinct advisement to be provided for each student. In addition, the Program Director, Clinical Coordinator, Instructors, and Technologist are available for individual academic, behavioral, and/or clinical advisement during office hours and as needed.

Every didactic and clinical instructor must submit an academic progress through the NCC Banner System for each course and for every student. This will result in an early warning system to alert those students who may be in jeopardy. Additionally, the Clinical Coordinator requires a monthly report from each clinical instructor regarding the progress of each student. Monthly behavioral and clinical evaluations must be completed by the supervising therapist and signed by the student and instructor. The clinical instructor clearly defines in writing whether or not the student is where they should be clinically at the end of each month. This type of continuous communication allows for both informal and formal feedback between the student and faculty, thus allowing essential advisement between the program director and the student on academic, behavioral, and/or clinical issues.

PROFESSIONALISM & DISHONESTY

The Radiation Therapy Program is committed to the education of students to become contributing members of the radiation oncology team who will provide safe and effective radiation therapy in both hospital and free-standing settings.

As a representative of the Radiation Therapy Program at Nassau Community College, it is essential that all students conduct themselves in a professional, friendly and courteous manner. Cooperation, consideration, and respect for others are fundamental behaviors of the health care professional. In addition, attributes such as motivation, good judgment, integrity, honesty and professionalism are as important to success in the program as they are in the post-graduate clinical setting. These behaviors are to be demonstrated in the clinical and classroom setting at all times. Students should become familiar with ARRT standard of ethics as it provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. https://www.arrt.org/docs/default-source/governing-documents/arrt-standards-of-ethics.pdf?sfvrsn=c79e02fc_24

Due to the overwhelming importance to provide the community with practitioners who are technically competent as well as professional, the faculty reserves the right, regardless of a student's academic performance, to dismiss the student from the program for behavior which has proven to be consistently unprofessional, or which endangers the health or safety of patients, staff, students, or others.

CONDUCT

- The NCC Student Code of Conduct as set forth in the college catalogue applies to the behavior of students in classroom and clinical courses. It is the students' responsibility to familiarize themselves with these rules and regulations.
- Students are expected to observe the guidelines set forth in the directives issued by the New York State Department of Health, Bureau of Radiologic Technology, and the Ethic Guidelines of the ARRT & ASRT.
- Cheating or dishonesty of any kind will not be tolerated and is cause for immediate expulsion from the Program.
- Students must abide by the standard rules and regulations of each clinical site to which they are assigned.
- Students will address the staff and patients by their proper title and last name, unless otherwise directed.
- Use of insulting, threatening or abusive language or gestures to staff, patients or fellow students will be considered grounds for probation or dismissal.
- Smoking, eating and drinking are permitted in designated areas only.
- Personal conversations and discussions are inappropriate and should be limited to off duty hours.
- Personal relationships with staff and patients may not be appropriate.

CONFIDENTIAL PATIENT INFORMATION

HIPAA POLICY

The Health Insurance Portability and Accountability Act was enacted nationally in an effort to protect individuals' rights to privacy and confidentiality. The Radiation Therapy Program at Nassau Community College is committed to maintenance of confidentiality based on our ethical, legal and moral responsibilities to protect the rights of patients. Students are oriented and educated of the general implications of HIPAA for patient care via several courses throughout the curriculum. Students first receive instruction regarding HIPAA policy and procedures during orientation. Students sign the HIPAA acknowledgment form and pass the exam covering HIPAA in order to continue in the program.

It is also the responsibility of the clinical faculty at the clinical sites to orient students as to the implications of HIPAA for that site as well as specific policies and procedures pertinent to their site during each clinical rotation.

All students are required to observe HIPAA regulations. Any disregard for HIPAA policies will result in immediate dismissal.

In addition, students should not discuss personal problems with patients or staff at assigned clinical sites. Students should be mindful of conversation with patients and staff at all times.

SMOKE FREE/TOBACCO-FREE ENVIRONMENT

For safety and health reasons, all students must abide by the NCC smoking policy. Students are responsible for knowing and abiding by the smoking policies set forth by each clinical site. Smoking is only permitted in designated areas and students should be mindful of not smelling like smoke when reporting to clinic.

ALCOHOLIC BEVERAGES

The College expressly prohibits the unlawful use, possession, manufacture, distribution, or dispensation of controlled substances, which includes alcohol, in all Nassau Community College facilities or while attending or conducting college business off campus.

Alcoholic beverages are not permitted on the college campus or clinical premises at any time. Drinking or being intoxicated will lead to immediate dismissal.

DRUG POLICY

Nassau Community College has a vital interest in maintaining a safe, healthy, and efficient educational environment for its students. Being under the influence of a drug or alcohol while in class or clinical setting is prohibited and will result in immediate dismissal from the program.

BIAS, DISCRIMINATION & SEXUAL HARASSMENT POLICIES

Bias & Discrimination: Nassau Community College is a broadly diversified institution, committed to recognizing diversity and pluralism of values and beliefs on campus. The College condemns bias and all other acts of hatred and violence. Furthermore, the College condemns all forms of bigotry, discrimination, harassment, physical violence and/or any form of abuse based on race, ethnicity, national origin, disability, age, gender, or sexual orientation.

Sexual Harassment: It is the policy of Nassau Community College to establish an environment in which the dignity and worth of all members of the institutional community are respected. In keeping with this principle, the sexual harassment of students or employees is considered unacceptable conduct and will not be tolerated. Nassau Community College will aggressively investigate any allegations of sexual harassment.

Sexual Harassment is a serious violation of campus policy and can result in disciplinary action. Sexual Harassment is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where grades or educational progress are made contingent upon submission to such conduct, or where the conduct has the purpose or effect of interfering with the individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

For further information see the College Catalog or contact the Affirmative Action Officer/Section 504 Coordinator at (516) 572-7747, Tower 818

WORKPLACE HAZARD

Students will be provided with a comprehensive orientation which will cover workplace hazards. **A Review of Health and Safety Policies and Procedures Forms will be completed by each student for every clinical rotation, with a member of the clinical staff, usually the Clinical Preceptor/Supervisor.**

In the event that the student is concerned with workplace hazards, harassment, communicable diseases, or substance abuse, he/she should contact the Program Director or Clinical Coordinator immediately. The Program Director will work with the facility to ensure the safety of the student.

INFECTIOUS DISEASE POLICY

COVID 19

As of September, 2021, NCC students are responsible for following all COVID-19-related guidelines, rules, and procedures established by SUNY, Nassau Community College, and the clinical sites to which they are assigned. Students are responsible for checking their NCC email and website <https://www.ncc.edu/nccnext/> for new updates, since policies change with new developments and Covid case numbers. This is a flowing and non static situation and we must respond accordingly.

