Radiation Therapy Student Handbook
Ivy Tech Community College – Bloomington
Fall 2019
(Class of 2021)

Contact Information
Address:
200 Daniels Way
Bloomington, IN 47404

Faculty:
Assistant Dean of Health Sciences/Program Director
Karlee Wyatt
812-330-6288

School of Health Sciences:
812-330-6121

Enrollment Services:
812-330-6008

Clinical Director
Erin Sanders
812-330-6322
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Discrimination and Equal Opportunity Policy</td>
<td>3</td>
</tr>
<tr>
<td>Accreditation of Radiation Therapy Program</td>
<td>3</td>
</tr>
<tr>
<td>College Overview</td>
<td>4</td>
</tr>
<tr>
<td>Ivy Tech Community College Mission</td>
<td>5</td>
</tr>
<tr>
<td>College Services</td>
<td>5</td>
</tr>
<tr>
<td>- Advising</td>
<td>5</td>
</tr>
<tr>
<td>- Health Services</td>
<td>5</td>
</tr>
<tr>
<td>- Counseling</td>
<td>5</td>
</tr>
<tr>
<td>- Financial Aid</td>
<td>6</td>
</tr>
<tr>
<td>- College and Employment Services</td>
<td>6</td>
</tr>
<tr>
<td>- Student Government Association</td>
<td>6</td>
</tr>
<tr>
<td>- Liability Statement</td>
<td>7</td>
</tr>
<tr>
<td>- Housing</td>
<td>7</td>
</tr>
<tr>
<td>- Tutoring Center</td>
<td>8</td>
</tr>
<tr>
<td>- Disabilities Services</td>
<td>8</td>
</tr>
<tr>
<td>- Library/Distance Education Technology</td>
<td>8</td>
</tr>
<tr>
<td>- Tuition and Fees</td>
<td>9</td>
</tr>
<tr>
<td>- Withdrawal/Refund</td>
<td>9</td>
</tr>
<tr>
<td>- Transportation</td>
<td>9</td>
</tr>
<tr>
<td>- School Closing Policy</td>
<td>10</td>
</tr>
<tr>
<td>College Policies (webpage link)</td>
<td>10</td>
</tr>
<tr>
<td>U.S. Immigration and Nationality Act</td>
<td>10</td>
</tr>
<tr>
<td>Title IX Statement</td>
<td>11</td>
</tr>
<tr>
<td>Radiation Therapy Program Guidelines</td>
<td>12</td>
</tr>
<tr>
<td>- Program Overview</td>
<td>13</td>
</tr>
<tr>
<td>- Program Mission</td>
<td>13</td>
</tr>
<tr>
<td>- JRCERT Standards</td>
<td>13</td>
</tr>
<tr>
<td>- Program Goals and Student Learning Outcomes</td>
<td>14</td>
</tr>
<tr>
<td>- Student &amp; Faculty Responsibilities</td>
<td>16</td>
</tr>
<tr>
<td>- Terminal Program Objectives</td>
<td>16</td>
</tr>
<tr>
<td>Clinical Facilities</td>
<td>21</td>
</tr>
<tr>
<td>- Safety (Radiation Policy)</td>
<td>21</td>
</tr>
<tr>
<td>- Clinical Progression</td>
<td>22</td>
</tr>
<tr>
<td>- General Conduct in Affiliating Clinical Agency</td>
<td>23</td>
</tr>
<tr>
<td>- Professional Role</td>
<td>23</td>
</tr>
<tr>
<td>- Dress Code</td>
<td>24</td>
</tr>
<tr>
<td>- Clinical Assignments</td>
<td>25</td>
</tr>
<tr>
<td>- Attendance</td>
<td>25</td>
</tr>
<tr>
<td>- CPR Certification</td>
<td>27</td>
</tr>
<tr>
<td>- Clinical Performance Evaluation</td>
<td>27</td>
</tr>
<tr>
<td>*Confidentiality of Information.</td>
<td>28</td>
</tr>
<tr>
<td>Health and Background Requirements</td>
<td>29</td>
</tr>
<tr>
<td>- Background/Drug Screen Requirements</td>
<td>29</td>
</tr>
<tr>
<td>*Standards of Ethics/Criminal Background checks</td>
<td>34</td>
</tr>
</tbody>
</table>
Vaccine Policy ..............................................................................................................35
*Physical Exam & Immunity Documentation ..........................................................39
   Essential Functions ..............................................................................................42
*Health Information Authorization .........................................................................45
*Standard Precautions ..........................................................................................46
*Parenteral Procedures .........................................................................................48
Curriculum ..................................................................................................................49
Program Guidelines ..................................................................................................50
   Treatment Procedure ..........................................................................................50
   Attendance Lecture/Lab ......................................................................................50
   Progression ..........................................................................................................50
   Readmission to the Program ..............................................................................51
   Transfer ...............................................................................................................51
   Movement within the ITSC System ....................................................................53
   Graduation ...........................................................................................................53
   Student Grievance Process ................................................................................53
   JRCERT Compliance Grievance Process ............................................................53
   Student Disciplinary System/Student Code of Conduct .................................54
   Grading Practices ................................................................................................55
   Charges to Students ............................................................................................55
   Affiliation Agreements .......................................................................................56
   Classroom Behavior ............................................................................................56
   Student Pregnancy Policy ..................................................................................56
Guidelines for Professional Conduct .......................................................................58
   Academic Honesty Standards ............................................................................61
*Honor Code Statement .........................................................................................62
Articulation/Professional Organizations ...................................................................63
Organizational Charts .............................................................................................65
RDTH Faculty/Clinic List ........................................................................................66
Student Resources ..................................................................................................67
Student Accident Information and Paperwork ......................................................69

*Acknowledgement of Handbook Receipt ................................................................75

*Denotes forms that will be signed by the student at Program Orientation or during the course of the program.
HANDBOOK DISCLAIMER

This handbook is intended to supply accurate information to the reader. From time to time, certain information may be changed. The College may revise any matter described in this handbook at any time without publishing a revised version of the handbook. Courses, programs, curricula and/or program requirements may be changed or discontinued at any time. The Office of Student Affairs should verify information, which appears to apply to a particular student. This publication and its provisions are not in any way a contract between the student and Ivy Tech Community College.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age or veteran status. Persons who believe they may have been discriminated against should contact the campus affirmative action officer or the Office of Student Affairs.

