

ACADEMIC EDUCATION SCHOOL OF RADIATION THERAPY

CLASS RESPONSIBILITY

Class schedules for the semester are posted and included in this handbook. Classroom attendance records are maintained daily. Students are allowed 1 class cut per semester per class. Any class time missed over the allotted number will result in 1 point deducted per occurrence from the final grade for that course. **A student who must miss class must notify the instructor of the course *before the class begins*.** The student is responsible to the instructor for all class work missed. Classes begin on time and you are expected to be there on time. The instructor of the course may elect to give a "Zero" for any course work not turned in. Students may NOT miss an assigned test without prior discussion with the instructor. All **cell phones** and **electronic devices** must be turned **to silent during class**.

INCLEMENT WEATHER POLICY

It is urgent that the Grady Health System maintain operations during inclement weather conditions. The Schools of Radiation and Imaging Technologies are full-time programs. In case of inclement weather, every effort should be made to attend training hours as soon as conditions permit. The Education Manager will make a decision concerning closure or late opening of the program. Students will be emailed with the notification.

ABSENCE FROM EXAMINATION

A student who must miss a scheduled examination must **call** to notify **the instructor of the course** before the scheduled exam time (for Radiation Therapy, the Program Director must also be notified). A student who fails to take a required examination at the scheduled time may **not** make up the examination without permission from the instructor of the course. Deferred examinations must be taken the **first day** following the absence. Permission to make up an examination will be granted only for illness or other dire reason. Documentation (i.e. doctor's note, court summons, etc.) must be submitted to validate the absence. If the student does not present documentation for the absence, the instructor has the option of giving a "0" for failure to take an examination on the scheduled date, or may levy a penalty against the student as determined by the instructor of the course.

GUEST SPEAKERS

Members of the hospital staff, physicians, and various outside speakers may also be invited to give lectures concerning their respective fields of medicine. These lectures may sometimes replace regular scheduled classes. Since these lectures may be required, an examination may be given on the material presented.

GRADING SYSTEM

The following system of grading is used:

A – Excellent	=	90 - 100%	F - Failure	=	Below 70%
B – Good	=	80 - 89%	P-Pass		
C - Marginal	=	75 - 79%	I-Incomplete		
D - Poor	=	70 - 74%	W-Withdrawal		

Students receive an academic and clinical grade report at the end of each semester from the registrar's office. Academic and Clinical grades are listed separately, are weighted by credit hours, and are averaged for a semester GPA. The student is individually counseled concerning their academic and clinical training on a weekly, monthly, or per semester basis as needed.

ACADEMIC INTEGRITY

Academic integrity is an integral part of learning. Any infraction of this honesty policy is detrimental to the student's education and to the integrity of the school. The following cases of dishonesty are strictly forbidden:

1. Plagiarizing any assignment. *Plagiarism* means using someone else's ideas or words without using quotation marks and/or giving credit by citation of source(s).
2. Copying / submitting another person's work.
3. Unauthorized taking of someone else's work.
4. Using unauthorized notes or equipment (including programmable calculators) during an examination.
5. Stealing an examination or using a stolen examination.
6. Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
7. Having someone else take a quiz or exam in your place.
8. Fabricating information such as data for patient log sheets.
9. Falsifying a patient's medical record or a student's clinical record.
10. Using another person's file or flash drive or copying another student's computer program.

Instructors may use **any one or more** of the following disciplinary measures for a case of dishonesty:

- A zero for the assignment.
- An "F" for the course, resulting in dismissal from the program.
- Recommendation of dismissal from the program.

TESTS AND SCHOOL ASSIGNMENTS

Course syllabi, assignments and handouts may be accessed online via Google Classroom. It is the student's responsibility to print out or download these documents for class. Students may access these documents on the school computers and utilize the school's printer. Students must bring their own paper when using the school's printer. Testing and test grades will be accessible via the program learning management system. You may log on to Google Classroom to review your grade.