All students are required to be vaccinated for both NCC and our clinical sites.

If students find that they have an elevated temperature, do as follows:

- **Do not come to the clinical facility. Stay home and contact your healthcare provider.**
- **Notify your preceptor, clinical coordinator, and clinical faculty member that you will be absent from clinical.**

Students Exposed to an Infectious Disease:

- Must report the exposure to the Clinical Supervisor and the Program Director immediately .
- If disease-specific immunity cannot be demonstrated by laboratory studies, the student must absent himself for the incubation period.
- If the condition becomes clinically evident, the student may not return to the program until written medical clearance is obtained.

Students Who Have, or Suspect They Have, an Infectious Disease:

- Students who suspect they have a potentially infectious condition must see their physician for a diagnosis before returning to the program.
- The absence must be reported to the Program Director.
- The student may not return to the program until written medical clearance is obtained.

Any student withholding information concerning his or her health status, as it applies to communicable diseases, either from the admittance physical or while enrolled in the program may be dismissed for unethical behavior.

- **Failure to observe the above policy can result in serious harm to personal family members, patients, classmates, staff and others and is grounds for DISMISSAL.**
-

EMERGENCY PROCEDURES AND SAFETY

During program orientation, the student will be educated in Emergency Procedures/Safety orientation/Medical Emergencies/HIPAA. Students are tested on this material and must receive a 75% passing grade in order to enter the clinical setting. Students are required to acquaint themselves with the routine radiation and electrical safety rules practiced by the assigned facility. When the student begins their clinical rotation, an orientation is done by the clinical instructor addressing these policies and procedures specific to each clinic. The policies and procedures include, but are not limited to, the following

Hazards: Fire, Electrical/Chemical Emergencies

Emergency Preparedness

Medical Emergencies

Radiation Safety

HIPAA

COVID-19 Compliance

Review of Health and Safety Policies and Procedures forms are completed documenting the students understanding of these policies and procedures for each clinic site.

Any incident involving a student must be reported the Program Director and Clinical Coordinator!

EMERGENCY PREPAREDNESS AT NCC

Nassau Community College has taken steps to support our campus community during times of heightened concern. Nassau Community College (NCC) has developed a comprehensive Emergency Response and Recovery Plan (ERRP) which outlines the organization and procedures the College will implement before, during, and after a campus emergency. The College also has an Emergency Response Team made up of key campus personnel responsible for developing, overseeing and implementing the College's emergency response and recovery procedures. In addition, the College has identified and equipped strategic command centers, from which the Emergency Response Team (and outside emergency response agencies), will coordinate and oversee the College's emergency response and recovery procedures during an emergency. Students are encouraged to visit the Emergency Preparedness site at:

<http://www.ncc.edu/aboutncc/ourpeople/administration/environmentalhealth/emergencyprocedures.shtml>

NCC Alert System:

Nassau Community College has partnered with Rave Mobile Safety to provide members of the campus community with a quick and efficient means of receiving emergency notifications. This system is called NCC Alert. NCC Alert will allow you to quickly receive emergency communications and other important announcements via text, e-mail and voice message.

As a current employee or registered student, you are automatically enrolled in this system.

In the event of a declared national emergency, a declared New York State of emergency, a pandemic, extensive clinical disengagement, or any event resulting in long-term college closure the activation of the Radiation Therapy program's contingency plan will be put into place. The Program Director, Clinical Coordinator, Chairperson and Dean of Allied Health Science have copies of the Emergency Contingency Plan for Radiation Therapy. Request of these plans are available upon request.

NCC Emergency Phone Numbers: Use these numbers to report all campus-related emergencies

Campus Phone: 27111

Off Campus Phone: 516-572-7111

DISABILITY STATEMENT

Nassau Community College is committed to providing reasonable accommodations to students with appropriately documented disabilities, and to the letter and spirit of the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. Appropriate accommodations are designed to ensure students with disabilities have an equal opportunity to participate in all Nassau Community College programs, activities and services.

DISABILITY RELATED CONCERNS: If you have a physical, psychological, medical, or learning disability that may have an impact on your ability to carry out the assigned coursework, I urge you to contact the Center for Students with Disabilities (CSD), Building U, (516 572-7241, TTY(516) 572-7617. The counselors at CSD will review your concerns and determine reasonable accommodations you are entitled to by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. All information and documentation pertaining to personal disabilities will be kept confidential.

All information and documentation pertaining to personal disabilities and/or diagnoses is strictly confidential.

CELLULAR AND PERSONAL ELECTRONIC DEVICE USAGE POLICY

To ensure the safety, protection and privacy of patients, staff and students, while continuing to provide high quality education, it is the policy of the Radiation Therapy Program at Nassau Community College to restrict the use of personal cell phones and other hand-held devices during clinical hours.

For patient safety and equipment integrity reasons, cell phones and other hand-held personal device use is restricted. Nassau Community College and all clinical affiliates have a responsibility to ensure the privacy of patients, visitors, staff and students, and to ensure the integrity of proprietary information.

- Students are not permitted to use their cell phones, iPods/IPADS/Smart watches or other personal electronic devices during clinical hours. (Lunchtime or breaks are fine.)
- Students are not permitted to text message while in class or in clinic, unless it is to a faculty member.
- Students are not permitted to use the camera and recording function of a cell phone at all while in clinic.
- Permission must be obtained to record lectures during class at Nassau Community College by the individual professor.
- Students who do not adhere to this policy are subject to corrective action up to and including dismissal from the program.

Personal Cell Phones

Students are not to use personal cell phones while class is in session or during assigned clinical hours. Students are to make any personal calls/text messages during free time and not in patient areas. If an emergency necessitates the use of a cell phone, the phone call may not be made in patient care areas or any public area where the conversation can be overheard. Students should apprise the therapist/instructor to excuse yourself from the work area. Students are responsible for informing friends and family members of this policy so that they respect your clinical/classroom time.

PARKING

All students must inquire from clinical student supervisors the location of allocated parking. Students should never use designated patient parking or emergency parking areas. There are no exceptions.

It is the student's responsibility to register their car and obtain the necessary parking permits from security for the NCC campus, and for each clinical rotation according to their parking policies.

PARKING POLICIES AT CLINICAL SITES VARY WIDELY!

Feel free to ask any faculty members, or senior students if you happen to meet them, for information regarding parking. Please research commuting time to your assigned clinical sites as well.

