



RADIATION THERAPY PROGRAM

Student Handbook

Effective academic year 2024-2025

Revised 7/2024

Contents

FACULTY:.....	5
ACCREDITATION:.....	5
CERTIFICATION AND FLORIDA LICENSURE	5
VISION STATEMENT:	6
MISSION STATEMENT:	6
PROGRAM PHILOSOPHY:.....	6
JRCERT STANDARDS FOR RADIATION THERAPY:	7
PROGRAM GOALS AND STUDENT LEARNING OUTCOMES:	8
RADIATION THERAPY PROGRAM OF STUDIES.....	9
DIDACTIC and CLINICAL PROGRAM:	13
Associate of Science Degree:.....	13
Specialist (Advanced Technical Certificate):	13
PROGRAM FEES:	14
HILLSBOROUGH COMMUNITY COLLEGE POLICIES:.....	14
ADMISSIONS:.....	16
STUDENT ACADEMIC GRIEVANCE POLICY:	16
PUBLIC SAFETY:	16
TOBACCO-FREE POLICY:	17
ADA (AMERICANS WITH DISABILITIES ACT):	17
EMERGENCY ALERTS:	18
EMERGENCY PREPAREDNESS:.....	18
CAMPUS DISTURBANCES:.....	19
HAZING:.....	19
STUDENT MISCONDUCT:.....	19
THREATS OF VIOLENCE:	19
DRUGS & ALCOHOL:	20
CHILDREN ON CAMPUS:	20
RADIATION THERAPY PROGRAM POLICIES:.....	21
PROGRAM WEBSITE:.....	21
COMMUNICATION VIA EMAIL:	21
STUDENT PHYSICALS:.....	21
CPR, HIV:	21

PROFESSIONAL LIABILITY INSURANCE:.....	21
MEDICAL INSURANCE:	21
DRUG TESTING:.....	22
BACKGROUND CHECKS:	22
CLINICAL AFFILIATE REQUIREMENTS:	22
HIV/AIDS POLICY:.....	22
PREGNANCY POLICY:.....	22
STUDENT EMERGENCY/MEDICAL CONDITIONS LEAVE:.....	23
EMERGENCY CARE IN CLINICAL SETTING:	23
INCIDENT REPORTS:.....	24
FINANCIAL AID:	24
VETERANS BENEFITS:	24
AUDIO/VIDEO RECORDING:.....	24
SMOKING:.....	24
OFFICE HOURS:	24
GRADUATION REQUIREMENTS:.....	24
LICENSURE AND CERTIFICATION:.....	25
ENERGIZED LAB:.....	25
DOSIMETER AND RADIATION SAFETY:	25
THRESHOLD DOSES.....	26
PHYSICAL REQUISITES:	27
DIDACTIC/LAB/CLINICAL SCHEDULES:	27
WORK POLICY:	27
ATTENDANCE:	28
GRADING:.....	28
DISMISSAL/READMISSION:	28
CHEATING:	28
PROBATION GUIDELINES:	29
RADIATION THERAPY PROGRAM CLINICAL POLICIES:	31
MR Screening Policy:.....	31
CLINICAL ROTATIONS:	31
CLINICAL BEHAVIOR:.....	31
TRAJECSYS REPORTING SYSTEM:.....	31
CLINICAL ATTENDANCE:.....	32

ABSENTEE POLICY:	33
CLINICAL MAKEUP POLICY:	34
CLINICAL ASSIGNMENTS:	34
CPR:.....	35
STUDENT SUPERVISION:	35
CLINIC DRESS CODE AND BEHAVIOR:.....	36
CLINICAL SITES:	38
HCC RADIATION THERAPY HANDBOOK ACKNOWLEDGEMENT AND SIGNATURE PAGE	40

FACULTY:

Gwen Suarez, M.A., R.T.(T)	Associate Professor/Program Manager
Alicia Draskovich, M.S.W., R.T.(T)	Instructor/Clinical Coordinator
Daniel O'Neill, CMD, R.T.(T)	Adjunct instructor
Susan McIntyre, MSW, LCSW	Adjunct instructor
Andreea Pennington, MSMP, CMD	Adjunct instructor
Ashley Walsh, CMD, R.T.(T)	Adjunct Instructor

ACCREDITATION:

Florida State Department of Education Southern
Association of Colleges and Schools (SACS)
<http://www.sacs.org/>

The Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive Suite 2850, Chicago, Illinois 60606-3182, 312.704.5300

www.jrcert.org
mail@jrcert.org

The JRCERT Standards are available at:

<https://www.jrcert.org/programs-faculty/jrcert-standards>

The JRCERT Link to Program Effectiveness Data:

[Program Effectiveness Data - JRCERT](#)

To report allegations of non-compliance:

<https://www.jrcert.org/accreditation-for-students/allegations>

CERTIFICATION AND FLORIDA LICENSURE

Certification: American Registry of Radiologic Technologists (ARRT)
<http://www.arrt.org/>

Licensure: Florida Department of Health, Bureau of Radiation Control
[Radiologic Technology | Florida Department of Health \(floridahealth.gov\)](#)
[Radiation Control | Florida Department of Health \(floridahealth.gov\)](#)

VISION STATEMENT:

The Radiation Therapy Program strives to offer a high-quality learning environment that prepares students to become leaders in the field of radiation therapy.

MISSION STATEMENT:

The mission of Hillsborough Community College's Radiation Therapy Program is to prepare and empower graduates with a strong academic, clinical, and professional foundation to meet the needs of patients and the community as entry-level radiation therapists.

The program's strong commitment to the didactic and clinical components provides experiences that aid the student in acquiring the knowledge and skills necessary to be an effective radiation therapist and respond to the needs of today's changing medical environment. Community affiliations and partnerships provide clinical opportunities for challenging, stimulating learning experiences that direct student success in radiation therapy.

PROGRAM PHILOSOPHY:

The field of Radiation Therapy is a health science specialty that educates students in the application of ionizing and gamma radiation administered to patients with neoplastic diseases. For the student to fully understand the treatment delivery process, they must have a thorough knowledge of every aspect of the disease including treatment, simulation, histology, physics, and tissue reactions with radiation.

On-campus labs in simulation and treatment planning are integral to the overall success of the students. An in-depth study of these vital components is presented through didactic classes and labs utilizing hands on experiences in the VIRTUAL Lab, CT Simulation, and Treatment Planning Labs.

The program faculty believes that educational excellence is central to the delivery of instruction and encourage students to adapt to challenging situations and employ good communication and problem-solving skills.

JRCERT STANDARDS FOR RADIATION THERAPY:

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.

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.

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.

Standard Four: Curriculum and Academic Practices

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

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.

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.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES:

Goal # 1: Students will demonstrate competent clinical skills.

