

AMARILLO COLLEGE-RADIATION THERAPY PROGRAM
STUDENT CLINICAL HANDBOOK:
TABLE OF CONTENTS

INTRODUCTION	2
CLINICAL NOTEBOOK BINDERS:	3
AFFILIATES FOR PRACTICUM (CLINICAL) ROTATIONS	4
ATTENDANCE POLICIES.....	5
LUBBOCK ROTATIONS:	6
REPORTING TO THE CLINIC AREA WHILE FEELING ILL:	7
TARDIES:.....	8
STUDENT SUPERVISION:	8
INCLEMENT WEATHER.....	9
DOCUMENTATION OF CLINICAL TIME (TIME SHEETS).....	9
LAG TIME POLICY	10
PARKING	11
DRESS CODE.....	11
OTHER SUPPLIES.....	13
ETHICS	13
STUDENTS RIGHTS AND RESPONSIBILITIES	13
COMMUNITY SERVICE REQUIREMENT:.....	14
RADIATION PROTECTION & MONITORING.....	14
REPORTS	15
PREGNANCY POLICY	15
ACCIDENTS.....	16
COMMUNICATION	17
PROBLEM SOLVING.....	17
PATIENT RIGHTS	18
PRACTICUM (CLINICAL) PERFORMANCE EVALUATION.....	19
PRACTICUM COMPETENCY TESTING.....	20
PRACTICUM COMPETENCY PROCESS	20
TEXAS MEDICAL RADIOLOGIC TECHNOLOGIST CERTIFICATION ACT.....	20
ACKNOWLEDGMENT FORM	21
STUDENT HEALTH FORM (SAMPLE)	22

INTRODUCTION

Congratulations on being accepted to study in the field of allied health care and the career discipline known as Radiation Therapy. There are few other careers where one can find daily ever-changing challenges in the workplace and the very real potential for helping others, all while achieving a personal level of satisfaction. Your studies over the next two years should prove to be interesting and ambitious as you work toward becoming an allied health professional specializing in radiation therapy.

The Clinical Handbook documentation that follows is provided as a guide to the development of professionalism and a policy manual applicable to each Radiation Therapy major who is enrolled in a Practicum (clinical) Course. Times and methodologies change so that the contents of this handbook may change at any time while you are enrolled in the program. However, whenever possible, any such change will be made known to each current student in writing no less than four weeks BEFORE the change will become effective to give the student ample time to become knowledgeable of the change and to make the necessary adjustments in order to honor the change.

As you begin your educational journey, you will soon realize that there is an entire new language that you must learn in order to effectively communicate in both the academic and clinical environments. As a matter of fact, that new terminology concept begins right here in this manual. The following definitions should help you to understand some new terms that relate to the practicum (clinical) portion of your education as a radiation therapist:

1. Clinic
Refers to any medical facility where a Radiation Therapy department, or any other medical department the student may be involved with, is located. Due to the nature of our clinical curriculum, the "clinic" is usually a term meant to describe the Harrington Cancer Center (HCC) or one of the Lubbock clinical facilities.
2. Affiliate
Same as clinic.
3. Clinical course
A Radiation Therapy course where the student is placed into a clinic for the purpose of learning and practicing the skills of an entry-level radiation therapist.
4. Practicum course
Same as a clinical course.
5. Clinical Assignment
A period of time when the student is placed into a specific assignment area in the Radiation Therapy department (e.g. three weeks on the Clinac-2100 linear accelerator).
6. Clinical Rotation
Same as clinical assignment.
7. Clinical Supervisor
Clinical Supervisors are employees of the clinical affiliates designated to oversee the clinics for the purposes of evaluating student performance and maintaining open lines of communication between the clinic management and staff and Amarillo College. Each clinical affiliate will have

ONE designated clinical supervisor. This same person will compute and assign the student's final course grade in each practicum course and manage the day-to-day logistics of the student's clinical experience.

8. **Qualified Radiation Therapist (Clinical Instructor)**

A radiation therapist who is licensed by the state of Texas to practice Radiation Therapy and who is registered with the American Registry of Radiologic Technologists (ARRT).

Each student who enrolls in the Amarillo College Radiation Therapy Program will be required to complete a series of practicum (clinical) courses, usually over an approximately **twenty month period**. Additional time is possible if a leave-of-absence is needed or if a grade of "I" (Incomplete) occurs in a practicum course. Such a leave may involve complicated logistics and must be approved by the Program Director as far in advance of the leave of absence as possible.

Practicum (clinical) education is the integration of cognitive, psychomotor and affective behaviors through observation, direct and indirect assistance and performance of actual diagnostic radiologic procedures. Practicum education moves progressively from a passive mode of observation to a more active mode through the practicum courses. The student will be expected to observe, assist in, and eventually perform unassisted radiation therapy treatment procedures while working under the direct and indirect supervision of qualified radiation therapist.

Most clinical assignment duty-shifts begin at 7:45 am and end by 5:00 pm. Clinical times in Lubbock will be described in the rotation schedules that are handed out with each semester. During the first two practicum courses (first year), the student will be on duty two full days/week throughout each semester (summer 1st year will be TBA, averaging more than **28 hours/week during the shorter summer term**). During the final practicum courses (last two semesters), the student will be on duty 3 full days/week. Clinical rotation schedules, including specific times/days will be given to students prior to the beginning of each new semester.

When the student completes these practicum courses, he/she will have accumulated about 1500 clock-hours of duty time and will have participated in over 3000 treatment procedures.

Because the practicum courses take place within a live, working medical environment, educational procedures, protocols, and rules must be in place and **strictly enforced** to ensure patient safety and accurate treatments. The following sections of this handbook describe these procedures, protocols, and rules. Many may seem harsh and some may even appear to be unnecessary. Nevertheless, they are all necessary; they are all important. The student should become very familiar with all aspects of this handbook as quickly as possible to avoid any misunderstandings and/or errors that could lead to serious consequences, not only for the patient, but also for you and others on the health care team.