COURSE REQUIREMENTS, GRADES & GRADUATION REQUIREMENTS

- Correct sequence of major and related courses, as published in the College Catalog, must be followed to be eligible for graduation from the Program, including observance of all prerequisite and co-requisite requirements.
 - Grading policy will be explained and outlined in the Syllabus at the beginning of each course.
 - In order to advance to the next semester a student must maintain, at minimum, a "C" in all courses required by the Radiation Therapy Program. This includes both didactic and clinical components.
 - Failure to obtain at least a "C" grade in any required course, including AHS 101, will result in dismissal from the program.
 - Failure to obtain at least a "C" grade in Anatomy and Physiology, either AHS 131 or 132, will necessitate repeating the course. If a passing grade is not obtained in both courses before the commencement of the fall semester of the second year, the student will be dismissed.
 - Students must notify the Program Director immediately upon failure to attain a minimum grade of "C" in any required course.
 - Unless otherwise stated by individual instructors in the Radiation Therapy Program, make-up examinations will be given for missed major examinations. Points may be deducted from the actual grade obtained. (Individual instructor's syllabi include absentee and exam policies.)
 - Students must complete all required VERT Lab clinical assignments according to the Technical Assistant's available schedule. Students are responsible to make appointments with Technical Assistant in a timely fashion.
 - Students must complete all ARRT Clinical Competencies.
-

READMISSION

Students dismissed from the Radiation Therapy program who feel the dismissal was unwarranted, have access to the normal grievance procedure as outlined in the Nassau Community College Catalogue.

- ***First year students who are dismissed due to failure in one didactic course may apply to the program following the procedure for new candidates.*** It is expected that appropriate remedial work will have been done in the intervening year. Reapplying does not guarantee readmission into the program. The students' other academic and clinical progress will be evaluated, and a decision will be made involving 3 faculty members and at least one outside member of the Advisory Committee.
- Second year students who are dismissed due to failure in one didactic course may petition the Advisory Committee for readmission in the following academic year. It is expected that appropriate remedial work will have been done in the intervening year. Clinical course grades must average higher than a B from previous semesters to be considered for re-admittance. A decision will be made involving 3 faculty members and at least one outside member of the Advisory Committee.
- ***Students who fail more than one didactic course, or who fail one clinical course, will not be considered for readmission!***
- No student may be readmitted more than once.

ASSIGNMENT TO AFFILIATING CLINICS AND HOSPITALS

The Program Director and Clinical Coordinator will assign students to clinical sites. Students' clinical rotation schedules will reflect an equal educational learning experience for each student enrolled in the program.

MALPRACTICE INSURANCE

Coverage for student is mandatory and arranged through the College. The fee for this insurance is included in the bill from the Bursar's Office.

CRIMINAL BACKGROUND CHECK

- The student must complete a criminal background check through Castlebranch.
https://www.castlebranch.com/online_submission/package_code.php
 - The student is responsible for the cost of the search.
 - The criminal background check must be completed prior to the student beginning his/her first clinical rotation.
-

- The criminal background search will encompass the student's records from the state of New York. In the event that a student has moved from another state to the state of New York, within the last twelve months, a background check, at the student's expense, will be conducted in both states.
- If the background check indicates the student has a criminal conviction, he/she will be given the opportunity to refute the record.
- Should the conviction record stand, the student may be prohibited from taking part in the Radiation Therapy program.

Any student with concerns regarding violations/convictions are encouraged to complete the Ethics Review Pre-Application <https://www.art.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf> to determine their ethics eligibility prior to enrollment, or at any time during their educational program.

DRUG TESTING

At this point, drug testing has been suspended due to the fact that clinical sites who require drug testing have students repeat them, within a specific time frame, at the student's expense. We reserve the right to reinstate drug testing if clinical sites request it, if college mandates it, or if we decide to. The Radiation Therapy Program Drug policy follows:

All Radiation Therapy students will have a 10 panel drug screening done by a designated provider appointed by the Radiation Therapy Program (i.e. CastleBranch Company). Students **MUST** submit proof of clearance from the company to the Clinical Coordinator prior to start of first clinical rotation.

If a student's screening is found to be positive, the student is required to submit another urine sample. If the second screen is negative, the student will be released from further action. However, if the second screen is positive, then the student will be dismissed from the Radiation Therapy Program. Pertinent documentation regarding positive drug screening results and dismissal from the program will be entered into the student's file.

If the student is taking a prescribed drug that would be detected and result in a positive drug test, the student must obtain a written statement from a qualified physician/health care provider. The document **MUST** state that the drug level is within prescribed therapeutic limits and that the drug level does not indicate abuse. The physician/health care provider must also state that the drug will not interfere with safe practice in the clinical area. Letters from the physician/health care provider will become part of the student's file.

HEALTH FORMS

All students must have a physical examination, including laboratory work, and must submit a completed health form to Student Health Services to receive clearance in order to attend any clinical site. Clearance from Student Health Services and background check clearance must be presented to the Clinical Coordinator. **Yearly updated health clearance is required!**

Written proof of health clearance may be required by a clinical affiliate prior to commencement of an assigned internship. All students must retain copies of their submitted health forms and completion of their background checks.

Students are often required to comply with additional health clearance requirements imposed by an assigned clinical affiliate, such as Covid-19 testing. Copies of results must be kept by the student and the Clinical Coordinator who will keep them in your personal files, under lock and key.

N95 fit testing will be required for certain students prior to clinical placement if clinic mandates it.

COVID-19 Guidance for Students in Clinical Placement

Clinical Placement: As a condition of being placed in a clinical setting, all students must agree to the following:

- Submit completed physical form to the Student Health Office
- Obtain medical clearance from the Student Health Office
- Submit clearance form to the program faculty
- Sign and submit the “Clinical Attestation” letter
- Perform actions that prevent the spread of infectious diseases, including, but not limited to:
 - Wear a face covering when [indoors](#)
 - Follow program guidelines below for exposure notification
 - Follow the clinical site requirements and safeguards
 - Adhere to standard and transmission-based precautions as per CDC guidelines

*The ongoing COVID-19 pandemic creates a fluid situation that may require unexpected changes in the College's response. Developments in scientific knowledge, public health guidance, or laws and regulations may mean SUNY and NCC have to make changes to institutional rules and procedures. This holds true for our clinical sites as well.

Please review NCC website for most current COVID information, including checklists and protocols.