Student Learning Outcome:

- Students demonstrate the ability to accurately image patients
- Students demonstrate competent treatment setup techniques
- Students demonstrate proficiency in patient care skills

Goal #2: Students will demonstrate effective critical thinking skills

Student Learning Outcome:

- Students recognize and resolve discrepancies in patient setups
- Students recognize and interpret all CT and patient setup procedures prior to scanning

Goal #3: Students will be effective communicators

Student Learning Outcome:

- Students effectively communicate with patients
- Students effectively communicate with clinical staff

Goal #4: Students will exhibit professionalism

Student Learning Outcome:

- Students demonstrate a positive attitude and willingness to learn
- Students display attributes of professionalism

RADIATION THERAPY PROGRAM OF STUDIES

Associate of Science A.S. (77 credit hours)	Credits
Prerequisite Courses Required for Admission	
BSC 2085 Anatomy and Physiology I - 3 cr.	3
BSC 2085L Anatomy and Physiology I Lab - 1 cr.	1
BSC 2086 Anatomy and Physiology II- 3 cr.	3
BSC 2086L Anatomy and Physiology II Lab - 1 cr.	1
ENC 1101 English Composition I - 3 cr.	3
MAC 1105 College Algebra or higher level math (except Statistics) - 3 cr.	3
PHY 1025 Fundamentals of Physics 3 cr.	3
PHY 1025L Fundamentals of Physics Lab – 1 cr.	1
TOTAL CREDITS:	18

YEAR I – TERM 1 (Fall)	Credits
RAT 1614 Radiation Therapy Physics I- 2 cr.	2
RTE 1782 Pathology of Medical and Surgical Diseases - 3 cr.	3
RAT 2001C Introduction to Radiation Therapy - 2 cr.	2
RAT 1610 Radiation Therapy Medical Imaging - 2 cr.	2
Humanities - Any Core Humanities course- 3 cr.	3
POS 2041 American Government or AMH 2020 Modern American History	3
TOTAL CREDITS:	15

YEAR I – TERM 2 (Spring)	Credit
RAT 1618 Radiation Therapy Physics II - 2 cr.	2
RAT 2242 Principles and Practice of Radiation Therapy II - 3 cr.	3
RAT 2023 Principles and Practice of Radiation Therapy I - 3 cr.	3
RAT 1691L Introduction to Clinical Concepts LAB – 2 cr.	2
TOTAL CREDITS:	10

YEAR I – TERM 3 (Summer)	Credits
RAT 1810 Radiation Therapy Clinic I - 2 cr.	2
RAT 2901 Simulation Lecture I - 1 cr.	1
RAT 2901L Simulation Lab I - 1 cr.	1
RAT 2303 Psychosocial Aspects of Oncology - 2 cr.	2
TOTAL CREDITS:	6

YEAR II – TERM 1 (Fall)	Credits
RAT 2804 Radiation Therapy Clinic II - 3 cr.	3
RAT 2620 Radiation Therapy Physics III - 2 cr.	2
RAT 2902 Simulation Lecture II – 1 cr.	1
RAT 2902L Simulation Lab II - 1 cr.	1
RAT 2241 Radiation Biology - 3 cr.	3
TOTAL CREDITS:	10

YEAR II – TERM 2 (Spring)	Credits
RAT 2021 Dosimetry and Treatment Planning – 4 cr.	4
RAT 2814 Radiation Therapy Clinic III – 4 cr.	4
RAT2621C Radiation Therapy Physics IV-2 cr.	2
TOTAL CREDITS:	10

YEAR II – TERM 3 (Summer)	Credits
RAT 2061 Radiation Therapy Seminar – 3 cr.	3
RAT 2619L Comp. Apps in Treatment Planning - 1 cr.	1
RAT 2824 Radiation Therapy Clinic IV - 3 cr.	3
RTE 2473L Quality Assurance in Rad. Therapy - 1 cr.	1
TOTAL CREDITS:	8
TOTAL PROGRAM CREDITS:	77

RADIATION THERAPY SPECIALIST-ATC (44 credit hours)	
YEAR I – TERM 2 (Spring)	Credit
RAT 1618 Radiation Therapy Physics II - 2 cr.	2
RAT 2242 Principles and Practice of Radiation Therapy II - 3 cr.	3
RAT 2023 Principles and Practice of Radiation Therapy I - 3 cr.	3
RAT 1691L Introduction to Clinical Concepts LAB – 2 cr.	2
TOTAL CREDITS:	10

YEAR I – TERM 3 (Summer)	Credits
RAT 1810 Radiation Therapy Clinic I - 2 cr.	2
RAT 2901 Simulation Lecture I - 1 cr.	1
RAT 2901L Simulation Lab I - 1 cr.	1
RAT 2303 Psychosocial Aspects of Oncology - 2 cr.	2
TOTAL CREDITS:	6

YEAR II – TERM 1 (Fall)	Credits
RAT 2804 Radiation Therapy Clinic II - 3 cr.	3
RAT 2620 Radiation Therapy Physics III - 2 cr.	2
RAT 2902 Simulation Lecture II – 1 cr.	1
RAT 2902L Simulation Lab II - 1 cr.	1
RAT 2241 Radiation Biology - 3 cr.	3
TOTAL CREDITS:	10

YEAR II – TERM 2 (Spring)	Credits
RAT 2021 Dosimetry and Treatment Planning – 4 cr.	4
RAT 2814 Radiation Therapy Clinic III – 4 cr.	4
RAT2621C Radiation Therapy Physics IV-2 cr.	2
TOTAL CREDITS:	10

YEAR II – TERM 3 (Summer)	Credits
RAT 2061 Radiation Therapy Seminar – 3 cr.	3
RAT 2619L Comp. Apps in Treatment Planning - 1 cr.	1
RAT 2824 Radiation Therapy Clinic IV - 3 cr.	3
RTE 2473L Quality Assurance in Rad. Therapy - 1 cr.	1
TOTAL CREDITS:	8
TOTAL PROGRAM CREDITS:	44

DIDACTIC and CLINICAL PROGRAM:

The Radiation Therapy Program has two distinct didactic phases, they are:

Associate of Science Degree:

This program is designed for high school graduates who have successfully fulfilled the program prerequisites. The course is presented over a two-year period with the courses sequenced and structured accordingly. The total number of credit hours for this degree is 77 credits.

Specialist (Advanced Technical Certificate):

This program is designed for Radiographers who wish to specialize in the field of Radiation Therapy. Admission requirements include A.S. degree, ARRT certification, college algebra and college English. The course is presented over a twenty (20) month period, beginning in the Spring semester.

The academic program encompasses both an extensive didactic and clinical portion. Didactic classes are held in the classroom and laboratory in the Technology building on the Dale Mabry Campus. General education classes may be taken at any one of the HCC campuses for completion of program requirements.

The clinical experience provides the student with more than 30 facilities, at the time of publication of this handbook, for developing quality practical skills. The student has the opportunity to rotate through a minimum of four (4) clinical sites, while in the program. In accordance with JRCERT standards, rotation schedules are developed by the Clinical Coordinator. To help ensure equitable clinical experiences, the Clinical Coordinator will consider the type of treatment unit, simulator, and computer software when placing a student at a clinical education center. In addition, the type of clinical setting for example, hospital or private center, and the variety of treatment procedures performed will also be considered when assigning students to a site.

The program is affiliated with more than 30 hospitals and cancer centers in Hillsborough, Polk, Hernando, Manatee, Pinellas, and Pasco Counties as well as centers located in Gainesville, Ocala, and Orlando, Florida. A list of clinical education centers with addresses/telephone numbers, equipment, software, and Clinical Preceptor information will be distributed to each student.

PROGRAM FEES:

The program fees are in accordance with the fee schedule set by HCC and can be found in the HCC catalog. Tuition for the 2024-2025 academic year is \$104.39 per credit hour for in-state students and \$379.61 per credit hour for out-of-state students.

