

**STUDENT GUIDELINES**

**DEPARTMENT OF**

**RADIATION THERAPY**



Radiation Therapy Program  
Southwestern Allied Health Sciences School  
The University of Texas Southwestern Medical Center

May, 2008

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May, 2008

Dear Radiation Therapy Student:

On behalf of the faculty and staff of the Radiation Therapy Program, I would like to welcome you to the University of Texas Southwestern Medical Center at Dallas, Department of Radiation Therapy. You are about to embark on a journey that will expose you to some of the most technologically advanced medical procedures currently performed in the field of radiation oncology.

The Radiation Therapy Program has dedicated faculty and instructors who will help you along this most challenging academic endeavor. Please do not hesitate to avail yourself of the extensive resources the university has to offer, whether through on-line, print or personnel sources.

Please read the Student Guidelines carefully, familiarize yourself with the contents and seek answers when needed.

The faculty and staff are looking forward to meeting each of you and helping with your academic progress.

Sincerely,

Carol Scherbak, M.S.R.S., R.T.(T)  
Program Director  
Radiation Therapy Program

## **I. INTRODUCTION AND INSTITUTIONAL INFORMATION**

### **A. Purpose of Student Guidelines**

This manual describes the guidelines for students enrolled in the Department of Radiation Therapy. These guidelines are extensions of those outlined in the current School Catalog (or its latest revision). Students are also bound by the University's Handbook of Operating Procedures, the Regent's Rules and Regulations, and individual course syllabi.

Please read these Student Guidelines carefully. At the end of this manual, you will find an acknowledgment form. This form states that you agree to follow these guidelines while you are enrolled as a student in this department. The form is to be signed, dated and returned to the department office during orientation.

This is a general information publication only. It is not intended to, nor does it contain, all regulations that relate to students. This manual, although revised annually, cannot always reflect up-to-the minute changes or developments in the Southwestern Allied Health Sciences School of The University of Texas Southwestern Medical Center. Contents of the manual are, therefore, subject to revision without notice. Changes will become effective whenever the proper authority so determines and will apply to both prospective students and those already enrolled.

The University of Texas Southwestern Medical Center reserves the right to withdraw a course at any time, change fees or tuition, rules, calendar, curriculum and any other requirement affecting students. The provision of this manual does not constitute a contract, express or implied, between any applicant, student or faculty member and the University of Texas Southwestern Medical Center or the Southwestern Allied Health Sciences School.

### **B. Mission and Goals of the Radiation Therapy Program**

The mission of the Radiation Therapy Program at UT Southwestern Allied Health Sciences School is to provide a didactic and clinical environment to educate competent, entry level radiation therapists who provide quality patient care. The program will also encourage professional growth and research to advance radiation therapy practice.

#### **Program Goals**

1. Students will develop critical thinking/problem solving skills demonstrating a professional level of expertise in radiation therapy.
2. Students will communicate effectively with patients and the oncology health care team.
3. Students will develop professionally during the program and continue their professional development after graduation.
4. Students will perform as competent entry level radiation therapists.

5. The program will demonstrate programmatic effectiveness by providing the radiation oncology community with entry level radiation therapists.

### C. Accreditation Statement of the Radiation Therapy Program

The Radiation Therapy Program's accreditation is currently the Southern Association of Colleges and Schools.

### D. Organizational Chart:



## II. ACADEMIC AFFAIRS

### A. List of Courses

#### Junior Level Courses

<b>Course</b>	<b>Hours</b>
<b>Fall</b>	
RT 3301 Oncology Nursing and Patient Care	3
RT 3302 Introduction to Radiation Therapy	3
RT 3303 Medical Imaging and Processing	3
HSC 3101 Medical Terminology	1
RT 3311 Legal and Ethical Issues in Radiation Therapy	3
<b>Spring</b>	
RT 3211 Pathology	2
RT 3212 Sectional Anatomy	2
RT 3412 Radiation Biology	4
RT 3413 Radiation and Therapy Physics	4
RT 3304 Clinical Education I	3
<b>Summer</b>	
RT 3421 Principles and Practices of Radiation Therapy I	4
RT 3314 Medical Dosimetry I	3
RT 3405 Clinical Education II	4

## Senior Level Course

### Fall

RT 4422 Principles and Practices of Radiation Therapy II	4
RT 4315 Medical Dosimetry II	3
HCS 4301 Introduction to Research Methodology	3
RT 4406 Clinical Education III	4

### Spring

RT 4316 Quality Assurance and Operational Issues	3
HCS 4302 Directed Research	3
RT 4323 Registry Review	3
RT 4407 Clinical Education IV	4

## B. List of Clinical Rotations

Students will rotate through the following areas: Nursing, Medical Physics, Dosimetry, Treatment Delivery and Simulation. Also see the RTT Clinical Manual for more specific information about clinical rotations, competencies and clinical progress requirements.