<https://www.ncc.edu/nccnext/>

Travel Advisories change according to the mandates from the Federal Government and New York State guidelines. We are all made aware of changes in our college emails and must adhere to changes as they occur.

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you. **If you answer “yes” to any of the questions above:**

- **Do not come to the clinical facility. Stay home and contact your healthcare provider.**
 - Notify your preceptor and clinical faculty member that you will be absent from clinical.
 - Follow the CDC’s What to Do If You are Sick guidelines:
 - <https://www.cdc.gov/coronavirus/2019-ncov/ifyou-are-sick/steps-when-sick.html>
 - If symptoms begin during clinical day, don a respirator/face mask if not already wearing, notify preceptor and/or clinical faculty member, and return home immediately._____
-

STUDENT INFORMATION FORM

It is mandatory for all students to fill out the Student Information Form and the Clinical Orientation Form provided at the end of the Radiation Therapy Student Handbook. These forms are also available on BrightSpace. **The Student Information Form should be updated by the student as needed and must be placed in the inside flap of your Clinical Book and stay there, visible for any therapist to find in an emergency!**

NO STUDENT WILL BE PERMITTED TO ENTER THE CLINICAL SETTING WITHOUT A CLEARANCE HEALTH FORM, UNLESS DIRECTED BY PROGRAM DIRECTOR.

DIRECT SUPERVISION OF STUDENTS

According to the directives of the New York State Department of Health, students in Radiation Therapy programs must be under the direct supervision of a licensed radiation therapist until such time as the student graduates and obtains a temporary license. A qualified radiation therapist must review the procedure, evaluate the condition of the patient, be present during the conduct of the procedure and review and approve the procedure. Students may perform any and all aspects of the patient set-up consistent with their level of achievement under such direct supervision.

During Nursing and Physics rotations students must be under direct supervision of a qualified practitioner when performing a patient related task.

Under no circumstances will students perform unsupervised, patient related tasks.

If any condition exists which restricts direct supervision, the student is obligated to report it to the Clinical Supervisor and to program faculty immediately.

CLINICAL EDUCATIONAL HOURS

Students enrolled in the Radiation Therapy Program complete approximately 250 days of supervised clinical education before graduation.

Each student will be assigned to four clinical affiliates during the twenty-four month program.

For the safety of students and patients, not more than ten (10) clinical hours shall be scheduled in any one day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. Hours exceeding these limitations must be voluntary on the student's part.

- The student will be assigned to at least two clinical facilities for the first year (fall, spring and summer sessions).
 - The student will be assigned to at least two clinical facilities in the second year (fall, spring and summer sessions).
 - Hours will vary depending on learning objectives such as quality assurance and morning warm-ups. All students must participate in two morning warm-ups at each clinical rotation, on those early days you will leave earlier.
-

- Assignments are based on educational objectives, chosen to ensure that students will have a wide variety of exposure to diverse radiation therapy treatment techniques. Clinical rotations sites will not be revised for reasons of geographic proximity, or personal convenience.

By signing this handbook, students are acknowledging that they are responsible for travel and costs of attendance at their assigned clinic during the course of the program.

CLINICAL ASSIGNMENTS FOR FIRST YEAR, or JUNIOR STUDENTS

First-year students are required to attend the clinical Orientation program on campus and to meet specifically stated objectives/pass examinations before they can enter the clinical facility. Failure to do so will result in dismissal.

- Upon successful completion of Orientation, 'Junior' students will be assigned to their first clinical rotation which will be attended on Tuesdays and Thursdays, from 8am-4pm, unless otherwise directed by the clinic. The second clinical rotation will begin during the spring term, usually in the first week of March, and will last till August.
- Once the spring term ends, students will attend their assigned clinic five days a week till the end of Summer Session II.
- Students must notify clinical student supervisors/therapists on the machine when they will not be in clinic. It is also suggested to notify the Clinical Instructor from the Program who comes to visit you, they may be able to see you another day instead.
- Down days must be made up as soon as possible.
- **Students can 'bank' up to, and no more than, six extra days for the length of the program.**
- Students must complete one full work-week of nursing by the end of junior year documenting completion of required tasks

CLINICAL ASSIGNMENTS FOR SECOND YEAR , or SENIOR STUDENTS

- Students are assigned to their third clinical rotations from September to beginning of March, and their fourth clinical rotations from March to August.
 - Seniors attend assigned clinics on Mondays, Wednesdays and Fridays from 8am- 4pm, unless otherwise directed by the clinic, same as in the first year. ***The total 'banked' days from both years may not exceed 6 days. Same rules apply as first year for notifications of absence on clinic days.***
 - Students will attend their fourth clinical rotation 5 days a week, after the spring term has ended, until the end of Summer Session II.
 - The Senior summer rotation includes more than just clinic time- VERT time and associated competencies will be completed, as well as a Physics Rotation which will concentrate on treatment planning and dosimetry.
 - The Program Director, Clinical Coordinator and Technical Assistant will set up the VERT and Physics Rotation schedule for students.
-

ATTENDANCE AND PUNCTUALITY

Attendance policy in class is set by instructors and included in course syllabi.

The presence of students in the clinical facility must in no way alter the routine work schedule of the department or inconvenience the patients or staff, therefore dependability and punctuality are essential. All students will be expected to adhere to the clinical schedule developed. All students must arrive at the assigned clinical area/ specific machine on time (**at least five minutes before the assigned hour**).

- No student will be allowed to have clinical assignments on hospital holidays, weekends, evenings or nights.
- Students are not allowed to earn more than forty hours of clinical time in one week.
- **Only full days are given credit - no partial days are allowed.**
- Students may not work through lunch hours in order to leave clinic early, except in extraordinary circumstances. This must be approved by the clinical student supervisor and Clinical Coordinator.
- Students must take a 15 minute break and a 45 minute lunch. Under no circumstances are students allowed to work more than five hours straight without a break.

It is the student's responsibility to notify either clinical student supervisor or assigned machine therapist when they are unable to attend clinic. Students must speak to a live person as early as possible, preferably before 8am or the start of clinic hours. If you call too early, you must call back when someone picks up the phone! ***Texting or leaving messages is not an acceptable form of notification and will result in disciplinary action.*** Clinic absence must be reported to program faculty the following day on campus.

An excess of three days absence in any one semester is sufficient reason to place student on review for probation. There are exceptions such as certain medical conditions and COVID-19 related illnesses which will be dealt with on an individual basis. Students have the right to withdraw from the program due to Covid related illnesses and return when the same clinical course is offered again.

No student will absent himself/herself from clinic for the purpose of studying for an examination!