**SCHOOL OF RADIATION THERAPY
COURSE DESCRIPTIONS**

Fall Semester	Credit Hours
<p><u>Orientation:</u> This course introduces the student to the Grady Health System and the School of Radiation Therapy. This includes a brief introduction to key personnel, course registration, ID badge issuance, parking arrangements, student handbook policies and procedures, and required in-service education for radiation protection, general safety procedures, blood borne pathogens, and HIPAA compliance.</p>	0
<p><u>Introduction to Radiation Therapy:</u> This course introduces the student to the radiation therapy profession. Emphasis is placed on the multi-disciplinary approach to cancer management and the role of a Radiation Therapist. Topics include organization of the hospital, the cancer care team, medical ethics, introductory law, communication and cultural diversity, death and dying, the history of radiation therapy, simulation and imaging technology, treatment technology, dosimetry and treatment planning, radiation protection, record management and operational issues, quality control, and computer utilization.</p>	2
<p><u>Patient Care I:</u> This course is the first in a two-course sequence that is a review of basic nursing skills and oncology nursing procedures. Emphasis is placed on assessment and management of patients for general medical conditions and patients with cancer. Topics include medical terminology, acquisition and evaluation of vital signs and laboratory test results, body mechanics, infection control and Standard Precautions, medical equipment handling, specimen/biopsy collection, pharmacology, common medical/oncology emergencies, cancer screening and prevention, patient and community education, and quality management.</p>	2
<p><u>Principles & Practice of Radiation Therapy I:</u> This course is the first in a two-course sequence that introduces the principles of equipment operation and the practice of radiation therapy procedures. Emphasis is placed on medical imaging and processing, nomenclature, simulator operation, linear accelerator operation, other radiation therapy treatment (i.e. Tomotherapy), maintenance of treatment records, treatment delivery and documentation, and interpretation of treatment plans.</p>	2
<p><u>Patho-Oncology I:</u> This course is the first in a three-course sequence that introduces the principles of pathophysiology, carcinogenesis, and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites; including nomenclature, etiologic factors, epidemiology, pathology, diagnostic work-up, tumor grading and staging, patterns of spread, treatment options, and prognosis. Topics include malignancies of the respiratory, urinary, reproductive (male/female), and central nervous systems.</p>	2
<p><u>Patho-Oncology Lab I:</u> This lab component progressively provides an in-depth study of principles of patient simulation and treatment techniques for the topics included in Patho-Oncology I.</p>	1
<p><u>Radiobiology:</u> This course provides an in-depth study of the biological effects of ionizing radiation on living cells/tissues. Emphasis is placed on analysis and</p>	1

<p>interpretation of data from cell survival and dose response curves. Topics include cell biology, structure and function of DNA and chromosomes, the cell cycle, cell/tissue sensitivity and response to radiation, tolerance doses, modification of cell/tissue response to radiation, acute and chronic effects of radiation on various organs and systems, radiation syndromes, somatic and genetic effects of radiation, risks to the embryo and fetus, federal radiation protection standards, and new radiation modalities and treatment techniques</p>	
<p>Physics I: This course is the first in a three-course sequence that is a review of mathematics and the fundamental principles of physics as they relate to diagnostic radiography and radiation therapy. Emphasis is placed on applications involving equations and inequalities, polynomials, rational, exponential, logarithmic, analytic trigonometry functions, and graphing and data analysis/modeling. Topics include units of measurement, principles of mass, force, and energy, structure of atoms and matter, the nature of radiation, electromagnetic radiation, electricity and magnetism, rectification, X-ray tubes and circuits, radiation interactions with matter, the production, properties, and characteristics of radiation, qualities of radiation beams, and measurement of absorbed dose.</p>	1
<p>Treatment Planning I: This course is the first in a two-course sequence that is designed to introduce clinical dosimetry and treatment planning procedures. Emphasis is placed on selection and application of appropriate charts, isodose curves, and formulas necessary for dose determination and calculations for simple external photon beams, simple field arrangements, determination of treatment planning options relative to the tumor site and modality selected, beam manipulation, and basic quality management</p>	2
<p>Case Study I: This course is the first in a three-course sequence that is designed to encourage life-long learning through independent investigation and development of research techniques and documentation styles. It includes development of professional communication skills in oral presentations and classroom discussion. Emphasis is placed on research, listening, critical reading, thinking, analyzing data, interpreting and synthesizing information, summarizing, paraphrasing, and incorporating research findings into a case study. Topics include case studies of malignancies of the reproductive (male/female), urinary, respiratory, and central nervous systems.</p>	1
<p>Clinical Education I: This course is the first in a four-course sequence that provides the student with practical clinical experience with direct supervision. Emphasis placed on the development of professional ethics, medical-legal issues, communication skills, patient care and assessment, professional development, block fabrication, patient immobilization, radiation protection, and technical competence in basic simulation and treatment procedures. Student will progressively develop critical thinking, problem-solving, and clinical skills and behaviors necessary to demonstrate successful completion of clinical objectives and competencies.</p>	3