ACCREDITATION

Ivy Tech Community College of Indiana is accredited by the Higher Learning Commission - North Central Association.

The Higher Learning Commission
30 N. LaSalle Street, Suite 2400
Chicago, Illinois 60602 – 2504
(800) 621-7440
Website: ncahigherlearningcommission.org

The Radiation Therapy Program at Ivy Tech Community College - Bloomington has initiated the process of programmatic accreditation with the Joint Review Committee on Education in Radiologic Technology.
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive
Suite 2850
Chicago, Illinois 60606-3182
(312) 704-5300
Website: www.jrcert.org
COLLEGE OVERVIEW

Ivy Tech Community College is a comprehensive community college that offers convenient class schedules, transfer degrees, online course options, and workforce development for traditional and non-traditional students. The Bloomington campus recently exceeded enrollment of 5,000 students and was named by Community College Week as the third-fastest growing community college in the nation for its size.

Ivy Tech Community College-Bloomington offers Associate of Science and Associate of Applied Science degrees, as well as technical certificates and career development certificates in seven schools: School of Applied Science and Engineering Technology, School of Business, School of Education, School of Health Sciences, School of Liberal Arts and Sciences, School of Public and Social Services, and School of Technology.

The Bloomington campus now offers more than 400 credit hours that transfer to Indiana University for students who choose to pursue a bachelor's degree, as well as courses and associate degrees that transfer to other four-year institutions. The campus has grown into additional classroom space at Liberty Drive on the west side of Bloomington, and into the new Indiana Center for the Life Sciences, which is being constructed on the main campus grounds. Students also have the opportunity to get involved with recently expanded offerings in the student life area, including joining a sports team, student politics, campus activities planning, and more. Additionally, the Bloomington campus is committed to creating an educational environment that both values and models civic engagement and community service initiatives.

Ivy Tech Community College is the nation's largest statewide community college system with single accreditation. It is the state's second-largest, public, post-secondary institution serving more than 111,000 students annually. Ivy Tech has 23 campuses and nearly 100 learning centers located throughout Indiana. It serves as the state's engine of workforce development, offering degrees and certificates that lead to good paying jobs, and offers credits that transfer to other Indiana colleges and universities, allowing students to pursue bachelor's degrees. Ivy Tech Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.
IVY TECH COMMUNITY COLLEGE

Ivy Tech Community College Mission

Mission
We are Ivy Tech, Indiana’s Community College. We serve the people of our state through accessible and affordable world-class education and adaptive learning. We empower our students to achieve their career and transfer aspirations. We embrace our vision of economic transformation inspired by the education and earnings attainment of our citizens, the vitality of our workforce, and the prosperity of our unique and diverse communities.

Bloomington Campus Mission
It is the mission of Ivy Tech Bloomington to serve our diverse communities as a comprehensive community college by creating and sustaining strategic partnerships that enable us to deliver quality higher education and advanced training programs, for the purpose of changing the lives of our students and supporting the workforce and economic development goals of our communities.

COLLEGE SERVICES

Advising
Ivy Tech Community College – Bloomington uses a faculty advisor system. On admission, each degree student is assigned a program advisor whose purpose is to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.

Upon acceptance into the Radiation Therapy program, a program faculty member becomes the student’s advisor. Advising occurs at specific times during each semester and on an as needed basis. Faculty of the radiation therapy program maintain an open door policy.

Health Services
Ivy Tech Community College does not provide a health services center. Many community agencies are available to assist students seeking counseling or treatment. Students who experience illnesses should seek the advice of their family physician. If a student has an accident on College property, the student should report the accident to campus security or the Office of Student Affairs. If a student suffers an accident or illness while attending classes, the student should notify the instructor. If paramedic services or hospitalization is required, the student is financially responsible. If a student is suffering from an illness that makes it impossible to attend classes, the student should contact his/her instructors.

Counseling
Bloomington Ivy Tech Community College offers counseling services in the following areas:

Academic Concerns: College adjustment and attendance, monitoring academic progress including probation counseling, test anxiety, study skills, and tutoring.
Personal Concerns: Home and family difficulties, counseling support for crisis intervention, personal finances, health, transportation, and housing.
Advising and Guidance: Transferability of coursework, registration of new and returning students/drop and add, undeclared, and prospective nursing students, preliminary admission procedures and selection of program major.
Academic Skills Advancement: Success Seminar advising session, referrals to community resources for individual tutoring assistance, communication with instructors regarding each student’s ASA progress.
Community Referrals: Referrals to appropriate community agencies, cooperative efforts with agency personnel to coordinate support services.
Conflict Resolution: Counseling and mediation of conflicts with other students, faculty, or staff, cooperative efforts with agency personnel to coordinate support services.

Financial Aid
Ivy Tech Community College – Bloomington offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the college in an eligible program.