Students must sign in and out daily, at the correct times, on designated clinical attendance sheets which serve to document both arrival times, presence in clinic, and exit times. A clinical supervisor/radiation therapist must sign student out EACH DAY on attendance sheet. These are legal documents, and can be requested by the legal system if needed. Failure to do so will result in lost days. Sign out time must be accurate; student is not docked time if sent home early by clinic.

Students shall not be used as a substitute for clinical, instructional, or administrative staff at any time; students shall report any violation, request to violate or attempted violation of this provision to the Program Director immediately.

Punctuality throughout the Program is essential so as not to inconvenience clinical staff, course instructors and classmates. The student will be considered absent and unexcused if he or she does not appear within thirty (30) minutes of the assigned time without notification. Students who enter clinic late may be sent home at the discretion of the clinical supervisor. Three episodes of lateness during any rotation will result in disciplinary action. **EMPLOYERS DON'T HIRE PEOPLE WHO ARE LATE OR ABSENT OFTEN!!!**

Make up Days

- Make-up days cannot be scheduled on hospital holidays, weekends, evenings or nights.
- Make-up days cannot be scheduled on a College Holiday when Administrative Offices are closed.
- Student is required to inform the clinical supervisor and honor his/her commitment to appear on a scheduled make-up day.
- Make-up days will be no more nor no less than eight hours.

SEVERE WEATHER POLICY

- If a student fails to report to clinic due to severe weather conditions, he/she will not receive credit for the day. Student is responsible to call and inform clinical student supervisor (therapist) of absence as early as possible. If a clinical affiliate has a delayed opening, student will report at stated delayed time and leave at the regularly scheduled time unless told to leave earlier by supervising therapist or Clinical Supervisor. Students cannot stay in clinic past 4:30pm unless cleared by faculty at Nassau Community College. Students must check the NCC website to check for delayed openings or campus closures whenever in doubt.
 - *When Nassau Community College is closed due to inclement weather, students cannot report to clinic.*
 - **Note:** The college has suggested that due to the fact that faculty and students are adept and comfortable with remote learning, that there may not be any more "snow" or bad weather days. We will see what the implications are for this with students attending clinical courses on those days. We will keep you informed.
-

ATTIRE

Students are required to wear the prescribed uniform while in the clinical facility and to maintain a professional appearance, on treatment machines, in nursing rotation, and in physics rotation.

Prescribed Uniform for Female Students

1. Female students must wear a navy blue two or three button knit shirt with a collar and navy blue uniform pants. Long sleeved T shirts, preferably white, are permitted for warmth underneath shirt. Uniform joggers navy blue are allowed. Pants with pockets are useful. No jeans are permitted. Clothing must not be tight, you must be able to move freely for patient care.
2. White athletic type or uniform shoes and socks must be worn. All garments must be clean!
3. Long hair must be pulled back in a neat fashion. Long fingernails pose a health and hygiene hazard and are not permitted. If wearing nail polish, it must not be chipped, bacteria get into the chipped areas.
4. Excessive jewelry and excessive use of cosmetics and bizarre clothing are inappropriate and not permitted.
5. No visible tattoos or body piercings/body jewelry are permitted, with the exception of earrings of reasonable size and appearance. If you have tattoos on arms or visible places, you must cover them up. Sleeves are sold at uniform stores. In addition, please limit use of cologne and/or perfume.

Prescribed Uniform for Male Students

- Male students must wear a navy blue two or three button knit shirt with a collar and navy blue uniform pants. Long sleeved T shirts, preferably white, are permitted for warmth underneath shirt. Uniform navy blue joggers are allowed. Pants with pockets are useful. No jeans are permitted. Clothing must not be tight, you must be able to move freely for patient care.
- White athletic or uniform shoes and socks must be worn. All garments must be clean!
- Facial hair must be neatly trimmed, long hair must be pulled back.
- No visible tattoos or body piercing/body jewelry are permitted, with the exception of earrings of reasonable size and appearance. Any visible tattoos must be covered. Uniform stores sell sleeves. In addition, please limit use of cologne and/or perfume.

Required Accessories:

A name plate ID must be worn at clinic. It must have the student's first and last name, as well as "NCC Student" on it. This ID is supposed to clearly show patients and staff your name and that you are a NCC student.

NCC Radiation badges must be worn on torso or waist level at all times at clinic.

Professional Appearance:

Uniforms and shoes must be clean, and in good repair. Sweaters, if worn, must be white or navy blue.

Careful attention must be paid to personal hygiene when attending clinic. Underarm deodorant must be applied before arriving at clinic. Patients do not appreciate caregivers who appear unclean or have body odor. A student who reports to clinic out of uniform will be sent home by the Clinical Student Supervisor or program faculty. No clinic hours will be credited.

PREGNANCY POLICY

It is strongly recommended that all pregnancies or suspected pregnancies be reported to the Program Director. If the student decides voluntarily to declare the pregnancy, she must do so in writing. Only if this is done can program officials assist in limiting the dose to the fetus in the workplace.

The student who has declared her pregnancy will be counseled by the Radiation Safety Officer and the appropriate NCRP guidelines for the declared pregnant worker will be reviewed. The student who has declared her pregnancy may continue in the Radiation Therapy program if she chooses without modification. Time may be taken for delivery; which may extend the length of time the student will need to complete the program. Students must be medically cleared after giving birth. All didactic courses and clinical requirements must be completed in order for the student to graduate.

If the student does not wish to continue in the program while pregnant, she may withdraw and be reactivated within two years following the conclusion of the pregnancy.

The declaration of pregnancy may be withdrawn at any time by a signed, dated, written statement of withdrawal which will be filed with the Radiation Safety Officer.

RADIATION MONITORING

The U.S. Nuclear Regulatory Committee (NRC) ensures that users of radioactive materials keep radiation exposures within its dose limits and as low as reasonably achievable (ALARA). The U.S. Nuclear Regulatory Commission, the NRC, in its standards for protection against radiation, has requirements for:

- Dose limits for radiation workers and members of the public
- Monitoring and labeling radioactive materials
- Posting signs in and around radiation areas
- Reporting the theft or loss of radioactive material

The standards for protection against radiation are covered throughout the program and are available the U.S. Nuclear Regulatory Commission website <http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/>

All students must wear a personnel monitoring device provided by Nassau Community College at all times in clinic. Some clinical sites will provide students with additional badges which must also be worn by the student. Students are responsible to turn in their monthly radiation badges to the clinical affiliates if supplied one, as well as the mandatory college radiation badges to the designated faculty of the program. Students will have their NCC badges read electronically with the Radiation Therapy Program's designated faculty member through Instadose, on a monthly basis.