CLINICAL NOTEBOOK BINDERS:

You will need to purchase a 3-ring binder for the freshman year, one more for the sophomore year for the purpose of storing/maintaining clinical documents and records.

First year students: You will need a BLUE 2" 3-ring binder for this student clinical handbook and 1st year clinical records. You will need to purchase a set of numbered dividing tabs that go to at least #20. A table of contents for your notebook will be provided.

Second year: You will need a GREEN OR MAROON 2" 3-ringbinder for your clinical records. You will need to purchase a set of numbered dividing tabs that go to at least #25. A table of contents for your notebook will be provided.

All students will also need to purchase THREE Blue (odd numbered years) OR RED (even numbered years) pocket folder (with full pockets) for turning in documents at the end of rotations.

It is recommended that you also purchase extra color tabs to mark each semester in your three-ring binders.

AFFILIATES FOR PRACTICUM (CLINICAL) ROTATIONS

Various hospitals, clinics and private physician offices have very generously contracted with Amarillo College since the program's inception in 1982 to provide their facilities (staff, equipment, and patients) for student learning at no monetary charge to the college or students. **A copy of that contract is found in the Student Handbook.** The student should read it and pay special attention to the section of the contract that describes the responsibilities of the student while in the affiliates.

Amarillo College Program Clinical affiliates:

- HARRINGTON CANCER CENTER (HCC), AMARILLO
- JOE ARRINGTON CANCER CENTER (JACC)/COVENANT HEALTH SYSTEMS, LUBBOCK (hereafter referred to as JACC)
- UNIVERSITY MEDICAL CENTER, SOUTHWEST CANCER CENTER (UMC), LUBBOCK (hereafter referred to as UMC)

Additionally, students typically receive short observational type rotations in areas related to radiation therapy and allied health, such as:

- Oncology Nursing (HCC)
- Medical Oncology (HCC)
- Diagnostic Radiology (either BSA hospital or NWTH hospital)
 - radiology
 - nuclear medicine
 - ultrasound
 - MRI
 - CT
- Hospice (BSA)
- Office/Medical Records
- Nutrition
- Social Work
- Physics
- Nursing
- Chemotherapy
- And other rotations as announced

Students should know that each affiliate reserves the right, in its absolute discretion, to refuse its facilities and services to any student who does not meet professional or other requirements of the facility or any appropriate authority controlling and directing said facility. Amarillo College has no authority whatsoever over the actions of the radiation therapists and physicians who work in these affiliates. Disputes between students and the employees of the affiliates are inevitable. The college will, however, support the rights of the student, as is appropriate, when conflicts occur.

Should any primary affiliate refuse its facilities and services to any student, documentation supporting that decision will be provided to the program Clinical Supervisor and Program Director. If the clinical Supervisor and Program Director and/or the clinical facility sustains the action, the student will be refused admission back into that primary affiliate. **It shall then be the sole responsibility of that student to seek admittance to one of the remaining affiliates for the purpose of fulfilling all clinical outcomes.**

And, if a student is dropped by an affiliate for behavior deemed inappropriate, the student may have to repeat that practicum, depending on grades/timing during the semester, provided he/she finds admittance into another affiliate. If the student is unable to secure an alternate primary affiliate site, the student will receive a Practicum grade of "F" and will be dropped from the program with no option to re-enroll.

If a student is dropped by a clinical affiliate for behavior deemed inappropriate, documentation supporting that decision will be provided to the program Clinical Supervisor and Program Director. If the Clinical Supervisor and Program Director sustains the action, the student will receive a final practicum course grade of "F". If the student is dropped by a second secondary affiliate, the student will be dropped from the program with no option to re-enroll.

Program Director: Tony Tackitt, M.Ed., R.T. (T)
Clinical Supervisors: HCC= Dale Barker , R.T. (T)
JACC= Ana Brown, R.T. (R)(T)
UMC=Fanchon McBride, R.T. (R)(T)

ATTENDANCE POLICIES

It is the sole responsibility of each student to always be present at his/her assigned affiliate site on the days and times designated in the schedule. There can be no substitute for the role of clinical experience in the Radiation Therapy program educational plan. Therefore, **attendance and tardy policies are rigid and strictly enforced.**

At the end of each semester of clinic, the student's total time will be added up and compared to the required time (note-clinic is not in session during final exam periods). Any extra hours accrued can not be carried over to the next semester. Any shortcomings in hours on the last day of clinic (BEFORE finals begin) will result in the student being required to make up time and may result in a grade of "I" (incomplete) until that time is made up.

Every absence from clinic must be cleared through the clinical supervisor and arrangements for make up time must be made on the first day the student returns to the clinic after the absence or when the student calls in the absence! A Make-up contract must be completed with the clinical supervisor (which can be obtained from the clinical supervisor—a calendar schedule may take the place of a formal contract). **If**

the conditions set forth in the make-up contract are not completely fulfilled as written, particularly with respect to the date/time of the make-up, the result will be a 5% overall reduction in grade. Note: make-up time can be re-negotiated prior to the make-up time, but if the student fails to show up for the scheduled make-up time, the grade penalty will be enforced. Dependability in being present at your scheduled clinical time is of paramount importance!!

Clinical Make-up days will be described at or near the beginning of each semester. Make-up days are days during which students may make up full days missed. These days will typically occur at or near final exams and at times during the regular semester when students are not scheduled in the clinic (ex. Spring break)

If the student misses a portion of a day (no more than 5 hours) the student may make up that time during the semester (preferably on that same rotation). Note: if the student stays in the clinic past scheduled times, initials from a supervising therapist on the time-sheet directly above the time in question is required or the extra time will not be counted. If a student misses a whole day (5 hours or more of a scheduled day) make-up time must be scheduled through the clinical supervisor during one of the pre-determined clinical make-up days.