Some financial aid programs are administered by the College Financial Aid Office under policies and guidelines established by the state and federal governments. Other programs are administered directly by a state or federal agency or outside organization. Eligibility for most financial aid at Ivy Tech Community College is based upon demonstrated financial need. To qualify for any form of financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and meet permanent resident status, draft compliance and satisfactory academic progress requirements. Additional information concerning federal, state and college financial aid is available from the Financial Aid Office.

College and Employment Services
The Office of Career and Employment Services is available to help you in a number of ways:
* Employment Referral
* Career Assessment
* Labor Market Information
* Occupational Reports
* Work-Study Positions
* Resume/Cover Letter Assistance
* Job Shadowing
* Practice Interviews
* Community Employer Portfolios
* Co-op Education Opportunities

Student Government Association
Students are provided opportunities to participate in student government through the Student Government Association. The Student Government Association is the representative governing body of the students. Student Government Association representatives are elected or selected according to the by-laws of the Student Government Association.

The Student Government Association was established by students to encourage participation in student government and to promote college spirit and recognition. The Student Government Association exercises the authority, unless otherwise delegated, to legislate on student matters, subject to the approval of appropriate college administrative offices. The constitutions of all
student organizations must be approved by a quorum of the Student Government Association, consisting of a simple majority of the total membership and one staff advisor stated in the by-laws. The functions of the Student Government Association include:

Communication of bona fide concerns of the student body to appropriate college officials with suggestions for improvement.

Approval of student organizations beneficial to student life at Ivy Tech Community College.

Assurance that copies of the constitution, by-laws and statement of purpose and objectives of each recognized student organization are on file in the Office of Student Affairs.

Referral of student grievances concerning disciplinary matters or student status to the Committee on Student Status and referral of other types of student grievances to appropriate College officials.

Planning and conducting extracurricular student activities.

Submission of student activity budgets for review and approval by the regional officials.

**Liability Statement**

For students registered in credit courses, the College provides accident insurance in a designated amount of $3,000 for injuries sustained while participating in College-sponsored activities. Student organization, intramural and recreational sports activities are excluded from coverage. This accident insurance is excess insurance, meaning all other valid and collectible medical insurance must be utilized prior to the consideration of this insurance. It is intended to fill in the gaps (pay for deductibles, co-pays or other eligible expenses) up to the accident policy limit. In the absence of other insurance, this insurance becomes primary. Coverage is provided at no cost to the student. It is not intended to replace insurance coverage students may already have. Students should review their own coverage. The master insurance policy issued to Ivy Tech is on file at Systems Office. The description of the hazards insured, benefits and exclusions is controlled by the master policy. Students with questions may contact the Office of Student Affairs.

**Housing**

Ivy Tech Community College is a commuter campus and does not operate residence halls. However, if you need housing or are unsure where to live while in school, you might want to consider the residence halls at Indiana University. Ivy Tech Community College has worked out an arrangement so that our students can live in I.U. student housing. If you are interested, contact the Office of Student Affairs.
**Tutoring Center**

Ivy Tech Community College – Bloomington offers tutoring services to help succeed in your classes. Help is available for many classes, academic skills, general education, as well as technical courses, with peer tutor and study groups. The service is free and tutors can be contacted with the following information:

**Tutoring Center**

**Connie and Steve Ferguson Academic Building**

Room D117

(812) 330-6190

**Hours:** Monday through Thursday from 10am-8pm, Friday from 10am-6pm and Saturday from 10am to 1pm

**Disability Services**

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. Support services also will aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student’s responsibility to contact the campus Disability Services representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

**Kristy LeVert, Director of Student Life & Support Services**

**Dr. Cara Reader, Assistant Director of Student Advising and Disability Support Services**

Room C139

200 Daniels Way

Bloomington, IN 47404

Phone: (812) 330-6046

Fax: (812) 330-6242

[Bloomington-DSS@ivytech.edu](mailto:Bloomington-DSS@ivytech.edu)

**Library/Distance Education Technology**

The Library/Distance Education Technology office has been designated to meet the need of prospective and current students, faculty, staff, and the communities served by Region 14. The purpose is to develop and coordinate support services which implement the educational and common objectives of the College programs. Services include traditional library access, interlibrary loan, Internet and Web access, other on-line services, multimedia services and technical support.
Tuition and Fees
The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services, for example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued. Refer to Ivy Tech website for current tuition and fees.

Withdrawal/Refund

Students may drop a course or courses at 100% refund during the first few days of the course. To drop a course, students may choose Add/Drop Courses from the Student Dashboard in MyIvy, or they may complete a Change of Enrollment form and submit it to the Express Enrollment Center or Registrar’s Office for processing. After the drop period is over, students may withdraw with a status of “W”, however, no fees are refunded and the student is responsible for the charges.

The refund schedule is based on the length of the course. Technology fees, consumable fees, and tuition are refunded at the same rate noted below. With regard to the technology fee, if the student withdraws from all of his/her classes during the 100 percent refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100 percent refund period, the technology fee will not be refunded. For purposes of the refund period, the “first day” is calculated differently for terms of 12 weeks or more and for terms of less than 12 weeks. For terms of 12 weeks or more, the refund period would begin on Monday of the first week of classes that a particular course meets. For terms of less than 12 weeks, the refund period would begin on the first day the course meets.