Associate of Science Degree 77

Credit Hours

Florida Resident	\$ 8038.03
Non-Florida Resident	\$29229.97

Certificate/Specialist 44

Credit Hours

Florida Resident	\$ 4593.16
Non-Florida Resident	\$16702.84

Additional Fees for:

Books, Lab fees, CPR certification, vaccinations and/or titers, background checks and drug screens, enrollment in the required online screening tool, uniforms, film badge service, health insurance, enrollment in the required online clinical tracking system, seminars, and graduation expenses are the responsibility of the student and can cost approximately \$3500.00.

Tuition fees are subject to change. All other fees are approximated. Students are responsible for transportation to/from clinical sites.

HILLSBOROUGH COMMUNITY COLLEGE POLICIES:

Notice of Zero Tolerance Discrimination and Anti-Harassment Policy

Federal law and state law, including Title IX of the Educational Amendments Act of 1972, prohibits Hillsborough Community College (HCC) from discriminating against students or employees on the basis of protected characteristics, including, but not limited to: sex, sexual orientation or preference, gender, gender identity, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical conditions including genetic characteristics, mental or physical disability, and military or veteran status. HCC supports a Zero Tolerance Policy for any form of workplace or school environment discrimination, including sexual harassment and bullying. Zero Tolerance means that every claim of harassment or discrimination is taken seriously, with a goal to deter and eliminate undesirable conduct. A Zero Tolerance Policy imposes automatic punishment for infractions of HCC's Non-Discrimination Policy and Retaliation Policy. This will be in effect regardless of an individual's culpability. Anyone who violates this policy of zero tolerance is subject to appropriate disciplinary action, up to and including immediate termination or dismissal.

Retaliation

HCC strictly prohibits all forms of unlawful harassment (including sexual harassment and sexual violence), discrimination, or retaliation in any form. The College takes all complaints of harassment, discrimination, and retaliation seriously and wants the opportunity to internally resolve any problems that may arise. No individual will be retaliated against or otherwise disciplined for reporting in good faith an incident of harassment, discrimination, or retaliation or for participating in an investigation. The reporting individual and all parties participating in an investigation have the assurance of the College that no reprisals will be taken as the result of the complaint, unless the complaint was filed in bad faith or for an improper purpose. If any individual feels they have been retaliated against, they should immediately report the retaliatory conduct to the Title IX Coordinator and/or Chief Diversity Officer. [HCC's Notice of Non-Discrimination, Diversity and Inclusion](#) may be found on the Equity & Diversity webpage. You may also visit [Equity Policies, Procedures, and Forms | HCC \(hccfl.edu\)](#)

Notice of Onsite Investigation

The Office of Equity & Diversity is responsible for conducting onsite investigations regarding discrimination, harassment, retaliation, and Title IX complaints, which may allege illegal discrimination, sexual harassment, bullying, domestic violence, dating violence, or stalking. Fear of retaliation may also be included in a complaint. HCC strives to ensure that we maintain an environment for students and employees that is free from unlawful sex discrimination and offensive, unwanted conduct in all aspects of the educational experience, including academics and extracurricular activities. Every complaint is thoroughly, promptly, and equitably investigated. The Title IX Coordinator will contact you for an interview if you are a named party, or witness in the complaint. During the investigation process, all parties are required to be cooperative to requests pertaining to the investigation.

If you have any questions, contact the Office of Equity and Diversity.

ADMISSIONS:

Information on admissions to the Radiation Therapy Program can be found on the Health Sciences website. The Radiation Therapy Program is a limited access program with mandatory prerequisite coursework. Please check the following website for information:

[Health Sciences Admissions | Hillsborough Community College \(hccfl.edu\)](https://www.hccfl.edu/support-services/complaints/academic-appeal)

STUDENT ACADEMIC GRIEVANCE POLICY:

This procedure establishes guidelines by which a student can dispute the process in which a grade was determined if the student believes the grade has been awarded in error, or if the student believes the grade was prejudicially or capriciously awarded.

The College acknowledges that grade policies are the purview of the faculty and that faculty members who have graded objectively and subjectively based on their professional expertise and who have followed the grade policies published in their syllabi have not awarded grades in a capricious or discriminatory manner. For the policy and procedure please visit:

<https://www.hccfl.edu/support-services/complaints/academic-appeal>

PUBLIC SAFETY:

The Department of Public Safety is committed to providing a safe learning and work environment for its students and employees. Public Safety personnel are present at all campuses and provide support to all College locations.

To request a campus escort and report suspicious activity call 813.253.7911.

To report an emergency, call 911 for police/fire/rescue and 813.253.7911 for HCC Public Safety.

The HCC public safety office is available to assist all students and employees. The department utilizes uniformed patrol officers with marked vehicles and officers on foot patrol to observe and detect criminal behavior and suspicious activities, enforce traffic and parking regulations, and assist students and employees. Students, employees, and members of the community are required to obey all local, state, and federal laws, statutes, and ordinances. In addition, members of the College community must observe all HCC administrative rules and procedures. The public safety department is responsible for monitoring compliance with these laws and many of the College's rules and procedures. Please visit the website below for more information.

[Public Safety | Hillsborough Community College \(hccfl.edu\)](https://www.hccfl.edu/support-services/complaints/academic-appeal)

TOBACCO-FREE POLICY:

Tobacco-use is prohibited on all Hillsborough Community College properties, including owned and leased buildings, student housing, outdoor areas, parking lots and garages, courtyards, entrance and exit ways, and College vehicles. This policy includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smokeable products, and electronic cigarettes.

ADA (AMERICANS WITH DISABILITIES ACT):

HCC complies with and fully supports the 1990's Americans with Disabilities Act (ADA). The ADA prohibits discrimination on the basis of disability in the services, programs, and activities provided and operated by the College. HCC also complies with, and fully supports, other federal, state, and local laws that protect the rights of disabled persons.

HCC makes every effort to help students with disabilities get the most out of attending College by providing reasonable accommodations to ensure access to all academic programs, campus organizations, services, and activities, in accordance with the Americans with Disabilities Act (ADA) of 1990.

All HCC activities, organizations, courses, and academic and technical programs are open to all students. HCC facilities are accessible to persons with physical disabilities overall via ramps, automatic entrances, and elevators. Accessible restroom facilities, parking spaces, telephones and water fountains are also available.

Who is Eligible to Receive Services?

The ADA defines a person with a disability as any person who has a physical or mental impairment that limits one or more of such person's major life activities; has a record of such impairment; or is regarded as having such an impairment. You may be eligible to receive services at HCC if you have been diagnosed with a disability including, but not limited to the following:

- Specific Learning Disability
- Hearing Impairment
- Visual Impairment
- Physical Impairment
- ADD/ADHD
- Alcohol/Drug Abuse
- AIDS
- Speech/Language Impairment
- Psychiatric Disability
- Autism Spectrum Disorders
- TBI

Note: Students with temporary disabilities such as a broken arm/leg, etc., qualify for special accommodations for the duration of their injury pending appropriate documentation.

How to Apply for Services

A student or prospective student wishing academic accommodations must self-identify and

provide appropriate documentation of their disability to the Office of Services for Students with Disabilities. Students should contact the office for services for students with disabilities to discuss accommodations.