Spring Semester	Credit Hours
<p><u>Patient Care II:</u> This course is the second in a two-course sequence that provides an in-depth study of basic nursing skills and oncology nursing procedures. Emphasis is placed on assessment and management for general medical conditions and patients with cancer. Topics include general and site-specific radiation induced side effects, pain management, myelosuppression, chemotherapy, care for patients receiving brachytherapy, and protocols/clinical trials</p>	1
<p><u>Principles & Practice of Radiation Therapy II:</u> This course is the second in a two - course sequence that provides an in-depth study of the principles of equipment operation and the practice of advanced radiation therapy procedures. Emphasis is placed on patient immobilization, accessory devices, QA testing parameters, brachytherapy, safety and protection.</p>	2
<p><u>Patho-Oncology II:</u> This course is the second in a three-course sequence that provides an in-depth study of the principles of pathophysiology, carcinogenesis, and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites; including nomenclature, etiologic factors, epidemiology, pathology, diagnostic work-up, tumor grading and staging, patterns of spread, treatment options, and prognosis. Topics include leukemia and malignancies of the digestive system, breast, and head and neck.</p>	2
<p><u>Patho-Oncology Lab II:</u> This lab component progressively provides an in-depth study of principles of patient simulation and treatment techniques for the topics included in Patho-Oncology II.</p>	1
<p><u>Physics II:</u> This course is the second in a three-course sequence that provides an in-depth study of advanced principles of physics as they relate to radiation therapy. Emphasis is placed on selection and application of appropriate charts, isodose curves, and formulas necessary for dose determination and calculations for simple external photon, electron, and other particle beams, as well as consideration, evaluation, and implementation of optimal treatment planning. Topics include radiation therapy treatment units, isodose curves, treatment planning data acquisition, dosimetric considerations, methods of dosimetry calculations, stereotactic radiosurgery, 3-D conformal therapy, IMRT, and other emerging technologies.</p>	1
<p><u>Treatment Planning II:</u> This course is the second in a two-course sequence that provides an in-depth study of advanced clinical dosimetry and treatment planning procedures. Emphasis is placed on selection and application of appropriate charts, isodose curves, and formulas necessary for dose determination and calculations for intermediate and complex external photon and electron beams, intermediate and complex field arrangements, determination of treatment planning options relative to the tumor site and modality selected, beam manipulation, brachytherapy procedures, and advanced quality management.</p>	2
<p><u>Case Study II:</u> This course is the second in a three-course sequence that is designed to encourage life-long learning through independent investigation and development of research techniques and documentation styles. It includes development of professional communication skills in oral presentations and classroom discussion. Emphasis is placed on research, listening, critical reading,</p>	1

thinking, analyzing data, interpreting and synthesizing information, summarizing, paraphrasing, and incorporating research findings into a case study. Topics include leukemia and malignancies of the digestive system, head and neck, and breast.	
Sectional Anatomy - The course consists of the study of sectional human anatomy as related to computer enhanced imaging. The course covers all parts of the body in sagittal, coronal, and axial planes. Emphasis is placed on anatomy and pathology as demonstrated in CT, MRI, Ultrasound, and PET/CT images. A complete understanding of basic human anatomy is necessary.	1
Clinical Education II: This course is the second in a four-course sequence that provides the student with additional practical clinical experience with direct supervision, while encouraging a more independent level of performance. Emphasis placed on the development and refinement of professional ethics, medical-legal issues, communication skills, patient care and assessment, professional development, block fabrication, patient immobilization, radiation protection, technical competence in advanced simulation and treatment procedures, and basic treatment planning procedures. Student will progressively develop critical thinking, problem-solving, and clinical skills and behaviors necessary to demonstrate successful completion of clinical objectives and competencies.	3

