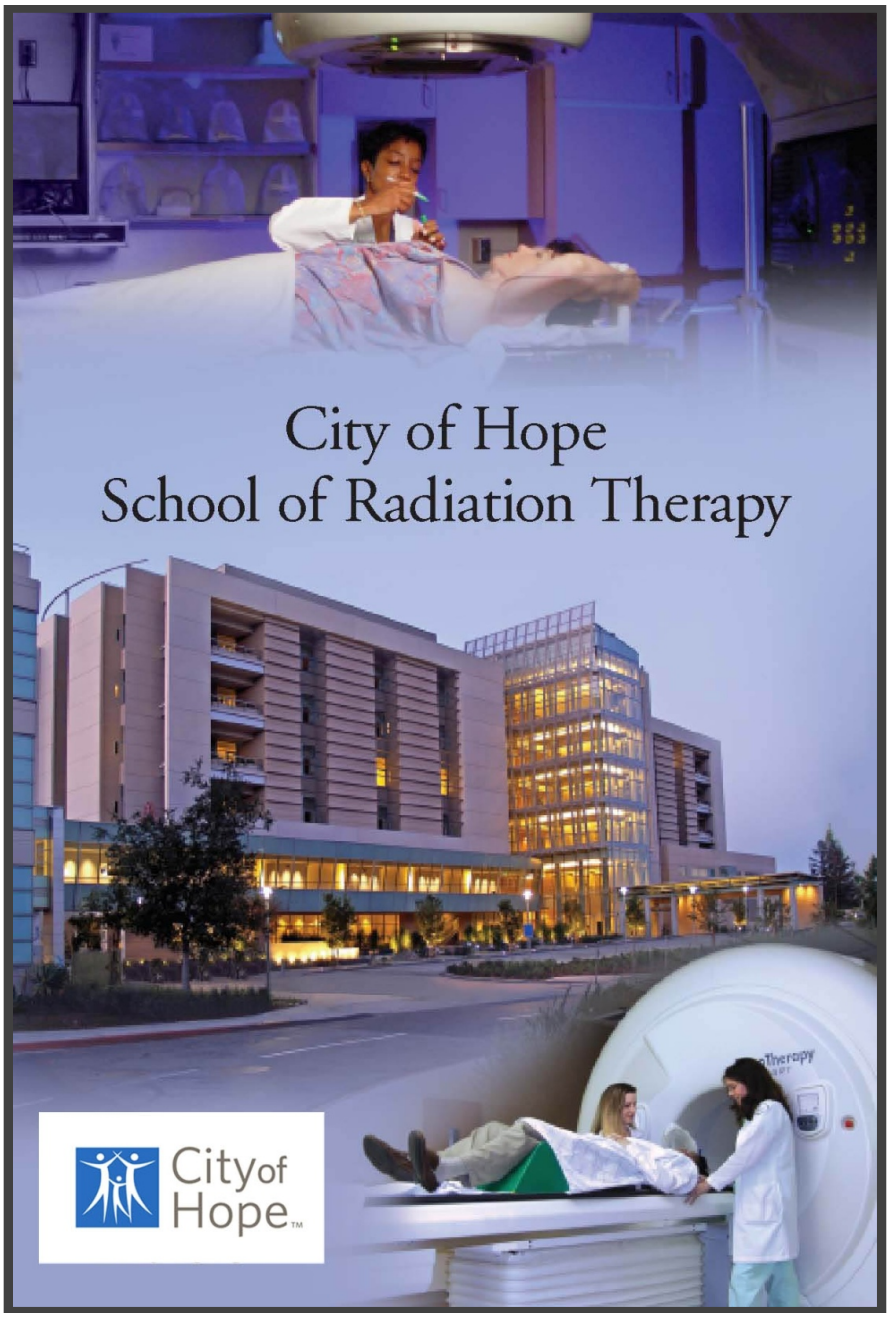
2021-2022 Academic Year
School Catalog and Student Handbook



Jerrica Tseng, Program Director, jtseng@coh.org 626.218.2247
https://www.cityofhope.org/education/health-professional-education/school-of-radiation-therapy

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PROGRAM DESCRIPTION

The *City of Hope School of Radiation Therapy*, established in 1975, is a full-time, 12-month certificate program accredited by Joint Review Committee on Education in Radiologic Technology (JRCERT), www.jrcert.org. The JRCERT is the only agency recognized by the United States Department of Education (USDE) for the accreditation of traditional and distance learning educational programs in radiation therapy, magnetic resonance, and medical dosimetry. The program was awarded an 8-year accreditation with the next review in 2026.

The program offers its students an exceptional educational experience through a challenging curriculum, state-of-the-art therapeutic and research facilities, a large, diverse patient population, a favorable faculty-to-student ratio, and an environment that is based on teamwork and mutual support.

Throughout the program, students learn the technical skills necessary to plan, deliver and record a prescribed course of radiation. Students also learn the theoretical knowledge necessary to monitor patients undergoing treatment, as well as an understanding of the compassionate and skilled care required to treat cancer patients and their families.

PROGRAM PHILOSOPHY

The *City of Hope School of Radiation Therapy* is designed to offer a curriculum that incorporates both didactic and clinical elements that are reflective of contemporary practice in radiation therapy today. This requires an education and training founded on a curriculum that includes critical thinking, clinical competence, effective communication, and professionalism.

PROGRAM AND INSTITUTIONAL MISSION

The mission of the *City of Hope School of Radiation Therapy* is designed to align with the institutional mission that states:

City of Hope Institutional Mission

"*City of Hope's mission is transforming the future of health. Every day we turn science into practical benefit. We turn hope into reality. We accomplish this through exquisite care, innovative research and vital education focused on eliminating cancer and diabetes."*

School of Radiation Therapy Mission

"*The mission of the City of Hope School of Radiation Therapy is to educate and train radiation therapy professionals who are knowledgeable, technically competent and dedicated to the needs of their patients, community and profession."*

PROGRAM GOALS AND STUDENT LEARNING OBJECTIVES

To uphold both the institutional and school mission, the following goals and learning objectives for the program have been established:

Students/Graduates will be clinically competent

Student Learning Outcomes

- Students will demonstrate technical skills in treatment set-ups
- Students will practice radiation protection

Students/Graduates will communicate effectively

Student Learning Outcomes

- Students will demonstrate oral communication skills
- Students will demonstrate written communication skills
- Students will react in response to age specific needs

Students/Graduates will utilize critical thinking and problem solving skills

Student Learning Outcomes

- Students will interpret dosimetry isocenter data used in treatment set-ups.
- Students will recognize compromises relating to tumor control and tissue tolerance
- Students will demonstrate application of on-board imaging skills

Students/Graduates will demonstrate professional and ethical behavior

Student Learning Outcomes

- Students will demonstrate professional work behavior
- Students will recognize the benefits of professional membership

Institution Name: City of Hope School of Radiation Therapy
Program Type: Radiation Therapy
Degree Type: Certificate of Radiation Therapy

ANNUAL PROGRAM EFFECTIVENESS DATA

The performance of the program is reflected through program effectiveness data as defined by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312-704-5300, mail@jrcert.org). Program effectiveness data includes the **Program Completion Rate, ARRT Pass Rate and Job Placement Rate.** Questions about the program effectiveness data should be directed to the program director at jtseng@coh.org 626-218-2247.

2020 ANNUAL REPORT

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. This information can be obtained directly to the JRCERT webpage at http://www.jrcert.org/resources/program-effectiveness-data/.

Credentialing Examination: The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	**number passed on 1st attempt divided by number attempt within 6 months of graduation**
Year	**Results**
Year 1 - 2016	11 of 11 – **100%**
Year 2 - 2017	11 of 11 – **100%**
Year 3 - 2018	10 of 11 – **91%**
Year 4 - 2019	12 of 12 – **100%**
Year 5 - 2020	12 of 12 – **100%**
Program 5-Year Average	**56 of 57 – 98%**

Job Placement: The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	**number employed divided by number actively seeking employment within 12 months of graduation**
Year	**Results**
Year 1 – 2016	11 of 11 – **100%**
Year 2 – 2017	11 of 11 – **100%**
Year 3 – 2018	10 of 11 – **91%**
Year 4 – 2019	12 of 12 – **100%**
Year 5 - 2020	12 of 12 – **100 %**
Program 5-Year Average	**56 of 57 – 98%**

Program Completion: The number of students who complete the program within the stated program length. The annual benchmark established by the program is 80%.

Program Completion Rate	**number graduated divided by number started the program**
Year	**Results**
Year 1 - 2020	12 of 12
Annual Completion Rate	**100%**

*The JRCERT defines "not actively seeking employment "as:
1) Graduate fails to communicate with program officials regarding employment status after multiple attempts OR
2) Graduate is unwilling to seek employment that requires relocation OR
3) Graduate is unwilling to accept employment due to salary or hours OR
4) Graduate is on active military duty OR
5) Graduate is continuing education

PROGRAM ANALYSIS AND ADVISORY COMMITTEE

The program's *Analysis and Advisory Committee* is responsible for the assessment and analysis of student learning outcomes, program effectiveness, and compliance with the JRCERT "Standards for an Accredited Educational Program in Radiologic Sciences" and the California Department of Public Health, Title 17, California Code of Regulations, Sections 30421 and 30422. Members of this committee include representative groups of individuals that include program faculty, administration, current and past students and representatives from communities of interest.