Under no circumstance will a student participate in any clinical rotation without a radiation badge provided by Nassau Community College.

If it is lost, go home and contact the Clinical Coordinator and Technical Assistant.

Exposure reports will be available for review once processed. If a dose reading exceeds normal limits (>0.125 rem or >1.25 mSv per quarter), the student will be contacted by the Radiation Safety Officer and the Clinical Coordinator to go over any ramifications or issues. In the event of an accidental exposure or if the student feels that he/she has received a radiation exposure exceeding normal limits for any reason, the student should immediately contact the Program Director or Clinical Coordinator. The student should not wait. An emergency reading will be done. The results and any necessary actions will be discussed with the student by the Radiation Safety Officer. The Program Director will work with the Radiation Safety Officer and design a plan of action for the event.

If the badge is lost, damaged, or the student has any other concerns, he/she should contact the Radiation Therapy Program's Technical Assistant, Clinical Coordinator or Program Director. Film badges are property of NCC and are not to leave the clinical setting except when they are being returned to the college or home to be read.

GRIEVANCE POLICY

The procedure for grieving grades in any course, including the academic or clinical courses in the Radiation Therapy program, is detailed in the College Catalogue, page 29. <https://collegecatalog.ncc.edu/current/index.pdf>

PROBATION

Students who violate a policy as stated in the Nassau Community College catalogue or the Radiation Therapy Student Handbook will be placed on probation. The reason for probationary status and the terms and duration of probation will be provided in writing to the student and a copy retained in the student's file. Failure to satisfy the terms of probation will result in appropriate disciplinary action, including the possibility of dismissal from the program.

STUDENT APPEAL PROCESS

The program has an equitable procedure for handling student grievances; it provides the student with the opportunity to have adverse actions taken by the program, reviewed by committees of the program. It also gives the student access for a final appeal to be made to a source external to the program.

To grieve decisions regarding status in the program other than grades, the procedure is as follows:

- The student will schedule an appointment with the Program Director within two weeks of the disputed action.
- The decision of the Program Director will be communicated within 1 week.
- If the issue is not resolved, the student will schedule an appointment with the Departmental Chair [Room E2225, (516) 572-9640 within two weeks of the meeting with the Program Director.
- The decision of the Departmental Chair will be communicated to the student within one week.
- If the student disputes the decision of the Departmental Chair, he/she may request, within two weeks of the meeting with the Departmental Chair, an appointment with the Divisional Dean.
- The decision of the Divisional Dean will be communicated to the student within one week and will be considered final.
- If the published Standards of the Joint Review Committee on Education in Radiologic Technology have not been met, student should contact the JRCERT to report the perceived violation and to obtain advice. (www.jrcert.org)
- If after all internal institutional channels have been exhausted and the student feels the complaint is an allegation that the program is not maintaining compliance with the JRCERT accreditation standards, the student may refer to the JRCERT website for more information regarding Reporting of Allegations <http://www.jrcert.org/students/process-for-reporting-allegations>
- A copy of the Standards for an Accredited Educational Program in Radiologic Sciences is provided to students during the Orientation program and can also be accessed on their Web Site at <http://www.jrcert.org>.

The Joint Review Committee on Education in Radiologic Technology
 20 N.Wacker Drive, Suite 2850
 Chicago, IL 60606-3182 or E-mail: mail@jrcert.org.

STUDENT SERVICES

Nassau Community College provides many help centers and Academic Support Centers which can be found in on the college catalog starting on page 6 <https://collegecatalog.ncc.edu/current/index.pdf> and NCC website <https://www.ncc.edu/students.shtml>

The Center for Educational and Retention Counseling offers students help with educational planning and direction, such as choice of area of concentration, exploring options in the face of academic difficulties, improving study skills, obtaining learning assistance services and adjusting to the often conflicting demands facing college students: juggling coursework, a job, a social life and living at home.
https://www.ncc.edu/campusservices/educational_counseling/

Students may contact the Educational Counseling Center (ECC - Nassau Hall [Building M]
1st Floor, Room 19, Tel. (516.772.7141)

- to obtain learning assistance and help with juggling academic , personal , job and family demands.
- for assistance with improving study and time management skills.
- for assistance with dealing with test anxiety.

Nassau Community College Provides a variety of counseling services and programs designed to support student academic achievement and personal growth.

<https://www.ncc.edu/campusservices/counselingservices/>

The Psychological Counseling Center offers students psychological assessment, counseling, crisis intervention and referrals. All services are offered at no cost.

The A. Holly Patterson Library provides an information center containing NASCAT, Nassau's networked library catalog, providing access to the College's full range of materials from the World Wide Web. The New York State Library's Novel project provides library users with a wealth of full-text journal and newspaper articles. Nassau Community College belongs to the State University's SUNY Connect program that provides seamless access to a worldwide virtual library of information to any SUNY student, at any computer, anywhere. Students have access to Nassau Community Colleges' library on campus and at <http://library.ncc.edu>

EVALUATION AND ASSESSMENT

Students are strongly urged to participate in evaluation exercises to assist the program officials in outcome assessment and improvement of the program.

COURSE AND FACULTY EVALUATIONS

Evaluation of courses and Nassau Community College faculty by the students will be carried out for all courses.

EVALUATION OF CLINICAL INSTRUCTORS

Students will evaluate clinical instructors throughout their clinical rotations.

OUTCOMES ASSESSMENT

Outcomes assessment will be conducted on a continuous basis. The Clinical Coordinator performs annual program assessment which is turned in to the college for review. Outcome measures that do not meet benchmarks will signal a need for revision which will be addressed by the Clinical Coordinator and communicated to the Assessment of Assessment Committee; then brought to the Advisory Committee with options for change/improvement.

CERTIFICATION ELIGIBILITY

Students who have graduated from the program are eligible to apply for the examination given by the American Registry of Radiologic Technology and also to apply for New York State Licensure. Any entering student who was ever convicted of a crime, or who received other than an honorable discharge from the Armed Services is strongly urged to contact the American Registry of Radiologic Technologists and the New York State Department of Health to determine if he/she is eligible for certification and licensure at any time before, during, or at completion of the program.

LICENSURE & EMPLOYMENT IN NEW YORK STATE

To be employed in New York State (NYS) as a radiation therapist upon graduation from the Radiation Therapy Program, student graduates must be licensed and registered to practice by the New York State Department of Health.

