

Student Policies and Procedures Manual 2024-2026

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Forward

Radiation Therapy Student,

It is with great pleasure that I welcome you to the Radiation Therapy program at the NHTI – Concord's Community College. This program is designed to prepare you to enter the expanding field of radiation therapy. We are equally committed to providing your education in an environment that nurtures your intellectual, social, and physical growth.

This Student Handbook supplement has been created to serve as a reference for our program policies and procedures. Please review it carefully and sign the form that you have received with this handbook. If you have any questions or concerns, please do not hesitate to contact me directly. Also remember that as a student of NHTI, you are subject to the regulations in the NHTI Student Handbook.

Please note: New policies can be created and implemented at any stage of the program, at which time we will provide a copy of the updated policy with a request for signature page stating you have received a copy of the update. All new policies will take precedence over old policies in any policy books and/or syllabi.

Sincerely,

Amy VonKadich, M.Ed R.T.(T)
Program Director, Radiation Therapy

Mission Statement

The mission of the Radiation Therapy program is to educate and produce highly qualified radiation therapists through an objective-based didactic education and competency-based clinical education. Student growth and professional development will be instilled through CCSNH and atmosphere in conjunction with NHTI's Mission Statement.

Program Goals

Students/graduates will be clinically competent.

- Students will select appropriate treatment setup factors.
- Students will practice radiation protection.
- Students will be exposed to a variety of alternate treatment setups.

Students/graduates will communicate effectively.

- Students will articulate the treatment setup procedure with the patient.
- Students will practice effective oral communication with the radiation therapist community.

Students/graduates will use critical thinking.

- Students will create a reproducible patient position in simulation.
- Students will demonstrate competence when setting up an IMRT treatment.

Students will demonstrate professionalism.

- Students will examine the importance of continued professional development.
- Students will demonstrate ethics/professional behavior when interacting with patients and the healthcare team.

Program effectiveness is demonstrated by:

- Graduation of students that are employable in the field
- Job placement rate of greater than 75% of graduates within six months of program completion
- Job retention rate of greater than 75% of graduates at one-year post graduation
- Pass rate of graduates at or above the national average on the National Certification Examination
- Skills to continually develop within their community

Program Effectiveness Data

The program monitors ARRT examination pass rates, program completion rates, and employment rates each year as well as 3- and 5-year averages. This data can be found at www.jrcert.org under the Students tab/Program Effectiveness Data as well as the program homepage at <https://www.nhti.edu/program/radiation-therapy/>. This data is also available through the program director's office in the Annual Assessment Report. The program will assure continued excellence through accreditation by the Joint Review Committee on Educational Programs in Radiologic Technology (JRCERT).

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850

Fall Semester				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
RDTH101C RDTH110C RDTH115	RDTH110C			
Spring Semester				
	8:00-4:30 RADT190C	RDTH215C	8:00-4:30 RDTH190C	
Summer Semester				
8:00-4:30 RDTH195C		RDTH150C RDTH180C	8:00-4:30 RDTH195C	8:00-4:30 RDTH195C

Chicago, Illinois 60606-3182
312-704-5300
mail@jrcert.org

Radiation Therapy Associates Degree Curriculum

First Year

Fall Semester (11 weeks)		CL	LAB	CR
BIOL195C	Anatomy and Physiology I	3	2	4
RDTH101C	Introduction to Radiation Therapy	3	0	3
RDTH110C	Principles and Practice of Radiation Therapy	3	2	4
RDTH115MC	Patient Care	1	0	1
Semester Total		12		
Spring Semester (11 weeks)				
BIOL196C	Anatomy and Physiology II	3	2	4
ENGL101MC	English Composition: Mindful	4	0	4
RDTH190C	Clinical Practice I	0	16	3
RDTH215C	Sectional Anatomy and Pathology	3	0	3
Semester Total		14		
Summer Semester (11 weeks)				
MATH124C	College Algebra	4	0	4
RDTH195C	Clinical Practice II	0	17	3
RDTH150C	Medical Imaging and Processing	2	0	2
RDTH180C	Radiographic Physics for the Radiation Therapist	2	0	2
Semester Total		11		

Second Year

Fall Semester (11 weeks)	CL	LAB	CR

ENGL120C	Communications: Mindful	3	0	3
RDTH290C	Clinical Practice III	0	24	5
RDTH200C	Radiation Protection and Biology	3	0	3
RDTH210C	Principles and Practice of Radiation Therapy II	3	2	4
Semester Total		15		
Spring Semester (11 weeks)				
PHIL242C	Contemporary Ethical Issues	3	0	3
RDTH293C	Clinical Practice IV	0	24	5
RDTH220C	Radiation Therapy Physics	3	0	3
RDTH205C	Treatment Planning	3	0	3
Semester Total		14		
Summer Semester (11 weeks)				
PSYC105MC	Psychology: Mindful	3	0	3
RDTH295C	Clinical Practice V	0	23	5
RDTH280C	Registry Review	1	0	1
Semester Total		9		
Program Total Credits		75		

Fall Semester				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-4:30 RDTH290C		8:00-4:30 RDTH290C	RDTH200C RDTH210C	8:00-4:30 RDTH290C
Spring Semester				
8:00-4:30 RDTH293C		8:00-4:30 RDTH293C	RDTH220C RDTH205C	8:00-4:30 RDTH293C
Summer Semester				
8:00-4:00 RDTH295C	RDTH280C	8:00-4:00 RDTH295C	8:00-4:00 RDTH295C	8:00-4:00 RDTH295C

Radiation Therapy Certificate Curriculum

First Year

Fall Semester (11 weeks)		CL	LAB	CR
RDTH290C	Clinical Practice III	0	24	5
RDTH101C	Introduction to Radiation Therapy	3	0	3
RDTH110C	Principles and Practice of Radiation Therapy I	3	2	4
RDTH210C	Principles and Practice of Radiation Therapy II	3	2	4
RDTH200C	Radiation Protection and Biology	3	0	3
Semester Total		19		

Spring Semester (11 weeks)				
RDTH293C	Clinical Practice IV	0	24	5
RDTH215C	Sectional Anatomy and Pathology	3	0	3
RDTH220C	Radiation Therapy Physics	3	0	3
RDTH205C	Treatment Planning	3	0	3
Semester Total			14	
Summer Semester (11 weeks)				
RDTH295C	Clinical Practice V	0	23	5
Semester Total			5	

Fall Semester				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
RDTH101C RDTH110C	RDTH290C	RDTH290C	RDTH200C RDTH210C	RDTH290C
Spring Semester				
8:00-4:30 RDTH293C	8:00-4:30 RDTH293C	RDTH215C	RDTH205C RDTH220C	8:00-4:30 RDTH293C
Summer Semester				
8:00-4:30 RDTH295C		8:00-4:30 RDTH295C	8: 8:00-4:30 RDTH295C	8:00-4:30 RDTH295C

Second Year

Fall Semester (11 weeks)			CL	LAB	CR
RDTH296C	Clinical Practice IV		0	32	7
RDTH280C	Registry Review		1	0	1
Semester Total			8		
Program Total Credits			46		

Fall Semester				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
RDTH295C	RDTH280C	RDTH295C	RDTH295C	RDTH295C

Clinical Policies

Technical Standards

Technical standards have been established as a guidance tool for use in realistically informing the student of minimum standards needed to satisfactorily function in the program and ultimately in the profession. The college must ensure that patients/clients are not placed in jeopardy by students during learning experiences. Therefore, students in practica, service learning, and clinical experiences must demonstrate sufficient emotional stability to withstand the stresses, uncertainties, and changing circumstances that characterize patient/client care responsibilities. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor or faculty member, and establish rapport and maintain sensitive interpersonal relationships with employees, customers, and/or patients/clients and their families.

Essential Functions

Essential functions have been established as a guidance tool for use in realistically informing the student of minimum standards needed to satisfactorily function in the program and ultimately in the profession. Applicants who feel they may not be able to meet one or more of the essential functions listed below should contact the program officials to discuss individual cases. If any of the below essential functions pose an issue, both a licensed physician directly caring for the student and clinical clearance is necessary for participation within the clinic. Program officials will consider all academically qualified candidates provided the essential functions can be met with reasonable accommodations.

The student must have sufficient strength and motor coordination required to perform the following physical activities:

- Standing and walking for 8-10 hours during the work day to accomplish tasks
- Frequent reaching and manual dexterity in handling accessory equipment for radiation therapy purposes, including typing on computer terminals
- Frequently transporting, moving, and lifting items up to 40 lbs. unassisted
- Sufficient upper and lower body strength to assist patients, including transfer of patients from a wheelchair or stretcher to and from a treatment or simulation table

In addition, the student must have:

- No medical restrictions concerning operation of radiation producing equipment
- Sufficient hearing to distinguish different audio signals from equipment as well as assess patient needs
- Sufficient eyesight to observe patients, manipulate equipment and evaluate radiographic quality; visual acuity sufficient to work with analyzing data and figures, small print, working with computer terminals, extensive reading, visual inspection involving small defects, small parts, and operation of machines; vision must be maintained within dim lighting.
- Sufficient writing skills to communicate needs promptly and effectively; ability to express or exchange ideas by means of the spoken word; primary function includes activities in which the student must convey detailed or important spoken instructions to patients, physicians, families, and other employees accurately, loudly, or quickly.
- Ability to work with frequent interruptions and respond appropriately to unexpected situations; ability to work with wide variations in workload and stress levels
- Approval of the clinical facility if there is any question of meeting essential functions

Clinical Assignment

Each student is assigned a clinical facility each semester based upon the availability of space at the program's clinical affiliates, the student's home address, and use of residence hall facilities. There may be 1-1.5 hours travel time involved with some clinical assignments. Each student is required to provide their own transportation to and from the clinic. Car pools can be formed among students at a particular hospital whenever possible. During the program, each student will be under the direct supervision of a registered radiation therapist 100% of the time. Any student acting in clinic without direct supervision of patient setup or treatment will be dismissed from both the clinic and program.

Clinical Affiliations

Following is a list of hospitals/facilities that have, through formal affiliation agreements, agreed to act as the clinical agencies through which NHTI students in this department complete the required clinical training. These agencies must be approved by JRCERT. It is for this reason that only these hospitals/facilities may be used in conjunction with NHTI's Radiation Therapy program.

Payson Cancer Center at Concord Hospital Telephone: 230-6100 ext. 6014
250 Pleasant St.