The assessment and analysis includes feedback and information from both internal and external resources. The internal review and analysis includes data collected from sources such as course grades, course/instructor evaluations, clinical performance evaluations and clinical competencies. External reviews include information from annual post-graduate and employer surveys, *Advisory and Analysis Committee* meetings and the ARRT "Annual Report of Examinations".

Feedback obtained from both internal and external resources provides the program with necessary data to identify, evaluate and implement changes and improvements in both the clinical and academic components of the program.

CONTACT INFORMATION

Program Director

Jerrica Tseng, MHA, RT (T)
jtseng@coh.org
626-218-2247

Clinical Affiliation Contacts

- Deana Cuthbertson, City of Hope (Duarte) 626-218-2247
- Emmanuel Rigor, City of Hope (Antelope Valley) 661-902-5636
- Kim Beauvais, City of Hope (South Bay) 310-792-6539
- Nicole Daniel, City of Hope (Upland) 626-218-1682
- Ignacio Arroyo, Providence St Joseph's (Burbank) 818-847-3440
- Ethan Pham, City of Hope (South Pasadena) 626-316-1488

JRCERT (Joint Review Committee on Education in Radiologic Technology)

A copy of *Standards for an Accredited Educational Program in Radiation Therapy* is available online at: http://www.jrcert.org/programs-faculty/jrcert-standards/

ASRT(American Society of Radiologic Technologists)

A copy of the *Radiation Therapy Practice Standards* is available online at: https://www.asrt.org/main/standards-regulations/practice-standards/practice-standards.

A copy of the *Radiation Therapy Curriculum guide* is available online at: https://www.asrt.org/educators/asrt-curricula/radiation-therapy.

ARRT (American Registry of Radiologic Technologists)

A copy of the *Content Specifications for Radiation Therapy* and the *Radiation Therapy Task Inventory* is available on-line at https://www.arrt.org/arrt-reference-documents/didactic-and-clinical-competency-requirements

ACCREDITATION AND STATE APPROVAL

The *City of Hope School of Radiation Therapy* is accredited by Joint Review Committee on Education in Radiologic Technology (JRCERT) www.jrcert.org and approved by the California, Department of Public Health, Radiologic Health Branch (CDPH-RHB) www.cdph.ca.gov/rhb, CCR, Title 17, section 30420.

> *"JRCERT accreditation provides students and graduates assurance that the educational program will provide them with the requisite knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. Programmatic accreditation requires programs to teach the entire curriculum developed by the professional society, the American Society of Radiologic Technologists (ASRT) www.asrt.org. Programmatic accreditation also assures students will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences." **

> **This statement taken from the JRCERT webpage http://www.jrcert.org/students/*

As a graduate of an accredited program, students are eligible for board certification through The American Registry of Radiologic Technologist (ARRT) www.arrt.org.

COMPLAINTS AND NONCOMPLIANCE

It is program policy that any allegation of unfair educational practice that may have a negative impact on the quality of the program or noncompliance with the *JRCERT Standards* will be investigated and if warranted corrective action taken. Any individual or group, including students, graduates, faculty, clinical staff or public may submit a compliant.

For allegations of noncompliance with the JRCERT Standards or educational practices that may have a negative impact on the quality of the program, individuals **must first attempt** to resolve the complaint directly with the program director by following the program's grievance policy.

If the individual is unable to resolve the complaint with the program director or believes that the concerns have not been properly addressed, then he or she ***may*** submit their allegations of non-compliance (in writing) to the JRCERT Executive Director.

CHIEF EXECUTIVE DIRECTOR
JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHOLOGY
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3128
Phone: (313) 704-5300
Fax: (312) 704-5304
E-mail: mail@jrcert.org

Written allegations to the JRCERT **must** include that efforts have been made to bring items of alleged noncompliance to the attention of the program director.

The complainant must also sign the letter and provide a return address. The identity of the complainant is never revealed by the JRCERT and any punitive or disciplinary action against any suspected individual may jeopardize program accreditation.

STATEMENT OF NONDISCRIMINATION

The *City of Hope School of Radiation Therapy* is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, City of Hope prohibits all conduct of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identify or expression, genetic information, and veterans status, as defined under all applicable requirements of federal and state laws.

To make an inquiry or report an incident of discrimination, contact City of Hope's Human Resources, 4920 Rivergrade Rd, Irwindale, CA. (626) 218-2196.

APPLICATION REQUIREMENTS

To apply for admission to the *City of Hope School of Radiation Therapy*, the applicant must meet the following requirements to be eligible for consideration:

- City of Hope School of Radiation Therapy application
- Resume and introductory letter providing a brief statement of professional goals and personal attributes you bring to the field
- Graduate from a JRCERT-accredited Radiography Program
- Minimum of an Associate Degree (does not need to be in the radiologic sciences)
- Minimum GPA of 2.5 for all post-secondary work (official school transcripts)
- General Education prerequisites to include: Human Anatomy/Physiology
  College Algebra
  Pre-Calculus Mathematics (or equivalent)
  Written/Verbal Communication (or equivalent)
- Certification in "Radiography" from the American Registry of Radiologic Technology
- State of California License in "Radiography"
- Certification in "Cardiopulmonary Resuscitation" (Adult and Pediatric)
- Certification in Venipuncture (or document indicating satisfactory completion of training)
- Documentation of 40 hours observation in a radiation therapy department*
- Two letters of recommendation*
- Non-refundable application fee - $50.00

***Forms required to document observation and letters of recommendation can be accessed on the application link located on school webpage.**

At a minimum, applicants must also be able to perform the following:

- Lift and transfer patients to and from a wheelchair or stretcher
- Lift and manipulate equipment necessary for procedures
- Clearly communicate verbally with patients and professional staff
- Visually observe patients and equipment during procedures
- Hear and interpret audio signals of equipment and patient questions
- Demonstrate problem-solving skills and the ability to perform these skills in a timely manner. Such skills include, but are not limited to calculating technical factors, viewing, and interpreting digital images and evaluating medical and technological information as it relates to treatment procedures.

Applicants who may have questions regarding these minimum requirements or who believe they may need to request reasonable accommodations in order to meet these requirements are encouraged to contact City of Hope's Human Resources, 4920 Rivergrade Rd, Irwindale, CA. (626) 218-2196.

Applications will be accepted until June 1st for each program year beginning in October of that year.
Prospective students must submit an on-line school application located on the program's webpage at
https://www.cityofhope.org/education/health-professional-education/school-of-radiation-therapy

Student Transfers

Students wishing to transfer from another certificate program must go through the regular interview and selection process and not be granted any preferential treatment due to prior clinical or educational experience.

Any previous radiation therapy experience earned at any other facility does not earn transferable credit. No student will be allowed to transfer into the program from another certificate program after commencement of the program.

APPLICANT INTERVIEW AND SELECTION

Only those applications that are complete will be eligible for consideration. The interview and selection process will include:

Step 1: (First selection)

Based on evaluation of the application packet, the applicant may be offered an interview for further consideration into the program. All application must be complete, and if not they will be notified by email indicating that they did not make the first selection of applicants to be interviewed and will not be considered for this program year.

Interviews will begin the end of June and will be conducted by a panel of City of Hope program officials. Eligible applicants will be called prior to this date and an interview date and time will be scheduled.

In addition to the City of Hope interview, applicants will interview at one or more clinical affiliate sites mid-July. Clinical affiliate sites through their own interview process will provide findings of their interviews back to the program director.

Step 2: (Final Selection)

Upon reviewing the results of the interviews, applicants will be selected and offered positions during the first week of August. All remaining applicants will also be notified that they did not make the final selection for this year's program. In addition to the selected number of students, an **alternate** will be chosen. An alternate will be offered a student position in the event one of the selected students withdraws from the program within the first month.

For applicants of equal qualifications and interview results, priority will first be given to in-state applicants.
For in-state applicants of equal qualifications and interview results, priority will first be given to local applicants.

Step 3: (Acceptance)

Upon acceptance, the student will sign an acceptance agreement. They will also be scheduled for a background check, drug screening, health clearance and institutional orientation.

NONDISCRIMINATORY STUDENT SELECTION (REASONABLE ACCOMODATIONS)

The *City of Hope School of Radiation Therapy* will adhere to the City of Hope's Equal Employment Opportunity Policy to provide an environment that is free from discrimination with regard to race, color, religious creed, national origin, citizenship, ancestry, age, disability, medical condition, genetic information, legally protected caregiver status, gender, gender identity, gender expression, sex or other basis protected by local, state or federal laws.

The program complies with the Rehabilitation Act (Section 504) and the American with Disabilities Act (ADA) and has adopted the policy that assures continued reasonable accommodation will be provided for students with disabilities so they can participate fully in the educational program and activities. The general definition of a student with a disability is any person who has "a physical or mental impairment which substantially limits one or more of such persons major life activities" and any person who has "a history of, or is regarded as having, such an impairment".