### Junior Year, Spring Semester

During this semester, students will have an orientation to the radiation oncology department and will rotate through the following clinical areas:

Nursing (including chemotherapy and patient registration)  
Treatment Delivery  
Simulation

### Junior Year Summer Session until Graduation

Students will rotate through the following areas:

Medical Physics (to include Brachytherapy, Gamma Knife and Cyberknife)  
Dosimetry  
Treatment Delivery  
Simulation

## C. List of Essential Functions

All individuals, including people with disabilities, who apply for admission to Southwestern Allied Health Sciences School must be able to perform specific essential functions, which differ depending on the academic program. Essential functions are the basic activities that a student must be able to perform to complete the program's curriculum.

Each Southwestern Allied Health Student must be able to:

1. Attend scheduled classes and laboratory sessions and be present for examination and testing.
2. Travel to practicum sites and have mobility within and around the sites.
3. Assimilate information presented via lectures, handouts, videos, discussions, computer and/or other educational modalities.
4. Complete assignments such as written assignments, oral presentations, class participation, examinations and computer-based activities.
5. Apply the assimilated information to appropriate clinical situations.
6. Effectively communicate with patients/clients, their families, faculty, and other professionals using oral, telephonic, written, and computer modalities in private and group settings.
7. Make effective use of learning resources at UT Southwestern and affiliated facilities.

Each student in the **Radiation Therapy** Program must be able to:

1. Participate in supervised clinical activities involving walking and standing for eight-hour days.
2. Demonstrate sufficient visual acuity to monitor patients, input data, read computer monitors and distinguish markings in dim lighting.
3. Demonstrate sufficient strength to lift, carry and move items weighing up to 40 pounds.
4. Distinguish and interpret audio signals from equipment.
5. Communicate with patients in a clear and concise manner.
6. Demonstrate sufficient upper and lower body strength to move, lift and transport patients.

## **D. Academic Standards and Progress**

### **1. General:**

Student grades, conduct and professional behavior are factors in student promotion. All three must be satisfactory for the student to remain in the program. Each component of The University of Texas Southwestern Medical Center is responsible for student disciplinary matters, either academic or non-academic in nature, in a manner consistent with published Board of Regents Rules and Regulations as they relate to student conduct and the tenets of due process. Copies of the Regents' Rules pertaining to student conduct are available at the Office of Student Affairs. With the exception of courses that meet The University of Texas credit transfer criteria, advanced student placement or waiving of prerequisite or department courses is not available for applicants to the Radiation Therapy program.

## 2. Faculty Advisor:

Each student will be assigned a member of the faculty as his or her Faculty Advisor. The role of the Faculty Advisor is to assure that the student is making satisfactory progress in the program. Each student is encouraged to meet with his or her Faculty Advisor whenever a personal or academic problem arises that might impede his or her progress in the program. Each student is required to meet with his or her Faculty Advisor at least once each semester, so that the Faculty Advisor may assure that the student is making satisfactory progress and to suggest any needed improvements.

Students in the radiation therapy program will meet monthly with either the program director or clinical coordinator during clinical rotations.

## 3. Evaluation

In general, the student's achievement in departmental courses is determined by:

- (1) course participation
- (2) written examinations
- (3) clinical performance evaluations
- (4) other written and/or oral assignments
- (5) laboratory assessment

## 4. Grading Levels

The program courses will be graded by the following scale or the appropriate equivalent:

90	-	100	A
80	-	89	B
70	-	79	C
65	-	69	D
Below		65	F

At the discretion of the instructor, I (incomplete) may be used in reporting a student's standing in a semester's work. An "incomplete" must be removed under written conditions and within one (1) year from the end of the semester in which the I (incomplete) was reported. Should the established conditions not be met one year from the end of the semester in which the "incomplete" was reported, the instructor must assign a final grade. If after one year from the end of the semester the instructor has failed to assign a grade, the "incomplete" will be changed to a final grade of "F". An incomplete is not considered a final grade. A final grade must be assigned to calculate GPA.