If clinic time is not made up by the end of Final Exams, the student will receive a grade of "I" (incomplete) until all clinical time has been made up. The student will also receive a **one letter grade penalty**.

NOTE: Special circumstances merit special considerations on an individual basis (i.e., pregnancies, long term illness/accident) and will be the exception rather than the rule.

A **"leave of absence"** may be arranged if the student misses clinical time of 4 or more consecutive scheduled clinical days. This may be used in cases of illness, injury, pregnancy, or other special circumstances. The student will contact the Program Director and request a leave of absence. The leave will be negotiated between the student and the program director.

Lubbock rotations:

If a student commuting to Lubbock misses a whole day, unlike with Amarillo rotations, that day can be made up during the (typical) time available at the end of the rotation. Caution should be used to not schedule make-ups for days that there are too many students from the other class in that particular clinic. Be sure to clear any make-ups with the clinical supervisor for the facility, not just a supervising radiation therapist.

The same goes for any ancillary rotations. If, for example, a student misses a day in Chemotherapy, the student can (and should) make up that time during that same rotation if possible, or as soon as possible after that rotation has been completed. If a student waits until a subsequent rotation for that make-up, there may already be another student on the rotation, which could prohibit the initial student from making up that day (until one of the designated make-up days).

When missing a day on an ancillary rotation, the supervisor on that rotation must approve of the make-up time as well as the clinical supervisor.

REPORTING TO THE CLINIC AREA WHILE FEELING ILL:

There are times when a student may report to clinic while not feeling optimal. Students are responsible for reporting illness, communicable disease and other conditions which may affect the health of the student, other students, staff and patients. Any time the student reports to the clinical area with knowledge of such a disorder, the student must fill out a STUDENT HEALTH FORM (forms are placed in various clinical areas). The student must also inform the supervising therapist in the rotation area of the condition so that the therapist may take appropriate action regarding the student's participation in the clinical area for that day. Such action may include careful monitoring of student aseptic procedures (primarily hand washing). The supervising therapist must review the STUDENT HEALTH FORM with the student to discuss what interventions, if any, might be necessary for maintaining optimal asepsis while maintaining a quality educational experience for the student. If the supervising therapist feels that the student's presence in the clinic may pose an unreasonable risk to others at the clinical facility, the supervising therapist must report the condition to the Clinical Supervisor. If both the supervising therapist and Clinical Supervisor both concur that the student's condition poses an unreasonable risk, the student will be sent home until such time that the student no longer presents with the condition of concern. The time missed from clinic will be counted as absent. Cancer treatment often involves work with patients that are immuno-compromised. Careful monitoring of student health as it affects patient interactions is both reasonable and necessary. As a rule, if a student presents with a fever, they will be sent home. A copy of the Student Health form is placed in the forms appendix at the end of this document

IMPORTANT: Re: Absence Notification

When a student is going to be absent from a scheduled regular or make-up clinical assignment (for any reason) the student must notify the clinical facility as soon as possible. **The notification must be made to the clinical student supervisor and supervising therapist (at whatever rotation the student is scheduled at) and must include a reason for the absence.** This notification procedure is required as a courtesy to the medical institutions that provide the use of their facilities and equipment and no charge.

If a student is absent from a clinical assignment, and does not notify the proper authority no later than 4 hours after the beginning of the scheduled clinic time (and even that is really waaaaay too late!), or if the student receives an UNEXCUSED absence (e.g. "playing hooky", the following penalty will be strictly enforced:

*FIRST OFFENSE - A reduction of 3% from the student's semester grade.

*SECOND OFFENSE - Automatic (additional) letter grade reduction for clinical course

*THIRD OFFENSE - Automatic clinical course grade of "F"

* During the entire clinical training period of 5 semesters of clinical duty, not during a single semester.

Proper notification must occur in all cases. Even if:

The student must call long distance

The student does not have a telephone

Many students often work beyond their assigned times and in doing so accumulate extra duty time. Working extra time provides for additional experience and is certainly encouraged and applauded by all concerned. However, any extra duty time cannot be used to make-up a future absence or tardiness.

Likewise, any extra time earned in one practicum course cannot be carried over into a succeeding practicum course.

TARDIES:

Any tardiness must be highlighted in yellow on the student's time sheet when turned in to the program director.

The following grade penalties are consequences that will result for tardy and/or unexcused absences (per semester): _____

2 Tardy's Oral warning and immediate loss of
5 points from the semester practicum grade

3 Tardy's Written warning and an additional 5 percentage point reduction from
the semester practicum grade (total of 10 points reduction)

4 Tardy's Final practicum course grade of "F"

It is **STRONGLY RECOMMENDED** that the student develop the habit of **ALWAYS** being at his/her designated clinical site several minutes **BEFORE** the start of the work shift as an insurance against tardiness.

Shift hours may vary depending on location and type of rotation. It is the student's responsibility to know the assigned work hours.

STUDENT SUPERVISION:

Student supervision is available to all students from clinical instructors and faculty members. Students may NOT perform any direct patient care procedure (a procedure in which on-hands care or treatment is given to a patient) AND/OR any procedure that requires energizing a treatment or fluoroscopic unit without direct supervision from a clinical instructor or faculty member. Students may not perform any constancy/quality checks on equipment, for which the therapist is ultimately responsible, without direct supervision from a registered therapist. A student may not operate/adjust any peripheral devices (e.g. oxygen, IV's, etc.) without direct supervision from a Radiation Therapist or other qualified Health Care Professional. Students may not, at any time, replace a qualified Radiation Therapist, and may not assume the responsibilities of a qualified Radiation Therapist.