In order to obtain a NYS license, applicants must pass an approved examination (ARRT) and be of “Good moral character” as determined under the NYS Education Law. Federal law limits the issuance of professional licenses, registrations and limited permits to United States citizens or qualified aliens. Accordingly, NYS applicants are required to provide information regarding their citizenship or alien status.

New York State prides itself in the high quality of its licensed and certified professionals. For the protection of its citizens, each license and certificate has requirements that individuals must meet in order to be licensed or certified in New York State. SUNY’s academic programs leading to licensure or certification are carefully designed to meet and exceed these State requirements. This is a role SUNY plays in protecting the public. Other states frequently have their own requirements, so if your goal is to practice in another state, this disclosure will help you check to see what that state requires.

Per U.S. Federal Regulations, §668.43 (2019 Rule), and in compliance with the State Authorization Reciprocity Agreements (SARA) Manual version 19.2, Nassau Community College provides the following disclosure related to the educational requirements for professional licensure and certification.

This Disclosure is strictly limited to Nassau Community College’s determination of whether its educational program, *Associate Degree in Applied Science, Radiation Therapy Technology* that if successfully completed, would be sufficient to meet the educational licensure or certification requirements in a State for a Licensed *Radiologic Technologist*. The Radiation Therapy Technology Program cannot provide verification of an individual’s ability to meet licensure or certification requirements unrelated to its educational programming. Such individual determinations are made by state licensing boards and are fact-specific determinations.

This disclosure does **not** provide any guarantee that any particular state licensure or certification entity will approve or deny your application. Furthermore, this disclosure does **not** account for changes in state law or regulation that may affect your application for licensure and occur after this disclosure has been made.

Enrolled students and prospective students are strongly encouraged to contact their State’s licensure entity using the links provided to review all licensure and certification requirements imposed by their state(s) of choice.

Successful completion of the Radiation Therapy Program at Nassau Community College will allow the individual to sit for the ARRT exam for certification and registration as a Radiologic Technologist(Radiation Therapy) and apply for a New York State license.

Most states have licensing laws covering the practice of radiologic technology. In those states, you must obtain a state license before you can work as a radiologic technologist. Some—but not all—states require you

to be certified and registered through ARRT before you can obtain a state license. Earning an ARRT credential doesn't necessarily mean you're eligible to work in a particular state, applying for licensure may be necessary. Many states use ARRT credentials when making licensing decisions.

Nassau Community College has designed an educational program curriculum for an *Associate Degree in Applied Science; Radiation Therapy Technology* that if successfully completed **is sufficient to meet** the licensure and certification requirements for an advanced practice license in the following states

STATE	NYSDOH
Arkansas	https://www.healthy.arkansas.gov/programs-services/topics/licensing-information-radiologic-tech
New York	https://health.ny.gov/professionals/doctors/radiological/
Connecticut	https://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/Radiographer/Radiographer-Licensure-Requirements
Delaware	https://dhss.delaware.gov/dhss/dph/hsp/orcradtechs.html
Hawaii	https://health.hawaii.gov/irhb/radforms/
New Jersey	https://www.state.nj.us/dep/rpp/tec/rtherapy.htm
Rhode Island	https://health.ri.gov/licenses/detail.php?id=242
Vermont	https://sos.vermont.gov/radiologic-technology/forms-instructions/

After making all reasonable efforts, SUNY cannot determine whether its educational program curriculum for an *Associate Degree in Applied Science, Radiation Therapy Technology*, that if successfully completed, is sufficient to meet the licensure and certification requirements for Licensure as a Radiologic Technologist:

STATE	Radiologic Technology - Licensure Contact
Alabama	https://www.alabamapublichealth.gov/radiation/
Alaska	https://www.akleg.gov/basis/Bill/Text/29?Hsid=HB0029A
Arizona	https://www.radiology-technician.com/accredited-radiation-therapy-schools-arizona
California	https://www.radiology-technician.com/radiation-therapy-schools-california/
Colorado	https://study.com/radiation_therapy_schools_in_colorado.html
District of Columbia	https://dchealth.dc.gov/page/health-regulation-and-licensing-administration
Florida	http://www.floridahealth.gov/licensing-and-regulation/radiologic-technology/licensing/index.html
Georgia	https://chp.georgiasouthern.edu/diagnostic/undergraduate-majors-and-certificates/radiologic-sciences/radiologic-sciences-radiation-therapy/
Idaho	https://healthandwelfare.idaho.gov/Health/Labs/X-rayLicensure/tabid/3545/Default.aspx
Illinois	https://apps.il-work-net.com/cis/clusters/OccupationDetails/100432?parentId=110800&section=license
Indiana	https://secure.in.gov/isdh/23279.htm
Iowa	https://idph.iowa.gov/permits-to-operate/radiation-therapist
Kansas	http://www.ksbha.org/professions/LRT.shtml
Kentucky	https://kbmirt.ky.gov/Pages/default.aspx
Louisiana	https://www.lsrbe.org/
Maine	https://www.maine.gov/pfr/professionallicensing/professions/radiological/technologist.html

Maryland	https://www.mbp.state.md.us/licensure_ahapp_rad.aspx
Massachusetts	https://www.mass.gov/how-to/apply-for-a-radiologic-technologist-license
Michigan	https://www.radiology-technician.com/radiation-therapy-schools-michigan/
Minnesota	https://www.health.state.mn.us/communities/environment/radiation/xray/index.html
Mississippi	http://www.msdh.state.ms.us/msdhsite/_static/30,0,82.html
Missouri	https://health.mo.gov/safety/radprotection/index.php
Montana	http://boards.bsd.dli.mt.gov/rts
Nebraska	http://dhhs.ne.gov/licensure/Pages/Medical-Radiography.aspx
Nevada	http://dpbh.nv.gov/Reg/Radiation_Control_Programs/
New Hampshire	https://www.oplc.nh.gov/medical-imaging/index.htm
New Mexico	https://www.env.nm.gov/rcb/medical-imaging-radiation-therapy-program/
North Carolina	https://www.ncmedsoc.org/42088-2/
North Dakota	https://www.ndmirtboard.com/lic/index.asp
Ohio	https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/radiologic-licensure/welcome/
Oklahoma	https://www.nursegroups.com/programs/Radiation-Therapy/OK
Oregon	https://www.oregon.gov/obmi/License/Pages/License.aspx
Pennsylvania	https://www.dep.pa.gov/Business/RadiationProtection/RadiationControl/Pages/default.aspx
Commonwealth of Puerto Rico	https://www.leg.state.nv.us/NRS/NRS-653.html
South Carolina	https://www.scrqsa.org/
Tennessee	https://www.nursegroups.com/programs/Radiation-Therapy/TN
Texas	http://www.tmb.state.tx.us/page/licensing-limited-medical-radiologic-technologist
Utah	https://dopl.utah.gov/rad/index.html
Vermont	https://sos.vermont.gov/radiologic-technology/forms-instructions/
Virginia	https://www.vhwda.org/healthcare-careers/radiologic-technology/radiation-therapist/ or https://www.license.dhp.virginia.gov/apply/Forms/medicine/LRT_instr_forms.pdf
Virgin Islands	https://doh.vi.gov/programs/emergency-medical-services/vi-licensure
Washington	https://www.doh.wa.gov/CommunityandEnvironment/Radiation
West Virginia	https://www.wvrtboard.org/
Wisconsin	https://dsps.wi.gov/Pages/Professions/RadiographerLicensed/Default.aspx
Wyoming	https://radiology.wyo.gov/