**NOTE:** Courses taught by other departments may use different grade scales.

## **5. Examinations**

Students are expected to take all examinations on the scheduled date. The rescheduling of an examination may be allowed if circumstances warrant permission by the course instructor (e.g. documented illness, previously identified religious holiday, or death in the family), otherwise there will be no exceptions to this policy. If a student fails to take a scheduled examination without obtaining permission from the instructor of the course, the student will receive a “zero” on that scheduled examination. Examinations are generally “timed,” therefore, all examinations will begin on the scheduled date and at the scheduled time. An examinee who has been delayed may be admitted to the examination up to 15 minutes after the session has started. The examinee will be given no extra time to complete the examination. Examinees arriving after the 15 minute “grace period” will automatically receive a “zero” on the examinations. Under extenuating circumstances and with timely notification from the student, exceptions to this policy may be considered by the course instructor.

## **6. Satisfactory Performance and Progress**

### **a. Academic Performance**

All students are expected to be enrolled full time and complete the curricular sequence as specified.

In general, satisfactory performance and progress are defined as:

- (1). Completing the Radiation Therapy course sequence as stipulated;
- (2). Overall GPA of program courses 2.75 or higher;
- (3). A minimum grade of “C” or “Pass” in each course with the exception of RT 4323 Registry Review, which must be passed with a minimum grade of “B”.

An academic deficiency occurs when any of the above requirements are not met.

All academic deficiencies are referred to the Department’s/Programs Committee on Student Progress. Depending on the nature and seriousness of the deficiency and available program resources, a student is subject to remediation, probation, suspension, or dismissal.

### **b. Academic Deficiencies**

The Radiation Therapy Program Faculty will identify and document in writing to the Department Chairman/Program Director any student having difficulty with one or more of his/her Radiation Therapy designated courses. Health Care Sciences (HCS) designated courses are the responsibility of the appropriate HCS course director. If academic deficiencies occur within HCS designated courses, students are required to follow the guidelines established by HCS course directors.

The Department Chairman/Program Director, after reviewing the student's deficiencies with the appropriate faculty member(s), will notify the student in writing of his/her academic status. A faculty member will arrange assistance as necessary, taking into consideration the available department resources.

The faculty member(s) will notify the Department Chairman/Program Director of the course in writing of: (1) the type of assistance to be arranged, and (2) the time expected for the student to show the written specified improvement.

When an academic deficiency has occurred, the situation is referred to the Department's Committee on Student Progress. Depending upon the frequency, nature, and extent of the deficiency, a student may be (1) placed on academic probation, (2) required to repeat the course, (3) required to remove the deficiency by specific remediation activities, or (4) dismissed from the program. This may occur following periodic mid-term, or end-of-semester examinations. Any student required to repeat a course or a rotation must anticipate a delay in the timing of their graduation and the inclusion of additional tuition and fees required to repeat curriculum.

Any faculty member may recommend to the Department Chairman/Program Director that a student be considered for remediation, probation, suspension, or dismissal at any indicated time during the semester for any of the following reasons: (1). Failure to achieve a grade of "Pass" in a Pass/Fail designated course, (2). Failure to meet attendance requirements, (3) failure to exhibit adequate academic progression, (4) failure to demonstrate acceptable clinical competence, (5). Monthly Evaluation Grade below a "B", (6). improprieties in conduct, scholastic integrity and professional behavior. Refer to Regent's Rules and Regulations (Chapter 6, Section 3).

**Note** – Unacceptable clinical competence can be defined as, but is not limited to, three failures of the same clinical competence and/or the failure of five total clinical competencies during the student's academic enrollment.

## **7. Conduct, Scholastic Integrity and Professional Behavior**

### **a. Scholastic Integrity**

Since the value of an academic degree depends upon the absolute integrity of the work done by the student for the degree, it is imperative that a student maintain a high standard of individual honor in his/her scholastic work. In April 1990, the Board of Regents of the UT System expanded the definition of academic dishonesty. It (Section 3.22) now reads:

"Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributed in whole or in part to another person, taking an examination for another person, an act designed to give unfair advantage to a student or the attempt to commit such acts."