"Direct Supervision" includes the following:

1. A qualified radiation therapist reviews the procedure in relation to the student's achievement
2. A qualified radiation therapist evaluates the condition of the patient in relation to the student's knowledge
3. A qualified radiation therapist is present during the conduct of the procedure; and
4. A qualified radiation therapist reviews and approves the procedure.

For the purposes of maintaining optimal patient care with minimal distractions, students are not allowed into the clinical area at times when they are not scheduled for clinical time. Exceptions are as follows:

- 1.) The student may enter the clinical area if they have an appointment to consult with the clinical supervisor or other personnel (all appointments must be cleared with the student clinical supervisor prior to the appointment).
- 2.) The student may check their mailbox in the clinic but must enter the clinic through the door near the time clock and the student must not loiter in the clinical area.
- 3.) The student may enter the clinic to utilize the Macintosh for case study reports (Sophomore year). The student should notify the department director or assistant director immediately upon entering the clinic for computer usage.

INCLEMENT WEATHER

If Amarillo College OFFICIALLY closes its campuses due to inclement weather (e.g. heavy snow), students will not be expected to attend their clinical rotation on the closure day(s). In the event that the student does manage to arrive at the assigned affiliate site before learning that the college has closed, he/she may stay on duty for the extra experience or may choose to return home. Hours acquired in this manner can be used as make-up time for absences that have already occurred (even though they were not officially scheduled as make-up time). College weather-related closures will be broadcast first on radio stations KGNC 710 AM and FM90. Also, announcements will soon appear on KAMR, KVII, and KFDD television channels. These announcements are usually made by 6:30 am on the day of the closure.

Lubbock clinics will close for those students based in Lubbock if Lubbock Independent School District closes campuses, or individual hospitals close departments for the day.

Some students must routinely commute to and from Amarillo from their home towns over relatively large distances. If inclement weather is occurring at the student's home location, but the college has not closed, the student may choose to remain at home to avoid a dangerous commute. In such cases, the student must use the standard call-in procedure and the Clinical Supervisor will record the absence as EXCUSED, and regular make-up time rules will apply. Likewise, traveling within the city of Amarillo during a snow event may cause problems for some. The "rule of thumb" is to stay at home if it is too dangerous to travel – even if the college is still open for business that day.

Any approved weather-related absence will NOT count toward the three excused absence limit.

DOCUMENTATION OF CLINICAL TIME (Time Sheets)

Time sheets are provided by the clinical affiliate. Falsification of these instruments will result in the student being given an "F" for the clinical course. All signed-in times MUST be accompanied by the assigned therapists initials. Failure to have signed in times initialized or failure to correctly clock in may result in the student being registered as absent for that time period. Failure to turn in time cards to the clinical supervisor on a timely basis will result in significant time and/or grade penalties as determined by the Clinical Supervisor.

Please clock in (sign in) and out at your scheduled times. Do not arrive more than 10 minutes before the scheduled first patient or stay more than 10 minutes after your scheduled finishing time unless you are approved to do so by your supervising therapist. ANY TIME YOU ARRIVE MORE THAN 10 MINUTES EARLY OR STAY MORE THAN 10 MINUTES LATE, YOU MUST HAVE THE

SUPERVISING THERAPIST INITIAL YOUR TIME CARD IMMEDIATELY ABOVE THE TIME IN QUESTION FOR EACH OCCURRENCE! The supervising therapists initials, in essence verify and validate that there was a meaningful clinical experience for you to take part in, therefore justifying the additional time. Failure to do this will result in a loss of time for that clinical shift.

Students are NOT required to stay past their scheduled clinic times but may stay past their scheduled times on a voluntary basis (with supervising therapist initials) if they so desire and are able. The supervising therapist must be present in order to stay late. Any such extra time must be highlighted in yellow on the student's time sheet when turned in to the program director. Likewise, any time you are absent from the clinic, that time must also be highlighted in YELLOW.

Students on observational rotations outside of the Harrington Cancer Center (HCC) must take their time sheets with them on their rotations and fill in times at their rotation. All times at rotations outside the Harrington Cancer Center must be initialed by a/the supervisor with whom you are assigned for that rotation each time you check in and out.

If the student is scheduled to stay until 5:00 PM but the patient load is finished early, the supervising therapist may sign the student out at 5:00 (17.0 on a time clock) as early as 4:30. If this occurs, it is a privilege and students should not expect to be signed out consistently. If the machine load is finished **before** 4:30, the student may clock out. Thus, leaving early but losing time that will have to be made up. Regardless, it is preferred that the student find something constructive to do rather than leave the clinic very early. Students rotated outside the HCC may NOT leave early at any time!

Again, dependability is of utmost importance. It is the students sole responsibility to have their time card properly filled out. Improper or incomplete time cards can and will result in a loss of time for the period in question.

note: time sheets must be filled in on a consistent and regular basis during the rotation. A student may NOT have a therapist initial a time sheet any later than the next scheduled clinic day. Asking a therapist to initial a time more than a (clinical) day after that time was accrued will result in that day having to be repeated. The student must also fill in the "total time" section of the time sheet. Failure to fill out this portion will result in an extra day of clinical assignment. Failure to complete any other portion of the time sheet (including name) will also result in the assignment of an extra day of clinical duty (sans first semester "grace" period).

Falsification or neglect to follow this instruction may result in expulsion from the program.

Lag time policy (HCC machines only)

Second Year students:

- First priority for students is their assigned machine.
- If there is a lengthy period of lag time, students should work on hand calcs.
- If there is a unique opportunity (ex. total skin or other rare set-up), students may go to another machine to observe.
- Depending on circumstances, the supervising therapist may ask the student to move to another unit or clinical area. If a student is moved temporarily to another area, a supervising therapist

must initiate the move and should direct the student to an appropriate machine for an appropriate time.