Concord, NH 03301
Clinical Supervisor: Scott Caron RT (R)(T)

Elliot Regional Cancer Center Telephone: 663-1800
1 Elliot Way
Manchester, NH 03103-3599
Clinical Supervisor: Nicole Rae RT(T)

Radiation Center of Greater Nashua Telephone: 880-1590
11 North Southwood Drive
Nashua, NH 03063
Clinical Supervisor: Mike Klesh RT(T)

Norris Cotton Cancer Center Telephone: 650-6411
1 Medical Center Drive
Lebanon, NH 03756
Clinical Supervisor: Rex Kantatan RT(T)

Norris Cotton Cancer Center North Telephone: (802) 751-2550
PO Box 468
St. Johnsbury, VT 05819
Clinical Supervisor: Samantha Bickerton RT(T)

The Seacoast Cancer Center at Wentworth Douglass Hospital
729 Central Ave. Telephone: 742-8787
Dover, NH
Clinical Supervisor: Candace Fennessy RT(T)

The Seacoast Cancer Center at Portsmouth
121 Corporate Drive
Portsmouth, NH
Clinical Supervisor: Candace Fennessy RT(T)

The Kingsbury Center for Cancer Care Telephone: 354-5400
580 Court St.
Keene, NH 03431-1729
Clinical Supervisor: Hila Robinson RT(T)

Elliot Regional Cancer Center at Londonderry Telephone:
552-9100 40 Buttrick Road
Londonderry, NH 03053
Clinical Supervisor: Christine Morin, RT(T)

National Life Cancer Treatment Center Telephone: (802) 225-5832
P.O. Box 547
Barre, VT 05641
Clinical Supervisor: Katie St. Pierre RT(T)

MaineMed – Portland Telephone: (207) 662-2276
22 Bramhall St
Portland, ME 04102
Clinical Supervisor: David DeBartolo-Stone RT(T)

MaineMed – Scarborough Telephone: (207) 396-7500
100 Campus Drive
Scarborough, ME 04074
Clinical Supervisors: Kirsten Libby RT(T) and Stephanie Lorom RT(T)

Coastal Cancer Treatment Center Telephone: (207) 386-5656 175
Congress Ave.
Bath, ME 04530
Clinical Supervisor: Heather Mendell RT(T)

MaineMed – Sanford Telephone: (207) 459-1601
27 Industrial Avenue
Sanford, ME 04073
Clinical Supervisor: Amy Kane RT(T)

Hallmark Healthcare, Inc. Telephone: (781) 213-5534
48 Montvale Avenue
Stoneham, MA 02180
Clinical Supervisor: Tom Sultan RT(T)

Eastern Maine Medical Center Telephone: (207) 973-8179
33 Whiting Hill Rd
Brewer, ME 04412
Chief Therapist: Ashley Mehuren RT(T)
Clinical Supervisor: Stacey Lalley RT(T)

Maine General/Harold Alfond Cancer Center Telephone: (207) 621-6100
361 Old Belgrade Road
Augusta, ME 04330
Clinical Supervisor: Jennifer Letendre RT(T)

North Main St Oncology Telephone: (401) 521-9700
825 N Main St
Providence, RI 02904
Clinical Supervisor: Lucy Wayland RT(T)

UMASS Memorial Medical Center Telephone: (978) 343-5000
275 Nichols Rd
Fitchburg, MA 01420
Clinical Supervisor: Aaron Vivencio RT(R)(T)

Exeter Health Radiation Oncology Telephone: (603) 778-7311
5 Alumni Dr.
Exeter, NH 03833
Clinical Supervisor: Stacey Pelletier RT(T)

Brigham and Womens Hospital Radiation Oncology – Milford Telephone (508) 488-3800
20 Prospect St
Milford, MA 01757
Clinical Supervisor: Danielle Ribok RT(T)
Clinical Coordinators: Jen Cox RT(T), Mike Klesh RT(R)(T), Tammy Miron RT(T), Jenny Lemmo RT(T)

Scheduled Attendance

Didactic lectures are scheduled on weekdays, excluding holidays recognized by NHTI. Clinical orientation includes evening and early morning sessions. Combined classroom and clinical assignments will not exceed 40 hours during a 7-day week. Clinic hours consist of day hours only, typically 7:30 or 8:00 a.m. until 4:00 or 4:30 p.m. Clinic hours cannot exceed 10 hours per day. There are no evening or weekend hours.

If, for illness or other reasons of an emergency nature, a student cannot attend clinic, the following procedure shall be followed:

1. Contact the clinical supervisor in the oncology department to which you are assigned and explain the nature of your absence by 8:00 a.m. via phone and not email.
2. Contact the Radiation Therapy program director in addition to notifying your clinical supervisor. Leave a voicemail at 603-271-6484 x4332 for Amy VonKadich or send an email by 8:00 a.m. Failure to notify both the clinical supervisor and program director will result in disciplinary action, with the first incident receiving a written warning and second incident resulting in suspension or dismissal from the program.
3. The student is allowed one excused absence per semester that will not require a make-up day. When the number of absences, for any reason, in a given clinic exceeds the number of times that clinic meets in 1 week, the student will be issued an "AF" for that semester.

The exception to the number of times missed will be during the senior summer internship, where the student attends clinic 4 days a week. Only 3 days maximum will be allowed during that semester.

4. Written notification to the program director of clinical absence and the class instructor for class absence in advance for use of an excused absence shall be scheduled and received in advance.
5. All make-up time must be scheduled in advance with both the clinical supervisor and program director.
6. Students will be marked tardy if they are not in their assigned clinical areas by the time on the schedule. This will be documented in the student's file. Excessive tardiness will result in disciplinary action. The student must call to inform the program office and clinical site of tardiness; failure to do so will result in disciplinary action.
7. Students are required to stay in their scheduled clinical assignment at all times. Because of JRCERT scheduling requirements and concern over the safety and fairness to our students, students must be present up until the current procedure being performed is completed. Students must assure that the patient or duty that being performed is completed before leaving the assigned area. Failure to do so will result in disciplinary action for negligence of duty and/or leaving assigned work area without proper notice or authorization. Students must inform radiation therapists in charge when they are leaving.
8. Any student wishing to schedule extra clinical time in a particular area to gain increased experience may do so only if this time is scheduled in advance with the program director, clinical coordinator, and clinical supervisor; as this is voluntary, students will

not be given overtime.

9. Students are responsible for logging in and out on TRAJESYS each day, including if they are absent. Failure to do so or incorrect recording of time will result in disciplinary action.
10. If NHTI cancels classes because of weather, clinic is cancelled as well. Snow days must be made up prior to the end of the semester. Students must be prepared to attend clinic if NHTI is not cancelled. Due to the regional distribution of clinical sites in other states, the program director and clinical coordinator will take into consideration current weather conditions where the clinical site is located and delay or cancel clinic accordingly. The student will be notified of the delay or cancellation.

Clinical competency experience and internship hours must be completed prior to being awarded an associate degree, certificate, or ARRT certification.

Clinic Hours

Associate Degree

Course		Hours per week	Total hours
RDTH190C	Clinical Practice I	16	240
RDTH195C	Clinical Practice II	24	264
RDTH290C	Clinical Practice III	24	360
RDTH293C	Clinical Practice IV	24	360
RDTH295C	Clinical Practice V	32	352
Total Clinic Hours			1576

Certificate

Course		Hours per week	Total hours
RDTH290C	Clinical Practice III	24	360
RDTH293C	Clinical Practice IV	24	360
RDTH295C	Clinical Practice V	32	352
RDTH296C	Clinical Practice IV	32	480
Total Clinic Hours			1552

Accumulation of Additional Hours

Students are allowed to make-up time that has been missed during finals week. The students must complete the appropriate form and obtain a faculty signature to present to their clinical supervisor before the specified time. Students are not allowed to accrue time during breaks. Students may accumulate up to 6 weeks of clinical time only under the following circumstances:

- Pregnancy: Time may be accrued for maternity leave.
- Family crisis: This must be discussed prior with the program director and NHTI counselor.

Death in Student's Family

A student may use leave of absence without prejudice or loss of clinic time for the death of a member of that student's immediate family. For the purposes of administering this policy, the immediate family shall be defined as wife, husband, children, mother-in-law, father-in-law, mother, father, brothers, sisters, and legal guardian. Non-immediate family includes grandmother, grandfather, and grandchildren.

The policy will cover the following number of clinic days for the listed clinic courses during which the absence occurs:

- RDTH190C – 2 days
- RDTH195C – 2 days
- RDTH290C – 3 days

- RDTH293C – 3 days
- RDTH295C – 3 days

To use this allowance, the student must file a written and signed application with the Radiation Therapy department chair.

Medical Leave Policy

A matriculated student who, because of a serious medical condition that requires extended in-patient treatment in a medical facility and/or ongoing medical treatment, becomes unable to complete their academic requirements and/or becomes unable to meet the program's technical standards and/or the requirements of the Student Code of Conduct may apply for a formal medical leave of absence for up to 2 consecutive semesters.

Students considering a medical leave of absence should be aware that granting of such leave does not relieve the student from financial responsibility to the college. A student seeking a medical leave of absence who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility.

Students requesting a medical leave of absence must:

- Provide a letter to the vice president of Academic Affairs (VPAA) identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission.
- Provide the VPAA documentation of the medical condition from a licensed healthcare professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to facilitate the decision-making process.

The VPAA (or designee) will determine the appropriateness of the leave request and notify the student in writing whether the request was granted and what conditions for readmission may apply. Students whose requests are granted will not need to reapply for admission provided all conditions for readmission have been met. Conditions for readmission may include but are not limited to documentation from a licensed health care professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. In addition, the student may be required to meet in person with the VPAA and/or the student's program department chair before permission to return to the program is granted.

Students who choose to seek medical leave under the provisions of this policy should be aware that information they voluntarily disclose during the application and readmission processes will be handled under the confidentiality guidelines of the Family Educational Rights and Privacy Act (FERPA) and disclosed only to those persons with a direct academic need to know.

TRAJESYS

Students are required to use TRAJESYS for electronic reporting of all competencies and attendance associated with clinic. Students will be responsible for clocking in/out, and viewing and replying to evaluations and comments on any other competency or evaluation in the system. Students must also review all announcements placed on TRAJESYS. Students may download their reports at any time; it is highly suggested that, upon graduation, all students download their clinical records for personal use. If a student is going through the appeal process after receiving an AF, it is highly recommended that they download their records for personal use. Once a student is dismissed, they will no longer have access to TRAJESYS, as they are placed in an "inactive" status. Students are also advised to download all their records upon graduation from the program, as they will be placed on "alumnus" status and will no longer have access.