Scholastic dishonesty will be handled in accordance with the procedures for handling student discipline found in Part I, Chapter VI, Section 3 of the Regents' Rules and Regulations, and the SAHSS Scholastic Dishonesty Recommendations: A Guide for Faculty (January 2000).

## **b. Professional Behavior**

### **(1) General Behavior**

A student who demonstrates inappropriate ethical or professional behavior will be promptly advised and will be subject to disciplinary action. Penalties range from probation to dismissal from the program. Each student must consistently demonstrate the following behaviors in all aspects of the professional program:

a. Identify guidelines of each of the following entities that pertain to students and comply with them:

1. Radiation Therapy Program
2. Southwestern Allied Health Sciences School and UT Southwestern Medical Center
3. Parkland Hospital
4. Richardson Regional Cancer Center

Professional behavior is monitored on a continuing basis by department faculty and administration. Deficiencies in professional behavior are referred to the Dean for review and possible disciplinary action. For behavior and actions that result in harm or potential harm to a patient, the student is subject to disenrollment and may incur further disciplinary action.

### **(2) Profession Behavior**

Students enrolled in the Radiation Therapy Program are required to adhere to the American Society of Radiologic Technologists ([www.asrt.org](http://www.asrt.org)) Code of Ethics and Scope of Practice for Radiation Therapists and the American Registry of Radiologic Technologist ([www.arrt.org](http://www.arrt.org)) Standards of Ethics. All of these documents are available on line and addressed in the didactic curriculum.

## **8. Request for Accommodation**

A student acquiring or identifying a disability after admission to a program should contact the Department Chairman/Program Director immediately after the disability is acquired or identified. The Department Chairman/Program Director will be responsible for guiding the student to the appropriate SAHSS policy.

## 9. Attendance

Attendance is required and mandatory for all class, laboratories and clinical rotations. A student is allowed three sick days per semester during their clinical rotation. If more than three days are missed then that clinical time must be made up following these guidelines:

- (1). The student's total hours for the week, including class, laboratories and clinical time may not exceed 40 hours,
- (2). The time must be arranged in advanced with the clinical coordinator and/or program director,
- (3). Make up time must be measure in hours, no credit will be given for less than one hour.

The Radiation Therapy Program office and the clinical site must be notified before 8:00 am when a student calls in sick.

If a student misses more then three consecutive days the student must submit a physician's statement indicating the nature of the illness and a release to return to school.

If classes, labs, or exams are missed for any reason, the decision as to whether the work or test can be made up is at the discretion of the course instructor. HCS course policies may differ from the Radiation Therapy course policies.

It is the student's responsibility to contact the course instructor or preceptor immediately following absenteeism or lateness regarding course work or exam make-up. Excusable reasons for absence are limited to: (1) illness, (2) death or illness in immediate family, (3) jury duty, (4) military service, (5) subpoena, and (6) faculty approved attendance at professional conferences. Not reporting an absence is considered unexcused.

**Students are expected to be at their assigned clinical rotation ( linear accelerator, simulator for example) and ready to work on schedule.**

## 10. Attire

### Dress Code

Students will wear uniforms at all times when in the clinic for either patient care or laboratories. Required uniforms to be worn are comfortable shoes, and scrubs. Green or blue surgery scrubs and scrubs with hospital logos are NOT permitted. Scrubs may be either solid or patterned.

Identification badges and film badges are to be worn at all times. Film badges must be left on the film badge holder in the clinic when a student leaves for the day. The student will be issued an ID badge which must be worn at all times.

## **Personal Appearance**

1. Hair longer than shoulder length must be pulled back.
2. Nails should be kept short (no longer than the finger tip in length) to prevent possible injury to the patient, artifacts on films and to prevent spread of germs. Artificial nails and nail polish are NOT permitted.
3. Perfumes and colognes should not be worn because patients may have altered olfactory sensations.
4. Uniforms must be clean and wrinkle free. If the temperature is too low in the department, it is permissible to wear a white laboratory coat or matching scrub jacket, a long sleeve shirt under the scrub top or a long sleeve matching shirt with a collar and no scrub top. Shoes should be kept clean. No shirt may be worn OVER the scrub top.
5. Tattoos must be covered and visible body piercings must be removed. Multiple earrings may be worn if they are tasteful, contained to the ear and do not extend below the ear lobe.