- Last semester 2nd yr students, however, may roam around a bit more freely between machines, as they may be needing to find specific set-ups to complete their “blue sheet” requirements. During this last semester, students may request (to the clinical supervisor) being temporarily assigned to another machine in order to help fulfill their clinical requirements.

This policy should not be considered as "carved in stone" but should serve as a guide to help therapists and students have more direction in relation to the students responsibilities.

1st year students: Same as for 2nd yrs, except skip hand calcs until the end of spring semester when hand calcs are covered in class.

Lag time policy for non-HCC rotations: the clinical supervisor will be responsible for assigning you to various areas, and may move you around freely.

PARKING

While on-duty, students are expected to park in the designated areas in the affiliate site parking lots and to abide by the parking rules of each site. The student will be responsible for payment of any citation and/or tow fee as a result of a parking lot violation.

Students rotated at Harrington must park in the front parking lot (but not in patient areas), not in the back staff parking lot.

DRESS CODE

(APPEARANCE)

In general, students will follow the dress codes of the clinical affiliates.

Each student will be expected to arrive for clinical duty presenting a professional appearance.

The following general dress code applies to students during clinical training time only.

All students will be expected to arrive for clinical duty representing and appearance worthy of an allied health professional. This means the following:

1. Clothing and shoes are to be neat and clean at all times. Comfortable and safe leather shoes with socks or stockings are to be worn (sandals, open toe, high heeled shoes are NOT to be worn). **NAVY BLUE** (SOLID PRINT) scrubs are to be worn. The student must present a "professional" appearance at all times while in the clinic. A student will be expected to comply with the specific dress code of his or her assigned training facility.
2. Wearing an approved name tag with an ID picture. Instructions for obtaining this ID will be given to the student upon beginning the Practicum coursework.

3. Wearing a current personnel radiation dosimeter badge at the level of the collar at all times during clinical and laboratory work hours. The badge is furnished to the student by the college at no additional charge. However, if the badge is lost or damaged, the student will pay a \$5.00 replacement fee. Students will **not be allowed** to participate in clinical or laboratory hours without their dosimeter badge. Loss of clinical/laboratory clock hours as a result of not having the dosimeter badge must be made up according to the policies outlined for those courses..
4. Each student will wear an Amarillo College School of Allied Health cloth patch on the left sleeve of each uniform lab coat (Note: If a lab coat is worn over the scrubs, the patch must be on the lab coat on the left sleeve, clearly visible to the public). The patch should be centered 1 inch below the left shoulder seam. Patches can be purchased at the West Campus Bookstore. Patches must be neatly sewn onto the sleeve.

An Amarillo College student medical i.d. tag can be purchased at the West Campus Business Office. The tag should be ordered no later than the 2nd week of classes. The tag must be worn at all times while in the clinical areas.

5. Gaudy make-up strong perfumes/colognes will NOT be allowed. Light or no make-up/fragrances. Some patients that are undergoing chemotherapy in conjunction with their radiation treatments are sensitive to chemical odors such as found in perfumes, make-up, etc.
6. Jewelry and make-up should be kept a minimum.
7. A student will be expected to comply with the specific hair code of his or her assigned training facility. HCC: clean, neat hairstyle that does not interfere with the performance of duties
8. Not wearing any visible body piercing apparatus with the exception of small ear studs—no more than one per ear, and no loops or other dangling earrings. No visible tattoos.
10. Not wearing a tongue piercing apparatus to ensure clear and unhindered speech.
11. No bare-midriff or bare-shoulder attire is permitted in the clinic at any time.
12. Artificial fingernails are prohibited. Fingernails must be trimmed to no longer than ¼”
13. Lubbock: Same as above, plus: White tennis shoes, white T-shirt under scrub top.

More details may be found in the HCC Dress Code Policy document.

STUDENTS WHO ARE IN VIOLATION OF ANY ON OF THESE DRESS CODES WILL NOT BE PERMITTED TO REMAIN IN THE MEDICAL INSTITUTION UNTIL THE VIOLATION IS CORRECTED.

It will be at the discretion of the clinical site to send students home that are not properly attired. Students sent home as such will be assigned **4 hours of non-excused absence** that must be made up---even if the

student comes right back to the clinic. If the student misses more than 4 hours to correct the problem, the amount of time missed is the amount of time that must be made up.

Other Supplies:

The student will also need a supply of frequently used items in the clinic such as: black ink pens, felt tip markers (Sharpies) in assorted colors, a short centimeter ruler (10-20 cm long). These supplies should be portable enough to carry on your person while in the clinical areas.

Please prepare to have these items by the beginning of the semester

ETHICS

In addition to maintaining a professional appearance, students are expected to maintain a high standard of conduct both on-duty and off-duty and follow the “*Code of Ethics for Radiologic Technologist*.” Students will be required to observe the following behavioral guidelines:

1. The student will **NOT** demonstrate unprofessional behavior; that is, making inappropriate comments or using inappropriate verbal or body language to patients, family or staff; gossip regarding patients, physicians, fellow students, or co-workers; discussion of clinical information (condition or prognosis) with patients or relatives (**all patient information is considered confidential and must be treated as such**); consumption of food/drink in patient areas, etc. “Common sense” applies here.
2. The student will **NOT** demonstrate an unprofessional “appearance,” that includes offensive odors (excessive perfume, bad breath, body odor, etc.), hickeys, chewing gum, etc. Again, “common sense” applies here.
3. The student will **NOT** falsify practicum records to include time logs, exam logs, etc.
4. The student will not make or receive personal telephone calls during a practicum duty shift except in case of an emergency. Students should **NOT** use cell phones in the clinic to receive calls. Please inform anyone that might need to contact you of the machine rotation phone # and have them call you on that number.
5. Do not use computer stations for personal internet or email use.
6. Maintain adherence to policies and procedures applicable at the designated affiliate.