Summer Semester	Credit Hours
Patho-Oncology III: This course is the third in a three-course sequence that provides an in-depth study of the principles of pathophysiology, carcinogenesis, and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites, including etiologic factors, epidemiology, pathology, diagnostic work-up, tumor staging, treatment options, and prognosis. Topics include malignancies of the endocrine, lymphatic, musculoskeletal, integumentary, and circulatory systems, as well as pediatric and oncologic emergencies.	2
Patho-Oncology Lab III: This lab component progressively provides an in-depth study of principles of patient simulation and treatment techniques for the topics included in Patho-Oncology III.	1
Physics III: This course is the third in a three-course sequence that provides an in-depth study of complex principles of physics as they relate to radiation therapy. Emphasis is placed on selection and application of appropriate charts, isodose curves, and formulas necessary for dose determination and calculations for intermediate and complex external photon, electron, and other particle beams, as well as consideration, evaluation, and implementation of optimal treatment planning. Topics include dose distribution and scatter analysis, detection and measurement of ionizing radiation, radioactivity, brachytherapy, radiation protection, equipment calibration, and quality management.	1
Case Study III: This course is the third in a three-course sequence that is designed to encourage life-long learning through independent investigation and	1

<p>development of research techniques and documentation styles. It includes development of professional communication skills in oral presentations and classroom discussion. Emphasis is placed on research, listening, critical reading, thinking, analyzing data, interpreting and synthesizing information, summarizing, paraphrasing, and incorporating research findings into a case study. Topics include malignancies of the lymphatic, musculoskeletal, and integumentary systems, as well as pediatric, ocular, and oncologic emergencies.</p>	
<p>Registry Review I: This course is designed to provide a comprehensive review of course material in preparation for the ARRT Examination in Radiation Therapy. Topics include course material from Introduction to Radiation Therapy, Patient Care I and II, Radiobiology, Principles and Practice of Radiation Therapy I, II, and III, Path-Oncology I, II, and III, Physics I, II, and III, and Treatment Planning I and II.</p>	3
<p>Clinical Education III: This course is the third in a four-course sequence that provides the student with additional practical clinical experience with direct supervision, while encouraging a progressively more independent level of performance. Emphasis placed on the development and refinement of professional ethics, medical-legal issues, communication skills, patient care and assessment, professional development, block fabrication, patient immobilization, radiation protection, technical competence in complex simulation and treatment procedures, advanced treatment planning procedures, and basic quality management. Student will progressively develop critical thinking, problem-solving, and clinical skills and behaviors necessary to demonstrate successful completion of clinical objectives and competencies</p>	3

ACADEMIC CALENDER AND CONTACT HOURS 2021 – 2022

	Fall Semester – August 23, 2021 – December 10, 2021
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<u>Course Title</u>	<u>Credit Hours</u>	<u>Days</u>	<u>Instructor</u>
Orientation			Faculty
Introduction to Radiation Therapy	2.0	Tuesdays	Lima
Patient Care I	2.0	Tuesdays	Lima
Principles & Practice of Radiation Therapy I	2.0	Thursdays	Brown
Patho-Oncology I	2.0	Tuesdays	Brown
Patho-Oncology Lab I	1.0	Tuesdays	Lima
Physics I	1.0	Thursdays	Jarrio
Radiobiology	1.0	Thursdays	Brown
Treatment Planning I	2.0	Thursdays	Brown
Case Study I	1.0	Thursdays	Brown
Clinical Education I	<u>3.0</u>	<u>Mon.Wed.Fri.</u>	Lima
	17.0		Total Hours

Orientation - August 23, 2021

Holidays: Labor Day – September 6, 2021

Thanksgiving – November 25-26, 2021

Semester Break: December 11, 2021 – January 2, 2022 (3 weeks)

	Spring Semester – January 3 – April 22, 2022
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<u>Course Title</u>	<u>Credit Hours</u>	<u>Days</u>	<u>Instructor</u>
Principles & Practice of Radiation Therapy II	2.0	Thursdays	Brown
Patho-Oncology II	2.0	Tuesdays	Brown
Patho-Oncology Lab II	1.0	Tuesdays	Lima
Sectional Anatomy	1.0	Thursdays	Brown
Physics II	1.0	Thursdays	Jarrio
Case Study II	1.0	Thursdays	Lima
Treatment Planning II	2.0	Tuesdays	Brown
Patient Care II	1.0	Tuesdays	Lima
Clinical Education II	<u>3.0</u>	<u>Mon.Wed.Fri.</u>	Lima
	14.0		Total Hours