Professional Conduct

Professional behavior in the clinical setting is of utmost importance. While at clinic, students will be coming in contact not only with individuals from various professions but with patients and their families. The function of the Radiation Therapy department is to provide the patient with therapeutic and/or palliative radiation services and excellent quality care. Everyone in the department, including students, must keep in mind that everything that is said or done within the department can impact patient care. Students are responsible for reviewing the ARRT Ethics section at www.rrt.org to include standards of ethics, pre-app process, authorization, waiver and release, honor code, and Ethics FAQ.

Please refer to NHTI's Student Code of Conduct at www.NHTI.edu/campuslife/studenthandbook/judicial.

The Radiation Therapy program at NHTI is committed to producing radiation therapists who will provide the highest quality of care to patients. While students are in the Radiation Therapy program, they are expected to conduct themselves in a professional manner in all of their contact with the hospital while performing their clinical rotation duties. This includes the Radiation Therapy department and any area of the hospital, as well as the hospital grounds.

Students will be accountable for their own behavior regardless of how any other person in the hospital is conducting themselves. The Radiation Therapy Code of Ethics has been reviewed with all students; students are expected to review the principles on a regular basis and adhere to them at all times.

Despite these expectations, some students do not always act in a professional manner while in the clinical setting. If such a situation

arises, the faculty of the Radiation Therapy program will respond according to the seriousness of the offense. The following list has been prepared to describe the consequences of unprofessional behavior in the clinical setting. Please note that this applies to behavior during all clinical rotations.

Serious breaches of professional or ethical behavior may result in disciplinary action, an AF, or dismissal from the program. These include, but are not limited to:

1. Perpetrating any violent acts, or the threat of violence, to oneself or others; this includes bringing weapons.
2. Taking images on any individuals or on themselves without a written doctor's order at NHTI or in clinic.
3. Using the hospital phone for personal calls, or using cellphones during clinic or classroom time.
4. Violating the ARRT Code of Ethics while in the NHTI Radiation Therapy program.
5. Abusing any policy stated in this policy/procedure manual.
6. Engaging in behavior that results in the request by supervisors and/or hospital administration that the student be removed from the clinic site. This can be the result of a single action or the cumulative result of behavior that has occurred over a period of time. Students will not be transferred to another clinical facility if this occurs and will receive an AF.
7. Jeopardizing patient safety (including failure to comply with the direct supervision policy).
8. Consuming alcohol/illicit substances or abusing these substances prior to or during clinic.
9. Stealing any items or receiving stolen items from the hospital, employees of the hospital, or fellow students while at the hospital.
10. Using obscene or defiant language (swearing).
11. Arguing with anyone at the clinic site. This includes a raised voice, refusal to do treatments, or any behavior that obstructs the normal workflow of the department.
12. Falsifying any record entry into TRAJECSYS.
13. Engaging in any noncooperative or defiant behavior with hospital staff; includes problems with uniforms.
14. Engaging in inappropriate discussion, including the delivery of a diagnosis and events or conversations with hospital staff to other students, staff members, or outside parties.
15. Neglecting to properly report absence to a clinical preceptor, clinical coordinator, and/or academic instructor.
16. Acting in an insubordinate manner to hospital staff or faculty.
17. Sleeping, for any reason, at any time while at clinic.
18. Using hospital computers for personal use.

The above behaviors and consequences apply to all areas within the hospital/clinic grounds, including the parking lots. Student actions leading to suspension or dismissal from the program are not limited to the examples listed above. Each individual situation will be reviewed as they arise and will be responded to accordingly.

Students will not be transferred to another clinical facility if any of the above occurs.

Students should adhere to following guidelines:

- All accidents or incidents involving patients and students occurring within the department must be reported to the clinical supervisor, and the proper forms must be filed.
- No student will leave clinical assignments without specific permission.
- The student will return promptly from lunch breaks.
- Eating, gum chewing, or drinking in restricted areas is prohibited.
- Students should give prompt and courteous recognition to patients, visitors, physicians, and staff.
- Patient complaints are to be investigated and referred to the appropriate sources. Students will direct patient complaints to the clinical supervisor.
- In the event of an accident, students must notify the clinical supervisor after giving immediate attention to the patient. The patient must be examined by a physician before leaving the department. An incident report must be completed according to department policy.
- Private conversations should be avoided in a patient's presence or within hearing range of patients/visitors.
- No patient should ever be left unattended for an unreasonable period of time, especially when they are on the treatment table. Safety straps, side rails, and other devices are to be used with patients whose conditions warrant use of precautions with doctor prescription.
- Check patient's name bands and charts before doing any procedure.
- Complaints or areas of concern should be discussed only with the program faculty.
- Telephones should be answered according to established protocols.
- Reading material other than educational or medical material is prohibited in the clinical area.
- Cellphones and electronic devices are prohibited in the clinical area.

Dismissal from Facility

Each affiliating facility has the right to dismiss any student they believe to be clinically unsafe, or for conduct failing to meet minimum standards established by the facility or NHTI. The following policy has been adopted by NHTI in the event such a situation should arise:

Any student dismissed from a clinical site for unacceptable conduct or for unsafe clinical practice during any clinical course will be issued a grade of AF effective immediately upon notification from the college's clinical coordinator or program director. A student may appeal the AF grade in accordance with the grade appeal policy, which is published in the NHTI Course Catalog. A student that is dismissed from a clinical course will also be suspended from all corequisite didactic courses during the appeal process.

- Students are not to contact the clinical site for any reason after dismissal. The grievance policy found in this document should be followed for any questions or concerns.
- Students will be contacted by the DMI department chair as to when their personal property can be picked up at NHTI's security office.

Clinic Grading

All of the following are considered when calculating clinical grades:

1. Passing grade on all mandatory competencies for that semester (within 2 attempts)
2. Passing grade (>75%) on end of semester clinical exam
3. >70% average on clinical effective evaluations
4. Completion of required clinical hours for that semester

NHTI has implemented a letter grade system in which each grade reflects a level of achievement measured against specific course objectives.

Letter/Grade Definitions

- NP No pass (clinical course)
- P Pass (clinical course)
- PP Provisional pass (clinical course)
- AF Instructor- or administrator-initiated withdrawal at any time for reasons other than poor grade performance. This includes but is not limited to a failure to meet attendance requirements as published in the instructor's syllabus, violation of the Student Conduct Code, and disruptive behavior. The grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or is performing in an unsatisfactory manner as determined in an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. This grade is calculated in GPA as F.
- W Student-initiated withdrawal prior to the drop deadline; does not affect GPA
- WF Student-initiated withdrawal after the drop deadline; student has failing grade at time of withdrawal; calculated in GPA as F
- WP Student-initiated withdrawal after the drop deadline; student has passing grade at time of withdrawal; does not affect GPA

Procedures for Each Grade

- W Student brings form to instructor who signs and keeps one copy. Student retains one copy and returns remaining copies to Registrar. Grade appears automatically on grade sheet at end of the semester.
- WF or WP Student brings form to instructor who signs off and indicates the appropriate grade. Instructor retains one copy, gives a copy to the student, and returns remaining copies to Registrar. Grade automatically appears on instructor's grade sheet at end of semester.
- AF Attendance policies and ethical/behavior standards must be in writing for the course. If the standards or policies are violated, an instructor has the option of issuing the grade. The instructor must indicate on the AF form the reason(s) why the grade is being given. A separate explanatory page may be attached. Student is given a copy; instructor returns remaining forms to Registrar. Grade automatically appears on grade sheet at the end of the semester. As with any suspension, a student may appeal to the Academic Standards Committee.

There will be two behavioral evaluations performed on the student: one at mid-semester and one at the end of the semester. If a student receives a grade below 70, they will be issued a PP. If a student receives two consecutive PP grades, they will be issued an AF. Students must complete cumulative mandatory competencies each given semester or a PP will be issued.

If a student is dismissed from the clinical semester because of performance or behavioral issues, they will be issued an AF. Any student receiving a failing grade in a clinical course will be dismissed from the program and is not eligible to reapply. Clinical practice is the essence of the profession, and a failure in the clinical environment indicates that student is not competent to continue in the program.

Grievance Process (Clinic)

Any student who has a grievance in the clinic with regards to a grade or incident should see the following individuals in the order given. These levels should not be circumvented unless the situation is a personal emergency. The student must discuss their grievance with the individual beginning with Level 1. If the result of the discussion is not satisfactory, then the student can proceed to the next level.

1. Level 1: Clinical supervisor should be notified within 3 days of the grievance. The clinical supervisor has 3 days to respond.
2. Level 2: Department chair of Radiation Therapy program may be consulted to resolve the grievance. The department chair has 3 days to respond to the grievance.
3. Level 3: The VPAA has 1 week to respond to the grievance.

Grade appeal and suspension/dismissal appeals fall under the purview of the VPAA. The grade appeal process is documented on NHTI's website, and the process for suspensions/dismissal appeals will be described in a letter from Academic Affairs notifying the student of a suspension or dismissal.

Confidentiality

Patient privacy and security are top priorities during clinical training. Students are prohibited from discussing any patient issues with other individuals through verbal or written communication. This includes posting any information on social media. Any non-compliance or HIPAA breach will result in dismissal from the program. Students should always perform the following tasks while dealing with patient records:

- Guard all patient information in an area that can be viewed by the public or other patients.
- Minimize computer screens or log off when not in use.
- Protect patient privacy by adhering to hospital or clinic protocol when calling patients in waiting rooms.
- Refrain from acknowledging patients whom you recognize as an acquaintance unless they acknowledge you.
- Refrain from discussing a patient in a common public area.
- Any other act that would violate HIPAA/confidentiality.

Health Requirements for Students in Allied Health Programs

All Allied Health programs include a clinical practicum. All clinical sites require the following information be on record with the school's clinical clearance vendor. Failure to submit this information will prohibit the student from participating in the clinical area. A health form may be obtained online if one has not already been received by email or by the following link: <https://lynx.nhti.edu/student-services/important-forms/health-form-requirements/>

Please submit the following information to the clinical clearance site prior to starting clinic:

- Health History Form: Available on the above web page.
- Health Insurance: Proof of health insurance is required. Students must submit a copy of their insurance card. Active military can submit a copy of their military ID.
- Physical exam: Must be signed by a physician or nurse practitioner and have occurred within the past year. This is a one-time requirement.
- 2-Step Tuberculosis Skin Test (TST): All Allied Health students must have an initial 2-step TST within the past year, then one annually thereafter. The initial test (step 1) should be planted and then read within 48-72 hours. A second test (step 2) should be done 1-3 weeks after the initial test. A 1-step TST is then required annually. If students get evidence of a positive test, they must submit the results and a copy of a clear x-ray (within 5 years), and a signed annual review of symptoms. Students may substitute the TST with a blood test. (If students do a blood test, their annual requirement must be either another blood test or a 2 – step TST).
- Measles, Mumps, and Rubella (MMR): Evidence of 2 MMR shots after 1980 or positive MMR titers (all 3) are required. If any of the titers are equivocal or negative, students must receive the vaccine.
- Hepatitis B: Evidence of immunity through a completed HVB immunization series (3 shots) with laboratory confirmation of positive antibody (serum titer). If students have not received the series of 3 immunizations or their titer is non-reactive or negative, they must begin the series of 3 shots. The series must be completed within a 6-month period. After 1 month from the third shot, students can draw a titer. If they remain negative after 2 series (6 shots), they will be considered non-reactive and must provide evidence of the shots and sign a documentation of non-converter status.