The program is not required by law to change the "fundamental nature or essential" curricular components in order to accommodate the needs of disabled students, but it must provide reasonable academic accommodations.

Students with learning disabilities as well as physical disabilities may register for "reasonable accommodations" with City of Hope's Human Resources, 4920 Rivergrade Rd, Irwindale, CA. (626) 218-2196.

ON BOARD PROCESSING AND VERIFICATION

All selected applicants must adhere to the on-boarding and verification process for the institution and **must meet all requirements and clearances** prior to admission into the program. Each student will be notified by Human Resources and scheduled for the on-boarding and verification process. The on-boarding and verifications process is at **no cost** to the student. The on-boarding process must be completed prior to the beginning of the program and includes the following:

- Background investigation and clearance
- Drug testing and clearance
  (Students MUST PASS in order to move forward in the on-boarding process. The institution **Does Not Re-Test** if a student fails the test.)

- Employee Health Screening (EHS)
- Immunization Requirements include:
  - TB Testing (2 step skin test or QuantiFERON Gold)
  - MMR (2 injections or blood titer report)
  - Varicella (2 injections or blood titer report)
  - Tdap (injection within 10 years)
  - Hepatitis B (3 injections or blood titer report)
  - Flu vaccine (current flu season or declination)
  - Sponsoring institution Orientation
- Onboarding orientation modules: HIPAA, Corporate Compliance, Environment of Care and Emergency Preparedness Training Modules.

Once the student has cleared the on-boarding and verification process they are eligible for enrollment.

PROGRAM POLICIES

All program policies and procedures are available upon request to the Program Director at jtseng@coh.org or 626-218-2247. The complete policy and procedure manual for the program is reviewed with enrolled student during program orientation.

- **Student Professional Conduct**

  Students are expected to conduct themselves in accordance with the high ethical standards expected of a radiation therapy professional. Every student is expected to demonstrate a level of competence and conduct behavior that is consistent with the professional responsibilities deserving of the public's trust.

  Any student misconduct that the program considers unfit for a career in radiation therapy will result in immediate dismissal from the program. Student misconduct that can result in immediate dismissal includes the following:
  - Deliberate damage of program's property.
  - Dishonesty, theft, or violation of any law while on facility premises.
  - Unwillingness to perform properly assigned work after having been directly informed that such refusal is grounds for dismissal
  - Refusal to follow legitimate and proper working instruction, after having been directly informed that such refusal is grounds for dismissal.
  - Possession of/or being under the influence of alcohol or illegal drugs while at educational facilities.
  - Immoral or indecent conduct while assigned at clinical facilities.
  - Use of abusive language toward fellow staff or supervisors.
  - Persistent or serious infraction of properly established work rules or regulations, after being directly informed that such infraction is a ground for dismissal.
  - Use of abusive language towards patients.
  - Possession or use of firearms, explosives, dangerous chemical or other controlled property in breach of laws or institutional policies.
  - Exhibiting behavior which is disruptive to the learning process or to the academic environment.
  - Violating existing program or institutional policies and regulations.

- **Probationary Period**

  All students are subject to an initial 3-month probationary period. At the end of the first quarter, student performance in both didactic and clinical components of the program will be evaluated for "good" standing by the program director.

  Student performance will be based on feedback from clinical instructors, didactic instructors, and clinical student supervisors. Evaluation findings will include academic standing, clinical performance, work ethic, attitude and professionalism of the student.

  If the student's performance is below expected performance in any of the areas indicated above, an action plan will be developed and evaluated in 30 days. If there is no improvement in student's performance, termination from the program may result.

- **Academic/Clinical Probation**

  All students who fail to maintain a passing or (70%) standing in the didactic and clinical components of the program will be counseled and placed on probation. Overall student clinical and didactic performance is evaluated on a quarterly basis. Quarterly evaluations are prepared and conducted privately with each student by the program director.

  If a student is not in compliance with the minimal academic and clinical requirements, he or she is placed on probation and an action plan implemented. The student will be counseled on the specific area of noncompliance and will include a 30-day action plan. Student's failure to meet expectations of the action plan at the end of the 30 days may result in termination from the program.

- **Grievance Process**

  The *City of Hope School of Radiation Therapy* provides a policy and process for the resolution of any complaint that may have a negative effect on the quality of the educational program. This includes any condition thought to be unfair, unjust, or inadequate that if left unanswered could cause misunderstanding or dissatisfaction.

  Students should make every effort to resolve problems and complaints "informally" by promptly discussing problem with the clinical student supervisor or program director. If the student is not satisfied with the resolution of the problem or complaint; they have the right to file a grievance through the program's "formal" due process procedure.

  The student must file a written grievance to the Program Director within three (3) business days following the occurrence that created the grievance. The program director will then investigate the grievance and provide a solution or explanation to the student within five (5) business days of receiving the grievance. **(Step 1)**

  If the student is not satisfied with the program director's decision, they may submit a written grievance to the program's *Analysis and Advisory Committee* within three (3) business days following the program director's response. The program's *Analysis and Advisory Committee* will request a meeting with the student and program director within five (5) business day of receiving the grievance.

  The *Analysis and Advisory Committee* will review all facts involved pertaining to the grievance and will respond in writing to the student and program director with a decision. The decision will be made within three (3) business days following the meeting and review of the grievance. **(Step 2)**

  If the response in Step 2 is unsatisfactory, the student may submit a grievance in writing to the Senior Vice President (Operations) within three (3) business days of receiving the decision from the *Analysis and Advisory Committee* in Step 2. The Senior Vice President will then review the grievance in detail and will respond to the student in writing within five (5) business days of receiving the grievance. **(Step 3)**

  If the student is still dissatisfied with the resolution in Step 3 and has exhausted the program's grievance procedure; they have the right to appeal the decision and submit a grievance to the City of Hope's Human Resources Department within three (3) business days of receiving the Senior Vice President's decision in Step 3. The Human Resources department will review the grievance and report the findings of their investigation and decision in writing to the student and program director. This decision is final and will be resolved within ten (10) business day of receiving the appeal. **(Step 4)**

  For all grievances relating to student dismissal, the Program Director will present and discuss the grievance with the program's *Analysis and Advisory Committee* within three (3) business days following the occurrence.

  The *Analysis and Advisory Committee* will meet with the student and program director to discuss the matter within five (5) business days of the being notified of the grievance with a final decision made within five (5) business days following the meeting with the student and program director. A written report of their decision will be provided to the student and a copy placed in the student's file.

The Human Resources Department of the sponsoring institution may be called upon to act in an advisory capacity at any of the above grievance stages.

If after all internal institutional channels have been exhausted and the complaint is an allegation that the program is not maintaining compliance with the JRCERT accreditation standards, the student may refer to program policy "Unfair Educational Practices and JRCERT Noncompliance" for procedure on reporting of allegations.

- **Harassment, Discrimination and Retaliation**

The *City of Hope School Radiation Therapy* will adhere to the City of Hope's Harassment, Discrimination and Retaliation policy to provide learning and work environment *free* from unlawful harassment, discrimination, and retaliation. Any conduct that constitutes unlawful harassment, discrimination or retaliation will not be tolerated.

Students and faculty found to be in violation of this policy will face disciplinary action up to and including immediate termination of program or employment without prior progressive discipline.

It is important to understand that even *unintentional behavior* may constitute unlawful harassment or discrimination. Therefore, any behavior that *may be perceived* as offensive or creating a hostile learning or work environment, regardless of intent, in unacceptable.

Examples of conduct that could constitute harassment include:
Harassment – *includes verbal, physical, and visual conduct that creates an intimidating, offensive or hostile work/ learning environment or that interferes with a student's or employee's work performance. Such conduct constitutes harassment when: (a) submission to the conduct is made either an explicit or implicit condition of employment/student standing; (b) submission or rejection of the conduct is used as a basis for student or employment decision; or (c) the harassment interferes with a student's or employee's work performance or creates an intimidating, hostile or offensive work/ learning environment. Harassing conduct may take many forms and may include, but is not limited to, the following (when based on protected status): slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work/learning, pictures, drawings, or cartoons, violating someone's "personal space", foul or obscene language, leering, stalking, staring unwanted or offensive letters or poems, offensive email or voice mail messages.*

Sexual Harassment – *includes but is not limited to, all of the prohibited actions above, as well as other unwelcome conduct, such as request for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct need not be motivated by sexual desire to be a violation of this policy.*

If a student or an employee feel they have been harassed, discriminated against, or retaliated against as prohibited by this policy, whether by one of the program faculty, client or vendor, or another student, or if witness what is believed to be harassment, discrimination or retaliation; they should immediately report the incident to their Clinical Student Supervisor and Program Director. Immediate action will include: Program Director's effort to stop any further harassment as well as informing Human Resources who will conduct a fair and timely investigation.

Human Resources will consider the available information, the circumstances, the interests of those involved and other relevant factors in determining the appropriate response to the situation. A formal report will be discussed and provided to the Program Director with recommendation of appropriate disciplinary action.

If it is determined that unlawful harassment, discrimination, or retaliation has occurred, appropriate corrective action will be taken, which may include disciplinary action up to and including termination of employment or the program.