Holidays: MLK – January 17, 2022

Break: April 30, 2022- May 8, 2022 (2 weeks)

Summer Semester: May 9 – July 22, 2022

**Holidays:
May 30, 2022 (Memorial Day)
July 4, 2022 (Independence Day)**

<u>Course Title</u>	<u>Credit Hours</u>	<u>Days</u>	<u>Instructor</u>
Patho-Oncology III	2.0	Thursdays	Brown
Patho-Oncology Lab III	1.0	Thursdays	Lima
Physics III	1.0	Thursdays	Jarrio
Case Study III	1.0	Tuesdays	Lima
Registry Review	3.0	Tuesdays	Brown/Lima
Clinical Education III	3.0	<u>Mon.Wed.Fri.</u>	Lima
	11.0		Total Hours

Total Academic Credit Hours	33	
Total Clinical Credit Hours	9.0	
Total Credit Hours	42	

ACADEMIC & CLINICAL EDUCATION SCHEDULE 2021-2022

Fall Semester August 23, 2021 – December 10, 2021

Monday:	Clinical Education I
Tuesday:	Introduction to Radiation Therapy Patient Care I Patho-Oncology I Patho-Oncology Lab I
Wednesday:	Clinical Education I
Thursday:	Principles & Practice of Radiation Therapy I Physics I Radiobiology Treatment Planning I Case Study I
Friday:	Clinical Education I

Spring Semester January 3 – April 22, 2022

Monday:	Clinical Education II
Tuesday:	Patho-Oncology II Patho-Oncology Lab II Treatment Planning II Patient Care II
Wednesday:	Clinical Education II
Thursday:	Principles & Practice of Radiation Therapy II Sectional Anatomy Physics II Case Study II
Friday:	Clinical Education II

Summer Semester May 9 – July 22, 2022

Monday:	Clinical Education III
Tuesday:	Registry Review, Case Study III
Wednesday:	Clinical Education III
Thursday:	Patho-Oncology III, Patho-Oncology Lab III, Physics III
Friday:	Clinical Education III

NOTE:

- 1) All academic courses are scheduled Tuesdays and Thursdays between the hours of 8:00am -4:00pm
- 2) All clinical education courses are scheduled Mondays, Wednesdays, & Fridays 8:00 am - 4:00 pm with an hour lunch
- 3) The academic and clinical education schedules are subject to change.

Standards for an Accredited Educational Program in Radiation Therapy

EFFECTIVE JANUARY 1, 2021

Adopted by:

**The Joint Review Committee on Education
in Radiologic Technology - April 2020**



Joint Review Committee on Education in Radiologic Technology

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The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

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Standards for an Accredited Educational Program in Radiation Therapy

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Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Objectives:

- 1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.
- 1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.
- 1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.
- 1.4 The program assures the confidentiality of student educational records.
- 1.5 The program assures that students and faculty are made aware of the JRCERT Standards for an Accredited Educational Program in Radiation Therapy and the avenue to pursue allegations of noncompliance with the Standards.
- 1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.
- 1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Objectives:

- 2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.
- 2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program's mission.
- 2.3 The sponsoring institution provides student resources.
- 2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Objectives:

- 3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.
- 3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.
- 3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff are delineated and performed.
- 3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.
- 3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Objectives:

- 4.1 The program has a mission statement that defines its purpose.
- 4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.
- 4.3 All clinical settings must be recognized by the JRCERT.
- 4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.
- 4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.
- 4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.

4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.

4.8 The program provides timely and supportive academic and clinical advisement to students enrolled in the program.

4.9 The program has procedures for maintaining the integrity of distance education courses.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Objectives:

5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.

5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.

5.3 The program assures that students employ proper safety practices.

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

5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

Standard Six: Programmatic Effectiveness and Assessment:

Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Objectives:

6.1 The program maintains the following program effectiveness data:

- five-year average credentialing examination pass rate of not less than 75 percent at first

attempt within six months of graduation,

- • five-year average job placement rate of not less than 75 percent within twelve months of graduation, and
- • annual program completion rate.

6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.

6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.

6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.

6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.