<table>
<thead>
<tr>
<th>Term Length</th>
<th>Refund Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks</td>
<td>1st-10th day 100%</td>
</tr>
<tr>
<td>8-9 weeks</td>
<td>1st-4th day 100%</td>
</tr>
</tbody>
</table>

Transportation
Students are required to register their motor vehicles and obtain a parking hangtag. Hang tags are to be displayed in the vehicle while parked on campus, and students may park only in designated student parking areas. Rural Transit makes regularly scheduled stops each day in the morning and afternoon. These buses run between Spencer, Bloomington, and other points in Monroe and Owen counties. You may purchase a pass or pay for individual rides. Rural Transit has a wheelchair lift (ADA compliant) and is a Medicaid Transportation Provider. A current schedule of bus times is available in the reception area of Student Services.

All necessary transportation to clinical site is the student’s responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner’s expense. Parking is provided by the clinical sites in designated parking lots. Students are permitted to park in designated areas only. Cars that violate these areas are subject to being towed away at
the expense of the owner.

**School Closing**
Severe weather conditions or other emergencies occasionally make it necessary to close the campus. Only under extreme emergency conditions are classes cancelled. Students are encouraged to listen to radio stations the campus has designated to announce information on closings. Students are also referred to the college website or sign up for the Ivy Tech Alert Service. Radio stations that are contacted in the unlikely event of class cancellations are:
See staff contact list in this document for phone numbers.

- **Bedford**
  - WQK-FM (105) / WBIW-AM (1340)
- **Bloomington**
  - WTTS-FM (92) / WGCT-FM (1370) / WBWB-FM (97) / WFIU-FM (103.7)
- **Martinsville**
  - WCBK-FM (102) / WMCB-AM (1540)
- **Mitchell**
  - WWEG (102.5) / WUME (95)

**COLLEGE POLICIES** – refer to online Student Handbook for more information

The Program abides by college policies. Please refer to the Ivy Tech Community College Student Handbook for the specific policies and procedures. The handbook can be found at the following link: [https://www.ivytech.edu/studenthandbook/](https://www.ivytech.edu/studenthandbook/). As part of the Student Handbook is the Code of Student Rights and Responsibilities. This includes the Student Complaint/Grievance Procedures and can be located at the following link: [https://www.ivytech.edu/studentcode/index.html](https://www.ivytech.edu/studentcode/index.html).

**U.S. Immigration and Nationality Act**
The Indiana Public Licensing Agency (IPLA) has recently taken a position that may preclude visa holding or otherwise undocumented students from sitting for certification/licensure within Indiana. Students should seek their own legal counsel in these matters.
The expectations U.S. Immigration and Nationality Act are found in the Federal Regulation 8 of the U.S.C.; Section 1641:

**Federal Regulation: 8 U.S.C. Section 1641: The U.S. Immigration and Nationality Act 2018 Amendment**
(A) IN GENERAL
Except as otherwise provided in this chapter, the terms used in this chapter have the same meaning given such terms in section 101(a) of the Immigration and Nationality Act [8 U.S.C. 1101(a)].

(b) Qualified alien:
For purposes of this chapter, the term “qualified alien” means an alien who, at the time the alien applies for, receives, or attempts to receive a Federal public benefit, is:

(1) an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. 1101 et seq.],
(2) an alien who is granted asylum under section 208 of such Act [8 U.S.C. 1158],
(3) a refugee who is admitted to the United States under section 207 of such Act [8 U.S.C. 1157],
(4) an alien who is paroled into the United States under section 212(d)(5) of such Act [8 U.S.C. 821(d)(5)] for a period of at least 1 year,
(5) an alien whose deportation is being withheld under section 243(h) of such Act [8 U.S.C. 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104–208) or section 241(b)(3) of such Act [8 U.S.C. 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104–208).
(6) an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act [8 U.S.C. 153(a)(7)] as in effect prior to April 1, 1980; [1] or
(7) an alien who is a Cuban and Haitian entrant (as defined in section 501(c) of the Refugee Education Assistance Act of 1980).

**TITLE IX STATEMENT**

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at [https://www.ivytech.edu/prevent-sexual-violence/index.html](https://www.ivytech.edu/prevent-sexual-violence/index.html).

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at [https://www.ivytech.edu/prevent-sexual-violence/index.html](https://www.ivytech.edu/prevent-sexual-violence/index.html) under Confidential Employees and/or Community Resources.
IVY TECH
RADIATION THERAPY
PROGRAM
GUIDELINES
PROGRAM OVERVIEW

Radiation therapy utilizes ionizing radiation in a strictly controlled environment to treat disease, primarily cancer. High-energy x-ray, gamma, proton and electron beams are common forms of ionizing radiation used. Ionizing radiation can be administered using external beam therapy or by placing a radioactive material directly into a body tissue or cavity. The ultimate goal of radiation therapy is to destroy all abnormal cells while sparing the surrounding normal tissue.

Radiation therapists are part of a multi-disciplinary cancer management team. They are responsible for accurately positioning the patient for treatment, equipment operation, quality assurance, and calculating radiation dose to be delivered. Radiation therapists also have considerable responsibility for providing competent, concerned patient care. The therapist monitors patients throughout treatment, which often lasts several weeks.

PROGRAM MISSION STATEMENT

The mission of the radiation therapy program at Ivy Tech Community College - Bloomington is to provide the student with a cost effective, high quality education in radiation therapy. Through strategic partnerships the program will prepare graduates for positions as entry-level radiation therapists who possess the knowledge and skills necessary to function as competent and ethical professionals. The program will promote critical thinking, effective communication and professionalism throughout its curriculum.

JRCERT STANDARDS for an ACCREDITED EDUCATIONAL PROGRAM in RADIATION THERAPY

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiation Therapy are designed to promote academic excellence, patient safety, and quality healthcare. The STANDARDS require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards. The follow is a summary of the Standards. For more details about JRCERT Radiation Therapy Standards please refer to www.jrcert.org.