No one will be retaliated against for making a complaint, for preventing unlawful practices, or for participating in an investigation. Any such acts of retaliation should be reported immediately.

- **Objection Based on Moral, Cultural, Ethical or Religious Conflict**

  The *City of Hope School of Radiation Therapy* recognizes that a student has the right to object to an assignment on the grounds of a perceived moral, cultural, ethical, or religious conflict. However, each clinical site maintains that providing prescribed medical care for its patients is the first priority and that immediate accommodation of the student's request for reassignment will be granted if patient care is not compromised.

  The Program Director will assess the viability of immediately reassigning the student and will do so if possible. In the event that reassignment is not immediately possible, the Program Director will investigate other resources and inform the student of the available options. If reassignment is not an immediate possibility, the student will be expected to continue the assignment and the Program Director, Clinical Supervisor, and the Department Director/Administrator will be informed of the situation.

- **Smoke-Free and Tobacco- Free**

  Smoking and the use of all tobacco products, including E-Cigarettes, is prohibited inside and on all properties owned and/or operated by City of Hope, including vehicles parked on City of Hope premises. Students are also responsible for knowing and abiding by the smoking policies set forth by each clinical site.

- **Alcohol-Free and Drug-Free Campus**

  The use of alcohol or any drug that is illegal under federal or state law is a serious threat to personal health, workplace safety and job performance. The program prohibits its students and faculty from possessing, selling, consuming, unlawfully manufacturing, dispensing, or being under any influence of alcohol or illegal drugs while on City of Hope's premises or any of the affiliated clinical training sites.

  This prohibition also extends to legal drugs for which a student or faculty may not have a valid prescription, or those are not used in a manner consistent with accepted frequency or dosage requirements.

- **Cellular and Personal Electronic Devices**

  In order to ensure the safety, protection and privacy of patients, staff and student personal cell phones and other hand-held devices will be restricted during clinical hours. Students are not permitted to use their cell phones or other personal electronic devices during clinical hours or while a class is in session. Any personal calls/text messages are to be made during free time and not in-patient care areas.

  Students are not permitted to use the camera or recording function of a cell phone at all while in clinic. Recording of lectures may be allowed but only with the permission of the individual instructors.

  Students who do not adhere to this policy are subject to disciplinary action.

- **Academic and Clinical Grading**

  The *City of Hope School of Radiation Therapy* employs the following grading scale:

90% - 100%	A (4.0)
80% - 89%	B (3.0)
70% - 79%	C (2.0)
60% - 69%	D (Failing - Academic Probation)

  Classes scheduled for less than eight (8) hours total class time are graded as pass/fail and those scheduled for more than eight (8) hours will receive a numerical score.

  Students must obtain a final cumulative average of 70% (C) or higher for all clinical and didactic courses. Failure to obtain a 70% or higher in any course will result in dismissal from the program.

- **Monitoring and Evaluation of Student Performance**
  Students in the *City of Hope School of Radiation Therapy* are continually monitored and evaluated on their **didactic performance** through course homework assignments, quizzes and examinations. Students must maintain a "C - 70%" or better in each course.

  During quarterly clinical site visits, the Program Director reviews with the student their current academic performance and if necessary academic goals for upcoming quarter are discussed.

  However, at any time a student falls below a 70%, the Program Director is notified and subsequently the student is counseled and placed on academic probation with an action plan in place as stated in program policy.

  The student's **clinical performance** is continually monitored and evaluated by the successful completion of clinical competencies. Throughout the student's clinical education, they must successfully complete all the ARRT required competencies as well additional program competencies specified to meet the clinical requirements of the program. Students will be expected to continually demonstrate proficiency in competencies already completed throughout the program year.

  In addition to the completion of clinical competencies, students are also evaluated on their performance by their clinical instructors at the completion of each rotation.

  During quarterly clinical site visits the Program Director reviews with the student and the Clinical Student Supervisor the number of successfully completed competencies and overall clinical performance with discussion and development of performance goals for the next quarter.

- **Counseling and Student Guidance**
  The *City of Hope School of Radiation Therapy* will provide student counseling on an "as needed" basis. The program officials and faculty practice an "open door" policy and are available by appointment.

  For matters that require professional advice and assistance beyond the realm of the program, students are provided assistance offered to City of Hope employees through the Human Relations Department.

- **Student Withdrawal**
  Student wishing to withdraw from the *City of Hope School of Radiation Therapy* must do so with a written notice. The notice of withdrawal should include an effective date and as well as a reason for the withdrawal.

  Student benefits will end immediately, and any refund will be as stated in the refund policy.

- **Student Employment Policy**
  Students in the City *of Hope School of Radiation Therapy* at no time during clinical training will be used in place of a qualified Radiation Therapist.

  A student is permitted to obtain employment in the same facility that they are assigned outside their scheduled educational hours. However, no student shall practice the art of Radiation Therapy while in the program.

- **Professional Appearance**
  Students enrolled in *City of Hope School of Radiation Therapy* must adhere to a professional dress code established by each of the clinical education centers (*specific clinical dress codes shall be at the discretion of each clinical training site*).

  Students working in patient care areas are expected to ***maintain standards of personal grooming and clothing styles that are always professional***.

  Minimum daily dress standards will include:
  Radiation film badge worn appropriately and at all time during clinical education
  Student identification badge must be worn conspicuously during clinical education

Hair neatly styled and groomed
Men should wear neatly trimmed beards and/or mustaches
Fingernails should be neatly manicured and reasonable in length to facilitate training
Cologne and fragrant lotion are not permitted in patient care areas
Denim clothing of any type is not acceptable attire in patient care areas
Shorts, leggings, sweatpants, knit tank tops, sheer or low-cut clothing are not permitted
Open shoes (flip flops, sandals) may not be worn
Tattoos must be tasteful and discreet; with every effort is to be made to cover tattoos during clinical education training.
Body piercings, other than earrings, are not permitted and must be removed during the clinical education training.

CLINICAL EDUCATION

The clinical component of the *City of Hope School of Radiation Therapy* curriculum affords the student the opportunity to perform a variety of radiation therapy procedures under the direct supervision of a credentialed radiation therapist (*ARRT certified and CRT licensed*), dosimetrist, physicist or physician in the radiation oncology department.

The competency-based clinical curriculum is designed to allow for the assessment of the students' affective, cognitive and interpersonal performance throughout the clinical component of the program. Rotation schedules are determined by the Program Director and Clinical Student Supervisors and are intended to provide the student with a comprehensive clinical education as deemed appropriate and serves to correlate didactic knowledge with practical skills.

CLINICAL INTERNSHIP

The *City of Hope School of Radiation Therapy* offers an extensive competency-based clinical curriculum. Clinical training includes 32 hours per week, approximately 1500 hrs of *direct supervised* clinical instruction, observation and participation.

Throughout the clinical portion of the program, students rotate through various areas of the radiation therapy department, receiving instruction and clinical experience in the delivery of radiation treatments, simulations, treatment planning, quality assurance and patient care management. Clinical performance is evaluated using a competency-based evaluation system and criteria-based performance appraisal forms.

Clinical Student Supervision

It is the *City of Hope School of Radiation Therapy* policy that all radiation therapy procedures performed by students shall be under the direct supervision* of a qualified practitioner.

> ** JRCERT defines direct supervision as student supervision by a qualified practitioner (e.g., registered radiation therapist, credentialed medical physicist, and licensed radiation oncologist) who is physically present during the conduct of the procedure, and reviews and approves the procedure and/or image.*

All qualified practitioners shall maintain current qualifications as required by the JRCERT and CDPH-RHB.

Clinical Internship Sites

Clinical education is provided at 6 leading cancer centers in Southern California. Students are assigned to one of the clinical centers for the entire length of the program with the exception of a four to six-week off-site rotation near the completion of their clinical training. During the students' off-site rotation, they have the opportunity to observe and participate in treatment procedures and techniques other than those experienced at their assigned clinical site.

Clinical Education Sites

- City of Hope, Duarte, CA (main campus)
- City of Hope, Lancaster, CA (81 miles from main campus)
- City of Hope, South Bay, CA (42 miles from main campus)
- City of Hope, Upland, CA (24 miles from main campus)
- Providence Health Systems, Burbank CA (22 miles from main campus)
- City of Hope, South Pasadena, CA (14 miles from main campus)

All the clinical educational sites are recognized and approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the California Department of Public Health, Radiologic Health Branch (CDPH-RHB) and offer a wide spectrum of radiation therapy experiences. Each clinical site is fully equipped with state-of-the-art therapeutic equipment and staffed with qualified radiation therapy personnel.

FINANCIAL INFORMATION

Tuition and Application Fee

Tuition for the program is in the amount of $15,000. In addition, there is a **nonrefundable fee of $50.00** required with each application submitted. Payments by money order, check and credit card are accepted.