Willful failure to closely follow these aforementioned behavioral guidelines could result in the immediate dismissal of the student from the Radiation Therapy program with no option to re-enroll at a later date.

STUDENTS RIGHTS AND RESPONSIBILITIES

Please refer to the Students Rights and Responsibilities publication of Amarillo College. These apply to practicum assignments as well as to on-campus activities.

COMMUNITY SERVICE REQUIREMENT:

The student will be required to document at least 16 hours of volunteerism/community service at some point in time while enrolled in "major" courses in radiation therapy. (In addition, the student will be required to spend at least 4 hours of that time attending an orientation for Hospice Care providers through BSA Hospice. The student will need to contact Diana Perley (212-8777) or Sharon Hutchison at the same number to inquire about orientation times.)

The Community Service time is to be spent on activities involving DIRECT interactions with those that are being served. In other words, working in the kitchen area of a meal service agency for the underserved would not count as your Community Service hours. Additionally, the Community Service hours cannot be related to cancer care or treatment, as part of the purpose of the requirement is to involve the student in areas outside of our profession. Students may not fulfill their Community Service at their church or any other organization with which the student is already an active or passive part. In other words, students are encouraged to participate in avenues of service that they are not already familiar with that will encourage a broadening of one's horizons.

The student must write a brief proposal (may be hand-written) of their intended service involvement prior to beginning the service. The proposal, which should be a few short sentences or a paragraph describing the intended service, must be turned in to, and approved by, the Program Director. The requirement may be fulfilled in more than one community service facility.

Documentation is required for Community Service hours. And administrator at the service facility must compose a short memo stating the following:

- Dates/times of service
- Total hours of service
- Name of service facility and administrator contact information
- A brief description of the services rendered by the student

After the Community Service requirement has been fulfilled by the student, the student will present the documentation, as well as the Clinical Competency Profile to the Program Director. The Program Director will 'sign off' on the Community Service requirement on the Clinical Competency Profile.

The Community Service requirement must be completed no later than the beginning of the Fall semester of the 2nd year of the program.

RADIATION PROTECTION & MONITORING

It is an **ethical and professional responsibility** of the student to keep radiation exposure to each patient and others (including self) to an absolute minimum. Each student is required to practice the ALARA (As Low As Reasonably Achievable) principle at all times. The student **must always** wear his/her

current personnel dosimeter badge during clinical assignments and will NOT be permitted to participate in those assignments if he/she does not have the badge.

Willful failure to practice proper ALARA radiation protection guidelines could result in the immediate dismissal of the student from the Radiation Therapy program with no option to re-enroll at a later date.

Reports: Occupational radiation dose reports are maintained and reviewed by the RSO. Dosimetry reports include the monitoring period, type of dosimeter, radiation quality, dose equivalents in mRem or mSv for that period, quarterly, year to date, and lifetime for each individual radiation student. A current copy of the report is posted on the bulletin board location in the radiology lab at West Campus Allied Health Building. All Radiation Therapy students will receive an individual dosimetry report with cumulative dose equivalents soon after graduation of their program. It is the responsibility of the graduate to provide their future employers with a copy of this cumulative report.

Any radiation dosimetry report for an individual who receives dose limits over NCRP recommendations (NCRP Report #116) will be investigated by the RSO, taking into account the type of radiation, proper shielding, etc. Thereafter, appropriate action will be taken.

All Radiation Therapy students have an individual responsibility for adhering to the Amarillo College Safety Policies and Procedures.

Pregnancy Policy: X-Radiation and electron beam exposure is dangerous to living cells, tissue, and organs. The danger increases in those organisms which are physically immature (e.g. children vs. adults). The danger is greatest in the unborn organism (embryo or fetus).

Therefore, the National Council on Radiation Protection & Measurements (NCRP) recommends that "the dose to the embryo/fetus from occupational radiation exposure of a declared pregnant women during the entire gestation period should not exceed 500 millirem (500 mrem) as required under the revised 10 CFR 20 regulation by NRC."

The NCRP recommendations & the HRC regulatory requirements are adopted as policy by the Amarillo College Radiography Program, Nuclear Medicine Program, and Radiation Therapy Program. This policy is enforced to provide protection for the radiation sensitive embryo/fetus and to establish radiation protection procedures to ensure safety from any potentially significant exposure.

It is realized that the radiation student who is pregnant may choose to maintain her pregnancy status as personally confidential. Any such student may still obtain fetal dose and related radiation safety information, at any time, from the Radiation Safety Officer (RSO) without declaring her pregnancy status. However, a Radiation Therapy student who becomes pregnant is urged to consider the RSO's responsibility for her safety, as well as the safety of embryo/fetus, and, therefore, voluntarily provide the RSO with a written declaration of pregnancy (see forms appendix).

Amarillo College assumes no responsibility for providing fetal radiation dose monitoring and precautions until the pregnant student voluntarily declares her pregnancy status, in writing, to the RSO. Amarillo College's responsibility to protect the embryo/fetus under the 500 mrem dose guideline begins only when the student declares her pregnancy to the Radiation Safety Officer.

Once a written declaration of pregnancy has been received by the RSO, the RSO will schedule a counseling session with the student as soon as possible. Major items to be discussed during this session will include:

1. Fetal dose radiation safety and precautions.
2. A copy of the NRC Regulatory Guide 8.13 "Instructions Concerning Prenatal Radiation Exposure"
3. Fetal radiation monitoring program, guidelines, regulations and a separate monthly fetal dosimetry badge.
4. Safety aspects of the student, the ALARA (As Low As Reasonably Achievable) radiation protection philosophy.
5. Options to consider regarding the duration of her educational program at Amarillo College:
 - a. Remain in all program courses through program completion with the understanding that during **any** radiation procedure, college lab or practicum's, she will wear adequate shielding **and** both dosimetry badges (fetal and personal whole body). Other specific higher dose potential area rotations may be determined on case by case basis by the Radiation Safety Officer.
 - b. Remain in didactic courses only, and take a temporary leave from those courses where she would be directly involved with ionizing radiation procedures.
 - c. Take a maximum of twelve months leave from all coursework.