JRCERT Standards for an Accredited Educational Program in Radiation Therapy

Standard One: Integrity
The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources
The program has sufficient resources to support the quality and effectiveness of the educational process.
Standard Three: Curriculum and Academic Practices
The program’s curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety
The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data
The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES:

1. Students will possess the knowledge and skills to demonstrate competency in all essential aspects of radiation therapy including treatment/simulation procedures, patient care and radiation safety.
   1.1 Students will demonstrate the knowledge and skills necessary to perform common radiation therapy treatment and simulation procedures.
   1.2 Students will demonstrate competent patient care techniques and meet the physical and mental needs of the patient.
   1.3 Students will be knowledgeable of and practice proper radiation safety techniques.

2. The program will provide a curriculum which promotes critical thinking and problem solving skills.
   2.1 Students will demonstrate critical thinking and problem solving skills in treatment delivery and planning.

3. The program will graduate students that demonstrate professionalism and ethical decision making skills.
   3.1 Students will demonstrate professional/ethical decision making in the clinical setting.
   3.2 Students will demonstrate knowledge of the profession.

4. The program will provide a learning environment that promotes effective communication skills.
   4.1 Students will demonstrate effective communication skills in the clinical and didactic settings.

Program Effectiveness Outcome Assessment:
- Graduates will pass the ARRT Exam.
- Graduates will obtain employment in radiation therapy.
- Graduates will complete the program.
- Graduates will indicate overall satisfaction with the program.
- Employers will indicate overall satisfaction with the graduates’ performance.
Students are provided opportunities to develop skills in team building, critical thinking, cultural sensitivity, and effective communication. Clinical experience fosters affective growth in providing care and responding to the needs of a diverse patient population. The program continuously promotes professional growth and life-long learning.

**RADIATION THERAPY EDUCATION**

The education of associate degree radiation therapists, encompassing both general and professional education, takes place in institutions of higher learning. Radiation therapy students have available the educational opportunities, extracurricular activities, and auxiliary services of the educational institution which promote personal as well as professional growth. While theoretical components of radiation therapy education take place at the College, clinical practice, an essential part of radiation therapy education, takes place in the health care setting under the direct supervision and direction of qualified professionals.

Curricular experiences assist students to define the role of an associate degree radiation therapist, and provide opportunities for students to acquire and broaden their knowledge base in radiation oncology, along with related and supporting disciplines. Educational experiences within the oncology departments should also provide the student with an opportunity to demonstrate the attributes of professional responsibility and accountability in actual patient care situations.

The faculty believes that a systematic evaluation of the educational program in radiation therapy is a measure of accountability to society. Instruments used may include, but are not limited to, certification exam scores, admission, attrition, graduation rates, and employer and graduate surveys.

**STUDENT AND FACULTY RESPONSIBILITY STATEMENTS**

An effective faculty-student partnership is an essential component to achieving student academic success. As is true in any partnership, both parties are expected to contribute. Faculty bring knowledge and expertise to the partnership. Their responsibility is to create an environment conducive to learning and to promote opportunities for student learning, all the while respecting the diversity of the student body. Faculty have a professional responsibility to plan and deliver quality instruction as defined by course objectives and to clearly outline expectations. This includes, but is not limited to:

- evaluating student work in a fair, objective, timely manner;
- respecting opinions without demeaning the student;
- giving help and clarification when needed;
- being accessible and approachable to students (i.e., maintaining posted office hours and arranged appointments);
- having a positive, caring attitude toward teaching and learning; and
- presenting facts and skills in an organized manner that respects various learning styles.

Students contribute effort and potential to the partnership. Students are responsible for participating in the learning process in a conscientious manner while taking full advantage of the
educational opportunities available. Students are also expected to conduct themselves in such a manner as to not interfere with the learning of others. The following list is not meant to be inclusive, but rather further defines the student role:

- come to all class sessions prepared and on time;
- display interest in the subject matter through participation, questions, etc.;
- bring forth concerns to appropriate individuals;
- seek help and clarification when necessary (i.e., through tutoring, study groups, questions);
- engage in accurate, objective self-assessment of own work and continually be aware of class standing/performance;
- understand the instructor’s expectations and methods of assessment; and
- initiate all paperwork necessary to enroll in and exit from the course, including financial aid documents.

Everyone has a responsibility to respect the rights of others with regard to academic affairs. This includes: refraining from inappropriate comments; engaging in value-neutral discussions when differences occur; developing sensitivity to diversity among students and faculty; allowing others an equal chance to participate; and respecting the personal time of others.
The welfare and academic success of the students are the primary considerations for the learning partnership. The contributions made by both faculty and students are critical to the success of the partnership.

**TERMINAL OBJECTIVES FOR THE RADIATION THERAPY PROGRAM**

The Radiation Therapy Program Faculty have identified six curricular elements for general education competency:

1. **Communicating**
   Students will demonstrate effective oral and written communication skills. Beyond the general basic knowledge of composition and rhetoric, the student should learn the standards of communication within the student’s own discipline.

2. **Ethics**
   Students will demonstrate an understanding of the main concepts and theories of ethics and the role they play in our public and private lives at both the professional and personal levels. Students should be able to examine their fundamental moral beliefs, to form rational arguments and judgments relative to ethics, and to enable them to act on their values to make ethical choices.

3. **Quantity and Form**
   Students will be able to quantify or represent information symbolically. Students should be able to use such codified information with respect to questions of size, proportion or order, and to analyze it or manipulate it in a manner consistent with the standards of the student’s own discipline.
4. **Science and Technology**
Students will demonstrate some understanding of, and experience with, the processes and concepts of modern experimental science and the impact of science and technology on society.