Tuition is to be paid in 2 installments: 1st installment of $7,500 due the 31st of October
2nd installment of $7,500 due the 30th of April

Tuition Refunds

Refund of tuition is as follows:
Students must submit a letter of withdrawal to the Program Director no later than the dates listed:

First Installment:	100% REFUND	(from receipt of tuition to November 30th)
	50% REFUND	(from December 1st to January 31st)
	NO REFUND	(after January 31st)
Second Installment:	100% REFUND	(from receipt of tuition to May 31st)
	50% REFUND	(from June 1st to July 31st)
	NO REFUND	(after July 31st)

Textbooks/Instructional Material

Students are provided a textbook quote and will be responsible for the purchase of the required textbooks prior to the commencement of the program. Estimated cost is $500.

Uniforms

Students will be required to wear uniform scrubs during their clinical internship. Estimated cost is $250.

Parking and Student ID Badge

Students may be required to pay for parking at their clinical sites, as well as the cost of their student identification badge. Estimated cost for badge is $10.00 with parking costs reimbursed or subsidized.

Professional Society Membership

Students are encouraged to join the American Society of Radiologic Technology to pursue scholarships opportunities as well as educational resources. Estimated cost is $125.00 for active membership or $85.00 for those students who graduated from their initial radiography program within the past 24 months.

Housing

No on-site housing available

Program tuition rates, fees and other related expenses are subject to change. These estimated expenses represent a good faith effort to disclose true cost of attendance.

Financial Aid

The *City of Hope School of Radiation Therapy* is not Title IV funded and students are not eligible for federal student aid.

CURRICULUM

The *City of School of Radiation Therapy* offers a full curriculum that includes both academic and clinical elements that are reflective of contemporary practice in radiation therapy today.

The curriculum is designed in accordance with the ASRT's recommendation for *"Radiation Therapy Professional Curriculum,* the mandatory clinical competency requirements of the ARRT, the JRCERT standards for an accredited

educational program in Radiation Therapy and Title 17, California Code of Regulations, Radiologic Technology Act Regulations DPH-10-014, Section 30421 and 30422.

The program's curriculum is designed to provide a well-structured competency-based curriculum that is effective in assessing the *affective, cognitive, and interpersonal* domains of student learning. The curriculum integrates scientific knowledge, technical competence, and patient interaction skills to provide safe and accurate treatment with compassion.

ASRT Radiation Therapy Practice Standards (Specific Criteria) and Correlation with Program Curriculum
(ASRT Practice Standards 2019, www.asrt.org).

Practice Standard One – Assessment ***The radiation therapist collects pertinent data about the patient, procedure, equipment and work environment.***	**Didactic or Clinical Correlation**
Assesses the environment for any potential radiation hazards.	Clinical Internship, Advanced Radiation Protection
Assesses the patient's need for information and reassurance.	Clinical Internship, Patient Care/Health Management
Identifies and/or removes objects that could interfere with prescribed treatment.	Clinical Internship, Advanced Radiation Protection, Specialty Topics
Inspects ancillary devices prior to use.	Clinical Internship
Monitors and assesses patients throughout the treatment course and follow-up visits.	Clinical Internship, Patient Care/Health Management, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology
Monitors doses to normal tissues.	Clinical Internship, Patient Care/Health Management, Radiation Biology
Monitors side effects and reactions to treatment.	Clinical Internship, Patient Care/Health Management, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology
Monitors treatment unit operation during use.	Clinical Internship, Advanced Radiation Protection, Quality Assurance, Advanced Radiation Physics
Recognizes the patient's need for referral to other care providers, such as social worker, nurse or dietician.	Clinical Internship, Patient Care/Health Management, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology
Reviews treatment protocol criteria and assesses conditions affecting treatment delivery.	Clinical Internship, Patient Care/Health Management, Introduction to Radiation Oncology
Reviews treatment record prior to treatment or simulation.	Clinical Internship, Principles & Practices of Radiation Oncology, Quality Assurance
Practice Standard Two – Analysis/Determination ***The radiation therapist analyzes the information obtained during the assessment phase and develops an action plan for completing the procedure.***	**Didactic or Clinical Correlation**
Determines when to contact the radiation oncologist or licensed practitioner regarding patient side effects or questions.	Clinical Internship, Patient Care/Health Management, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology
Determines when to withhold treatment until a radiation oncologist is contacted.	Clinical Internship, Patient Care/Health Management, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology
Ensures the appropriate imaging technique is chosen for image-guided radiation therapy procedures.	Clinical Internship, Principles and Practices of Radiation Oncology, Advanced Radiation Physics
Participates in decisions about appropriate simulation techniques and	Clinical Internship, Introduction to Radiation

treatment positions.	Oncology, Principles and Practices of Radiation Oncology
Reviews doses daily to ensure that treatment does not exceed prescribed dose, normal tissue tolerances or treatment protocol constraints.	Clinical Internship, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology, Radiation Biology
Reviews treatment plan and prescription prior to initial treatment delivery.	Clinical Internship, Principles and Practices of Radiation Oncology, Advance Radiation Physics
Reviews patient treatment records prior to each treatment for prescription or treatment changes.	Clinical Internship, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology
Reviews treatment record, calculations and/or treatment plan for accuracy prior to treatment delivery.	Clinical Internship, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology, Advanced Radiation Physics
Reviews verification images prior to treatment.	Clinical Internship, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology
Verifies the mathematical accuracy of the prescription and the daily treatment summary.	Clinical Internship, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology, Advance Radiation Physics
Practice Standard Three – Education ***The radiation therapist provides information about the procedure and related health issues according to protocol; informs the patient, public and other health care providers about procedures, equipment, and facilities; and acquires and maintains current knowledge in practice.***	**Didactic or Clinical Correlation**
Anticipates a patient's need for information and provides it throughout the treatment course.	Clinical Internship, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology, Patient Care/Health Management
Instructs other health care providers about radiation therapy procedures.	Clinical Internship, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology, Patient Care/Health Management
Instructs patient in the maintenance of treatment markings.	Clinical Internship, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology, Patient Care/Health Management
Provides information and instruction on proper skin care, diet and self-care procedures.	Clinical Internship, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology, Patient Care/Health Management
Practice Standard Four – Performance ***The radiation therapist performs the action plan and quality assurance activities.***	**Didactic or Clinical Correlation**
Achieves precision patient alignment using imaging and external markings.	Clinical Internship, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology, Specialty Topics
Assists the radiation oncologist in determining the optimum treatment field to cover the target volume.	Clinical Internship, Introduction to Radiation Oncology, Principles and Practices of Radiation Oncology, Specialty Topics
Calculates monitor units and treatment times.	Clinical Internship, Advance Radiation Physics
Consults with medical physicist and/or engineer in performing and documenting the quality assurance checks.	Clinical Internship, Advance Radiation Physics, Quality Assurance, Advance Radiation Protection
Creates and manages simulation and verification images.	Clinical Internship, Specialty Topics
Demonstrates safe handling, storage and disposal of Brachytherapy	Clinical Internship, Patient Care/Health

sources.	Management, Advance Radiation Protection
Makes the decision to discontinue patient treatment until equipment is operating properly.	Clinical Internship, Advance Radiation Protection
Monitors the patient visually and aurally during treatment.	Clinical Internship, Advance Radiation Protection, Quality Assurance
Monitors the treatment console during treatment.	Clinical Internship, Advance Radiation Protection, Quality Assurance
Obtains radiation oncologist's approval of simulation images prior to initiation of treatment.	Clinical Internship, Advance Radiation Protection, Quality Assurance
Performs quality assurance checks on simulator, treatment unit and appropriate equipment.	Clinical Internship, Advance Radiation Protection, Quality Assurance
Prepares or assists in preparing Brachytherapy sources and equipment.	Clinical Internship, Advance Radiation Protection, Specialty Topics
Uses knowledge of biological effects of ionizing radiation on tissue to minimize radiation dose to normal tissues.	Clinical Internship, Advance Radiation Protection, Quality Assurance, Radiation Biology
Verifies that only the patient is in the treatment room prior to initiating treatment or any imaging procedures.	Clinical Internship, Quality Assurance
Practice Standard Five – Evaluation ***The radiation therapist determines whether the goals of the action plan have been achieved, evaluates quality assurance results and establishes an appropriate action.***	**Didactic or Clinical Correlation**
Checks treatment calculations and/or treatment plan.	Clinical Internship, Quality Assurance, Advance Radiation Physics
Compares verification images to simulation images using anatomical landmarks or fiducial markers.	Clinical Internship, Quality Assurance, Advance Radiation Physics
Evaluates the patient daily for any side effects, reactions and therapeutic responses.	Clinical Internship, Patient Care/Health Management, Principles and Practices of Radiation Oncology, Specialty Topics
Performs treatment chart checks.	Clinical Internship, Quality Assurance, Advance Radiation Physics
Reviews treatment discrepancies, determines causes and assists with the action plan.	Clinical Internship, Quality Assurance, Advance Radiation Physics
Reviews verification images for quality and accuracy.	Clinical Internship, Quality Assurance, Advance Radiation Physics
Verifies the accuracy of the patient setup prior to treatment delivery.	Clinical Internship, Quality Assurance, Advance Radiation Physics
Verifies treatment console readouts and settings prior to initiating treatment and upon termination of treatment.	Clinical Internship, Quality Assurance, Advance Radiation Physics
Practice Standard Six – Implementation ***The radiation therapist implements the revised action plan based on quality assurance results.***	**Didactic or Clinical Correlation**
Collaborates with radiation oncologists, medical physicists and medical dosimetrist to compensate for treatment inaccuracies.	Clinical Internship, Quality Assurance, Advance Radiation Protection, Advance Radiation Physics
Established congruence between verification images and simulation images, digitally reconstructed radiographs and/or treatment volumes as defined by the radiation oncologist.	Clinical Internship, Quality Assurance, Advance Radiation Protection, Advance Radiation Physics
Formulates recommendations for process improvement to minimize treatment discrepancies.	Clinical Internship, Quality Assurance, Advance Radiation Protection, Advance Radiation Physics, Specialty Topics
Implements treatment plan or treatment field changes as directed by the radiation oncologist.	Clinical Internship, Quality Assurance, Advance Radiation Protection, Advance Radiation Physics
Reports deviations from the standard or planned treatment.	Clinical Internship, Quality Assurance, Specialty Topics
Practice Standard Seven – Outcome Measurement	