## **11. HIPAA Standards Requirements**

All students whose education includes contact with patients, patient records, or patient billing documentation, also referred to as “protected health information,” will receive HIPAA compliance training, in accordance with UT Southwestern policy. Furthermore, clinical affiliates may impose additional requirements for HIPAA training of students.

The first part of student HIPAA training will be completed within the first 30 days of the students’ first semester at UT Southwestern, regardless of the number of hours in which they are enrolled. At the SAHSS New Student Orientation, the student will be provided with the URL to the UT Southwestern Medical Center on-line HIPAA training. Students are obligated to complete the training, print certificates, and present them to their department within the first 30 days of their first semester.

## **12. BCLS**

All students must be certified in BCLS for the duration of the Radiation Therapy Program.

## **E. E-mail, Telephone, FAX, Pager, Cell Phone, PDAs**

### **1. E-Mail**

All students will be assigned a campus e-mail account. All e-mail information from the academic and clinical departments will be sent to this address. **Students are responsible for checking and responding to GroupWise e-mail within 48 hours, as instructed by the department.** Students who have a commercial e-mail account may

elect to forward their campus e-mail to this account, or they may access their UT Southwestern e-mail account while they are on campus or from a remote location. It is important to remember that campus e-mail and Internet use are intended for University related purposes only, very much the same as with campus telephones and FAX machines. Individuals found abusing these office communication methods may be subject to disciplinary action, up to and including dismissal and/or legal action.

## **2. Telephones**

The telephones designated for student use are located in the 4<sup>th</sup> floor student lounge and in the main lobby, as well as in the student resource center (computer laboratory) on the 7<sup>th</sup> floor. Students should not use departmental telephones. Students should provide the Department's main number to persons who need to reach them in an emergency. Otherwise, students should use other means for obtaining personal messages while they are on campus.

## **3. FAX**

The Departmental and Dean's Office FAX machines are not for student use.

## **4. Pagers**

Pagers must be turned to vibrate during class. **Pagers may not be worn during written or practical exams.** Students who may be expecting an emergency page during an exam should ask the instructor to monitor their pagers.

## **5. Cell phones / Internet personal digital assistance devices (PDAs)**

Cell phones / Internet PDAs must be turned off during class and when guidelines dictate in a clinical facility, according to the policy of the facility. Parkland Hospital and Zale Lipshy University Hospital specifically prohibit cell phone use in their facilities. **Students may not have cell phones, pagers, Internet PDAs, or any other electronic devices on their person or at their desk during written or practical exams.** Other arrangements should be made for emergency calls during exams.

## **6. PDA's and laptop/notebook computers**

PDA's and laptop/notebook computers may be used in the classroom, only in a manner that does not disturb other students or the instructor. During exams, students may not use computers, PDA's, or any other electronic device without instructor approval.

For further clarification on the use of any electronic devices, students should consult their instructors.

## **F. Graduation Requirements**

A candidate for the degree of Bachelor of Science in Radiation Therapy in Southwestern Allied Health Sciences School must meet all of the following requirements:

1. The student must demonstrate a high order of scholarly achievement in the Radiation Therapy Program, including appropriate professional competencies. The Program's Student Progress Committee determines whether adequate mastery has been acquired.
2. The student must complete satisfactorily a minimum of 65 semester hours at Southwestern Allied Health Sciences School.
3. The student must discharge all financial obligations to the medical center. In the event of nonpayment, one or more actions may be taken by the Dean: a) readmission may be denied; b) a student's grades and official transcript may be withheld; and c) the degree to which the student would otherwise be entitled may be withheld.
4. The student must maintain at least a 2.75 cumulative grade point average, have no academic deficiencies, and have no incompletes. All courses must be passed with a minimum grade of "C" with the exception of RT 4323 Registry Review which requires a minimum grade of "B". Pass/Fail classes must be "Passed".
5. The student must complete the academic requirements listed on his/her degree plan, including completion of any academic deficiencies in prerequisite courses, by the times stated in the student's official letter of acceptance. The student is responsible for submitting official documentation of successful completion of the prerequisites to the Office of the Registrar.
6. All clinical competencies must be completed and passed.

## **III. Student Affairs**

### **A. Student Rights**

#### **1. Statement of Equal Opportunity**

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefit of or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on the basis of race, color, national origin, religion, sex, age, veteran status or handicap.