5. **Interdependence**
Students will be able to demonstrate an awareness of the cultural, economic, informational, and social interdependencies that exist among nations and cultures today.

6. **Humanities and Social Sciences**
Students will demonstrate an appreciation of the varieties and complexities of human cultures and values as expressed through literary, religious, historical, and philosophical works. They should also demonstrate an understanding of individual and collective behavior as structured through political, economic, social and cultural institutions.

7. **Clinical Competencies**
The Program in Radiation Therapy has identified the following competencies in seven clinical areas that are required for graduation:

**I. Simulation Procedures**

The graduate will be able to:
1. Demonstrate effective, accurate oral and written communication.
2. Maintain accurate records of simulation procedures.
3. Perform related mathematical functions.
4. Demonstrate knowledge of human structure, function, and pathology.
5. Demonstrate knowledge of radiation physics in radiation interactions and radiation protection techniques.
6. Provide competent, concerned patient care.
7. Verify physician's prescribed course of radiation therapy.
8. Utilize immobilization and beam directional devices.
9. Demonstrate understanding of the function of simulation equipment and accessories, including CT.
10. Interact with patients and families concerning the physical and psychological needs of patients.
11. Apply rules and regulations for radiation safety, and detect defects which might pose a radiation hazard.

**II. Treatment Procedures**

The graduate will be able to:
1. Demonstrate effective, accurate oral and written communication.
2. Maintain records of treatments administered.
3. Perform specific mathematical functions as required.
4. Provide competent, concerned patient care.
5. Deliver a planned course of radiation therapy.
6. Verify physician's prescribed course of radiation therapy and recognize computation errors.
7. Demonstrate awareness of patterns of physical and emotional distress exhibited by patients and initiate appropriate follow-up.
8. Detect malfunctioning equipment and initiate appropriate follow-up.
9. Apply rules and regulations for radiation safety and detect defects which might pose a radiation hazard and take appropriate action.
10. Demonstrate understanding of the function of equipment and accessories.
11. Appropriately apply wedge and compensating filters.
12. Recognize patients' clinical progress and complications and recognize when treatment should be withheld until physician consultation is obtained.
13. Interact with patients and families concerning the physical and psychological needs of patients.

III. Patient Care and Management

The graduate will be able to:
1. Demonstrate effective, accurate oral and written communication.
2. Demonstrate knowledge of human structure, function, and pathology.
3. Provide competent, concerned patient care.
4. Demonstrate awareness of patterns of physical and emotional distress exhibited by patients and initiate appropriate follow-up.
5. Demonstrate knowledge of methods of continuing patient evaluation, both ongoing and follow-up.
6. Recognize patients' clinical progress and complications and recognize when treatment should be withheld until physician consultation is obtained.
7. Interact with patients and families concerning the physical and psychological needs of patients.

IV. Quality Assurance

The graduate will be able to:
1. Maintain records of treatments administered.
2. Perform specific mathematical functions as required.
3. Demonstrate knowledge of radiation physics in radiation interactions and radiation protection techniques.
4. Demonstrate knowledge of commonly used brachytherapy sources.
5. Demonstrate knowledge of methods of calibration of equipment and quality assurance.
6. Detect malfunctioning equipment and take appropriate action.
7. Apply rules and regulations for radiation safety and detect defects which might pose a radiation hazard and take appropriate action.
8. Demonstrate understanding of the function of equipment and accessories.
9. Report all accidents to equipment following appropriate procedures.
10. Verify physician's prescribed course of radiation therapy and recognize errors in computation.

V. Dosimetry

The graduate will be able to:
1. Enter contours into the TPS
2. Transfer CT data into the TPS with correct patient orientation and proper labeling of files
3. Identify and use basic 2D/3D treatment planning tools to set-up the patient for dose calculation
4. Perform various treatment plans
5. Describe reasons for choosing one method over the other
6. Explain the reasons for choosing energies
7. Compare and contrast a 2D vs. 3D plans
8. Diagram and describe the geometry treatment set-ups
9. Design and use wedges to avoid a hot spot
10. Manipulate 3D tools in TPS
11. Describe the procedure for setting up and calculating using electrons
12. Properly identify, contour, and know the dose limits for critical structures
13. Explain common concerns in choosing the placement of the isocenter and designing of MLC ports
14. Describe the basic concepts of such advanced dosimetric specialties as stereotactic radiosurgery, brachytherapy, total body irradiation, IMRT, and five field breast planning

VI. Professional Responsibility

The graduate will be able to:
1. Use independent judgment and discretion in the performance of duties.
2. Practice within legal and ethical parameters.
3. Use critical thinking and problem solving skills to adapt theory to practice and to deal with non-routine situations.
4. Appropriately investigate a topic and effectively communicate the results.
5. Read and evaluate professional literature.
6. Utilize a variety of sources of continuing education to maintain professional knowledge and competence.