The radiation therapist reviews and evaluates the outcome of the procedure according to quality assurance standards.	**Didactic or Clinical Correlation**
Monitors patient status during procedures, throughout the treatment course and for follow–up care.	Clinical Internship, Quality Assurance, Advance Radiation Protection, Specialty Topics
Practice Standard Eight – Documentation ***The radiation therapist documents information about patient care, procedures and outcomes.***	**Didactic or Clinical Correlation**
Documents radiation exposure parameters.	Clinical Internship, Quality Assurance, Advance Radiation Protection, Advance Radiation Physics
Maintains imaging and treatment records according to institutional policy.	Clinical Internship, Quality Assurance, Advance Radiation Protection, Advance Radiation Physics
Reports any treatment discrepancies to appropriate personnel.	Clinical Internship, Quality Assurance, Advance Radiation Protection, Advance Radiation Physics
Practice Standard Nine – Quality ***The radiation therapy professional strives to provide optimal care.***	**Didactic or Clinical Correlation**
Advocates the need for a minimum of two credentialed radiation therapists to be present for any external beam patient treatment.	Clinical Internship, Specialty Topics, Quality Assurance
Practice Standard Ten – Self Assessment ***The radiation therapy professional evaluates personal performance.***	**Didactic or Clinical Correlation**
Assesses personal work ethic, behaviors and attitudes.	Clinical Internship, Specialty Topics
Evaluates performance, applies personal strengths and recognizes opportunities for educational growth and improvement.	Clinical Internship, Specialty Topics
Practice Standard Eleven – Collaboration and Collegiality ***The radiation therapy professional promotes a positive and collaborative practice atmosphere with other member so the healthcare team.***	**Didactic or Clinical Correlation**
Develops and maintains collaborative partnerships to enhance quality and efficiency.	Clinical Internship, Patient Care/Health Management, Quality Assurance, Specialty Topics
Informs and instructs other about radiation safety.	Clinical Internship, Quality Assurance, Advanced Radiation Protection
Promotes understanding of the profession.	Clinical Internship, Quality Assurance, Specialty Topics
Shares knowledge and expertise with others.	Clinical Internship, Quality Assurance, Specialty Topics
Practice Standard Twelve – Ethics ***The radiation therapy professional adheres to the profession's accepted ethical standards.***	**Didactic or Clinical Correlation**
Accepts the accountability for decisions made and actions taken.	Clinical Internship, Quality Assurance, Specialty Topics
Acts as a patient advocate.	Clinical Internship, Quality Assurance, Specialty Topics
Adheres to the established ethical standards of recognized certifying agencies.	Clinical Internship, Quality Assurance, Specialty Topics
Adheres to the established practice standards of the profession.	Clinical Internship, Quality Assurance, Specialty Topics
Delivers patient care and service free from bias or discrimination.	Clinical Internship, Quality Assurance, Specialty Topics
Provides health care services with consideration for a diverse patient population.	Clinical Internship, Quality Assurance, Specialty Topics
Respects the patient's right to privacy and confidentiality.	Clinical Internship, Quality Assurance, Specialty Topics
Practice Standard Thirteen – Research, Innovation and Professional	

Advocacy ***The radiation therapy professional participates in the acquisition and dissemination of knowledge and the advancement of the profession.***	**Didactic or Clinical Correlation**
Adopts new best practices.	Clinical Internship, Quality Assurance, Specialty Topics
Investigates innovative methods for application in practice.	Clinical Internship, Quality Assurance, Specialty Topics
Monitors changes to federal and state law, regulations and accreditation standards affecting area(s) of practice.	Clinical Internship, Quality Assurance, Specialty Topics
Participates in data collection.	Clinical Internship, Quality Assurance, Specialty Topics
Participates in professional advocacy efforts.	Clinical Internship, Quality Assurance, Specialty Topics
Participates in professional societies and organizations.	Clinical Internship, Quality Assurance, Specialty Topics
Pursues lifelong learning.	Clinical Internship, Quality Assurance, Specialty Topics
Reads and evaluates research relevant to the profession.	Clinical Internship, Quality Assurance, Specialty Topics
Shares information through publications, presentations and collaboration.	Clinical Internship, Quality Assurance, Specialty Topics

Program Hours

The **2021-2022 Academic Calendar** for the *City of Hope School of Radiation Therapy* begins Monday, October 25th, 2021 and ends Friday, October 14th, 2022.

Attendance is required Monday through Friday including a minimum of two evening or weekend labs during the third and fourth quarters of program year.

Didactic Hours

Didactic courses are scheduled on Mondays from 8:00 a.m. to 5:00 p.m. with lunches and appropriate breaks granted throughout the day.

Clinical Hours

Clinical internship is scheduled Tuesday through Friday with shifts that may vary from starting as early as 6:00 a.m. to finishing as late as 6:00 p.m. Shifts are no more than 8 hours with lunches and appropriate breaks granted throughout the day.

Combined didactic and clinical hours will not exceed a total of 40 daytime hours per week. Students are granted a total of six program-designated holidays (*New Years' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas*) plus an additional 5 days of personal time off. Compensatory time will be awarded if the student's clinical hours exceed 32 hours per week.

Attendance

Students enrolled in the *City of Hope School of Radiation Therapy* **are required** to be in attendance for all scheduled clinical and didactic sessions.

Students are **not required** to be in attendance for clinical or didactic sessions on the following holidays: (*if holiday falls on a weekend, the following Monday will be the recognized day off*)

New Years
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas

During the program, students are granted 5 days off (scheduled or unscheduled). Time off will be counted for didactic as well as clinical time missed. Students will be required to make up all time missed in excess of the 5 allotted days. All time in excess of 5 days must be made up following the completion of the regular program calendar.

Transferability of Credit

Transferability of program credits or certificate earned at the *City of Hope School of Radiation Therapy* is at the complete discretion of the institution to which the student is seeking transfer.

If an enrolled student wishes to transfer to another certificate program or continue his or her higher education, it will be the responsibility of the student to ascertain which courses are transferable to other program or institutions.

If the credits or certificate earned are not accepted at the institution the student is seeking transfer to, the student may be required to repeat some or all of the coursework at that institution. For this reason students should make certain that their attendance at this institution meets their educational goals.

Calculating Clock Hours to Units of Credit

Standards for awarding clock hours to units of academic credit will be based on the California Code of Regulations, Title 5, section 55002.5 that states: *"one credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture at colleges operating on the semester system (16 weeks)".*

One semester credit unit = **3hrs student work/week for 16 weeks**
3hrs of student work = 1 hours in class lecture and 2 hours homework (1:2 ratio for in class to outside)

One credit hour of a college work (laboratory/clinical) requires a **minimum of 96 hours** or more operating on the semester system (16 week)

Student Records and Release

Student records cannot be released without written authorization from the student in which the request and/or inquiry are being made. The Federal Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records, one of which is the right to provide written consent before disclosing personally identifiable information from the student's education records.

Students can authorize the release of their education record information to a third party on either a one-time or an on-going basis. Authorizations for release of information on an on-going basis will remain valid for one year following the student's completion of the program or until canceled in writing by the student at any time.

Academic Integrity

Academic dishonesty is defined as cheating, plagiarism or otherwise obtaining grades under false pretenses. Plagiarism is defined as submitting the language, ideas, thoughts, or work of another as one's own or assisting in the act of plagiarism by allowing one's work to be used in this manner. Cheating is defined as, but not limited to: obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text or other materials; obtaining or providing unauthorized information concerning all or part of an examination prior to that examination; taking an examination for another student or arranging for another person to take an exam in one's place. A charge of cheating is a violation of expected "professional conduct" and may result in dismissal.

COURSE CATALOG Academic Year 2021-2022

RDTH 500: Clinical Internship

COURSE DESCRIPTION

The students' clinical internship is designed to provide sequential development, application, analysis, integration, synthesis and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development will be discussed, examined, and evaluated. 15 units PASS/NO PASS

RDTH 510: Registry Review
COURSE DESCRIPTION
This course is designed to prepare the student for the American Registry of Radiologic Technology (ARRT) Certification Exam. There will be a complete review of the ARRT Registry content along with opportunities for mock registry testing. 2 units PASS/NO PASS

RDTH 520: Patient Care and Health Management
COURSE DESCRIPTION
This course provides the radiation therapy student with a survey of the fundamentals of radiotherapy, pharmacology, Venipuncture, radiation side effects, chemotherapy and medical emergencies. In addition, basic concepts of patient care, including patient physical and psychological conditions, infection control, medical-surgical asepsis, nutritional management and patient support services are also discussed. 2 units PASS/NO PASS

RDTH 530: Introduction to Radiation Oncology and Technology
COURSE DESCRIPTION
This course consists of a general overview of the principles and practice of radiation therapy to include treatment delivery, equipment, pathology, cancer overview (*biological perspective, etiology, epidemiology, carcinogenesis, detection, diagnosis, staging and grading)* as well as radiobiology, lymph reticular system and principles of surgical, medical and radiation oncology. 2 units

RDTH 540 Principles and Practices of Radiation Oncology
COURSE DESCRIPTION
This course will provide the student with the fundamentals of Clinical Radiation Oncology. Malignant conditions, their etiology, epidemiology, histology, staging, work-up, treatment principles and prognosis are discussed. In addition, special emphasis on lymphatic anatomy and drainage and how it pertains to local, regional and metastatic involvement will be included. 6 units

RDTH 550: Specialty Topics
COURSE DESCRIPTION
Topics are presented each year focusing on newly developed or specialty treatment techniques, methodologies and other supporting therapy topics. 2 units PASS/NO PASS

RDTH 560: Quality Assurance
COURSE DESCRIPTION
This course examines quality management as it relates to aspects of radiation therapy. Quality management protocols will be presented as they apply to patient care, record keeping, documentation, and equipment and radiation output. In addition, this course includes a lab practicum where students conduct quality control tasks and procedures. 2 units PASS/NO PASS

RDTH 570: Radiation Biology
COURSE DESCRIPTION
This course will provide the student with the fundamentals of Radiation Biology. The interactions of radiation with cells, tissues and the body as whole and resultant biophysical events will be presented. Discussion of the theories and principles of tolerance dose, time-dose relationships, fractionation schemes and the relationship to the clinical practice of radiation therapy will be discussed, examined and evaluated. 2 units

RDTH 580: Advanced Radiation Physics
COURSE DESCRIPTION
This course will provide the student with knowledge of radiation physics. Fundamental principles, concepts and terminology are discussed. General topics include the structure of matter, nuclear transformations, production of x-rays, clinical radiation generators, interactions and measurement of ionizing radiation, quality of x-ray beams, measurement of absorbed dose, dose distribution and scatter analysis, dosimetric calculations, treatment planning, electron beam therapy, brachytherapy, radiation protection and quality assurance. 6 units
RDTH 590: Advanced Radiation Protection
COURSE DESCRIPTION

This course will provide the students with the basic concepts in radiation protection philosophy and practice for the Radiation Therapist. The course will also cover regulations governing radiation protection. Students in this course will learn basic concepts of radiation protection through in-class lectures supported by hands-on demonstration of core concepts. Application of these core concepts will be strengthened through in-class and homework practice, sometimes known as homework, and labs. Wherever possible, students will be brought out of the classroom to put lessons learned into real-world practice. 2 units

Academic Calendar

The **2021-2022 Academic Calendar** for the *City of Hope School of Radiation Therapy* begins Monday, October 25th, 2021 and ends Friday, October 14th, 2022.

Course Sequencing - 2021-2022 Academic Calendar

Note: Final calendar and sequencing of courses is subject to change

Course Number	Course Title
1st Quarter (Oct 25th through Dec. 31st)	
RDTH 500	Clinical Internship
RDTH 580	Advanced Radiation Physics
RDTH 530	Introduction to Radiation Oncology and Technology
RDTH 550	Specialty Topics
RDTH 520	Patient Care and Health Management
Course Number	**Course Title**
2nd Quarter (Jan 3rd through Mar 31st)	
RDTH 500	Clinical Internship
RDTH 580	Advanced Radiation Physics
RDTH 540	Principles and Practices of Radiation Oncology
RDTH 550	Specialty Topics
RDTH 520	Patient Care and Health Management
RDTH 570	Radiation Biology
Course Number	**Course Title**
3rd Quarter (Apr 1st through June 30th)	
RDTH 500	Clinical Internship
RDTH 580	Advanced Radiation Physics
RDTH 540	Principles and Practices of Radiation Oncology
RDTH 550	Specialty Topics
RDTH 520	Patient Care and Health Management
RDTH 590	Advanced Radiation Protection
RDTH 560	Quality Assurance
Course Number	**Course Title**
4th Quarter (July 1st through Oct 14th)	
RDTH 500	Clinical Internship
RDTH 580	Advanced Radiation Physics
RDTH 540	Principles and Practices of Radiation Oncology
RDTH 550	Specialty Topics
RDTH 520	Patient Care and Health Management
RDTH 560	Quality Assurance
RDTH 510	Registry Review

Students are **not required** to be in attendance for clinical or didactic sessions on the following designated holidays: (*if holiday falls on a weekend, the following Monday will be the recognized day off*)

Thanksgiving	Nov. 25th, 2021
Christmas	Dec. 24th, 2021
New Year	Dec. 31st, 2022
Memorial Day	May 30th, 2022
Independence Day	July 4th, 2022
Labor Day	Sept. 5th, 2022

PROGRAM OFFICIALS AND ADMINISTRATION

Administration

President and Chief Executive Officer	Robert Stone
Chief Operating Officer, Operations	Jeff Walker
Senior Vice President, Operations	Vincent Jensen
Medical Advisor	Terence Williams, M.D.
Program Director	Jerrica Tseng
Department Administrator	Phyllis Burch
Department Chairman	Terence Williams, M.D.

Clinical Supervisors

Deana Cuthbertson, (City of Hope, Duarte)
Kim Beauvais, (City of Hope, South Bay)
Emmanuel Rigor (City of Hope, Antelope Valley)
Nicole Daniel (City of Hope, Upland)
Ignacio Arroyo (Providence, St. Joseph Medical Center, Disney Cancer Center)
Ethan Pham (City of Hope, South Pasadena)

Lead Supervising Licentiates (CDPH- RHB)

Terence Williams, M.D., City of Hope, Duarte
Karen Sokolov, M.D., City of Hope at Providence Saint Joseph Medical Center, Disney Cancer Center
Sean Szeja, M.D., City of Hope, Upland
Ji Kim, M.D., City of Hope, Antelope Valley
Garth Green, M.D., City of Hope, South Bay
Helen Chen, M.D., City of Hope, South Pasadena

Radiation Safety Officers

Suke Patel, MS	City of Hope (Duarte/Antelope Valley/South Bay/Upland/South Pasadena), RSO
Michele Tejada	City of Hope (Duarte/Antelope Valley/South Bay/Upland/South Pasadena), Associate RSO
Shelley Becker, MS	Providence Health Systems, Burbank, Radiation Safety Officer

STUDENT SERVICES

Formal Tutoring

Formal tutoring services are not available at the *City of Hope School of Radiation Therapy*; however, if at any time a student is having difficulty or falls below the minimum required grade, the program will provide every opportunity for the student to be successful. Academic assistance will be provided by faculty on an "as needed" basis and is scheduled to best accommodate the student's schedule.

Library Services and Hours

Enrolled students of the *City of Hope School of Radiation Therapy* have full access to the Lee Graff Medical Library located on the City of Hope campus. Students have full privileges including use of computers, photocopying and printing (free for school purposes), journals, on-line books, study rooms and audio books. The library is open to the public Monday through Friday 8 am to 6 pm, but employees and students have access Monday through Sunday 24/7.

Student Assistance Program

For matters that require professional advice and assistance beyond the realm of the program, students are provided services and programs through City of Hope Employee Assistance Program, 1-800-342-8111 (24hr confidential access).

HEALTH AND SAFETY

Health Coverage and Emergency Care

Students enrolled in the *City of Hope School of Radiation Therapy* will be provided with medical and dental coverage through the *City of Hope Trainee and Affiliate Benefit Program*. Details of the coverage are presented to the students during program orientation prior to commencement of the program. Student's dependents are not covered by said coverage but may be purchased at the same rate offered to employees.

Students will be provided with emergency care on site for any incident requiring medical attention which occurs during regularly scheduled clinical training hours.

ALARA

Enrolled students in the *City of Hope School of Radiation Therapy* must practice *ALARA* principles making every effort to maintain exposures to radiation as far below the dose limit as is practical. ALARA is an acronym for "as low as is reasonable achievable" and applies to exposure to individuals in performing their duties, to visitors/families and to patients undergoing medical evaluations and treatments. In addition, students must follow specific clinical education center policies regarding all radiation and health safety procedures.

Radiation Monitoring

Student enrolled in the *City of Hope School of Radiation Therapy* will be issued a radiation monitoring devices (film badges) for their entire year of clinical training. Each clinical affiliate is responsible for supplying and maintaining radiation exposure records.

All film badges must be worn by the individual whose name appears on the badge. These must be worn only during their clinical training period. Records of student exposure will be kept by the Radiation Safety Officer at each clinical site. Radiation exposure reports are posted or made available to the students on a monthly or quarterly basis (*depending on each clinical sites monitoring policy*) and will be "*free of confidential student information*" such as social security number and date of birth.

The Radiation Safety Officer is responsible for collecting and distributing the monthly or quarterly badges and notifying students of exposures levels not in compliance with occupational dose limits of the Nuclear Regulatory Commission (NRC, 10 CFR Part 20) and California Code of Regulations (CCR, Title 17).

Occupational Dose Equivalents (Radiation Guidelines)

• Occupational exposure (annual)	
Effective dose-equivalent limit (stochastic effects)	50 mSv (5 rem)
Dose-equivalent limits for lens of eye (nonstochastic)	150 mSv (15 rem)
Dose-equivalent limits for extremities and skin (nonstochastic)	500 mSv (50 rem)
• Embryo-fetus exposures	
Total dose equivalent limit	5 mSv (0.5 rem)
Dose-equivalent limit in a month	0.5 mSv (0.05rem)
• Cumulative exposure	10 mSv x age (1 rem x age)
• Education and training exposure (annual-students under the age of 18)	
Effective dose-equivalent	1 mSv (0.1 rem)
Dose-equivalent limit for lens, skins, and extremities	50 mSv (5 rem)

If a student's exposure exceeds the **program's ALARA threshold dose of 40mR per month or 120mR per quarter,** the student and program director are notified in writing by the Radiation Safety Officer within 30 days following receipts of data and the circumstances for the exposure investigated and corrective action taken to avoid this exposure in the future.

Pregnancy

In the event a student in the *City of Hope School of Radiation Therapy* becomes pregnant during the program, they may voluntary choose to declare their pregnancy and notify the program director in writing. It is *strongly recommended* that the student complete the "*Voluntary Declaration of Pregnancy*" form. This form is to be completed, signed and *should include the estimated date of conception as well as the educational path they choose* during their pregnancy.
Upon the voluntary declaration of pregnancy, the student must indicate one of the following educational paths:

- To *continue with the educational program without modification or interruption* as long as dose to the embryo/fetus dose not exceed NRC regulations 10 CFR 20.1208. If the student chooses to continue with the program, they must provide a medical release stating they are physically able to continue with the program.
- To request a *leave of absence from the clinical component* of the program with provisions to allow for completion of clinical hours following the return of their medical leave.
- To *withdraw from both the didactic and clinical components* of the program and reapply for readmission the following year.

If the student chooses to continue with the program, the radiation dose to the embryo/fetus, in accordance with the NRC regulation 10 CFR 20.1208, will not be allowed to exceed .5 rem (500 mrem or 5 mSv) during the gestation period, unless that dose has already been exceeded between time of conception and submitting the declaration.

Pregnancy is a voluntary disclosure and it is the "right" of the student "to declare" or "not to declare". Choosing "not to declare a pregnancy" will result in exemption from the NRC 10 CFR, 20.1208.

In accordance with the Nuclear Regulatory Commission (NRC) guidelines, any declared pregnancy may be "undeclared" at any time. In order to "undeclare" a pregnancy, the student must submit a written statement to the program director stating their decision to withdraw their original declaration. Upon retraction of the "pregnancy declaration", the student will be monitored according to a general (non-pregnant) radiation guidelines as described by the NRC.

A copy of the NRC Regulatory Guide 8.13, "*Instruction Concerning Prenatal Radiation Exposure"* is provided to all new female students at program orientation.

MRI Observation and Screening

Students in the *City of Hope School of Radiation Therapy* will be screened prior to observing in MRI. If the student's screening indicates that it is not safe to observe procedures in the MRI room, their observation will always be limited to the Control Area (Zone3*) only and accompanied by an MRI technologist. Students are also informed that they are to notify the program director of any changes that might amend their original screening form.

> **Zone 3: The region that non-MR safe equipment can result in serious injury or death if accidently moved closer or into Zone 4(MR suite). Hospital personnel or students are not to move freely through this zone. They must be accompanied by an MR technologist. MR safe practice guidelines must be adhered to for the safety of the patients and other non-MR staff.*

Communicable Disease Reporting

The *City of Hope School of Radiation Therapy* students and faculty shall follow the policy for reporting certain communicable diseases in accordance with the Title 17, Section 2500 of the California Administration Code.

Any student, staff or faculty that has or may have a communicable disease, should report this to the City of Hope Employee Health Nurse who will determine if the communicable disease is one that should be reported to the State.

In the event that a student is barred from the clinical education center due to a communicable disease, the Program Director and the clinical center will work with the student to make up the missed clinical education with a minimum of lost time. Extended absences will be reviewed on an individual basis.

Standard Precautions

Students are expected to practice *Standard Precautions* at all time, as well as any additional infection control policies and procedures established at each clinical site. If a student suspects exposure to any communicable disease they must immediately notify the Clinical Student Supervisor and Program Director to ensure appropriate medical attention is obtained.

Incident Reporting

Students in the *City of Hope School of Radiation Therapy* are required to report all incidents for which they are partially or wholly responsible for. Such incidents include all technical, personal or patient-related concerns.

The student involved in the incident must promptly report the incident to the Clinical Student Supervisor and Program Director. A reporting form will be completed and signed by the supervising therapist or if a non-patient related incident, the form will be completed and signed by the student and co-signed by the Clinical Student Supervisor and Program Director. All incidents are reviewed by the Program Director for "opportunities for improvement" but do not become part of the student's record.

STUDENT RIGHTS AND RESPONSIBILITIES

The following rights and responsibilities are expected to be fulfilled by the student in order to insure proper patient care, professionalism and personal success as a radiation therapy student:

Students have the **right** to institutional policies and procedures safeguarding the freedom to learn. Students are **responsible** for knowledge of and application of the policies and procedures.

Students have the **right** to admission without discrimination on the basis of race, color, religious creed, national origin, citizenship, ancestry, age, disability, medical condition, genetic information, legally protected caregiver status, gender, gender identity, gender expression, sex or other basis protected by local, state or federal laws. Students have the **responsibility** to accept others without discrimination on the basis of race, color, religious creed, national origin, citizenship, ancestry, age, disability, medical condition, genetic information, legally protected caregiver status, gender, gender identity, gender expression, sex or other basis protected by local, state or federal laws

Students have the **right** to take reasonable exception to the data or view offered in any course of study and to reserve judgment. Students are **responsible** for knowing material offered in any course of study in which they are enrolled.

Students have the **right** to orderly procedures of academic evaluation without prejudice. Students are **responsible** for maintaining standards of academic performance for each course in which they are enrolled.

Students have the **right** to confidentiality by employees of the *City of Hope School of Radiation Therapy*. Students have the same **responsibility** for confidentiality.

Students have the **right** to a carefully considered policy regarding information, which is part of the student's permanent educational record and the conditions of the record disclosure. Students are **responsible** for maintaining confidentiality of their records.

Students have the **right** to discuss appropriate issues and to express opinions. Students are **responsible** for maintaining positive public relations with the *City of Hope School of Radiation Therapy.*

Students have the **right** to clarification of standards of behavior, which are considered essential in appropriate situations. Students are **responsible** to know these policies and may be discipline for violations of these policies.

Students have the **right** to adequate safety precautions within the clinical settings. Students are **responsible** for practicing safety measures within the clinical settings.

Students have the **right** to participate with faculty in periodic review of grading system. Students are **responsible** for seeking clarification or assistance from faculty regarding academic status.

GRADUATION

Before a student in the *City of Hope School of Radiation Therapy* can be deemed eligible to sit for the ARRT certification examination, he or she must have successfully completed all academic and clinical requirements of the program successfully and paid all program fees in full. **The graduation ceremony for the 2021-2022 program year is Oct. 19th, 2022.**

CAREER OUTLOOK

The field of Radiation Oncology has undergone dramatic growth in the past decade due to its effectiveness in treating cancer. Radiation is now used to treat over half of all cancer patients at some point in the management of the patient's disease. This growth has created a strong demand for qualified radiation therapists. With advanced training

and/or education, radiation therapists also have opportunities to pursue careers in other areas of radiation oncology such as dosimetry, medical physics, equipment sales, education and management.

Registered radiation therapists are eligible for active membership in the American Society of Radiologic Technologists (ASRT) www.asrt.org and the California Society of Radiologic Technologists (CART) www.cart.org. Participation in national and state professional societies affords radiation therapists opportunities for travel and continued professional growth and development through the exchange of ideas with colleagues and other members of the radiation therapy health care team. It also serves as a unified base for effecting legislation and regulations regarding radiation therapy technology and patient safety.

FOR MORE INFORMATION:
This document is a guide to the *City of Hope School of Radiation Therapy* and does not constitute a contract between City of Hope and former, current or future students. It is intended to provide working guidelines and descriptions of the general and academic policies of the program applicable to students. This document supersedes any previous handbook, program brochure or policies relating to students.

The content of this **publication is valid through October 2022 unless otherwise edited**. All enrolled students will receive a copy during program orientation.

Any applicant or prospective applicant needing additional information beyond that was provided in this document, please contact:

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