AIDS:

HCC recognizes that Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), or a positive test for HIV antibody represents a significant public health threat. It is HCC's policy to balance the rights of AIDS victims to an education and employment at HCC against the rights of other students and employees to an environment in which they are protected from contracting the disease. HCC will offer students with AIDS the same opportunities and benefits offered to other students. Generally, HCC will not impose any rules on students with AIDS that may have the effect or limit their participation in the educational programs or activities at HCC. Students with AIDS will not be isolated by HCC or prevented from participating in College activities unless such participation has been scientifically shown to endanger the wider community. Risk determinations will be made by medical professionals in consultation with the Office of Services for Students with Disabilities. A campus coordinator of services for students with disabilities is responsible for reviewing HCC's procedures and ensuring they are both free from discrimination and pose no danger to the community at large. The coordinator will also meet, as needed, to consider and recommend appropriate action in individual occurrences of the disease. Any questions, concerns, or consultation regarding AIDS, services, or accommodations should be referred to the Office of Services for Students with Disabilities.

EMERGENCY ALERTS:

Emergency alerts will be posted on the HCC website by flashing a warning on the home page. Students are automatically registered to be notified of college alerts, emergencies, and closings. Voice messages will be used in extreme emergencies as determined by HCC. No sign-up is required.

Students who feel they are not receiving Hawk Alert messages may need to update their academic profile in MyHCC.

EMERGENCY PREPAREDNESS:

HCC takes the safety of our students, faculty, and staff seriously, and we will endeavor to communicate with the College community and the public through all means available to us. Should the decision be made to close College operations for any period of time, the Office of Marketing & Public Relations and the Office of Information Technology (OIT) will use the following resources to communicate such information:

- Email message notification to all HCC email accounts
- Voicemail notification to all HCC phones
- Marquee message notification on all electronic campus marquees
- Text messaging via Hawk Alert Web notification on the College's home page and other

frequently visited HCC websites

- Banner notification upon log-in on campus network computers
- Message notification on main HCC phone number (813-253-7000)
- Automated phone calls to students
- Postings on social networking sites (Facebook and Twitter)
- Announcements on major television networks and radio stations
- Emergency procedures posted in each classroom and laboratory

For more resources about your family's hurricane preparedness, please visit these sites:

- Hillsborough County Emergency Management: <https://www.hillsboroughcounty.org/en/residents/public-safety/emergency-management>
- Florida Division of Emergency Management: <https://floridadisaster.org/info/>
- Weather Underground Tropical Activity: <https://www.wunderground.com/weather/us/fl/tampa>

CAMPUS DISTURBANCES:

State law prohibits the disruption of or interference with the administration, function, or activities of an educational institution. In addition, the law prohibits individuals from encouraging students to disrupt the educational process or to interfere with the attendance of any student or employee. Individuals who violate this law will be charged with a second-degree misdemeanor and, upon conviction, will be fined up to \$500, imprisoned for up to 60 days, or both. In addition, students who violate this law will be subject to College disciplinary procedures.

HAZING:

Officers, members, and others associated with HCC student organizations are prohibited from engaging in hazing and participating in activities on or off campus that endanger students' health or safety.

STUDENT MISCONDUCT:

Students must adhere to all published federal and state laws and ordinances as well as College administrative rules and procedures. Alleged violations of the Student Code of Conduct will be referred to the appropriate campus Dean of Student Services. Following the guidelines in the Student Handbook and Academic Planner for student conduct and discipline, the dean will determine the appropriate College response. HCC will cooperate with external police and judicial authorities investigating alleged violations of public laws or ordinances.

THREATS OF VIOLENCE:

Threats by HCC students, staff, or visitors to do bodily harm, damage property, or disrupt the operation of the College are inimical with the goals of the College and will not be tolerated. Students or employees who make such threats, whether verbal or written, expressed or

implied, will be disciplined according to the appropriate administrative procedures which may include suspension or expulsion.

DRUGS & ALCOHOL:

One of HCC's goals is to maintain a drug-free workplace and educational setting. Therefore, the manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances on HCC property is prohibited. Annually, each registered student is provided detailed information about HCC drug policies and the behavioral, social, and legal consequences associated with drug use. Students charged with violating this policy will be referred for disciplinary action to the appropriate campus Dean of Student Services. Students who violate the College's drug and alcohol policy will be subject to severe disciplinary sanctions including suspension or expulsion. In addition, the College will refer violators to the appropriate law enforcement agencies and will assist law enforcement agencies in investigating students who may be using or trafficking drugs. For more details regarding HCC's policy on alcohol and illicit drugs, see the HCC catalog for details.

CHILDREN ON CAMPUS:

For safety reasons, parents and others responsible for the care of minor children under the age of 17 should not bring them on campus while engaged in academic activities such as class, research, lab periods, or study groups. Minor children under the age of 17 should be on campus only when activities specifically allow for their involvement.

RADIATION THERAPY PROGRAM POLICIES:

PROGRAM WEBSITE:

The Radiation Therapy Program website address is:

www.hccfl.edu/radiationtherapy

COMMUNICATION VIA EMAIL:

All program email communication will be via HCC email, not personal email. In addition, emailing is preferred rather than texting.

STUDENT PHYSICALS:

All students **MUST** have a physical examination and provide appropriate documentation on the HCC Health Science Physical Examination Form. ***The Clinical Liaison Staff will communicate due dates for forms and vaccinations.*** The form must be completed by a licensed practitioner. Proof of immunizations must also be provided. The Clinical Liaison Staff will provide the forms needed and instructions for completing the forms during the Health Sciences Orientation.

HEALTH UPDATES:

Health updates will be required by those students who have completed one year of the program. The Clinical Liaison's Staff will provide Health Update forms along with the due dates to all rising seniors.

CPR, HIV:

Students are required to have a valid CPR certification prior to assignment at a clinical education center. HIV, blood borne pathogens, and infectious diseases will be covered in class during the Fall semester.

PROFESSIONAL LIABILITY INSURANCE:

Students are assessed a lab fee for each clinical course which includes professional liability insurance.

MEDICAL INSURANCE:

All students are ***required to provide proof of insurance prior to starting clinical rotations and students must maintain personal health insurance throughout the remainder of the program. The due date for providing proof of health insurance will be provided by the Clinical Liaison's office.*** Emergency care for a student injured in the clinical setting is addressed in this document under the section titled **Emergency Treatment in the Clinical/Practicum Setting.**

INFECTIOUS DISEASES STATEMENT:

During the student's rotation in the clinical facilities, the student may be exposed to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B, and HIV/AIDS.

Hillsborough Community College requires that all Health Science program students obtain vaccinations prior to entering the clinical experience portion of the program.

Proof of vaccination or immunity from Hepatitis B **is required**. All hospital policies and procedures supersede College policy regarding prevention of infectious diseases, and in accordance with the Affiliation Agreement between the College and the hospital/agency; the student must abide by those policies and procedures.

The student understands and assumes the risks involved in the clinical portion of the Health Sciences Programs at HCC, especially the risk of contracting Hepatitis B, Tuberculosis, HIV/AIDS, and other infectious diseases while participating in the required clinical experiences. ***The student agrees to abide by all hospital/agency policies regarding exposure to infectious diseases.***

DRUG TESTING:

Students are required to abide by the policies and procedures of the clinical education center as well as the College policy related to drug testing for the purpose of clinical education. Please refer to the College policy on drug testing in the informed consent packet.

BACKGROUND CHECKS:

Students are required to have a background check prior to admission to the Program. Additional background checks may be required to meet the requirements for attending a clinical site.