VII. Clinical Procedures

The graduate will be able to incorporate the previous outcomes in the performance of the following radiation therapy clinical procedures:

A. Simulation
   - Brain
   - Head and Neck
   - Chest
   - Breast
   - Abdomen
   - Pelvis
- Skeletal

B. Treatment Procedures
- Brain
  - Primary
  - Metastatic
- Head and Neck
  - Multiple field
- Chest
  - Multi-field (non-IMRT)
  - IMRT and/or arc therapy
- Breast
  - Tangents
  - Supraclavicular
  - Post. Axillary
  - Special set-up
- Abdomen
  - Multi-field (non-IMRT)
  - IMRT and/or arc therapy
- Pelvic
  - Multiple field supine
  - Multiple field prone
- Skeletal
  - Single field spine
  - Multi-field spine
  - Extremity
- Electron Fields
  - Single field
  - Abutting fields
- Participatory Procedures
  - Total Body Irradiation (TBI)
  - Craniospinal
  - Brachytherapy

C. General Patient Care
- CPR-BLS
- Vital signs (BP, pulse, respirations, temperature)
- Oxygen Administration
- Patient Transfer

D. Quality Control Procedures
- Linear Accelerator
  - Laser Alignment
  - Beam Output and Symmetry
- Simulator
  - Laser Alignment

E. Dosimetry
- Single Open Field
- Parallel Opposed Fields with Field Shaping
- Geometric Gap
- Weighted Fields
- Wedged Fields
- Computer Generated Isodose Plan
- Electron Field
E. Beam Modifying Devices
- Custom Block (photon or electron)
- Bolus
- Custom immobilization device
- Thermoplastic molds

CLINICAL FACILITIES

Facilities used by students may include freestanding cancer centers, hospital radiation oncology departments and university based treatment facilities.

Note: Students are subject to rules and regulations for each facility as represented during orientation. Additional sites may be added for observation experiences or additional clinical sites may be needed. Students are expected to be able to attend clinical experiences whenever they are assigned.

SAFETY

Each course syllabus contains a statement describing safety needs that student should meet. Beyond general safety, some courses have specific safety rules that are necessary. These are posted in appropriate areas and presented both verbally and as handouts. It is the responsibility of each student to follow all safety instructions to protect not only his/her own well-being, but also the well-being of others in the area.

Any student who engages in any unsafe patient care practice, whether on campus or in off-campus assignments, will be dismissed from their program and will fail the course in which unsafe action occurred.

Unsafe practice shall be based on the practice acts as defined by the professional organization of the program and/or the laws of the state of Indiana as they pertain to the program in which the student is enrolled. Failure to follow any faculty instruction resulting in potential or actual harm to self, co-workers, classmates, and/or patients is by definition an unsafe action. Acting outside the scope of the appropriate professional practice is an unsafe action. Any act or failure to act which results in serious and immediate threat to self, coworkers, classmates and/or patient is an unsafe act.

The radiation therapy faculty reserves the right and accepts the responsibility to determine whether a trend or single incident constitutes unsafe practice.

Students will not report to clinic without a radiation monitoring badge. Lost badges should be reported to program faculty as soon as possible so a new one can be ordered. The student will be responsible for the cost of expedited shipping.
Radiation Monitoring Policy

Records of exposure are maintained by the Program during the student's period of enrollment. Program faculty are given access to the radiation badge reports within a month after the monitors have been submitted to the company for evaluation. Reports of the radiation exposure are sent to the Clinical Director. Each student with receive a copy of the report within 30 business days after the faculty receive them. All personal data is removed according to FERPA requirements.

A threshold dose of 60 mrem is identified for a student’s radiation monitoring report. In the case where a report shows an exposure of 60 mrem the Clinical Director will investigate reasoning for the dose by consulting with the clinical site and student. While this is considered an allowable exposure, an investigation will in hopes reduce the probability of an overexposure from occurring.

Should a radiation badge reading exceed the allowable amount, see below for ALARA (“As Low As Reasonably Achievable”) Level limits, the faculty will evaluate possible reasoning for the high dose on the student’s badge report. The level at which the reading exceeds will determine what further actions will be taken. When a reading exceeds any of the ALARA Levels, the program’s Radiation Safety Officer (Jeff Mumper MS, ABR) will be contacted for further guidance. The student may be required to write a detailed report explaining the reasoning for the excessive dose.

### ALARA Level Limits

<table>
<thead>
<tr>
<th>Normal Dose Limits (no action required)</th>
<th>Whole Body Dose</th>
<th>Lens of Eye</th>
<th>Extremities or Skin</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,000 mrem/year</td>
<td>15,000 mrem/year</td>
<td>50,000 mrem/year</td>
<td></td>
</tr>
<tr>
<td>ALARA Level I</td>
<td>125 mrem/quarter</td>
<td>375 mrem/quarter</td>
<td>1,250 mrem/quarter</td>
</tr>
<tr>
<td>ALARA Level II</td>
<td>375 mrem/quarter</td>
<td>1,125 mrem/quarter</td>
<td>3,750 mrem/quarter</td>
</tr>
<tr>
<td>Investigative Threshold Dose</td>
<td>60 mrem/quarter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CLINICAL PROGRESSION and SAFETY**

Clinical experience demonstrates your ability to provide safe and accurate patient care and treatment. Failure of clinical rotations or competency exams represent a lack of progress and ultimately a danger to the patient. The failure of clinical rotation evaluations (semester average of all therapists’ evaluations) or competency exam evaluation will result in an “F” for the course and dismissal from the program.
GENERAL CONDUCT IN AFFILIATING CLINICAL AGENCIES:

NAMES  Adult patients, hospital personnel, office personnel, and faculty are to be addressed by their proper title and last name unless directed otherwise by faculty.

MEALS & BREAKS*  Students will adhere to department policy. Clinical supervisor will instruct students on time and length of meals and breaks.

ERRANDS  Unless on a patient care errand, students are to remain in their assigned area. Students are not to visit each other or patients while assigned to a clinical experience area.

PHONE  Telephones in the clinics are for business purposes only. Any student who needs to place a phone call must do so during their scheduled break.

ABSOLUTELY NO CELL PHONES ARE TO BE USED DURING CLINICAL ASSIGNMENTS.