- Varicella: Evidence of 2 shots or a positive titer is required. If a titer is equivocal or negative, the student must receive the vaccine. Doctor confirmation of the disease is not acceptable; the student must have a titer.
- Diphtheria/Tetanus: Immunization within the past 10 years is required. Students must remain current throughout enrollment and have evidence of having had one Tdap.
- CPR: BLS, Heartcode, Healthcare Provider, or Professional Rescuer CPR certification from an accredited agency such as the American Red Cross or American Heart Association is required. CPR is renewed every 2 years and must remain current during enrollment. CPR that is not acceptable includes but is not limited to online only classes, Heartsaver, Friends and Family, Adult & Pediatric CPR.
- Flu: Annual flu shots are mandatory at many clinical facilities. It is highly advised students get yearly flu shots during flu season (November-April). These are offered in the fall on campus and are free for students.
- COVID-19 initial vaccine and boosters

It is highly recommended that students schedule physical exams with their healthcare providers early as these appointments are sometimes scheduled 3 to 6 months in advance.

Students are responsible for obtaining verification of the requirements listed above from prior to or by the time of registration for classes and clinics for each semester. Failure to provide this information will make students ineligible to register for classes and clinics.

Students must also be prepared to provide documentation of current CPR certification at the time of registration for each semester. It is the student's responsibility to provide this to the Radiation Therapy program director for insertion into the student's file. Failure to maintain current on-file documentation of these certifications will make students ineligible for clinic. Additional requirements will be necessary dependent upon hospital clinic sites.

COVID-19 Vaccination Policy

Students are required to be fully vaccinated for COVID-19 prior to clinical placement. There will be no exceptions to this policy. Clinical assignment is not changed because of vaccine requirement.

Clinical Clearance Sheets

All students are responsible for obtaining signatures on their clinical clearance sheet. Students who are not clinically cleared will not be allowed in clinic and will be dismissed if present in clinic. Clinical time will be made up.

Hospital Costs

Students will incur all fees associated with hospital background checks, drug screens, policies, and protocols. The approximate costs are \$65 (national background), \$25 (state background), and \$68 (drug screen).

Criminal Background Check Admission Policy

Purpose: To establish a policy and standardized procedure for obtaining criminal background checks on applicants to the Diagnostic Medical Imaging (DMI) Department, including Radiologic Technology, Radiation Therapy, Diagnostic Medical Sonography, and Orthopaedic Technology.

1. Rationale

- A. An increasing number of healthcare facilities and regulatory bodies are requiring that students participating in clinical experiences as part of their educational program satisfactorily complete a criminal background check before beginning their clinical rotations to help ensure patient safety.
- B. Clinical experiences are required for the student to meet NHTI DMI program objectives and to comply with national education guidelines.
- C. NHTI seeks to graduate students who are qualified and committed to obtaining a professional degree and registration/licensure. In many states, including N.H., a criminal background check is required for initial licensure.

2. Applicability

- A. This policy applies to all applicants seeking admission into any of NHTI's DMI programs: Radiologic Technology, Radiation Therapy, Diagnostic Medical Sonography, and Orthopaedic Technology. Failure to complete a criminal background check satisfactorily will result in the student being denied registration and excluded from the program. No student will be exempt from this policy.
- B. Completion of a criminal background check does not guarantee that every clinical agency will accept this background check and allow the student to participate in clinical experiences at that healthcare facility, or that every state will accept the individual as a candidate for licensure.
- C. A satisfactory background check is defined as a background check without criminal history.
- D. Every student will order a background check per the DMI department prior to registration in any DMI program and upon returning to classes following an extended absence from the program.
- E. Students who do not complete the background check by the required date will not be allowed to register for classes in the program and will be excluded from the program.

3. Requirements for the Criminal Background Check

- A. All students wishing to register in any of NHTI's DMI programs must complete a criminal background check within 30 days of first clinical rotation, even if one was previously completed for work or other purposes.
- B. A background check will be performed annually. The second-year background check is a re-check.
- C. Applicants who withhold information put their admission into the program in jeopardy.
- D. Students must report any arrests and/or pending criminal charges or convictions filed subsequent to completion of the background check to the DMI department chair within 3 calendar days. Failure to disclose will result in the rescinding of any offer of admission.
- E. Students have the responsibility to report any criminal charges or convictions while in the program. Students may be suspended from the program indefinitely until the issue is resolved.
- F. Supplemental or additional background checks may be required during the course of the educational program to meet the requirements of clinical affiliation sites.

4. Mechanism for Conducting Criminal Background Checks

- A. Criminal background checks will be conducted by Castlebranch. Applicants will engage the vendor directly.
- B. Applicants are solely responsible for the costs associated with the required background check.
- C. Applicants are required to sign a waiver/release authorizing the college's vendor to conduct the background check and release copies of all reports to NHTI and clinical facilities.

5. Type and Scope of Information to be Obtained

The criminal background check will consist of a nationwide review of relevant records for every geographic area in which the applicant has resided for more than 3 months. This review will include:

- County criminal records
- Residence history
- Social security alert
- NW Healthcare Fraud and Abuse Scan
- NW Sexual Offender Registry
- U.S. Patriot Act
- Employment verification
- State Elder Abuse Registry

6. Access to Criminal Background Confidentiality

- A. The vendor will provide the applicant, DMI department chair, and program director copies of the criminal background check report.
- B. Limited access to this confidential information may include the VPAA, DMI department chair, Clinical Coordinator, appropriate administrative personnel, and clinical facilities.
- C. All criminal background reports will be retained until the student graduates from the DMI program, at which time the report will be destroyed.

7. Use of Criminal Background Check to Determine Enrollment

- A. Applicants with a satisfactory criminal background check will be considered eligible for registration in DMI programs.
- B. If a report indicates any positive criminal history, the DMI department chair, in consultation with the VPAA, will notify the applicant.
- C. If the student alleges that the information in the report is erroneous, the student may ask the vendor to further investigate to determine whether the information is accurate and resubmit the information to the DMI department chair. Any expense incurred with the vendor's investigation shall be paid by the applicant.
- D. Applicants with convictions based on pleas of guilty and/or pleas of *nolo contendere* during the past 7 years will not be allowed to register in the program. Applicants with pending criminal charges may be required to wait to enroll until those charges are resolved without conviction. Additional information can be found in the American Registry of Radiologic Technologists (ARRT) Code of Conduct at www.arrt.org for Radiology and Radiation Therapy and at the American Registry of Diagnostic Medical Sonographers (ARDMS) Legal and Disciplinary section at www.ardms.org. These guidelines apply to Orthopaedic Technology as well.

Drug Screen Policy

I. Introduction

NHTI's DMI department adheres to the ARRT, ARDMS, and the National Board Certification of Orthopaedic Technologists (NBCOT) codes of conduct and their rules, regulations, and sanctions. Although not licensed, when DMI students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered professionals in their specific disciplines. (See: www.arry.org; www.ardms.org; www.nbcot.net for full codes of conduct.)

- A. Students are required to abide by the provisions of NHTI's Student Code of Conduct, which prohibits the following:
 - Violation of federal, state, and local law on CCSNH premises or at CCSNH-sponsored or supervised activities
 - Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law
 - Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and CCSNH college regulations

(See <https://www.nhti.edu/current-students/student-life/student-code-of-conduct-judicial-process/#:~:text=The%20Student%20Code%20of%20Conduct%20prohibits%20activities%20that%20directly%20and,protecting%20the%20health%20and%20safety> for the full Student Code of Conduct.)

- B. Pursuant to its Student Code of Conduct, NHTI, and the DMI department have the right and responsibility to dismiss/suspend from the DMI program any student whose conduct compromises patient safety.

II. Purpose

The policies and procedures stated below are intended to:

- Reduce the risks to patients and students created by a student's use of illegal drugs and/or the misuse/abuse of prescription drugs and/or alcohol intoxication
- Ensure compliance with the national codes of conduct for DMI professionals
- Ensure compliance with the NHTI Student Code of Conduct

III. Policy and Procedures

A. Pre-Clinical Drug Testing

1. Policy

- A. Students may be required to undergo drug testing prior to clinical placement in certain facilities.
- B. There are no exceptions to this policy. Failure to appear for a scheduled drug test will be considered a positive test result. Rescheduling is allowed only for good cause.

2. Reporting of Screening Results

- A. The DMI department chair will receive all drug/alcohol screening reports. Individual detailed test results will remain with the testing agency.
- B. The DMI department chair will maintain a confidential database including all pre-clinical drug screening results in a secured area.
- C. Upon written request from an authorized representative of a clinical affiliate, verification of compliance with their standards for a drug-free workplace will be sent to the designated representative of the clinical affiliate prior to the clinical rotation start date.

Note: Completion of a pre-clinical drug/alcohol screening does not guarantee every clinical agency will accept this screening and allow the student to participate in clinical experiences at the healthcare facility or that every state will accept the individual as a candidate for licensure.

3. Positive Pre-Clinical Screening Test Result

- A. The DMI department chair will notify any student of a positive test result and contact the student within 3 days to schedule a follow-up conference. Failure to attend this conference may result in immediate dismissal from the DMI program.
- B. An individual with a positive drug screen will be unable to participate in the clinical portion of the program unless and until it is determined that the student can safely return to clinical activities.

B. On-Site Drug/Alcohol Testing

1. Policy

- A. Students who appear to be under the influence of drugs/alcohol may be required to undergo immediate drug/alcohol testing and will be unable to return to the clinical site unless and until it is determined they may safely do so. If a faculty member observes or is informed that a student is or appears to be under the influence of intoxicants at the clinical site, the faculty member will meet immediately with the student.
- B. NHTI's clinical affiliates have the right to remove a student from the facility for suspicion of substance use or abuse (including alcohol). In such cases, the clinical affiliate will immediately notify the instructor/college to facilitate immediate removal of the student from patient care.
- C. The faculty member will inform the DMI department chair or designee as soon as is practical to do so that a student has been removed for suspicion of drug/alcohol use. The faculty member will provide written documentation, including the Suspected Impaired Student Checklist, supporting the decision to the DMI department chair as soon as is practical to do so.
- D. Drug/alcohol testing will occur at the clinical site following the decision to remove the student as soon as it is practical to do so. Failure to comply may result in immediate dismissal from the DMI program. The student is responsible for all costs associated with any incident-specific drug/alcohol screening tests.
- E. Within 3 days of receipt of the drug screen results, the student will attend a follow-up conference. Failure to attend this conference may result in immediate expulsion from the DMI program.

C. Re-Testing

The student may request a review of a reserved test sample by a second laboratory approved by the certified medical review officer. The student is responsible for all costs related to this review and any additional testing.

Sanctions

At the follow-up conference with the student, the program director, clinical coordinator, and department chair will discuss the clinical incident and any disciplinary action that may be necessary.

- A. If the student's drug/alcohol screening test done in conjunction with the incident returns a negative result, the conduct that was observed will be reviewed in terms of patient safety. If it is determined patient safety will not be compromised by doing so, the student's eligibility for clinical participation will be reinstated. (Note: Students are required to meet all published clinical competencies. Behaviors demonstrating a failure to meet these competencies may be cause for clinical warning or clinical failure regardless of cause.)
- B. A positive test result or other conclusive evidence of violation of this policy may result in the issuance of a grade AF for the clinical course or imposition of one of the following additional sanctions: program suspension for 1 full semester following the semester in which the incident occurred; program suspension for more than 1 full semester following the semester in which the incident occurred.

D. Appeals

1. A student who receives a grade AF and is suspended for any period, dismissed from the program, or expelled from the college under this policy, has the right to appeal in accordance with the provisions of the Student Judicial Policy as published in the NHTI Student Handbook: <https://www.nhti.edu/resources/current-students/student-handbook/student-code-of-conduct/>
2. A student who is suspended for any period under this policy has the right to apply for readmission to the program in accordance with departmental guidelines. Readmission is not guaranteed. A student who is readmitted following a drug/alcohol impairment incident will be subject to the same screening and random testing required of all students.

Orientation Days for Hospitals

Students must complete all orientation processes as assigned by their respective hospitals. Some orientations are conducted prior to the beginning of the semester. Students are responsible for attending orientations as part of their admittance to that hospital.

Medical Insurance

All students in Allied Health programs are required to carry health insurance covering accidental injury and sickness.

Professional Liability Insurance

All students in Allied Health programs are required to carry malpractice insurance through the group policy at NHTI.

Uniforms

All students must maintain a neat, clean, professional appearance at all times while in clinic. The hospitals/facilities and NHTI have the right to dismiss any student from a particular clinic session if that student is not personally hygienic, neat in appearance, or wearing the required uniform. To insure compliance with this policy, the program has adopted the following regulations regarding the dress and personal professional appearance of its students:

The student's uniform shall include the NHTI-issued uniform (scrub pant, top, and shirt) and dosimeter and pocket notebook.

1. Pant legs are to be worn straight (no rolling or cuffing). Scrub top will be worn outside of pants. A black or pewter shirt can be worn under scrub top.
2. Clinical shoes should be cleaned and polished. Black shoes with solid black socks are permitted; black sneakers are also acceptable. Open-back clogs, neon colors, designs of any kind, or lights are allowed.
3. Hair must be pulled back if longer than shoulder length into a neat bun, braid, or ponytail.
 - Students are allowed to wear black or steel gray hair accessories only.
 - Hair cannot be unnaturally colored (pinks, greens, blues, purples, etc.).
 - Neat and short facial hair is limited to mustache and goatee due to PPE usage.
3. Nails must be short, even with pad of finger, well-groomed, and absent of any covering or coating (polish, manicure, jewels). Artificial nails are not allowed.
4. No jewelry other than one ring, watch, or Medical Alert bracelet may be worn.
 - Apple watches and FitBit bands must be brown, pewter, or black. These smart watches must be set to schooltime or airplane mode with WiFi and Bluetooth disabled during clinical hours.
 - Students are permitted to wear one pair of small conservative earrings in the ear lobe. No gauge earrings permitted. Any cartilage ear piercing must be stud or rod style and clear acrylic. No other types of pierced jewelry are allowed.
5. Makeup must be light and provide a natural look.
6. Dosimeter must be worn at all times.
7. Lanyards are not allowed in clinic unless they have a breakaway mechanism for safety reasons.
8. Students will refrain from wearing scented colognes, perfumes, body lotions, and body washes and will remain cognizant of strongly perfumed shampoos and conditioners.
9. Tattoos must be covered at all times.

The uniforms are for use primarily in the clinic area and should not be worn in public areas other than special occasions required by the program. Clinic shoes should be worn only at the clinic and brought home only for cleaning or polishing.

Treatment of Patients

All patients with whom the student comes in contact will be treated with respect and dignity. Casual conversation with the patient with a brief description of treatment will help relieve patient apprehension. The student must also maintain an awareness of the patient's safety and comfort. All patient information will be kept confidential.

Communicable Disease Policy

Any student or faculty member with a communicable disease will not be allowed to attend clinic. If at a clinic site the student or faculty member develops a communicable disease, they will be asked to leave. The student should first report to their instructor as soon as possible after leaving the clinic site. Depending on the disease, the student may or may not return to the residence hall. A physician's note will be required prior to returning to the clinical site.

Infection Control

Purpose: To ensure consistent means of prevention of disease for students in the clinical setting

Responsibility: All students are responsible for reporting and documenting exposure, defined as contact with a patient where either the patient or the student is not properly protected with PPE.

Guidelines: Universal precautions are applied when there is a risk of exposure.

Appropriate PPE must be worn at all times as directed by clinical site, preceptor, and/or common sense.

- A. PPE may include gloves, clothing protection (gown), mask (surgical or N95), head/hair covering, and eye/ facial protection. Students are not to use PPE for which they are untrained (such as a PAPR). All contaminated needle sticks and blood exposures need to be reported. Hand-washing and/or sterilization with hand sanitizer will be done before and after every patient contact and procedure.

- B. Eye protection is required in any situation in which infectious fluid or aerosolization may be encountered.
- C. The student must comply with any clinical site standards regarding appropriate respiratory protection. Students may be required to provide their own respiratory protection – surgical mask and/or N95.

Pandemic Policy

Pandemics are unique public health emergencies because outbreaks are expected to occur simultaneously throughout the country, region, and state, preventing shifts in human and material resources that normally occur in other emergency incidents. In the event of pandemic, the department will follow NHTI's Emergency Management Plan for Pandemic Flu and Public Health Emergencies found at <https://www.nhti.edu/important-announcements/>.

During a pandemic, the program will make all possible attempts to continue with the classroom and clinical courses as identified in the curriculum. This may not be possible in some circumstances. Situations may change with little notice, including (but not limited to) online lectures and/or labs, schedule changes (both didactic and clinic), clinic site changes, cancellations, and preceptor reassignment. When there is restricted access to clinics, students must plan to have flexibility in their schedules to accommodate inconvenient (geographically or otherwise) clinical placements. Unexpected changes might occur with little notice, and clinical time may need to be rescheduled. Missed time will be rescheduled by the clinical coordinator.

If a student is unable to attend clinic during scheduled clinical times, all missed time must be made up. The student will receive a grade I for the semester for any outstanding make-up time not completed by the end of the semester. All clinical time must be completed within college deadlines. If the student is not able to make up time in the prescribed time period, the student can withdraw from the program and reapply for the next cohort.

Policy for Exposures to Bloodborne Pathogens

Purpose: To ensure consistent means of treatment and follow-up for students exposed to bloodborne pathogens in a clinical setting

Responsibility: All students are responsible for reporting and documenting an exposure. Treatment and follow-up are the joint responsibilities of the exposed student, clinical faculty, employee health/infection control department(s), and the (receiving) emergency department physician.

Guidelines:

- A. *Definition:* An exposure is defined as contact with the blood or body fluids of another person via a puncture wound, laceration with a needle or sharp instrument, or splash to mucous membranes or non-intact skin.
- B. *First aid:* Upon recognition of an exposure, the student will immediately:
 - Wash exposed area with soap and water.
 - Allow wound to bleed while washing, if possible.
 - Apply antiseptic to wound site.
- C. *Reporting progress:* The exposed student will summon the clinical faculty immediately following first-aid. The student's preceptor will facilitate completion of the incident report required by the institution or service where the exposure took place. The employee health/infection control department(s) will be contacted as soon as possible. The clinical faculty will submit a detailed report to the Program Director.
- D. *Treatment and follow-up:* The exposed student must be evaluated by a physician through the emergency/outpatient department as soon as possible. (Students are required to carry medical insurance for this purpose.) Treatment and follow-up will be determined using current CDC guidelines. Following counseling and informed consent, the student should have a baseline HIV test done.

The exposure will be evaluated for the degree of risk, and the source, if known, will be determined. Whenever possible, the source will be tested for Hepatitis B antigen and HIV if informed consent is obtained. The exposed student will be counseled by the employee health/infection control department(s) and will be given information on Zidovudine (AZT) prophylaxis when appropriate.

Medically-Resistant Staph A and Vancomycin-Resistant Enterococci

Universal precautions must be applied to any case involving MRSA and VRE. Additional information is available in the school files for review.

NHTI Latex Allergy Protocol

Purpose: To provide an acceptable system for identification and education of NHTI students in the Allied Health programs who are at risk of exposure. The purpose of the surveillance is early detection and identification of students with latex allergy and prevention of adverse reactions from latex protein exposure.

General Information: Healthcare workers who use latex gloves and other latex containing products on a frequent basis may have an

increased risk of developing acute and longterm health problems due to latex allergies. The risks to individuals who use these products are a result of the level and duration of exposure to potentially allergic latex proteins. The hypersensitivity response may be either locally at the site of contact (contact dermatitis) or systemic reaction (asthma or anaphylaxis). Anaphylaxis may manifest as breathing difficulty (bronchospasm), urticaria/angioedema, anxiety, palpitation, chest tightness and pain, hypotension, and shock. This reaction can occur even with minimal exposure to latex and may result in cardio respiratory arrest within minutes in those that are highly allergic.

Responsibilities

- Program Directors from the healthcare programs will assist in the early identification of students who may have known latex hypersensitivity. Information will be distributed to students and will include a statement pertaining to risks associated with a hypersensitive student pursuing a career in the health field.
- If a student has a confirmed latex allergy, the student must submit documentation to the Program Director and the clinical instructor. This documentation needs to be provided from a qualified healthcare provider and include the type of allergy and preventative measures.
- If the student suspects they may have a latex allergy, they will be advised to seek medical evaluation immediately. The student will provide the Program Director with results of the evaluation and recommendations for preventative measures. This information will also be provided to the clinical instructor.

Incident Reports

If a student becomes injured while attending classes and clinics as part of the program, the Program Director must be informed for a physical examination and to file an incident report. If a student is injured while at the clinical affiliate, as part of the Radiation Therapy program, they must file an incident report at the clinical affiliate and with the Program Director.

While at the clinical affiliate as part of the Radiation Therapy program, if a patient under a student's care becomes injured in any way as a result of the student's actions or the equipment, it must be reported to the clinical supervisor immediately and an incident report must be filed.

- The radiation oncologist must examine the patient immediately. The therapist and clinical supervisor must be notified.
- An incident report must be completed and reported to the clinical supervisor.

Attending Clinic with Injuries

Any student who is injured in any way outside of school or clinic must obtain a note from their physician stating whether or not they may return to clinic. If the student is allowed to return to clinic, any limitations or restrictions must be obeyed. The student must have a clinical goal plan completed with both the clinical coordinator and program director stating they are able to uphold all technical standards before returning to clinic.

Student Limitations

In accordance with the standards of an accredited program, students will not be used by a clinical affiliate in lieu of paid staff. All students will be supervised 100% of the time by a certified radiation therapist (that person being the clinical supervisor or their designee [registered radiation therapist]). This requirement will be strictly enforced.

MRI Safety and Screening

To assure students having potential access to the magnetic resonance environment, all students are educated of and screened for magnetic wave and radiofrequency hazards. Prior to starting the clinical experience, students are taught MRI safety practices in RDTH115C. As part of this course, all students are required to complete a quiz with a score of 80% or higher. All students will review the NHTI Student Safety Screening Form for MRI Area-Specific Observation and will inform the instructor of any possible contraindications for their possible observations in the MRI environment. Any health changes that would change answers on the MRI screening form require the student to immediately contact the clinical coordinator. This screening form must be completed and reviewed prior to clinical rotations and again at start of any clinical rotation containing an MRI unit. The completed screening form will be reviewed and assessed by the appropriate MRI personnel at the clinical rotation site prior to student's arrival and again as student arrives at clinic.

If there are any questions or concerns regarding student safety from potential dangers of implants or foreign bodies, MRI personnel will contact the clinical coordinator immediately. To reinforce MRI safety, clinical preceptors will have access to the MRI Safety presentation via TRAJESYS documents.

Radiation Monitoring Policy

In accordance with state of N.H. and federal regulations, all students in the Radiologic Technology program are required to wear personnel radiation dosimeters in all areas where ionizing radiation is generated. The student is responsible, as described below, for proper care of the device and having it attached to their clothing during all laboratory assignments.

1. Clinical Laboratory

The student will have the dosimeter present during all energized labs at NHTI and clinical contact hours as part of the program. Students will be sent home if their badge is not with them at all times. All lost clinic time will be made up prior to the completion of the course. Students electing to work as an independent agent contracting with a hospital or clinic outside the requirements of the program will not use the dosimeter issued by NHTI to measure exposure to ionizing radiation in that employment.

According to NCRP Report No. 116, the recommended dose limit for radiologic exposure is 50 mSv/yr (5000 mrem/yr). The occupational radiation exposure of radiologic technology/radiation therapy students "should not" exceed 1 mSv/yr (100 mrem/yr), with this dose being defined as the "action limit." Any student exceeding this action limit will be consulted immediately by faculty to determine the cause.

Students are responsible for maintaining the integrity of their assigned dosimeter. Per manufacturer specifications, dosimeters are to be stored indoor, in room temperature environments between 50-86°F.

Students are responsible for uploading their radiation badge dose reads monthly, between the first and fourth of the month. The fetal dose monitor must be uploaded and reviewed monthly by the student. Dose upload can be performed through the Instadose app or through NHTI Radiologic Technology faculty on campus. The schedule for dose read uploads will be established to coincide with school dates each calendar year. The student is given a 5-day grace period to upload the reading; once this window has closed, the student will not be permitted to attend clinic or generated labs until the dose is read and reviewed by both the student and NHTI faculty.

Termination reports are provided to the student by NHTI faculty upon completion of the student's education. All dosimeters are to be returned to NHTI faculty prior to completion of the student's education and generation of the termination report. All lost or non-returned dosimeters will be billed to the students NHTI account at a cost of \$25.

ALARA Program for All Student Exposure Limits

ALARA (As Low As Reasonably Achievable) Annual Radiation Exposure Limits

Whole body (annual) dose for occupational workers	5,000 mrem/year stochastic effects
Lens of the eye	15,000 mrem/year non-stochastic effects
Extremities and skin	50,000 mrem/year non-stochastic effects
Fetal entire gestation	500 mrem/year
Fetal monthly dose limit	50 mrem/year
General population	100 mrem/year

Dosimeter	ALARA Level I	ALARA Level II	ALARA Level III
Whole body (monthly)	50 mrem	150 mrem	500 mrem
Whole body (quarterly)	150 mrem	400 mrem	600 mrem
Extremity (monthly)	400 mrem	450 mrem	600 mrem
Extremity (quarterly)	1,000 mrem	1,125 mrem	1,500 mrem
Declared pregnant (monthly)	20 mrem	40 mrem	50 mrem

ALARA Level I	Radiation safety officer (RSO) notified. Report kept on file.
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ALARA Level II	Student and RSO meet to discuss exposure and techniques to minimize future exposure. This is documented and placed within the student's records.
ALARA Level III	Student and RSO meet to discuss exposure and techniques to minimize future exposure, and RSO performs a review of conditions and procedures at clinical site. Review may include interview with student, clinical site, and all relevant individuals. This is documented and placed in the student's records.

The ALARA concept imposes lower operational dose limits that are more restrictive than the maximum legal dose limits shown above. This ensures enhanced safety factors are used to achieve safe annual doses for radiation workers. Should a student receive an ALARA Level II or III and corrective action by the student is not implemented and dose readings do not reduce, the student will be removed from the program.

Radiation Safety/Protection in the Clinical Setting

The student will use the cardinal principles of radiation safety/protection (time, distance, shielding) to keep occupational and nonoccupational doses ALARA. Lead apparel protects the student from secondary (scatter and leakage) radiation and must be worn during fluoroscopic and portable radiography. Students are not to be exposed to the primary beam.

Fluoroscopy and special radiographic procedures produce the highest occupational radiation exposure for diagnostic imaging personnel. When a protective lead apron is used during such procedures, the dosimeter should be worn outside the apron at collar level on the anterior surface of the body because of unprotected head, neck, and lenses of the eyes.

Any accidental radiation exposure to the student, staff, patient, or faculty during clinical time must be reported to the clinical coordinator and/or radiation safety officer within the next business day. An incident report will be completed to document the details and will be evaluated by the clinical coordinator, radiation safety officer, and department administration for appropriate action.

C-arm simulations with students are to be performed with registered staff radiographers employed by the clinic site.

Students who are pregnant can attend clinic and perform all procedures. Radiation protection measures must be used during all exams. Refer to the Pregnancy Policy.

Radiation Safety Rules (NRC)

Radiation safety is an integral part of the radiation therapy profession. Therefore, it is imperative that students be aware of radiation protection rules that must be followed by personnel.

The ALARA concept, developed by the National Council on Radiation Protection and accepted by all regulatory agencies, will be followed regarding NHTI radiation therapy safety policies. This concept is for radiation therapists, radiographers, students in the radiography professions and radiologists to share the responsibility to keep occupational and non-occupational absorbed doses below allowable maximum levels. This can be achieved through the employment of proper radiation control procedures. A student is expected to exercise sound radiation protection practices at all times. At no time should a student participate in a procedure that exhibits unsafe protection practices.

Radiation Protection Rules Governed by ALARA

1. Do not hold a patient while making an exposure when immobilization is proper standard of care.
2. Always wear radiation badge.
3. Wear radiation badge at the neck.
4. Wear radiation badge outside lead apron if working in simulation and requested to stay in room to attend to a patient while exposure is being made.
5. Never leave badge in a treatment room or simulation room.
6. Never wear badge if having personal medical or dental radiographs taken.
7. Wear lead apron when appropriate.
8. Always use collimation.
9. Never make an exposure while the door to the simulation room is open.
10. Never enter a simulation room without knocking to be sure an exposure is not in progress.
11. Follow the appropriate rules for radiation safety set by each clinical affiliate.

Pregnancy Policy

The Radiation Therapy program has adopted the conservative policy of restricting the dose of ionizing radiation to the fetus during the entire period of gestation to no more than 500 mrem (5.0 mSv) and a monthly EqD limit not exceeding 50 mrem (0.5 mSv). This dose

has been set by the NCRP report No. 116. Bethesda, 1993.

It is strongly suggested that the student notify the program director immediately upon knowledge of pregnancy; however, this is voluntary. During the pregnancy it is the responsibility of the student, clinical supervisor, and program director to monitor the student's radiation dosage.

Upon notification to the program director (Declaration of Pregnancy), a review of this student's working conditions and work habits will be made. A review of previous radiation dosimetry reports will also be made. The student will be assigned a fetal monitor, which will be billed to the student's NHTI account. This monitor requires monthly reads through NHTI faculty and the online app.

Student Responsibilities:

1. The student can notify the program director in writing of pregnancy (Declaration of Pregnancy).
2. The student can withdraw this declaration of pregnancy at any time.
3. Following counseling, the student must select their decision and sign the document; again, this document can be rescinded at any time.
4. The student must wear fetal monitor.
5. The student must complete all clinical and didactic requirements prior to graduation from the program.

Program Responsibilities:

Pregnant students shall be counseled discussing the following options:

- The pregnant student may withdraw from the program for the duration of the pregnancy, with the ability to reapply. The student must inform the program director at time of withdrawal in writing that they will be re-applying for the program for a position to be held.
- The pregnant student may withdraw from the clinical portion of the program until past delivery, with the opportunity to continue with didactic course work and labs. The student must fulfill required clinical competencies and rotations prior to graduation of the program.
- The pregnant student may continue in the program with no modifications made, except: Any pregnant student remaining in all aspects of the program will not be allowed to participate in any brachytherapy or source-handling procedures.

Declaration of Pregnancy Form

This form letter is provided for your convenience. To make your written declaration of pregnancy, you may fill in the blanks of this form letter, or you may write your own letter.

In accordance with the NRC's regulations in 10CFR20.12.08, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in the month and year indicated below:

Month and Year of Conception

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) unless the dose has already been exceeded between the time of conception and submitting this letter. I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

Signature of Person Declaring Pregnancy

Name (Printed) of Person Declaring Pregnancy

Withdrawal of Declaration of Pregnancy Form

I would like to withdraw my declaration of pregnancy.

Date of Withdrawal

Signature of Person Withdrawing Declaration of Pregnancy

Name (Printed) of Person Withdrawing Declaration

Duplicating Films and Documents

Prior to making duplicates of any radiograph or document for instructional purposes, the student will obtain permission from the manager of the radiology department and radiation therapy clinical supervisor. If requested by the manager, or if large numbers of films are to be copied for class presentations, NHTI will provide the duplicating film. The HIPAA policy concerning patient confidentiality must be adhered to in this process.

Clinical Objectives Evaluations

Students are responsible for testing and passing the ARRT Clinical Competency requirements. These competencies are to be completed with a clinical supervisor; in the event that the student is returning to the program from suspension, a minimum number of competencies must be scheduled by the student with the program director and completed with the program director. Failure to follow this policy will result in dismissal from the program.

Clinical Differences

While it is the intent and objective of the Radiation Therapy program to be as uniform as possible with all students, the student must realize that we cannot change or circumvent hospital policies. For this reason, there will be differences at each clinical facility; and the student shall be concerned with, and adhere to the policies of the clinical facility to which they are assigned.

Strike and Work Stoppage Actions

Accredited programs and those in process in the event of any potential or actual action involving a sponsor, clinical education center, or minor affiliate shall provide direction to the students. The program must remain in compliance with the JRCERT standards. Time lost must be rescheduled to comply with the JRCERT standards. A multi-clinical education center program may be allowed to transfer students from an involved to an uninvolved facility.

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
mail@jrcert.org

Patient Transportation

The means by which a patient is transported is determined by a patient's physician. Students should maintain the indicated mode of transportation. An exception can be made if, for example, the patient arrives by wheelchair, the student may return the patient by stretcher. Students are not to reverse the procedure listed in the example: It is not acceptable to return the patient by wheelchair if he/she arrived by stretcher.

When transporting a patient on a stretcher, side rails and safety belts must be used. It is the student's responsibility to secure the patient on the stretcher before releasing the patient for transport.

When transporting a patient by wheelchair, leg rests and foot pedals must be lowered for patient comfort and safety.

The patient should be instructed to keep hands and fingers "in" to prevent injury while transporting.

Appropriate medical personnel must escort in-house patients.

Policy for Student/Patient Relationships

To maintain patient confidentiality and to avoid potential conflicts of interest of a personal or professional nature, the following policy has been adopted.

Students are required to notify their clinical supervisor if they are acquainted in any way with a patient or client in the clinical affiliation. The clinical supervisor will determine if it is appropriate for the student to provide care or to interview the patient/client.

Personal relationships that are initiated or that develop from professional contact with patients/clients who may be compromised by a physical or psychiatric disability are unprofessional and prohibited. Failure to maintain a professional attitude with respect to personal involvement with patients may result in suspension from the program.

Policy for Student/Staff Relationships

While it is beyond the authority of NHTI to regulate "off-duty" relationships between students and staff members, it is nevertheless the

responsibility of students to use the greatest discretion when these relationships occur.

The “on-duty” relationship between students and staff members must be maintained as strictly professional in nature. Students who are involved in relationships with a staff member other than on a professional basis should be fully aware of the impact of these relations on self and others. Should any conflict of interest occur between the personal relationship of a student and staff member in that student performance and evaluation is jeopardized, the Radiation Therapy department should be notified to make any necessary changes in student assignments. Staff members are also responsible for respecting these same professional standards.

Policy for Student/Student Relationships

While it is beyond the authority of NHTI to regulate “off-duty” relationships between students in the same department, it is nevertheless the responsibility of students to use the greatest discretion when these relationships occur. Students are responsible for their behavior.

NHTI Clinical Adjunct Faculty

Students will be visited periodically by adjunct faculty on a regular basis. Students will be observed, critiqued, and guided by these NHTI faculty members. Any clinical concerns such as questions on positioning, exposure, or clinical procedures will be directed to the adjunct faculty. Any conflict among peers, radiation therapists, supervisors, etc., will be directed to the hospital's clinic supervisor and then directly to the program director.

Emergency Preparedness

Students will attend hospital orientation at each site. Students will follow the specific site policies in case of emergency. In general, a Code Silver is a message that will be announced over the hospital audio system, via computer or alarm. This signifies that a possible combative patient with a lethal weapon is on the loose, or a violent situation is unfolding and lockdown is in place.

If a student is involved in a code situation at the clinical site, the student must follow hospital procedure for the safety of themselves and the patient. Once they are sheltered, secured, and not in harm's way, the student should, if possible, contact NHTI via email or by phone to confirm their safety.

Social Media

Due to HIPPA and facility/patient confidentiality, there will be no social media or other electronic transmittal of information referring to a student's clinical experience.

- A. No photos or videos may ever be taken during the clinical experience.
- B. No posts may reference other clinical students, staff, clinical providers, or patients. All patient and facility confidentiality must be respected at all times. Negative postings will be grounds for suspension from the program.
- C. Use of cell phones or other electronic devices with recording ability is not allowed in any patient care areas during clinical rotations.

Classroom Policies

Course Requirements

Many courses have prerequisites. Prerequisites in our program are courses that must be successfully completed prior to taking another course. Successfully completed means the student must achieve a passing grade in the course.

For example, RDTH110C is a prerequisite for RDTH210C. Since 74 is the minimum passing grade in all Radiation Therapy courses, the student must achieve a grade of 74 or better in RDTH110C before moving on to RDTH210C. If the student achieves below a 74, they would have to retake RDTH110C before taking RDTH210C. Since most courses are only offered once a year, the student would have to apply for re-entrance into the program for the next year. The student would neither graduate with the rest of their class nor take the ARRT exam at the same time.

Review NHTI's Course Catalog carefully to identify all prerequisites.

Class Attendance

Course attendance is discussed in the Student Handbook. The Radiation Therapy faculty believes class attendance is mandatory. Students are expected to be present, punctual, and attentive for the entire class. While occasional circumstances over which the student has no control may necessitate absence, the content presented in the missed activities is a segment of a broad base of information being taught. There is a limit to the amount of time and content a student can miss without compromising the integrity of the learning experience. If illness, accident, or emergency prevents a student from meeting attendance obligations, it is the responsibility of the student to inform faculty in a timely manner to discuss the requirements for continued enrollment or the options for withdrawal from the course.

Student attendance in both clinic and class will not exceed 40 hours per week.

It is expected that students with excused absences will obtain the class notes from another student prior to meeting with the instructor. Students missing scheduled examinations for any legitimate excused absence will be permitted to take a make-up examination; otherwise a grade 0 will stand as record.

Consistent with this policy, the following process will be followed for student absences:

1. Students are responsible for notifying the course coordinator and/or faculty when they are going to be absent from class.
2. If a student misses more than one class in any given radiation therapy course, a Written Attendance Warning 1 (expended allowable number of absences) will be given. The student may be asked to come before the course faculty and department chair to request continuation in the program.
3. Students who have more than 2 consecutive absences and/or have not contacted the faculty may be reported to the Registrar, and faculty may initiate withdrawal from the course for failure to meet attendance requirements. A student may receive an AF in the course regardless of their class standing, at which point the faculty feels the student's absence record precludes the reasonable possibility of meeting course objectives based on published attendance expectations.
4. Students more than 10 minutes late for a class will be considered absent from that class without excuse. Should the class run for more than 1 consecutive period, the student will be considered absent on an individual period basis.
5. Students are to remove their hats during class for professional reasons.
6. Cell phones and smart devices should be on silent mode during class.

The Academic Center for Excellence

The Academic Center for Excellence provides free academic assistance to all NHTI students who would like to improve their grades. The Academic Center for Excellence offers peer tutoring in all subjects; drop-in tutoring in writing, math, accounting, computers and A&P; disabilities services; and a computer lab. The Academic Center for Excellence is adjacent to the library; call 603-230-4027.

Plagiarism/Cheating Policy and Procedures

Academic honesty is expected of all students. Refer to the NHTI Student Handbook for further discussion <https://www.nhti.edu/student-life/student-handbook>. Violation will result in disciplinary action up to immediate dismissal from the program.

Grades

The minimum passing grade for core courses (RDTH designation) is 74. However, students must achieve a minimum GPA of 2.0 or better to graduate. The following policy will remain with respect to grading within the DMI Department only.

NHTI – Concord's Community College has implemented a letter grade system in which each grade reflects a level of achievement

measured against specific course objectives.

Letter	Number	Points	Definition
A	94-100	4.0	An honor grade representing achievement of a level of understanding and ability that is excellent and distinctive.
A-	90-93	3.7	
B+	87-89	3.3	Represents achievement of a level of understanding and ability of consistently high quality.
B	84-86	3.0	
B-	80-83	2.7	
C+	77-79	2.3	Represents achievement of a level of understanding and ability consistent with those levels required for successful entry into the student's chosen field.
C	74-76	2.0	The lowest acceptable passing grade in core courses.
C-	70-73	1.7	
D+	67-69	1.3	Represents some evidence of achievement, but substantially below the level required for successful entry into the student's chosen career field.
D	64-66	1.0	
D-	60-64	0.7	
F	0-60	0.0	Represents negligible academic achievement. A student who receives an F in a course that is a prerequisite to other courses must repeat the failed course with a passing grade before being eligible to continue with the course sequence.
P			Pass
PP			Provisional pass (in clinic courses)
NP			No pass; unsatisfactory (in clinic courses)
I			Designates that course work has not been completed by the end of the semester because of extenuating circumstances such as illness. The work must be completed by the student through arrangement with the instructor no later than the midpoint of the following semester. In the case of an I during Spring semester, the next succeeding semester shall be defined as the following Fall semester, unless the curriculum requires Summer semester enrollment, in which case Summer shall be considered the next succeeding semester. Should the student fail to complete the work within this period, the grade will become an F. An I will not be included in the computation of GPA.
AF			Instructor- or administrator-initiated withdrawal at any time for reasons other than poor grade performance – failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Conduct Code, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. Calculated in GPA as F.
N			Issued to reflect completion of a course, workshop, or seminar in which no letter grade is assigned and no credit granted.
W			Student-initiated withdrawal prior to the drop deadline; does not affect GPA.
WF			Student-initiated withdrawal after the drop deadline; student has failing grade at time of withdrawal; calculated in GPA as F.
WP			Student-initiated withdrawal after the drop deadline; student has passing grade at time of withdrawal; does not affect GPA.
AU			Audit (no credit, no grade); does not count toward the course load for any semester.
NI			Grade not issued by instructor (Registrar use only).

Procedures for Each Grade

- W Student brings form to instructor, who signs and keeps 1 copy. Student retains 1 copy and returns remaining copies to Registrar. Grade appears automatically on grade sheet at end of the semester.
- WF or WP Student brings form to instructor, who signs off and indicates the appropriate grade. Instructor retains 1 copy, gives a copy to the student and returns remaining copies to Registrar. Grade automatically appears on instructor's grade sheet at end of semester.
- AF Attendance policies and ethical/behavior standards must be in writing for the course. If the standards or policies are violated, an instructor has the option of issuing the grade. The instructor must indicate on the AF Form the reason(s) why the grade is being given. A separate explanatory page may be attached. Student is given a copy of the form; instructor returns remaining forms to Registrar. Grade automatically appears on grade sheet at the end of the semester. As with any suspension a student may appeal to the Academic Standards Committee.

Classroom Grading

Any student receiving a failing grade in a classroom course will be suspended from the program and will be eligible to reapply to the program the next year.

Student Advisement Policy

Students accepted into the program will receive a welcome letter that includes an invitation and agenda for orientation. At orientation, students are introduced to faculty, clinical clearance requirements, counseling services, campus safety, and the Academic Center for Excellence. Students can purchase books and uniforms, complete course registration forms, and apply for ASRT membership.

In the first-semester course RDTH101C, the program policy and procedure manual is reviewed in its entirety. The Policy and Procedure manual is accessible on Canvas throughout the program for student reference.

Students are assessed every semester at the mid-semester mark, and mid-semester warnings are entered through SIS if the grades are C- or less. The college notifies the student of this through the Registrar.

During each semester, students meet with faculty and the clinical coordinator to review academic and clinical progress. Strengths and weaknesses are discussed, and individual performance improvement plans are outlined. Notes are taken and entered into the student's program files, located in program director's office.

Students are encouraged to set up appointments with faculty as needed. Any student who fails an exam is encouraged to contact the faculty member for advisement.

The clinical preceptor completes both a mid- and end-of-semester evaluation recorded on TRAJECSYS for student reference as well as reviewed in person with the student.

Readmission Policy

Readmission to the NHTI Radiation Therapy program is not guaranteed. Students who have withdrawn from the program because of extenuating circumstances or students who have been suspended from the program because of a failure in a non-clinical course may be considered for readmission only once. Students who have been suspended because of a failure in a clinical course or dismissal from clinic will not be considered.

Students reapplying to the program will be required to submit a new application to Admissions and submit an essay stating the reasons they believe they should be readmitted to the program. All students reapplying will be part of the new pool of applicants to the program, and the following process will be used for reconsideration:

- Careful review of the student's academic record
- Study of the reasons for readmission
- Assessment of the student's potential for academic progress in the future

Students whom are suspended in the first year of the program are required to repeat RDTH190C and RDTH195C. They will also have to pass a comprehensive test for RDTH101C, RDTH110C, RDTH115C, and RDTH150C.

Grievance Process (Classroom)

A student who has a grievance in the classroom in regard to a grade or incident should see the following individuals. These levels should not be circumvented unless the situation is a personal emergency. The student must discuss their grievance with the individual beginning with Level 1. If the result of the discussion is not satisfactory, the student may proceed to the next level. The student has one week to

bring their grievance to Level 1, and Level 1, Level 2, and Level 3 have one week to respond.

- Level 1: Faculty member of course or class
- Level 2: Department chair
- Level 3: VPAA

As is the case in all other NHTI matters, NHTI's president may review the grievance process to ensure fair and equitable treatment of a student.

Policy for Course Substitution/Credit Examinations

Policies for course substitutions, course waivers, academic credit examinations, and directed study are only considered if there is space available in the program. Each case is considered by contacting the department chair. Refer to these NHTI Student Handbook policies for more information:

- Credit by Exam: <https://www.nhti.edu/admissions/prior-learning-assessment/>
- Directed Study: <https://www.nhti.edu/current-students/requirements-policies/#:~:text=All%20students%20must%20complete%20a,or%20Associate%20in%20Arts%20degree.&text=A%20student%20may%20not%20take,will%20not%20transfer%20to%20NHTI>

Contingency Plan

Policy: Offers a guideline should didactic and clinical operations become disrupted because of factors creating a prolonged NHTI closure.

Procedure: The contingency plan shall consist of three levels:

- Level 1: Assessment of closure factor resulting in plan of action. This will involve an assessment of the prolonged disruption, identifying activities and procedures to carry out, suspending didactic and clinical operations and guidance and designation of activities to involved faculty and staff. This will be done under supervision of NHTI's administration.
- Level 2: Notification of faculty, staff, and students with a plan of action. This will be completed in accordance with NHTI's notification system.
- Level 3: Resolution and reactivation of normal activities.

Solicitation

Students are not allowed to solicit NHTI faculty, staff, or clinical staff for any business venture or charity donations (with the exception of NHTI events and activities such as the Central Ray Society).

Solution of Complaints Regarding Allegations of Non-Compliance with JRCERT Standards

If a student, staff, or faculty has reason to believe that the Radiation Therapy program is not in compliance with the JRCERT standards, the procedure below will be followed:

- Level 1: Present complaint in written form to Radiation Therapy program director with specified dates/times/occurrence of event and which standard is not in compliance as soon as possible after the occurrence of the event and within three days of the occurrence.
- Level 2: The Radiation Therapy program director will meet and discuss the information with the Advisory Board within one week of receiving the complaint to determine if noncompliance exists and to develop a plan for resolution.
- Level 3: The Radiation Therapy program director will provide the complainant with a written plan for resolution of the problem with 3 days of meeting with the Advisory Board.
- Level 4: If the complainant believes the alleged noncompliance has not been resolved or satisfactorily addressed by the program director and the Advisory Board, they are then encouraged to contact JRCERT within 1 week after receiving the written resolution from the Advisory Board.

Contact the JRCERT directly at 312-704-5300 or write to JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606. The standards for and educational program can be found at www.jrcert.org.

Graduation

Students are eligible for graduation with a passing grade received in all courses within the Radiation Therapy Program as well passing

grades in all required clinical competencies.

NHTI policy encourages all students completing a program to participate in the commencement exercises. The graduation ceremony is held in May.

All degree and certificate candidates are encouraged to attend commencement exercises. A student may be granted the privilege of graduation in absentia by submitting a request in writing to the VPSA and Registrar 10 days prior to Commencement. However, every student will pay the graduation fee.

Registry Review

Senior students are encouraged to attend any registry review seminars offered in the New England area. There is a fee for these. Registry review is provided by department faculty during the final clinical course.

Registry Information

The American Registry of Radiologic Technologists offers its examination on a continuous basis. It is administered through a computer testing center (Pearson VUE) within New England. An application fee is required along with a 2"x2" photograph. Guidelines are listed on the ARRT website. The application can be found online under www.ARRT.org.

The examination consists of 200 multiple-choice questions designed to measure knowledge, understanding, and application of radiation therapy practices and principles.

Disabilities Services (Clinic and Classroom)

The student is responsible for reviewing the NHTI website for the current disability services information. Any student who has a known learning disability should inform their instructors immediately. The faculty at NHTI will work with the student and their I.A.P. plan to ensure student success. If a student suspects a possible learning disability, they should contact their instructors immediately for appropriate assistance.

Buckley Amendment

Family Educational Rights and Privacy Act Of 1974 (Buckley Amendment)

The Family Educational Rights and Privacy Act of 1974 was passed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The federal law includes provisions for disclosure of directory information by educational institutions.

NHTI considers the following to be directory information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, and most recent educational institution attended.

If a student does not wish disclosure of any or all of the categories of identifiable directory information, they must notify the VPAA in writing prior to the close of the last day to add classes. Please consider very carefully the consequences of any decision to withhold any category of general directory information.

Should the student decide to inform NHTI not to release general directory information, any future requests for such information from non-institutional persons or organizations will be refused, except as provided by law.

NHTI will honor a student's request to withhold general directory information but cannot assume responsibility to contact the student for subsequent permission to release it. Regardless of the effect, NHTI assumes no liability for honoring a student's instructions that such information be withheld.

Copies of the FERPA of 1974, Part 99 of Title 45, dealing with Privacy Rights of Parents and Students may be obtained from the offices of the VPSA or VPAA.

Inclement Weather

Students are strongly encouraged to registered on the NHTI alert system concerning cancellations, delays, or early release. NHTI's emergency notification system helps ensure rapid and reliable mass communication to students, faculty, and staff. The system is designed to communicate with cell phones (text and voice messages), landlines, and email systems should a crisis, emergency situation, or weather closure/delay occur on campus.

NHTI students can sign up for NHTI alerts at the Rave login page www.getrave.com/login/nhti. The student's username is their NHTI email.

NOTE: Please have the student CCSNH email address and student ID number handy. These are necessary pieces of information to register. If for some reason the student does not have this information, contact the Registrar.

Because of the distance required for travel to some clinical sites, the program director may email students prior to the clinic day cancelling or delaying clinic. Students are encouraged to check their CCSNH email accounts periodically if inclement weather is expected. Up to 3 days of cancellation will not require make-up time. If 3 days are exceeded because of weather, all additional days must be made up. Delays or early release of more than 4 hours will count towards one day.

Clinical sites are located throughout New England where the weather may not be consistent with weather in Concord. For this reason, if a student is concerned about travel safety they must notify the program director, clinical coordinator, and site supervisor of their absence. Notification must be prior to start of clinic day. If a student elects to leave clinic early for travel safety concerns, they must contact the program director and clinical coordinator of their departure time.

The school cancellation announcement is posted at the top of NHTI's website at www.NHTI.edu. It may also be listed on the following radio/tv stations:

- | | | |
|--------|------------|-------------------|
| • WEVO | CONCORD | 89FM |
| • WJYY | CONCORD | 105.5FM |
| • WKXL | CONCORD | 1450AM & 102.3 FM |
| • WNNH | CONCORD | 99.1FM |
| • WOKQ | DOVER | 97.5FM |
| • WTSN | DOVER | 1270AM |
| • WFTN | FRANKLIN | 1240AM & 94.1 FM |
| • WKNE | KEENE | 1290AM |
| • WLNH | LACONIA | 98.3FM |
| • WFEA | MANCHESTER | 1370AM |
| • WGIR | MANCHESTER | 610AM & 101.1 FM |
| • WZID | MANCHESTER | 95.7FM |

- WPNH PLYMOUTH 1300AM & 100.1 FM
- WHEB PORTSMOUTH 750AM & 100.3FM
- WMUR MANCHESTER TV 9