CLINICAL AFFILIATE REQUIREMENTS:

Some clinical affiliates, for the purpose of clinical education, may require a student to get a new background check and drug test prior to clinical rotation. When applicable, the Clinical Coordinator will instruct students on meeting these requirements.

HIV/AIDS POLICY:

The HCC policy established for HIV/AIDS can be found in the College catalog or by contacting the Dean of Health Sciences office.

PREGNANCY POLICY:

HCC will provide the student the option of declaring her pregnancy. If the student

chooses to voluntarily inform program officials of her pregnancy, it must be in writing to the Program Manager and College Radiation Safety Officer (RSO), indicating the expected date of conception and delivery. The pregnant student is required to meet with the RSO to complete the pregnancy declaration form and again at the end of the pregnancy or upon withdrawal of declaration. In the absence of this pregnancy declaration form, a student cannot be considered pregnant. Please note that at any time, the student has the option of withdrawing, in writing, the notification of their pregnancy declaration by meeting with the RSO and signing the withdrawal of pregnancy declaration form. The RSO will carefully monitor the occupational exposure to the fetus and make recommendations for accommodations if needed or requested. The student must meet with the RSO after withdrawal of declaration or after delivery to receive the total exposure calculations and complete the declaration paperwork.

If the student chooses to disclose her pregnancy, she will have the following options:

- Continuing the current program without modification or interruption
- Modification of clinical assignments
- Leave of absence from clinical assignments
- Leave of absence from the program

The Health Science Division allows the pregnant student to make an informed decision based upon her individual needs and preferences. Once a student voluntarily informs program officials of her pregnancy, she will be provided a second dosimeter (to be worn at the level of the abdomen) to monitor fetal exposure at no cost to her. 10 CFR 20.1208 and FAC 64E-5.311 maintain that the fetal dose shall not exceed 500 mrem for the duration of the pregnancy.

STUDENT EMERGENCY/MEDICAL CONDITIONS LEAVE:

The Radiation Therapy Program at HCC requests that a student voluntarily inform the Program Manager of a medical condition that may currently or in the future require accommodation. In every instance, the student must provide notice in writing from their physician stating that the student is physically able to continue as a student, including clinical duties. In the absence of voluntary written disclosure, the program cannot accommodate any medical condition. In instances of possible radiation exposure or a similar situation, a pregnant student must wear a fetal radiation monitor badge in addition to her personal radiation badge.

EMERGENCY CARE IN CLINICAL SETTING:

In the event a student requires emergency treatment, the clinical site will provide such treatment according to the conditions set forth in the affiliation agreement between the College and the hospital/affiliate. The student is **solely liable** for any medical expenses incurred from any emergency medical treatment administered while a student in the clinical education center. Please refer to the College policy in the informed consent packet.

INCIDENT REPORTS:

Incidents will be reported by the Clinical Preceptor and/or student, and a campus incident report will be created for any of the following situations:

1. Injuries, including needle sticks, at the clinical site.
2. Direct contact with infectious disease/s at the clinical site.
3. Any action that the clinical site, program, and/or College would require submission of an incident report, according to policies on reporting incidents.

The program will follow the College's policy for reporting incidents. The student must inform the Clinical Coordinator or Program Manager within twenty four (24) hours of the incident. The Clinical Coordinator, Program Manager, or Clinical Preceptor, and student will complete the appropriate forms.

FINANCIAL AID:

Financial aid is available for all students. There is a financial aid office on every HCC campus in the student services building.

VETERANS BENEFITS:

The Radiation Therapy Program is approved for **VA benefits**. The student should consult with a VA representative at the onset of the program to review the benefits associated with the program.

AUDIO/VIDEO RECORDING:

Students may record lectures, but they must have the permission of the course instructor to record or video any lab course.

SMOKING:

HCC is a tobacco-free College. The College prohibits the use of tobacco products of any kind by everyone, everywhere, on any of the campus properties.

OFFICE HOURS:

Faculty office hours can be found in the course syllabus and are also posted next to the office door of each faculty member for each of the Fall, Spring and Summer semesters. Visits outside of the posted hours are scheduled by appointment only.

GRADUATION REQUIREMENTS:

Students are required to submit an HCC "Progress Toward Degree" report to the Program Manager showing completion of all program and required general education courses with a grade of "C" or better prior to the beginning of the last semester of the program. Students must also demonstrate successful completion of all ARRT mandated clinical competency requirements.

LICENSURE AND CERTIFICATION:

Instructions for completing the Application for the American Registry of Radiologic Technologists Examination in Radiation Therapy and directions for completing the Florida Department of Health application for state licensure will be distributed and discussed with seniors during the beginning of the last semester.

Currently, Hillsborough Community College is part of a program that provides funding for student ARRT examination fees. The fee for the initial examination is \$225.00 per student. ONLY the initial examination fee will be paid for by the College. This fee will be paid as long as funding is available and may be subject to change in the future. The Program Manager will keep the students updated should any change occur. Repeat examinations will NOT be funded.

Fees:

ARRT initial examination	\$225.00
Repeat Exam	\$175.00
Florida Department of Health Initial fee	\$ 50.00

Student graduates must be certified by ARRT and licensed by the State of Florida. Office of Radiation Control in order to practice radiation therapy in Florida.

ENERGIZED LAB:

The CT simulator is located in the energized laboratory in the technology building DTEC-102. Students are required to wear a dosimeter when attending lab. Dosimeters **must** be worn **at all times** when working in the energized lab and producing radiation. Policies and procedures for the energized lab are posted in the lab and distributed to students in during their first semester.

A faculty member must always be present during the production of radiation in the energized lab.

DOSIMETER AND RADIATION SAFETY:

Dosimeters must be worn **at all times** when the student is working in the energized lab and while attending clinic. Students are not permitted to attend clinic without assigned dosimeter. Radiation exposure reports will be provided for student verification of radiation exposure. Students are required to sign off on the report to ensure that the student has verified the reporting period exposure.

The most current radiation dose report will be made available in the classroom/lab within **30 school days** of receipt of the data. The Program Manager will notify the students via email or verbally when the report is available for review and signature. Each student is required to initial his/her radiation dose reading. The Radiation Safety Officer will monitor the reading and notify the Program Manager/student if the results are above normal limits for that particular month. Although the program's dosimetry service provides notification to the Radiation Safety Officer when an individual's dose (whole body, blood forming organs, gonads) exceeds 83 mrem (NRC/Nuclear Regulatory Commission and ALARA/As Low As Reasonably Achievable), the Radiation Safety Officer will notify the Program Manager/student if the dose exceeds 42 mrem. The student is then counseled on radiation protection and asked to provide (in writing) an explanation (if possible) to keep on record in the RSO's office and annually reported to the Dean of Health Services. Please see chart below for threshold doses which is also posted in the lab, DTEC-102.

THRESHOLD DOSES

	Annual Radiation Exposure Dose Limits Based on NRC Regulations	Monthly Radiation Exposure/Date Limits Based on NRC Regulations	Monthly Radiation Exposure/Dose when film badge service notifies HCC-RSO	Monthly Radiation Exposure/Dose when HCC/RSO Notifies Program Manager/Student
DDE/Deep Dose Equivalent Whole body, blood forming organs, gonads	5,000 mrem/yr	417 mrem/mo	Monthly Exposure.Dose exceeding 20% NRC and ALARA ≥83mrem/mo	Monthly Exposure/Dose Exceeding 10% NRC and ALARA ≥42mrem/mo

The program policy for student review and signature of the radiation exposure or dosimetry report is as follows:

1. Once the report becomes available to students, they will have ten (10) class days in which to review their exposure and sign the report. If the student does not sign off on the dose report within the allotted time period, a 5-point deduction may be taken from the lab or clinical grade.
2. The Program Manager will discuss the importance of the dose report on the first day of the program and at the beginning of each semester prior to the clinical course.
3. The Program Manager will announce and/or send an email to the class once the dose report becomes available for their review and signature.

Radiation Safety and occupational exposure are covered extensively in several courses including Physics, Introduction to Radiation Therapy, Introduction to Clinical Concepts, and Radiation Biology

The cost of dosimeters for students is covered by student lab fees.

PHYSICAL REQUISITES:

Students in the Radiation Therapy Program should have sufficient visual acuity and auditory perception to observe the patient during treatment to take any action necessary should the patient move or require immediate assistance. Auditory perception, gross and fine motor coordination is also important to receive verbal communication from the patient and manipulate the equipment. Students should be able to think critically, plan, implement care, and interact with individual patients and staff. Students should be able to maintain physical tolerance. Students should be able to stand, walk and work on their feet for up to 8 hours a day. Students should be able to lift heavy objects overhead as well as help lift patients.

DIDACTIC/LAB/CLINICAL SCHEDULES:

Schedules will be generated by the program faculty for all labs and clinical schedules. Didactic and lab changes can be made **ONLY** by the program faculty. Clinical machine-rotation changes are made by the clinical coordinator. Clinical preceptors or their designee may make changes to students' machine rotation due to certain circumstances and communicate changes to the clinical coordinator; otherwise, students should adhere to the clinical schedules.

WORK POLICY:

A student in the Radiation Therapy Program is **not permitted** to work for pay as a Radiation Therapist while enrolled in the Radiation Therapy Program. This is a program policy as well as a JRCERT policy and Florida State law.

The student may work at jobs other than that of Radiation Therapist while in the program. Students working in excess of 20 hours per week may have difficulties maintaining a grade of “C” or better.

ATTENDANCE:

Didactic classroom attendance policies are determined by the individual instructor and addressed in the course syllabus. The student is responsible for all work missed during an absence. Clinical attendance and absentee policies are documented in this handbook under Clinical Policies and Procedures and in the course syllabus.

GRADING:

The radiation therapy program grading scale (unless otherwise noted) is as follows:

<u>CLINICAL</u>		<u>DIDATIC</u>	
A	100-95	A	100-93
B	94-90	B	92-84
C	89-85	C	83-75
D	84 and below	D	74 and below

Students must maintain a “C” or better in all program courses in order to continue in the program each semester.

DISMISSAL/READMISSION:

Please refer to the 2024-2025 HCC Health Science Handbook <https://www.hccfl.edu/academics/subjects/health-and-medical/health-sciences-admissions> for detailed information regarding dismissal from and readmission to this and any other health science program.

CHEATING:

Cheating in any form will not be tolerated and **shall** result in the student receiving a failing grade for that particular test, assignment, lab, or project. In addition, evidence of cheating will be taken to the Dean of Health Sciences for further action. This action may result in **dismissal** from the Radiation Therapy Program. The student will **not** be readmitted to the program if dismissed for cheating.

Falsification of any clinical document will result in a student receiving a failing grade for the clinical course.

Cheating includes but is **not** limited to:

- a. Sharing answers on an exam, test, or quiz
- b. Looking at another student's exam, test, or quiz
- c. Having written information on the desktop, cell phone, smart watch, calculator, or **anywhere** that is accessible to the student for the sole purpose of cheating
- d. Talking to another student during an exam, test, or quiz
- e. Sharing answers on an in-class assignment or take-home test
- f. Plagiarism
- g. Using a previously written report from another class, course, or discipline
- h. Stealing exams, tests, or quizzes
- i. Receiving old exams, tests, quizzes, or worksheet answers from previous students enrolled in the program
- j. Assisting another student in any of the above
- k. Talking to another student during a laboratory practical or competency test
- l. Sharing information regarding the practical or competency
- m. Having written material, simulation forms, diagrams, or films in the laboratory during the competency test
- n. Use of a programmed calculator with information regarding the exam programmed into the calculator.

Students must work independently unless otherwise specified.

PROBATION GUIDELINES:

For HCC policies regarding student misconduct, please refer to the HCC catalog. A student may be placed on probation in the Radiation Therapy Program in a clinical course for the following reasons:

- o. Unsatisfactory clinical evaluation by an instructor, clinical preceptor, clinical staff, or program faculty with a calculated grade of **C or less**.
- p. Absenteeism of more than **two (2)** days of clinical attendance in one semester (in addition to the number of allowed absences each semester).
- q. Not reporting absence in a timely manner per absentee policy.
- r. Chronic tardiness/lateness.
- s. Excessive "Time Exceptions" in Trajecsyst for "forgetting to clock in/out". Verbal warning will be issued first.
- t. Noncompliance with program and/or clinical site policies and procedures.
- u. Withdraw from a clinical education center and/or leaving the clinical site without permission.
- v. Lack of proper documentation of competencies.
- w. Incomplete competencies or failure to perform competencies by the required published clinical dates.
- x. Request for removal of a student from a clinical site at the request of the clinical preceptor and/or site manager.
- y. Unacceptable clinical behavior based on communication from therapists and/or clinical preceptor or site managers.
- z. Unprofessional presentation based on communication from therapists

and/or clinical preceptor or site managers (this includes personal hygiene issues).

Students placed on probation must meet with the Clinical Coordinator and Program Manager to formulate an educational plan to track student performance during the probation period. If a student is placed on clinical probation and an educational plan created, the student's final grade will drop by a letter grade. If the level of performance necessary is not achieved during the probation period, or the student has repeat offenses, the student may receive a failing grade for the clinical course and be dismissed from the program.

RADIATION THERAPY PROGRAM CLINICAL POLICIES:

The program has very specific attendance policies for the clinical courses. These policies can adversely affect a student's grade and continuation in the program. Clinical attendance policies can be found in this handbook as well as in each clinical course syllabus. Students must attend all **required** clinical days, and any absence must be made up with the permission of the Clinical Preceptor and Clinical Coordinator.

Unexcused absences will negatively impact the student's clinical grade and matriculation in the program. Documentation of illness and/or family emergencies must be presented to the Clinical Coordinator or Program Manager and will be discussed on an individual basis.

MR SCREENING POLICY:

It is HCC's Radiation Therapy Program's policy that students be screened by a level I Certified MR technologist prior to going to a clinical setting. The screening form will be kept on file by the Radiation Therapy Program Manager. It is the student's responsibility to notify the Radiation Therapy Program Manager should any changes occur, that would result in the student answering "yes" to any of the screening questions.

CLINICAL ROTATIONS:

Please refer to this handbook for the addresses of all clinical education centers. In addition, the machine rotation schedules that are created by the Clinical Coordinator prior to the beginning of the clinical rotation contain additional contact information such as phone numbers and names of Clinical Preceptors. Students must adhere to this schedule. Equipment rotation schedules will be distributed to each student prior to the start of the clinical rotation. Any deviation from this schedule must be discussed with the Clinical Coordinator or Program Manager and Clinical Preceptor.

CLINICAL BEHAVIOR:

Students are expected to adhere to all clinical education center policies and procedures, follow institutional guidelines, and work as an integral part of the radiation therapy team. Specific behavioral guidelines will be discussed with students prior to students starting their first clinical rotation.

TRAJECSYS REPORTING SYSTEM:

The Trajecsyst reporting system is utilized by HCC faculty, site therapists, and students to document students' clinical experiences and performance. It is also used by students to clock in/out each day for clinic. It is the student's responsibility to regularly check Trajecsyst to verify that competencies, weekly evaluations, and time logs are up to date. In addition, it is the student's responsibility to generate a report at

the end of each semester to keep track of the ARRT mandated competencies that are still needed. Instructions for registering for Trajecsys will be distributed to the students by the Clinical Coordinator or Program Manager.

CLINICAL ATTENDANCE:

Students are required to complete eight and one half (8.5) hours per day starting with RAT1810. The normal clinical day is 8:00am – 4:30pm with one-half hour for lunch and two (2) fifteen-minute breaks, or one (1) hour for lunch and no breaks. The student will clock in using Trajecsys at the beginning of the day and clock out at the end of the day. The 8.5 hours mentioned above includes lunch and breaks.

Some clinical sites may adhere to a different time schedule; students should follow their site's schedule and communicate the change to the Clinical Coordinator.

The program has very specific attendance policies for the clinical courses that can affect a student's grade and their continuation in the program. In addition to this handbook, clinical attendance policies will be provided in the individual syllabi for each clinical course.

Students will use the Trajecsys Reporting System to clock in/out each day. If the student's cell phone is to be used to clock in/out, it must be used while the student is in the parking lot of the site **just** prior to entering the building, and the GEO locator must be enabled. For every scheduled day of clinic, you should have a record of your time status in Trajecsys, whether you are at clinic OR absent (input an exception of your absence).

Students are expected to be at the assigned area and ready to begin by the scheduled start time. Students are considered **late for clinic** when they have not arrived by the clinic's specified start time for students (e.g. 8:00am, 7:30am, or 7:00am). If a student arrives after this time or is not at their designated location when expected, the student is considered **late** for clinic. If a student is chronically reporting late for clinic, the Clinical Preceptor, Clinical Coordinator, and Program Manager may place the student on clinical probation.

Missing clinic on a scheduled clinic day constitutes an absence. Students will be allowed two (2) absences per clinical course without penalty. However, students are strongly encouraged not to miss clinic days unnecessarily. These days are meant to be used for illness, medical emergencies and unforeseen circumstances. Missing clinic days may reflect negatively on students with their clinical site. In addition, students missing more than the 2 allowed absences may be placed on clinical probation. The 2 allowed absences **cannot** be used during the last week of the semester to finish the semester early. One day or up to a clinic week of consecutive days of excused absence for the same reason (with documentation) is

considered one incidence of absence. For example, a student tests positive for Covid and the clinical site's policy forbids the student from returning to clinic for "X" number of days. Students are still required to complete all clinical assignments for the course and earn the minimum number of expected clinic hours for that semester (indicated on the course syllabus). Not having the expected minimum number of clinic hours may jeopardize student's ability to graduate on time. If a student misses more than 2 clinical days for reasons listed above and the clinical site allows the student to make up some of the days, the student should do so as long as it does not conflict with the student attending on-campus classes or labs.

If multiple days in a row must be missed (exceeding the 2 allowed), the student must provide documentation for each day missed to the Clinical Coordinator or Program Manager. Medical/family emergencies and bereavement for the death of an immediate family member will be handled on an individual basis.

ABSENTEE POLICY:

The following procedure must be followed for any absence from clinic:

- **Prior** to the start of your scheduled start time, **call** the Clinical Preceptor/therapists at your assigned machine at your clinical site to report the absence, unless the absence notification was made prior.
- **Prior** to the start of your scheduled start time, email the Clinical Coordinator, Program Manager, and the Clinical Preceptor for your site informing them of your absence. Some sites may also require students to contact the site supervisor. Students must follow school and site policies when reporting absences.
- Go into Trajecsys and complete a time exception with the reason being "Absent"
- If a student does not contact the site to report the absence in a timely fashion (as indicated above), the student will receive a written warning with a letter grade drop and the student may be placed on clinical probation. If the student fails to report an absence a second time, the student may be dismissed from the program. If the unreported absence was due to an emergency situation, documentation is required.

If the student fails to email the clinical coordinator and program manager prior to their scheduled start time, the absence shall be documented as unexcused. If the student fails to contact the clinical preceptor and staff therapists prior to their scheduled start time, the absence shall be documented as unexcused.

Any scheduled day missed is considered an absence.

If multiple days in a row must be missed (exceeding the 2 allowed), the student must provide documentation for each day missed to the Clinical Coordinator or

Program Manager. Illnesses of three days or longer will require documentation of a physician's visit. Medical/family emergencies, bereavement (immediate family member), jury duty, and military duty will be handled on an individual basis. Family members requiring childcare is not considered an excused absence.

If a student presents to the clinical setting with an illness, the clinical preceptor will adhere to the policy and procedures established for the site.

Excessive absenteeism and/or tardiness may result in dismissal from the program.

CLINICAL MAKEUP POLICY:

- Students must communicate with the Clinical Coordinator concerning make-up time prior to speaking with the Clinical Preceptor. Do not plan any makeup time with the Clinical Preceptor before speaking with the Clinical Coordinator first.
- On the makeup day, instead of clocking in/out of clinic as usual, students will complete a Time Exception in Trajecsys and indicate the reason "Makeup Day"
- According to JRCERT and program policy, students MAY NOT make up time or go to clinic on a "Holiday" that is recognized by the college.

CLINICAL ASSIGNMENTS:

If a student is asked to leave a clinical site, it may not be possible to reassign the student to another site.

Any student asked to leave a clinical education center may not be reassigned to another site and may receive a failing grade for the clinical course. This may jeopardize the student's eligibility to continue in the program. If a student is asked to be removed from a clinical site and can be placed at another site, the student will be placed on clinical probation. If a student is asked to be removed from a second clinical site, the student will be dismissed from the program.

An integral component of the education for the Radiation Therapy student is in the clinical education setting. Clinical education for the student represents the environment in which all aspects of their education are combined: cognitive, psychomotor, and affective.

The clinical courses are designed to give the student a broad base of clinical experiences with a variety of beam modalities, treatment techniques, and department procedures. Specific clinical courses identify goals, establish priorities, and set deadlines for completion of competencies. There are four (4) clinical courses during the A.S. degree program: (RAT 1810, 2804, 2824, 2824). Clinical courses are from

12-16 weeks each semester. The number of weeks varies with the semester.

Clinical sites are assigned by the Clinical Coordinator with input from the Program Manager if needed. Many sites require online orientation, submission of paperwork, new background checks, new drug screens, and/or additional TB screening. If a student plans to be away during the semester breaks and is unavailable to complete onboarding requirements in a timely manner, this may prevent the student from attending certain clinical sites.

Some onboarding and immunization requirements, etc. involve annual deadlines that must be met. Failure to adhere to these deadlines may jeopardize a student's eligibility to remain in the program. Such students may be required to withdraw from the program accordingly.

Clinical rotation schedules are distributed with the course syllabus for each clinical assignment. During the program, clinical rotation assignment areas include examination, simulation, patient treatment, dosimetry/physics, and brachytherapy whenever possible. Students must remain in his/her assigned clinical area unless they are called to a meeting, lunch, or instructed to go to another location by a therapist or Clinical Preceptor.

To ensure equitable learning, the Clinical Coordinator places students based on equipment needs, competencies needed, record and verify software used, and type of radiation therapy setting such as hospital or free-standing clinic.

In addition to the clinical rotation schedule, each student is provided with a machine rotation schedule each semester. The machine rotation schedule is prepared by the Clinical Coordinator and is developed in such a way that students have the opportunity to gain experience using a variety of equipment throughout their time in the program.

Clinical education centers are dispersed throughout Hillsborough, Pinellas, Pasco, Polk, Manatee, Hernando, and Sarasota counties. Clinical education centers are also located in Orlando, Gainesville, and Ocala. It is the responsibility of the student to provide transportation to all clinical assignments regardless of their location.

CPR:

CPR certification must be maintained through the duration of the program.

STUDENT SUPERVISION:

Direct Supervision assures patient safety and proper educational practices. The JRCERT requires that all radiation therapy procedures be performed under the direct supervision of a qualified practitioner.

The program accrediting agency (JRCERT) and the State of Florida laws

governing ionizing radiation require that the student be supervised in the performance of radiation therapy procedures under the following guidelines:

(1) The JRCERT defines direct supervision as student supervision by a qualified practitioner who:

- is physically present during the conduct of the procedure
- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge, and
- reviews and approves the procedure and/or image.

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

CLINIC DRESS CODE AND BEHAVIOR:

Students must be dressed in a professional manner wearing the approved scrub uniform at all times in the clinical setting, as well as when attending class or lab on campus.

The approved scrub uniform is **mandatory** for clinic attendance. Any student who does not have the full approved scrub uniform to wear at clinic will **not** be permitted to attend. Additionally, students must abide by the following dress code and clinical policies. Failure to abide by the dress code and policies will result in a verbal warning for the first offense. The second offense will result in a written warning and possible clinical probation.

- **Wear Radiation Therapy approved scrub uniform**
- **Uniform must be clean and free of stains, odors, and wrinkles**
- **(If needed) wear an approved scrub jacket or black long-sleeved undershirt beneath the scrub top**
- **Wear approved black shoes or sneakers with socks**
- **Wear approved wristwatch (no smart watches allowed)**
- **Earrings must not extend beyond ear lobes**
- **No more than two earrings per ear**
- **No ornamental jewelry**
- **One ring per hand**
- **No jewelry or piercings other than those noted above**
- **Wear HCC photo ID at all times or assigned clinical site photo ID**
- **Wear dosimeter and student IDs at all times**
- **Keep in scrub pocket the following items:**
 - **Writing pen**
 - **Pocket notebook (or folded piece of paper)**
 - **Ruler**
 - **Sharpie marker**
- **Cover all tattoos**

- No colognes/perfumes, lotions, or fragrant clothing
- Keep nails short and use only light-colored nail polish
- No acrylic/gel nails/artificial nails
- Hair that is longer than shoulder length must be pulled back
- Hair color must be a color found in nature (e.g. no blue, green, etc.)
- Keep facial hair trimmed/well groomed
- No chewing gum (mints are permitted)
- No eating at the console/treatment area
- No completing homework at clinic, aside from researching information for case studies
- Keep cell phones put away – cannot place in scrub pocket or set in console/treatment area (checking messages at lunchtime once away from the console/treatment area is permitted)
- No Smart Watches allowed to be worn at clinic
- No wearing jeans to clinic at any time
- No laptops or tablets in clinic
- Follow clinical sites parking policies
- Abide by clinical site-specific dress code and behavior policies (the clinical site's policy supersedes the program policy).

Students must be in uniform with dosimeter and photo ID at all times without exception! Failure to do so will jeopardize said student's eligibility to continue in the program

CLINICAL SITES:

The Radiation Therapy Program and Hillsborough Community College currently maintain active affiliation agreements with over thirty (30) clinical education centers.

H. Lee Moffitt Cancer Center Tampa, FL	Moffitt Cancer Center at International Plaza Tampa, FL
Morton Plant Hospital, Lykes Radiation Pavilion Clearwater, FL	St. Anthony's Hospital Cancer Center St. Petersburg, FL
St. Joseph's Hospital- Fred J. Woods Radiation Therapy Center Tampa, FL	Watson Clinic Cancer & Research Center Lakeland, FL
Premier Radiation Oncology Associates Clearwater, FL	Bardmoor Cancer Center Largo, FL
Juan del Regato Radiation Oncology Center at James A. Haley Veteran's Hospital Tampa, FL	C.W. Bill Young VA Medical Center Radiation Oncology – Bay Pines VA Bay Pines, FL
Robert Boissoneault Oncology Institute (RBOI) 17 th Street, Ocala, FL	Robert Boissoneault Oncology Institute (RBOI) SW Highway 200, Ocala, FL
Robert Boissoneault Oncology Institute (RBOI) Lecanto, FL	UF Health Radiation Oncology – Davis Cancer Pavilion Gainesville, FL
AdventHealth Tampa Tampa, FL	Robert Boissoneault Oncology Institute (RBOI) The Villages, FL
Lakeland Regional Health- Hollis Cancer Center Lakeland, FL	Florida Cancer Specialists – FCS-Brooksville Springhill, FL
Florida Cancer Specialists – FCS-Brownwood The Villages, FL	Florida Cancer Specialists – FCS-Largo Largo, FL
Florida Cancer Specialists – FCS The Villages The Villages, FL	Florida Cancer Specialists – FCS-Trinity Trinity, FL
Florida Cancer Specialists-Tampa Tampa, FL	Florida Cancer Specialists – FCS-Ocala Ocala, FL
GenesisCare Bradenton West (Radiation Oncology) Bradenton, FL	Florida Cancer Specialists-Hudson Hudson, FL
Premier Radiation Oncology Riverview, FL	Winter Haven Hospital-Cassidy Cancer Center Winter Haven, FL
Cancer Center of South Tampa Tampa, FL	Orlando Health Cancer Institute Orlando, FL
Orlando Health Cancer Institute – Lake Mary Lake Mary, FL	Orlando Health Cancer Institute – Health Central Ocoee, FL

DISCLAIMER CLAUSE:

The Radiation Therapy Program at Hillsborough Community College reserves the right to make changes in the regulations and policies announced in this handbook as circumstances arise. If changes in this handbook are required during this academic year, the student will be given formal notice of those changes and be asked to verify by signature that the required changes were (read) received and understood.

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date of changes in College policies and other regulations anytime such changes are considered to be desirable or necessary.

11. ADDENDUMS

The Radiation Therapy Program has the right to initiate any changes that are deemed necessary to this Program Handbook at any time. Such changes will be communicated to all program students in a timely manner.

2024-2025

HCC RADIATION THERAPY HANDBOOK ACKNOWLEDGEMENT AND SIGNATURE PAGE

I, _____ acknowledge that I have received a copy of the current Hillsborough Community College Radiation Therapy Program Student Handbook and that the information has been discussed with me. I understand that I am responsible for knowledge of the guidelines and policies of the Radiation Therapy Program, the Division of Health Sciences, and the HCC Catalog in effect when I enrolled in the Radiation Therapy Program. I further understand that those policies are subject to change and that such changes will be made available to me as soon as possible and be binding at that time.

Student Signature

Date

Print Name

Student ID#