6. Questions and discussion

After the counseling session, the student and RSO will be asked to sign a statement confirming that the NRC Regulatory Guide 8.13 was received by the student; that personnel monitoring has been established; that options have been discussed; and, that the student was given an opportunity to ask questions during the counseling session.

ACCIDENTS

Any accident that occurs during clinical hours resulting in patient or personal injury and/or damage to the equipment must be reported immediately to the adjunct affiliate supervisor and to the faculty Clinical Supervisor. The student will be required to follow the procedure for documenting the incident on the proper form, per hospital/clinic policy, at the time the incident occurred. Also, the student must complete an Amarillo College incident report and return it to the faculty Clinical Supervisor within one school day following the incident. **If an accident occurs, phone the program director immediately to describe the incident (354-6063) Then contact Amarillo College Security and inform them of the incident. This MUST be done within 24 hours of the incident. AC security will likely need to interview you (and the program director) for an incident report. These steps are important in that accident insurance reimbursement depends on timely completion of such reports.**

At the time of college registration for a practicum course, the student purchased an accidental injury policy along with a mal-practice insurance policy. If the student is injured while on-duty, it is the student's responsibility to seek medical advice and/or treatment from their private physician at their own

expense. Thereafter, the student may file an insurance claim through the Amarillo College business office for reimbursement under the provisions of the policy.

COMMUNICATION

Quality health care is centered around good communication. All members of the health team must communicate clearly and effectively with their patients and with each other.

Any miscommunication, whether major or minor, will almost always have a negative impact on the health care of the patient. The student radiation therapist will be faced daily with receiving, interpreting, and carrying out directions from the medical staff and from the college instructors, and should, therefore, quickly learn to listen carefully and respond appropriately. If in doubt about a particular instruction, STOP and ask questions BEFORE proceeding. And remember, when a question is needed, avoid asking the question within the hearing range of the patient.

Students will also be called upon to offer words of consolation and reassurance to patients and their family members and friends. When a patient, relative, or friend leaves the care of the radiation therapist with a feeling of confusion or emotional hurt, that person will probably choose to go elsewhere the next time Radiation Therapy care is needed. At the same time, however, do not give false reassurance to a patient or a family member or friend in an attempt to make the person “feel better.” Eventually, the truth will surface and when it does, the reputation of the radiation therapist and the health care facility will suffer greatly and irreparably.

Never give medical or personal advice or offer your opinion concerning any patient comment (even during “small talk” discussions). Likewise, never disagree with a patient and certainly never demand an explanation from the patient.

Of course, communication may be spoken or may be nonverbal. The observant radiation therapist can learn a great deal about a patient through good interpretation of body language. Nonverbal communication may repeat or stress a spoken message (e.g. a patient whose body language confirms that he is in severe pain). Nonverbal communication may also contradict a verbal message (e.g. a patient is complains of severe pain but smiles, moves about easily and seems to enjoy the Radiation Therapy experience). And, nonverbal communication may totally substitute for the spoken word (e.g. a patient whose facial expressions indicates severe pain when a body part is moved but has said nothing).

When giving instructions to the patient, the student must learn to speak slowly and in a language that the patient can understand. Be simple and direct with the instructions. After an instruction has been given, determine if the patient understands the instruction before proceeding.

PROBLEM SOLVING

When the student radiation therapist is assigned to perform a particular imaging procedure, decisions must be made that will determine the specific approach to be used in performing that procedure quickly, efficiently, safely and with the least discomfort as possible to the patient.

Be observant of the patient from the moment first contact is made. Note the ability of the patient to move about, to understand instructions, and to speak coherently. Proper evaluation of these criteria will

determine the approach to be used in positioning the patient for the treatment. If possible, involve the patient in the development of the approach "plan". The patient will be more willing to cooperate if he/she feels partially responsible for the success of the treatment. That approach may slow things down a bit, but the long-term results are certainly worth the wait.

Once the approach plan has been determined, the radiation therapist should proceed with it as smoothly as possible.

When a problem surfaces, and it will, stop and think before reacting and learn to problem-solve in a systematic manner to lessen the likelihood of making a bad decision. Of course, experience will most certainly contribute to good decision-making. Take your cue, and develop your approach skills, by observing and learning from the staff therapists. Their experience in handling various patient situations will serve you well in learning how to "plan" and approach patient set-ups.

PATIENT RIGHTS

When a patient presents for a radiologic examination, he/she has legal rights as a consumer of health care. The student radiation therapist must quickly learn the nature of those rights and be fully prepared to ensure that they are all observed.

1. The patient has the right to refuse any medical treatment or procedure.

If a patient refuses to have a radiographic examination, the student should never attempt to change the patient's mind and, most certainly, should never proceed on with the procedure. Instead, discontinue with the procedure immediately and inform the supervising technologist.

2. The patient has the right to physical privacy and to confidential treatment of his records.

The student radiation therapist should make every effort to keep the anatomy of the patient covered, to have the door to the room closed, and to ask permission of the patient for any person not involved in the procedure (e.g. another student) to be present.

Any information received from the patient, any procedure performed, and any test result must remain confidential within the applicable statutes.

3. The patient has the right to be transferred to another medical facility for care at his/her request, and his/her records must be made available to those who will be involved in his/her care at the new facility.
4. The patient has the right to know the names and professional qualifications of those who treat him/her. If the treatment is experimental, the patient must be informed of this, and he has the right to refuse such treatment.

The student radiation therapist should always introduce self upon meeting the patient for the first time and should inform the patient of the "student" status.