COURSE CATALOG

Radiologic Tech: Radiation Therapy Technology (A.A.S.) - The Radiation Therapy program is a two-year (four semesters and three summer sessions) program leading to the Associate in Applied Science degree. Radiation Therapy courses are only offered during the day and students are admitted to the program during the Fall semester only. Graduates are eligible to take the American Registry of Radiologic Technologists examination to become Registered Radiation Therapists and obtain New York State Licensure. Radiation Therapists primarily treat cancer patients by applying ionizing radiation according to a radiation oncologist's prescription, using a variety of complex treatment techniques and equipment. The Radiation Therapy program combines technical and liberal arts courses given at Nassau Community College with off campus clinical education at various affiliated hospitals and free-standing cancer centers. Students will rotate to different clinical settings ranging throughout Manhattan, Queens, Nassau and Suffolk Counties. The program maintains a fully functional VERT lab, a state-of-the-art reality training system in radiation therapy, and a physics lab for treatment planning.

An additional \$50 per student OSHA training fee for each clinical rotation may apply. The Test for Essential Academic Skills (TEAS) is required for all applicants.

To be eligible for admission to the Radiation Therapy Program, candidates must meet academic requirements and be 18 years of age by the start of the first day of the first semester. Students must be legally eligible for employment and licensure in the United States at the time of application and be of "good moral character" as defined by the New York State Department of Health, applicable to the profession of Radiation Therapy.

https://www.health.ny.gov/environmental/radiological/radon/docs/article_35.pdf

An interview is required. Background checks and physicals, including drug testing, are required upon acceptance and is at the cost of the student. Acceptance into the Radiation Therapy program is conditional, based upon the outcome of the background check and drug testing.

This program is accredited by the New York Department of Health and the Joint Committee on Education in Radiologic Technology (www.jrcert.org)

JRCERT

20 N. Wacker Drive, Suite 2850

Chicago, Illinois 60606

Phone: (312) 704-5300

PROGRAM OF STUDY

Total Credits: 70

Summer Session (Prior to First Semester)	Credits
ENG 101 Composition I	3
MAT 109 Algebra and Trigonometry or equivalent	4
Total Semester Credits	7
First Semester	Credits
AHS 101 Introduction to Allied Health Sciences	3
AHS 131 Anatomy and Physiology I	4
AHS 180 Treatment Techniques	1
AHS 181 Radiology and Topographic Anatomy	1
AHS 261 Radiation Therapy Lecture I	3
AHS 262 Radiation Therapy Clinic I	2
Total Semester Credits	14
Second Semester	Credits

AHS 132 Anatomy and Physiology II	4
AHS 168 Introduction to Treatment Planning	3
AHS 263 Radiation Therapy Lecture II	3
AHS 264 Radiation Therapy Clinic II	2
Total Semester Credits	12
Summer Session	Credits
AHS 265 Radiation Therapy Clinic III	5
Third Semester	Credits
AHS 133 Radiation Biology	3
AHS 134 Applied Radiation Physics I	3
AHS 266 Radiation Therapy Lecture III	3
AHS 267 Radiation Therapy Clinic IV	3
PSY 203 General Psychology I	3
Total Semester Credits	15
Fourth Semester	Credits
AHS 268 Radiation Therapy Lecture IV	3
AHS 269 Radiation Therapy Clinic V	3
AHS 135 Applied Radiation Physics II	3
Social Science Elective/ Humanities Elective	3
Total Semester Credits	12
Summer Session	Credits
AHS 270 Radiation Therapy Clinic VI	5

COURSE DESCRIPTIONS

See attached “Course Descriptions”

<http://collegecatalog.ncc.edu/current/search/byabbreviation/index.html?type=abbreviation&abbreviation=ahs&search=>

ACADEMIC CALENDAR

See current attached “Academic Calendar”

<https://calendar.ncc.edu/MasterCalendar.aspx>

Please note schedule changes as listed on Academic Calendar

CLINICAL SITES

- Advanced Radiation Centers of N.Y. Plainview (ARC PV)
 - Good Samaritan Hospital Center (Good Sam)
 - Northwell: Cancer Institute Greenlawn
 - Northwell: Center for Advanced Medicine (CFAM)
 - Northwell: Long Island Jewish Medical Center (LIJ)
 - New York Presbyterian Queens (NYPQ)
 - New York University Langone Hospital Center (NYU)
 - New York University Perlmutter Cancer Center (Perlmutter)
 - Mount Sinai/South Nassau Hospital Center (MSSN)
 - Stony Brook University Hospital (SBUH)
 - NYULI-formerly Winthrop University Hospital (NYULI)
 - Northwell Imbert Cancer Center (Imbert)
-

AGREEMENT TO ADHERE TO THE PROGRAMS POLICIES AND PROCEDURES.

The student indicates acceptance of these policies and procedures by enrollment into the Radiation Therapy Program at Nassau Community College. The program reserves the right to change these policies and procedures when in the best interest of the program. Upon implementation, the student will receive written notification of any changes. It should be noted that during orientation there is a review of the student handbook. Each student signs and dates a form that states that he/she understands all policies and procedures within the Radiation Therapy Program student handbook.

PLEASE REVIEW CAREFULLY BEFORE SIGNING

Failure of a student to observe the regulations in this handbook may result in lowering of the clinical grade, a letter being placed in the student's file, probation, and/or dismissal from the program.

I have read and understood the material contained in the Radiation Therapy Student Handbook, and agree to abide by the rules of the Radiation Therapy Program at Nassau Community College.

PRINT NAME _____

SIGNATURE _____

DATE _____