Regents' Rules  
Part 2, Chapter I, Section 6

## **2. Protection of Privacy of Information**

The University of Texas Southwestern Medical Center at Dallas adheres to the provision of the Family Educational Rights and Privacy Act of 1974 and the Texas Open Records Act regarding disclosure of student records. Each department will determine whether to post student grades. Departments that choose to post student grades will do so only after a waiver has been signed by the student. UT guidelines will be followed in all cases where grades are posted. The Radiation Therapy program will NOT post student grades.

## **3. Grievances and Appeals**

A student who has a grievance regarding grades or other academic decisions is obligated first to make a serious effort to resolve the issue with the instructor. If the issue cannot be resolved, the student should initiate a written appeal to the chair or program director within five (5) working days of the instructor decision. If the matter is not resolved to the student's satisfaction, the student may submit a written appeal to the Academic Affairs committee within five (5) working days of the chair/program director decision. The Academic Affairs committee will establish a faculty panel to hear the appeal within five (5) working days of the appeal receipt. If the matter is still not resolved to the student's satisfaction, a student may appeal in writing to the Dean or the person designated by the dean within five (5) working days of the Academic Affairs decision. The decision of the Dean or the designee is final.

### **a. HCS Courses**

A student who has a grievance regarding grades or other academic decisions is obligated first to make a serious effort to resolve the issue with the instructor. If the issue cannot be resolved, the student should initiate a written appeal to the chair of the Health Care Services Department (Dean, SAHSS) within five (5) working days. If the matter is not resolved to the student's satisfaction, the student may submit a written appeal to the Academic Affairs committee within five (5) working days of the Chair's decision. The Academic Affairs committee will establish a faculty panel to hear the appeal within ten (10) working days of the appeal receipt. The decision of the Academic Affairs committee is final.

## **B. Other General Guidelines**

### **1. Identification Badges**

While on the UT Southwestern campus, including its affiliated clinical facilities, students must wear their UT Southwestern identification (ID) badge, obtainable from the Student Affairs Office. Students must not attempt to use another student's ID badge or to permit another student to use their ID badge.

## **2. Change of Address or Name**

Students are expected to keep the Department/Program and Registrar's Office fully apprised of their correct name and mailing address. If the student changes addresses and/or phone and/or name while in school, a change of address form must be filed with the Department/Program and Registrar's Office.

## **3. Employment**

Student employment that interferes with the student's academic or clinical responsibilities is strongly discouraged. During clinical rotations, Radiation Therapy students may not be used to substitute for regular clinical or administrative staff.

## **4. Inclement Weather Policy**

It is the policy of The University of Texas Southwestern Medical Center at Dallas to remain open regardless of weather conditions. If you question whether a specific class has been postponed due to weather, call the Department office and your class telephone tree contact for information.

Due to the variability of supervised practice activities, cancellations will vary depending upon the site. If inclement weather makes it dangerous to travel to the clinical facility, the student must contact the clinical instructor and the clinical facility as soon as possible to inform them that he/she will not be there and to see that any important patient responsibilities are covered. It is recommended that the student speak directly to the supervising instructor and discuss alternatives for patient responsibilities including attempting to come in later in the day.

In making the decision regarding attendance during inclement weather, consider that:

1. The student has a professional responsibility to the patient/client and the facility to which he/she is assigned.
2. The individual can best judge the danger to his/her own safety based on his/her own transportation situation and other factors.

## **5. Leave of Absence Policy**

A leave of absence is an extended absence (more than 5 days) that has been approved by the program director. Leave of absence may be necessary due to an illness or injury of the student or student's immediate family member or military obligations. If the student has a military obligation, the program director must receive written notification two weeks prior to the student's obligation. A student who misses more than two weeks consecutively, will have to continue the program in the next available class. This availability may not be in the next class due to space limitations but the student will be guaranteed a placement when one becomes available.

Medical leave of absence requires written documentation from the physician stating anticipated time of the absence. Additionally, written documentation from the physician releasing the student from care and ability to return to school is required.

## **6. Liability Insurance**

All students are required to carry medical liability insurance while enrolled as a student in a course involving patient contact. This insurance will be included in the student's registration fee. For detailed information, contact the Registrar's Office

## **7. Health Insurance**

All students are required to retain a current health insurance plan. Students may purchase an approved plan through UT Southwestern or provide documentation of alternate coverage. Information regarding the UT System-approved plan is included with registration materials.

## **8. Student Exposure to Blood and/or Body Fluids**

Services provided by: Exposure Control Program

Staff:	Trained nurse counselors and faculty from the Division of Infectious Diseases, Department of Internal Medicine
Location:	Zale Lipshy Health Center, 1 <sup>st</sup> floor Zale Lipshy University Hospital
Hours:	24 hours daily, 7 days per week
Pager:	(214) 588-6263

### **Procedure following exposure:**

- 1) Wash hands and any other affected skin area with soap and water. Flush mucus membranes with water as soon as feasible.
- 2) Contact your supervisor to report the exposure.
- 3) Go immediately to the Zale Lipshy Health Center. Staff will:
  - a) Ensure completion of paperwork
  - b) Draw appropriate labs
  - c) Conduct risk assessment, including nature and degree of exposure
  - d) Utilize decision grid and implement plan of care and follow-up

Students may choose, at their discretion, to report directly to Parkland's Occupational Health Services (during business hours) or to the Parkland

Emergency Department for initial care. If the exposure occurs at the V.A., students may report to Employee Health (during business hours) or to the Emergency Department for initial care. If the exposure occurs at another affiliated center, the student may use that center's program. Students initially treated at any of these sites should be referred to the Southwestern Exposure Control Program for follow-up care.

## **9. Background Checks/Drug Screens**

In this time of heightened concern for security, students may be required by clinical affiliates to undergo additional background checks and/or drug screens in addition to that required by UT Southwestern. Any additional checks and or screens will be at the student's expense.

## **10. Emergency Drills & Evacuation**

In the case of fire or fire drill, all Radiation Therapy students are to assemble between the parking garage exit stop sign and the tire store in the grass and away from the building and parking structure. Students must report to their instructor for accounting of persons and for additional instructions. Students must not leave the assigned report area until cleared by their instructor.

## **11. Withdrawals/Adds/Drops**

A student may drop from a course at any time before the beginning of the sixth week of classes (third week of summer term) and receive a "W," indicating withdrawal without penalty. A student who elects to drop a course after the start of the sixth week of classes (third week in the summer term) will receive a "WP" if his/her cumulative performance at the time of drop indicates a passing grade. No student will receive a grade of "WP" except for resigning or dropping a course in the prescribed manner. A "WF" will be recorded if the student is failing at the time of the drop.

Students planning to drop from a course must do so before the official date of the final examination. Students who take the final examination in a course may not subsequently drop the course.

Failure to attend classes is not equivalent to an official drop. Failure to drop a course in the prescribed manner may result in the assignment of the grade of "F" or fail.

A student who drops or withdraws from all courses or fails to register in a given semester is reminded that such action is considered to be official withdrawal from school unless the Department Chair grants an official leave of absence for a specified period of time.

A student who withdraws and who subsequently wishes to be readmitted must complete the normal application process and will be considered in competition with other applicants.

No student may add a course without department approval, and in no instance after the twelfth day (ninth day in summer term).

Before dropping or adding courses, students must consult with an advisor in their academic department to ensure compliance with curricular regulations of that department.

## 12. Immunization Requirements

In order to meet our obligations to our students and patients, all students must have had the following immunizations prior to their initial registration into the University.

- a. **Tetanus/Diphtheria:** Documentation of one dose of tetanus/diphtheria toxoid (Td) within the last ten years.
- b. **Rubella:** Vaccination with the live rubella virus or a positive rubella antibody titer (copy of laboratory report)

**NOTE:** The diagnosis of rubella cannot be confirmed clinically. Other viral infections can cause similar symptoms and physical findings. Therefore, if you have not been vaccinated with live rubella vaccine, which was not available until 1969, and you believe you have had a natural infection with rubella virus, you must obtain a rubella antibody titer to verify the occurrence of the natural disease.

- c. **Rubeola:** Vaccination with live attenuated rubeola

**NOTE:** All students born after December 31, 1956, must show proof of either two doses of vaccine administered on or after their first birthday (at least 30 days apart), or serologic proof of immunity (a copy of the laboratory report), or physician-validated history of the disease, consisting of a written statement that the student has had the disease on or about (date) and does not need the vaccination. The statement must be signed by a physician licensed to practice medicine in the United States.

- d. **Mumps:** Vaccination with live attenuated mumps, only available after 1967, or past history of mumps

- e. **Hepatitis B:** Allied health students in certain specified departments must receive a complete series of three Hepatitis B vaccinations or show serologic proof of immunity to Hepatitis B. The Hepatitis B requirements are for all students in the following

departments: Medical Laboratory Sciences, Physician Assistant, Physical Therapy, and Prosthetics and Orthotics, Radiation Therapy.

**f. Varicella (Chicken Pox):** Allied health students in certain specific departments must provide proof of varicella vaccination, a positive titer confirming immunity or evidence of prior infection, or validated history of disease.

**g. Tuberculin Skin Test (PPD):** Students must provide documentation of one purified protein derivative (PPD) tuberculin test within the past year. If positive, student must provide documentation of a chest x-ray.

### **13. Use of UTSW Logo**

The UT Southwestern logo mark and logotype, as they appear on official University publications and stationery, are registered trademarks and are protected by trademark laws. Their use on stationery and publications are governed by UT Southwestern Graphic Standards and Publication Policies. For possible use of the logo mark, logotype, or the name UT Southwestern on T-shirts, sweatshirts, or other wearing apparel, students should submit a proposal to the Chair and Dean for approval.

All items with the UT logo must be produced by a **University Approved Vendor through the University Store**. Students should consult with the University Store after receiving the above approvals.

### **14. Smoking on Campus**

In an effort to provide a healthy, comfortable learning environment and to set high standards of health promotion, this institution has established the following policy regarding smoking:

***There will be no smoking anywhere within the buildings of The University of Texas Southwestern Medical Center.*** Each campus has designated outdoor smoking areas. Contact the Physical Plant to identify these areas.

### **15. Children in the Workplace**

**UT Southwestern Policy prohibits children in the workplace, including Saturday, Sunday, and Holidays.** The complexity of the campus, the dangers present in research facilities, and the fact that sick people are cared for on the campus all represent potential hazards to children. Children can be distracting to other students and employees. UT Southwestern cannot legally allow anyone, especially children, not on university related business into our working environment. There are significant hazards, the potential for distraction, and potential legal liabilities.

#### **IV. Pregnancy Policy**

A female student who is pregnant may volunteer that information, in writing, to the program director. Form RSF – 025 available from the UT Southwestern Radiation Safety office on-line must be completed in order to voluntarily declare a pregnancy. If a pregnancy is suspected, the student may go on a rotation in a non-radiation area until the pregnancy is confirmed or denied. Declared pregnant students have the following options :

1. the student may withdraw from the program entirely and re-apply at a later date, re-admission is not guaranteed because the student will be evaluated against the current applicant pool,
2. the student may withdraw from only the clinical portion of the program which will be completed within a reasonable time period after the birth of the child,
3. the pregnant student may continue with all aspects of the program with the exception of brachytherapy procedures.

The student will be counseled on fetal dose monitoring, fetal exposure records and in-utero irradiation.

All didactic and clinical work must be completed in order to graduate.

If a student does not declare their pregnancy, the pregnancy will not be acknowledged.

## V. Acknowledgement Form

### STUDENT'S ACKNOWLEDGMENT

Date: \_\_\_\_\_

Dallas, Texas

I understand that the contents of these Student Guidelines are provided for my information as a student in the Radiation Therapy Program.

By signing this statement, I acknowledge receipt of the UT Southwestern Radiation Therapy Program Student Guidelines and accept my responsibility to follow the regulations outlined in this manual.

\_\_\_\_\_  
Student's Name (PRINT)

\_\_\_\_\_  
Student's Signature

To be retained in your departmental files

RETURN TO THE RADIATION THERAPY PROGRAM DIRECTOR.

NOTE: This booklet is presented as an informational guide only. It is not intended to, nor does it, contain nor does it contain all the regulations that relate to students. This Student Guidelines, although revised periodically, cannot always reflect up-to-the-minute changes or developments in the Radiation Therapy Program. Contents of the Student Guidelines are therefore subject to revision without notice. Changes become effective whenever the Department so determines and will apply to both prospective student and those already enrolled. The University of Texas Southwestern Medical Center reserves the right to alter any and all requirements affecting students. The Student Guidelines does not constitute a contract, express or implied, between students and The University of Texas System, The University of Texas Southwestern Medical Center, or the Southwestern Allied Health Sciences School.