5. If the patient must have some type of follow-up care after leaving the Radiation Therapy department, it is the responsibility of the radiation therapist or radiologist to explain fully to the patient the nature of the follow-up care.
6. The patient has the right to examine all financial charges presented to him/her regardless of how these charges are to be paid.
7. The patient has the right to an interpreter if he/she does not understand English.
8. The patient has the right to be informed of all clinic rules and regulations that will apply to his/her conduct as a patient in that clinic.

PRACTICUM (CLINICAL) PERFORMANCE EVALUATION

At the conclusion of each practicum rotation, the student radiation therapist will receive a written performance evaluation from the qualified radiation therapist who supervised the student during the evaluation period. If there was more than one supervisor during the period, each supervisor may perform an independent performance evaluation.

The evaluation instrument and process will measure three aspects of learning:

1. *Cognitive learning*

Cognitive learning generally refers to knowledge gained in the classroom through lecture and demonstrations of various concepts and to the background information needed to understand a concept. In general, cognitive learning precedes the other two aspects of learning. Cognitive learning is demonstrated in both Part I and Part II of the end of rotation evaluation form, but is demonstrated most clearly in the classroom (didactic) portion of the program's curriculum.

2. *Psychomotor learning*

Psychomotor learning is hands-on learning. This occurs in the energized campus laboratory and in the clinical environment. Successful psychomotor learning most always requires a certain level of cognitive information. In the clinical environment, Psychomotor learning is best evaluated in Section II (part II) of the end of rotation evaluation form.

3. *Affective learning*

Affective learning involves attitudes, values, and feelings. Affective learning occurs in both the cognitive and psychomotor environments.

When the student receives the written evaluation form from the supervisor, the student should review the comments of the supervisor and discuss with him/her any items where a less than desirable response is evident so that any problem area can be corrected before the next evaluation. In the clinical environment, affective learning is best evaluated in Part I of the end of rotation evaluation form.

PRACTICUM COMPETENCY TESTING

Students will perform competency-based testing to demonstrate their knowledge, skills and competency level for each basic or entry-level procedure.

A student's cognitive skills are directly evaluated in the classroom and indirectly evaluated throughout their practicum experiences. Their psychomotor skills are evaluated in the college's energized labs and during their clinical experiences in each of the affiliates. In order to properly and more fully evaluate the student's psychomotor skills, it is essential to determine the level of performance ability. Only through the use of a competency-based testing system can the proficiency level a student has achieved be determined.

NOTE: ALL CLINICAL COMPETENCIES MUST BE COMPLETED IN ORDER TO SUCCESSFULLY PASS THE CLINICAL CURRICULUM.

PRACTICUM COMPETENCY PROCESS

The Amarillo College Radiation Therapy clinical curriculum is also competency-based. The Competency Process is outlined on the Clinical Competency Guideline document.

TEXAS MEDICAL RADIOLOGIC TECHNOLOGIST CERTIFICATION ACT

Texas law prohibits persons from becoming employed as radiation therapists while enrolled as a student radiation therapist with the exception of a period of twenty calendar days that immediately precede the program graduation date.

Any student employed as a radiation therapist before completion of their training will be required to provide proof of compliance with the TEXAS MEDICAL RADIOLOGIC TECHNOLOGIST CERTIFICATION ACT.

Students who are employed in violation of the TEXAS MEDICAL RADIOLOGIC TECHNOLOGIST CERTIFICATION ACT prior to the completion of all program requirements will be immediately dropped from the program with no option to re-enroll at a later date.

**AMARILLO COLLEGE
RADIATION THERAPY PROGRAM
CLINICAL HANDBOOK AND PRACTICUM

ACKNOWLEDGMENT FORM**

Each student is required to sign this form which acknowledges that the student has received a copy of the Clinical Handbook .

Furthermore, the student's signature acknowledges that he/she agrees to abide by the present content of this handbook as well as any revisions that may be necessary prior to his/her graduation from the program, assuming that such revisions do not violate the college catalog under which the student is enrolled.

*Remove this signed and dated form
and present it to the Clinical Supervisor
to be placed in your permanent student file.*

By my signature below, I acknowledge that I have received a copy of the Radiation Therapy program Clinical Handbook and have read these documents and have had the opportunity to ask questions concerning their contents and interpretations. I also understand that it may become necessary for program officials to revise the contents of the handbook prior to my completion of the program, in which case I agree to abide by the revisions.

Student's Signature

Social Security Number

Today's Date

**AMARILLO COLLEGE
RADIATION THERAPY PROGRAM**

**STUDENT HEALTH FORM (sample)
FOR CLINICAL EDUCATION**

This form is to be used by students in the Radiation Therapy Program for reporting any illness, communicable disease and other conditions which may affect the health of the student, other students, staff and patients. Any time the student reports to the clinical area with knowledge of such a disorder, the student must fill this form. The student must also inform the supervising therapist in the rotation area of the condition so that the therapist may take appropriate action regarding the students participation in the clinical area for that day. The supervising therapist must review the STUDENT HEALTH FORM with the student to discuss what interventions, if any, might be necessary for maintaining optimal asepsis while maintaining a quality educational experience for the student. If the supervising therapist feels that the student's presence in the clinic may pose an unreasonable risk to others at the clinical facility, the supervising therapist must report the condition to the Clinical Supervisor. If both the supervising therapist and Clinical Supervisor both concur that the students condition poses an unreasonable risk, the student will be sent home until such time that the student no longer presents with the condition of concern. The time missed from clinic will be counted as absent.

NAME OF STUDENT: _____

DATE: _____

Briefly state the nature of the illness/disorder (use back if necessary):

Y / N (circle one) I have visited with a physician regarding this condition.

If yes, are you under any restrictive orders from the physician? Y / N (circle one)

If yes, what is the nature of the restriction(s):

_____ This has been discussed with me. _____ date
Clinical supervisor signature

Action taken: