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Attachments:

Radiation Therapy Program Pregnancy Policy
Clinical Education Center Address List
Mission Statement:

The Radiation Therapy Program will educate and develop competent, entry level radiation therapists enabling them to achieve their maximum potential.

Program Goals:

1. The program will graduate as entry level radiation therapists.

2. Students will demonstrate effective communication skills.

3. Students will participate in activities that promote professional development and growth.

4. Students will demonstrate competent clinical skills

5. Students will demonstrate effective critical thinking and problem solving skills
Program of Studies:
The program of studies is as follows........

RADIATION THERAPY PROGRAM
(AS.RAT.GEN) 77 credit hours

ASSOCIATE OF SCIENCE

Prerequisite Courses for Admission 13 credits total
ENC 1101 Freshman English I 3cr.
BSC 1085 Anatomy and Physiology I 3cr.
BSC 1085L Anatomy and Physiology I Lab 1cr.
MAC 1105 College Algebra 3cr.
PSY 2012 General Psychology 3cr.
Total 13cr.

YEAR I

FALL SEMESTER
RAT 2001C Introduction to Radiation Therapy 2 cr.
RAT 1614 Radiation Therapy Physics I 2cr.
BSC 1086 Human Anatomy and Physiology II 3cr.
BSC 1086L Human Anatomy and Physiology Lab 1cr.
ENC 1102 English II 3cr.
total credits 11

SPRING SEMESTER
RAT 1618 Radiation Therapy Physics II 2cr.
RAT 1800 Introduction to Radiation Therapy Clinic I 1cr.
RTE 1157 Medical Imaging of Human Structures 3cr.
RTE 1782 Pathology of Medical/Surgical Diseases 3cr.
XXX XXXX Any Humanities Course 3cr.
total credits 12

SUMMER SEMESTER
RAT 2023 Principles and Practices of Radiation Therapy I 3cr.
RAT 2303 Psychosocial Aspects of Oncology 2cr.
RAT 1810 Introduction to Radiation Therapy Clinic II 2cr.
total credits 7
YEAR II

FALL SEMESTER
RAT 2242 Principles and Practices of Radiation Therapy II 4cr.
RAT 2804 Radiation Therapy Clinic I 3cr.
RAT 2620 Radiation Therapy Physics III 3cr.
RAT 2901 L Simulation Lab I 1cr.
RAT 2901 Simulation Lecture 1cr.

total credits 12

SPRING SEMESTER
RAT 2021 Radiation Therapy Treatment Planning 3 cr.
RAT 2621C Radiation Therapy Physics IV 3cr.
RAT 2814 Radiation Therapy Clinic II 3cr.
RAT 2902 L Simulation Lab II 1cr.
RAT 2902 Simulation Lecture 1cr.
RTE 2385 Radiation Biology 3cr.

total credits 14

SUMMER SEMESTER
RAT 2824 Radiation Therapy Clinic III 3 cr.
RAT 2619 L Computer Applications in Treatment Planning 2cr.
RTE 2473 L Quality Assurance in Radiation Therapy 1cr.
RAT 2061 Radiation Therapy Seminar 2cr.

total credits 8
## RADIATION THERAPY PROGRAM
### COLLEGE CREDIT CERTIFICATE
#### Radiation Therapy Specialist
#### (#438) 43 credit hours

### YEAR I
#### SUMMER I & II SEMESTER
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAT 2023</td>
<td>Principles and Practices of Radiation Therapy I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2303</td>
<td>Psychological Aspects of Oncology</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 1810</td>
<td>Introduction to Radiation Therapy Clinic II</td>
<td>2 cr.</td>
</tr>
<tr>
<td>LIS 1004</td>
<td>Introduction to Internet Research</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

**total credits 8**

### YEAR II
#### FALL SEMESTER
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAT 2242</td>
<td>Principles and Practices of Radiation Therapy II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>RAT 2804</td>
<td>Radiation Therapy Clinic I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2620</td>
<td>Radiation Therapy Physics III</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2901 L</td>
<td>Simulation Lab I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 2901</td>
<td>Simulation Lab Lecture</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1107</td>
<td>Introduction to Computers</td>
<td>1 cr.</td>
</tr>
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</table>

**total credits 13**

#### SPRING SEMESTER
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAT 2021</td>
<td>Radiation Therapy Treatment Planning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2621</td>
<td>Radiation Therapy Physics IV</td>
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<td>RAT 2814</td>
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<td>RAT 2902L</td>
<td>Simulation Lab II</td>
<td>1 cr.</td>
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<td>RAT 2901</td>
<td>Simulation Lab Lecture</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RTE 2385</td>
<td>Radiation Biology</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**total credits 14**

#### SUMMER SEMESTER
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>RAT 2824</td>
<td>Radiation Therapy Clinic III</td>
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</tr>
<tr>
<td>RAT 2619 L</td>
<td>Computer Applications in Treatment Planning</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 2473</td>
<td>Quality Assurance in Radiation Therapy</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 2061</td>
<td>Radiation Therapy Seminar</td>
<td>2 cr.</td>
</tr>
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**total credits 8**
DIDACTIC PROGRAM
The Radiation Therapy Program has two distinct didactic phases, they are:

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

Specialist (Certificate)...
This program is designed for Radiographers who wish to specialize in the field of Radiation Therapy. Admission requirements include ARRT Registry eligible or Registered Radiographers licensed by the State of Florida in Radiography. The course is presented over a fifteen (15) month period, beginning in the Summer semester. The total number of credit hours for this certificate are 43.

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

The clinical experience provides the student with the facilities for developing quality practical skills. Currently there are twenty-two (22) clinical education centers affiliated with HCC’s radiation therapy program. The student will rotate through four (4) or more clinical sites, one (1) per semester. In accordance with JRCERT standards, rotation Schedules are developed by the Clinical Coordinator to ensure that the student receives a well rounded education and experience on all available equipment, histological types of tumors and available new technologies.

The following list of hospitals, clinics, and private centers have active affiliation agreements with HCC and the program, they include:

- Bayfront Cancer Center, St. Petersburg
- St. Anthony’s Cancer Care Center, St. Petersburg
- Cornerstone Cancer Center, Palm Harbor
- Countryside Oncology Center, Palm Harbor
- Tampa Bay Oncology Center, Largo
- Bardmoor Cancer Center, Largo
- Lykes Cancer Center at Morton Plant Hospital, Clearwater
- Florida Community Cancer Center, Brooksville
- New Hope Cancer Center, Hudson
- University Community Hospital, Tampa
- H. Lee Moffitt @ Tampa General Hospital, Tampa
- H. Lee Moffitt Cancer Center, Tampa
- James A. Haley Veterans Hospital, Tampa
- St. Joseph Hospital, Tampa
- Lakeland Cancer Center, Lakeland
PROGRAM FEES
The program fees are in accordance with the fee schedule set by HCC and can be found in the HCC catalog. Tuition is $78.24 per credit hour for In state students and $281.27 per credit hour for out of state students. Additional fees for books, uniforms, film badge service, lab fees, parking, tolls, seminars, and graduation are required.

Associate of Science Degree
77 Credit Hours
Florida Resident  $  6024.48
Non-Florida Resident $21690.90

Certificate/Specialist
43 Credit Hours
Florida Resident  $  3364.32
Non-Florida Resident $12094.60

Additional Fees for:
Books, Lab fees, film badge service, seminars, graduation, uniforms, tolls, and parking are the responsibility of the student and can cost approximately $3500.00-4500.00.

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

JRCERT
Standards of the Joint Review Committee on Education in Radiologic Technology are available from the Program Manager. The standards are published on the radiation therapy website and distributed to each student at orientation. You can also access the standards on the JRCERT website at www.jrcert.org.
Non Discrimination Statement:
Hillsborough Community College is an equal employment opportunity employer committed to Affirmative Action that makes employment and education-related decisions without regard to race, color, sex, religion, national origin, age, disability or marital status or any other bias that is or may be prohibited by law. In addition, the College fully complies with and supports the Americans with Disabilities Act and provides reasonable accommodations to qualified individuals.

RADIATION THERAPY PROGRAM POLICIES...........

1. STUDENT PHYSICALS:
All students MUST receive a physical and provide appropriate documentation on the HCC Health Science Physical Examination form prior to the first day of class. The form must be completed by a licensed physician, copies of all lab work, and immunizations or proof of immunizations must be attached to the form. Forms will be provided to all students at program orientation.

UPDATES:
Health updates will be required by those students who have completed one year of the program. Update forms will be distributed to all rising seniors at the end of the Summer semester. These forms are due prior to the first day of the clinical rotation for the Fall semester.

2. CPR:
Students are required to provide proof of CPR certification both adult and infant prior to assignment in the clinical education centers.

3. PROFESSIONAL LIABILITY INSURANCE:
Students are assessed a lab fee for each clinical/practicum course to provide for professional liability insurance.

4. MEDICAL INSURANCE:
All students are strongly encouraged to check his/her personal health insurance policy to ensure that s(he) is covered by the policy for illness or injury resulting from the clinical experience. Certain of the College’s affiliate hospitals require all students attending the facility to provide proof of medical insurance. Students attending theses affiliate sites must comply with this condition of affiliation. Emergency care for a student injured in the clinical setting is addressed in this document under the section titled Emergency Treatment in the Clinical/Practicum Setting.
5. **INFECTIONOUS DISEASES STATEMENT:**
As student performing in the clinical facilities, the student may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B, and HIV (AIDS).

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

Proof of vaccination from Hepatitis B **may be required before participating at Certain clinical affiliate sites.** All hospital policies and procedures supersede College policy regarding prevention of infectious diseases, and in accordance with the Affiliation Agreement between the College and the hospital/agency, the student must abide by those policies and rules.

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

6. **DRUG TESTING:**
Students are required to abide by the policies and procedures of the clinical education center as well as the college policy related to drug testing for the purpose of clinical education. Please refer to the attached college policy.

7. **HIV/AIDS POLICY:**
The HCC policy established for HIV/AIDS can be found in the college catalog or by contacting the Dean of Health Wellness and Sports Technology office.

8. **PREGNANCY POLICY:**
Please refer to the attached program policy.

**RADIATION MONITORING GUIDELINES FOR PREGNANT STUDENTS:**
Please refer to attached policy

9. **EMERGENCY CARE IN CLINICAL/PRACTICUM SETTING:**
In the event a student requires emergency treatment, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the College and the hospital-affiliate. The affiliate **reserves the right to bill the student for such emergency treatment.** The student is **liable** for any medical expenses incurred in the clinical setting from any emergency medical treatment administered. Informed consent forms must be signed and filed in the studentfile.
10. INCIDENT REPORTS:
Incident reports will be completed by the clinical supervisor and signed by the student for the follow circumstances:

A. When personal injury has occurred to the student while at the clinical site.
B. When the student has come in contact with a communicable disease while at the clinical setting.
C. When any action is performed that would require the submission of an incident report and in conjunction with the clinical site policy on incident reporting.

The student affected must notify the faculty within twenty-four (24) hours of the incident and will receive a HCC incident report form which must be completed by the clinical supervisor, student, and faculty member.

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

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

13. TAPE RECORDERS:
Tape recorders are allowed except on those days when it is deemed inappropriate by the instructor. The instructor maintains the option for allowing tape recording of classes.

14. SMOKING:
HCC complies with the Clean Air Act. No smoking is allowed in any building, classroom, or restroom facility on campus.

15. OFFICE HOURS:
Faculty office hours are posted next to the office door of each faculty member for each of the Fall, Spring and Summer semesters. Visits outside of the posted hours are scheduled by appointment only.
16. **GRADUATION REQUIREMENTS:**
The student must successfully complete *all* required courses as stated in the Program of Studies and receive a grade of:

1. C or better in all RTE and RAT courses
2. Successful completion of *all* ARRT required and program clinical competencies, semester and final competencies

17. **LICENSURE AND CERTIFICATION:**
Application for the American Registry of Radiologic Technology Exam in Radiation Therapy and the Florida Department of Health application for state licensure will be distributed to Seniors during the beginning of the summer semester prior to graduation by the Program Manager. Proper completion and submission of applications will be thoroughly reviewed prior to student submission.

All applications for the ARRT exam must be signed by the Program Manager once the applications are complete and student *satisfactory program completion* is guaranteed

Submission of the application form and fees is the responsibility of the student and are as follows for exams in 2008-2009

**ARRT:**
- Initial Exam $150.00
- Repeat $125.00

**Florida Department of Health Radiation Control:**
- Initial fee $150.00

18. **ENERGIZED LAB:**
The Simulation laboratory is located in the technology building (T-102) and houses a simulator which produces x-rays. Students are required to wear a film badge when attending lab. Film badges *must* be worn *at all times* when working in the lab and producing radiation. Students must wear film badges at all times during the clinical rotation courses. Policies and procedures for the energized lab are posted in the lab and distributed to students during the first simulation course.

19. **FILM BADGE SERVICE:**
Film badges must be worn *at all times* when the student is working in the energized lab and on all clinical rotation days. A fee will be assessed and paid directly to the HCC bookstore for the number of months that the student will matriculate in the program. Radiation exposure reports will be posted in the classroom for student verification of radiation exposure.
Film badge reports are monitored by the Radiation Safety Officer and the Program Manager to ensure the safe use of radiation. Students are counseled on the safe use of radiation during external beam treatments as well as those students observing brachytherapy procedures. Radiation Safety and occupational exposure is covered extensively in a number of courses and is introduced to students during RAT 2001 C Introduction to Radiation Therapy.

20. **PHYSICAL REQUISITES:**
Students in the Radiation Therapy Program should have sufficient visual acuity and auditory perception to observe the patient during treatment, side effects that could occur and view the patient information screens. Auditory perception, gross and fine motor coordination is also important in order to receive verbal communication from the patient and manipulate the equipment. Students should be able to think critically, plan, implement care and interact with individual patients and staff.

21. **DIDACTIC/CLINICAL LAB SCHEDULES:**
Schedules will be generated by the program faculty converting credit hours to clock hours. Didactic, clinical, lab schedules will be created each semester to limit student involvement to 40 hours per week.

22. **WORK POLICY:**
A student in the Radiation Therapy Program is **not permitted** to work for pay as a Radiation Therapist as long as (s)he is enrolled in the Radiation Therapy Program. This is a program policy as well as a JRCERT policy and Florida State Law.

The student may work at jobs other than that of a Radiation Therapist while continuing in the program. Previous experience demonstrates that students working in excess of 20 hours per week may have difficulties maintaining a grade of C or better.

23. **ATTENDANCE:**
Didactic classroom attendance policies are determined by the individual instructor and addressed in the course syllabus. The student is responsible for all work missed during an absence. Clinical attendance policies are documented in the Clinical and Lab Practicum Workbook.
24. **GRADING:**
The grading scale for the courses in the program is as follows (unless otherwise noted in a particular course by the course instructor):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>B</td>
<td>85-94</td>
</tr>
<tr>
<td>C</td>
<td>75-84</td>
</tr>
<tr>
<td>D</td>
<td>65-74</td>
</tr>
<tr>
<td>F</td>
<td>64 and below</td>
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</table>

*Students must maintain a C or better in all program courses in order to continue in the program each semester. Students with a C or lower will receive an academic alert. The academic alert will be distributed each semester to students by the program manager and an educational plan implemented as necessary.*

Grading scales may vary by instructor.

25. **DISMISSAL/READMISSION:**
Please refer to the HCC Health Science Manual and the HCC catalog for detailed information regarding dismissal from and readmission to this and any other health science program.

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

If at any time it is determined by the clinical supervisors, clinical staff, program faculty that a student has falsified any section of the Clinical Lab Practicum Workbook, competency forms, or any other program documents, the student will receive a failing grade for that clinical course.

Cheating includes but is not limited to:
1. Sharing answers on an exam, test or quiz
2. Looking at another student’s exam, test, or quiz
3. Having written information on the desktop, cell phone, calculator or anywhere that is accessible to student for the sole purpose of cheating
4. Talking to another student during an exam, test, or quiz
5. Sharing answers on an in class assignment or take home test
6. Plagiarism
7. Using a previously written report from another class, course or discipline
8. Stealing exams, tests, or quizzes  
9. Giving old exams, tests, quizzes to students enrolled in the program  
10. Assisting another student in any of the above  
11. Talking to another student during a laboratory competency test  
12. Sharing information regarding the competency  
13. Having written material, simulation forms, diagrams, films in the laboratory during the competency test  
14. Use of a programmed calculator with information regarding the test, exam programmed into the calculator.

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

1. Unsatisfactory clinical evaluation by an instructor, clinical supervisor, clinical staff, program faculty with a calculated grade of C or less.  
2. Absence of three (3) days or more of clinical attendance  
3. Noncompliance with program and clinical policies and procedures  
4. Withdraw from a clinical education center and/or leaving the clinical site without permission  
5. Lack of proper documentation of competencies in a timely manner  
6. Incomplete competencies, failure to perform competencies by the required published clinical dates

Students placed on probation must meet with the Clinical Coordinator and Program Manager to formulate an educational plan in order to track student performance during the probation period. If the level of performance necessary is not achieved during the probation period, the student may receive a failing grade for the clinical course and be dismissed from the program.

**CLINICAL POLICIES:**

The program has very specific attendance policies for the clinical courses. These policies can adversely affect a student’s grade and continuation in the program. Clinical attendance policies can be found in the Clinical and Lab Practicum Workbook. Students must attend all required clinical days and any absence above the allowed number must be made up with the permission of the Clinical Supervisor and Clinical Coordinator.
Unexcused absences will negatively impact the student’s clinical grade and matriculation in the program. Documentation of illness and/or family emergencies must be presented to the Program Manager and will be discussed on an individual basis.

1. **CLINICAL ROTATIONS:**
   Please refer to the Clinical and Lab Practicum Workbook for the address and telephone numbers of all clinical education centers. Students will receive equipment rotation schedules for each of the assigned clinical site each semester formulated by the Clinical Coordinator. Any deviation from this schedule must be discussed with Clinical Coordinator, Program Manager and Clinical Supervisor.

2. **CLINICAL BEHAVIOR:**
   Specific behavioral guidelines are outlined in the Clinical and Lab Practicum Workbook. Students are expected to abide by these established guidelines and to observe the dress code as is established and published in the clinical workbook. Students are expected to adhere to all clinical education center policies and procedures, follow institutional guidelines, and work as an integral part of the radiation therapy team.

3. **CLINICAL AND LAB PRACTICUM WORKBOOK:**
   This workbook is required for all clinical courses. The workbook is available for purchase in the HCC bookstore and must be purchased by the student prior to the first day of class. The workbook is available to senior students in the Fall semester and is used for the remainder of the year. Junior students will purchase the workbook in the Spring semester for Spring and Summer Clinical rotations. The workbook is the official document utilized by HCC faculty to document the Student’s clinical experiences and performance in each of the academic semesters. Students are strongly encouraged to keep this document current at all times. The clinical workbook will be reviewed regularly by faculty visiting the clinical sites for the purpose of clinical education and competency testing. Students are required to have this document available at all times during in the clinical rotations and during semester competencies on campus in Technology 102. The workbook is an integral part of the student clinical grade.

4. **Clinical Attendance:**
   There are five (5) clinical courses in the Radiation Therapy program, they are: RAT 1800, RAT 1810, RAT 2804, RAT 2814, RAT 2824. Students are required to complete eight and one half (8.5) hours per day. The normal clinical day is
8:00-4:30 with one half hour for lunch and two (2) fifteen minute breaks. Students must follow the clinical attendance policies.

Students are permitted one (1) excused absence to be used during the Fall and Spring semesters. Any other absence will be considered as unexcused and the clinical time must be made up. Clinical makeup time must be approved in advance by the HCC Clinical Coordinator. Unexcused absences will result in a ten point grade deduction from the student’s final clinical grade. Any other circumstances must be discussed with the HCC Clinical Coordinator on a case by case basis. Absentee policies and other clinical attendance polices can be found in the clinical and lab practicum workbook.

5. The student is considered tardy after 8:10 am. Every minute that a student is tardy must be made up at the end of the clinical day that he/she created the tardy. A student may be tardy twice (2) during the each specific semester without being penalized. For each tardy beyond the allowed, will result in a ten (10) point grade deduction of the final clinical grade.

6. CPR: Students must provide proof of CPR certification and maintain the certification throughout the duration of the program.

7. Clinical Supervision: Radiation Therapy Students MUST be supervised at all times by a certified and licensed Radiation Therapist during the clinical day. All competencies must be completed with a certified, licensed Radiation Therapist and/or the same qualified Hillsborough Community College Radiation Therapy Faculty.

8. Dress Code: Students must be dressed in a professional manner at all times in the clinical setting. The complete uniform is listed as follows:

   Female and Male:
   * Radiation Therapy Polo Shirt with HCC logo purchase at campus bookstore
   * Khaki slacks (slacks cannot be worn on hips, pegged legs, or too tight fitted)
   * White lab coat with program patch on the left arm
   * White nursing shoes or tennis shoes with socks or nylons
   * HCC photo ID
* Pocket notebook
* Writing pen – black ink
* Marking pen – sharpie
* Ruler cm scale
* Film badge and photo ID must be worn at all times

Long hair must be pulled back when caring for patients. Students must be in uniform at all times unless approved by the Clinical Coordinator and Clinical Supervisor. Failure to comply with the Program Clinical policies can lead to clinical probation.

Please refer to the Clinical and Lab Practicum Workbook for specific policies relating to the following:

Required Clinical Time
Tardy Policy
Absentee Policy
Makeup Time
Leaving Assigned Areas
Leaving Early
Clinical Assignments
Department Rules and Regulations
Clinical Supervisors
Clinical Experience Log Sheet
Clinical Grade
Clinical Probation
Inadequate Clinical Performance
Clinical Objectives and Guidelines
Sample Competency Forms
Time Log
Weekly Evaluations and Comments
All other clinical policies
Pregnancy Policy Attached
Clinical Site Address List listed under separate cover
Informed Consent Signature Packet distributed in class
Hillsborough Community College
Radiation Therapy Program

Pregnancy Policy:

The Radiation Therapy Program at Hillsborough Community College will ensure that measures are taken to assure compliance with the Standards for Protection Against Radiation (Florida Control of Radiation Hazard 10D-91, Part IV, which is attached to this document).

It is the **right of the individual student to voluntarily disclose her pregnancy.** If the **student chooses not to voluntarily disclose her pregnancy, then no accommodations can be made.** If the student chooses to disclose her pregnancy a counseling session will be scheduled with the program director and the student may choose to continue in the program without modifications or with the following radiation monitoring procedure:

1. Radiation Monitoring:
   *the student should voluntarily complete the Declaration of Pregnancy Form (10D-91,442), a copy of which will be given to the Program Director and Radiation Safety Officer (RSO).
   *the student who voluntarily disclose her pregnancy will wear an appropriate radiation monitoring device (film badge) as well as an embryo/fetal monitoring device (additional film badge) to be worn at the embryo/fetal level (waist).
   *the readings of the film badge worn at the waist shall be considered embryo/fetal dose for the remainder of the pregnancy. The permissible dose for the embryo/fetus shall not exceed 500mrem over the period of gestation. The dose to the embryo/fetus in the early stages of pregnancy can be calculated by taking the mother’s occupational dose to date (prior to the voluntary disclosure) and evaluate an appropriate level as the embryo/fetus dose. This dose will then be included into the dose during the gestation period.
   *If the fetal dose is found to have exceeded the limits specified in 10D-01.442 (500mrem) by the time the student voluntarily declares her pregnancy, the student will not be permitted to continue courses where additional exposure may occur.
   *exposure records will be reviewed on a monthly basis to assure that the dose to the embryo/fetus remains within acceptable limits
   *exposure records will be maintained by the Program Director and the Radiation Safety Officer for student review as desired
2. Clinical Modifications:*
The student may request a change of clinical assignment during the first trimester. The Program Director and Clinical Coordinator will make efforts to reassign the student in clinic while making sure that the student can matriculate successfully in the clinical course.

3. Program Withdraw/Leave of Absence:
The student may choose to withdraw from the program during the time of the pregnancy or the student may with to withdraw during the semester the in which the baby is due. If the student chooses a leave of absence, the student may return in the semester during which the courses are offered.

Pregnancy is a condition requiring medical supervision. Complications can arise during pregnancy if exposed to ionizing radiation. Scientific evidence suggests that small radiation doses adds only a small amount of risk to the pregnant person. It is recommended that the dose to the embryo/fetus be no more than the dose to the general population (500mrem). The risks of abnormalities to the newborn child as a result of low level in-utero radiation is essentially the same as for women who have not been exposed to radiation. The use of appropriate practices to keep the radiation exposure as low as reasonably achievable (ALARA) will be practiced.
Declaration of Pregnancy

Radiation Monitoring Form

In accordance with Florida Control of Radiation Hazard Regulations, Chapter 10D-91.442 the licensee/registrant shall ensure that the dose to the embryo or fetus during the entire pregnancy of a declared pregnancy does not exceed 0.5 rem. The Radiation Safety Officer and Program Manager require additional information and monitoring to comply with this regulation. The student must return this completed form to the Radiation Safety Officer or Program Manager if she wishes to declare her pregnancy.

**Certification:** I hereby voluntarily certify that I am pregnant. Additionally, I have read and understand the policy regarding the occupational exposure of pregnant students.

Date:________________________ Signature:________________________

Full Name of Student:____________________________________________________

Estimated Date of Conception:______________________________________________

Badge Number Used for Fetal Dose Estimate:__________________________________

Calendar Dates of Period Used to Estimate Dose:______________________________

Estimated Fetal Dose:_______________________________________________________ mrem

Remainder of Allowable Fetal Dose:_________________________________________ mrem

Date:________________________ Radiation Safety Officer or Program Manager

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<tr>
<th>Monitoring Period</th>
<th>Fetal Dose Work Sheet</th>
<th>Total Gestational</th>
<th>Eff. Dose Equiv.</th>
<th>Dose to Date (in mrem)</th>
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10D.91 Dose to an Embryo or Fetus:

1. The licensee or registrant shall ensure that the dose to an embryo or fetus during the entire pregnancy from occupational exposure of a declared pregnant woman does not exceed 0.5 rem (5 mSv). (See 10D-91.475 for recordkeeping requirements).

2. The licensee or registrant shall make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman so as to satisfy the limit in 10D-91.442(1). It is recommended that no more than 0.05 rem (0.5 mSv) be received by the embryo or fetus in any one month.

3. The dose to an embryo or fetus shall be taken as the sum of:

   a. The deep dose equivalent to the declared pregnant woman; and

   b. The dose to the embryo or fetus from radionuclides in the embryo or fetus, and radionuclides in the declared pregnant woman.

4. If, by the time the woman declares pregnancy to the licensee or registrant, the dose to the embryo or fetus has exceeded 0.45 rem (4.5 mSv), the licensee or registrant shall be considered in compliance with 10D-91.442(1) if the additional dose to the embryo or fetus dose does not exceed 0.05 rem (0.50 mSv) during the remainder of the pregnancy.

5. Each individual who has declared pregnancy shall wear a radiation monitor at waist level at all times at work. This monitor shall be used to estimate the fetal deep-dose equivalent. When the declared pregnant worker wears protective clothing, this monitor shall be worn under the protective clothing. The fetal dose is to be kept as low as reasonably achievable, but shall not exceed 10 percent of the standards specified in 10D-91.435. Each declared pregnant worker whose duties require protective clothing shall also wear a radiation monitor outside the protective clothing to estimate dose to the worker, and the standard occupational limits will apply.

Specific Authority: 404.051, 404.081, F.S.
Law Implemented: 404.022, 404.051(1)(4), 404.081, F.S.
Declaration of Pregnancy

In accordance with Florida Control of Radiation Hazard Regulations, Chapter 10D-91.442 the licensee/registrant shall ensure that the dose to the embryo or fetus during the entire pregnancy of a declared pregnancy does not exceed 0.5 rem. The Radiation Safety Officer and Program Manager require additional information and monitoring to comply with this regulation. The student must return this completed form to the Radiation Safety Officer or Program Manager if she wishes to declare her pregnancy.

**Certification:** I hereby voluntarily certify that I am pregnant. Additionally, I have read and understand the policy regarding the occupational exposure of pregnant students.

Date:_______________________________ Signature:__________________________

Full Name of Student:____________________________________________________

Estimated Date of Conception:____________________________________________

Badge Number Used for Fetal Dose Estimate:________________________________

Calendar Dates of Period Used to Estimate Dose:______________________________

Estimated Fetal Dose:_______________________________________________________ mrem

Remainder of Allowable Fetal Dose:________________________________________ mrem

Date:___________________ Radiation Safety Officer or Program Manager

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