SMOKING/REFRESHMENTS  Eating, chewing gum, or smoking while on duty is prohibited. REMEMBER: MOST HEALTH CARE AGENCIES ARE SMOKE FREE.

PROFESSIONAL ROLE

1. Clinical policies and guidelines are defined on each clinical syllabus which is distributed prior to the beginning of each semester.

2. Students are to follow both verbal and written instruction given by Ivy Tech or clinical faculty.

3. All students must demonstrate competency in fundamental skills and procedures through demonstration. Each student will be expected to:
   a. verbalize underlying principles with 100% accuracy
   b. demonstrate 100% safety for patient
   c. demonstrate accuracy, reasonable speed and agility

4. All students must be under the direct supervision of an appropriately qualified professional at all times. No procedures will be performed independently.

5. Students are expected to display professional behavior at all times. If, at any time, the student’s behavior or action jeopardizes the safety or well-being of any patient, immediate dismissal from the program will occur.
DRESS CODE FOR CLINICAL COURSES

1. **HAIR** — must always be worn in a style off the neck and well-controlled. No extreme hair styles or coloring are permitted. Male students must be clean shaven, or beards and mustaches must be clean and neatly trimmed.

2. **UNIFORM** — You are expected to maintain a neat and **professional appearance at all times**. The dress code for the radiation therapy program is green scrubs with the **Ivy Tech logo patch placed on left sleeve** with optional scrub jacket. Scrub uniforms must be purchased from the Ivy Tech Bloomington Bookstore. Financial aid allotments may cover the full or partial cost of the uniform.

Scrubs must be clean and non-wrinkled when worn to clinical rotations. A clean, pressed plain white long sleeve shirt without a collar may be worn under the student’s scrub top. Lycra material such as Under Armour is allowed.

*Absolutely no clothing made of denim or form fitting spandex may be worn. Thermal underwear is prohibited.*

The image you present to your patients has a direct impact on how you are perceived. **If your appearance is unacceptable, you will have to leave clinic to correct the problem and time missed will be deducted from your clinical hours.**

3. **IDENTIFICATION** — ID badge is worn at ALL times. If the name badge is lost or broken, replacements must be ordered promptly. A charge may be made for replacement badges. Refer to individual clinical site polices for proper identification.

4. **SHOES** — Must be solid white tennis or uniform shoes. Shoes are to be clean and in good repair. No open toed shoes, moccasins, clogs or Crocs are allowed.

5. **JEWELRY/PEIRCINGS**— Jewelry should be kept to a minimum. A watch and wedding and/or engagement ring OR one plain ring is acceptable. If the student has pierced ears, only small gold or white studs may be worn (multiple pierced earrings are not acceptable, only one earring per lobe).

**NO OTHER JEWELRY/PEIRCINGS ARE TO BE VISIBLE**

6. **TATTOOS** — ALL tattoos must be covered and not visible while in uniform.

7. **HOSE** — only full-length hose are to be worn with dress uniforms. Clean white socks or hose may be worn with pant uniforms.

8. **MAKE-UP and AFTER SHAVE** must be worn in moderation.

**PERFUME or SCENTED LOTIONS ARE NOT PERMITTED**

24
9. **FINGERNAILS** – are to be kept SHORT (not visible above finger tips) and WELL MANICURED. Colored polish is not acceptable. Artificial or acrylic fingernails are not allowed to be worn.

10. **GOOD PERSONAL HYGIENE** and **NEAT APPEARANCE** are to be maintained at all times by daily bathing, frequent shampooing and use of deodorants.

11. **CANDY, GUM, OR TOBACCO** may not be chewed in the clinical setting.

12. **NO SMOKING** is permitted while in uniform.

13. **LAB** - During lab, students are expected to dress in conservative street clothes. Please refrain from wearing clothing that exposes areas of the body not meant to be seen in a professional setting (i.e., belly button, abdomen, cleavage).

*Program uniforms will be worn when attending labs or other events held in any clinical setting.*

**CLINICAL ASSIGNMENTS**

The clinical setting is defined as the community agencies in which students gain clinical experiences. Students may not accompany patients or clients being transported in ambulances, helicopters, or other agency vehicles unless the experience deems necessary as determined by the clinical instructor. Students are not to transport clients in their personal vehicles at any time.

Personal break times or lunch periods are to be taken jointly with the center staff or as designated by the clinical instructor. Breaks of no more than 15 minutes are a privilege and should be treated as such. Students are not to invite friends and relatives to the facility for lunch.

Use of tobacco products is not permitted in the clinical agency or on any hospital grounds. This includes chewing tobacco.

*When leaving an assigned area at any time, students must report to their clinical supervisor or appropriate staff and the program clinical director.*

**ATTENDANCE POLICY - CLINICAL ROTATIONS**

Students are expected to remain in their designated rotation area unless otherwise approved by the Clinical Supervisor, Clinical Coordinator or Program Director. If the supervising therapist/nurse/dosimetrist tells you the work in your area is done for the day, check with the Clinical Supervisor, Clinical Director, or Program Director for further instructions.

**If you leave a clinical assignment prior to 4:30 pm without notifying the Clinical Director or Program Director, time will be deducted from the personal time given each semester.**
You are to clock-in at the beginning of each clinical day and clock-out at the end of each clinical day using the electronic clinical documentation system. The supervising therapist must approve the electronic timesheet daily for verification. Any falsification of clinical records will not be tolerated. Errors on timesheets may affect your clinical grade as well as your allotted personal time.

Falsification of clinical records will have an adverse effect on your grade and may result in dismissal from the program. Late records will result in clinical grade deductions.

Because the basic premise of clinical education is gaining experience, attendance at clinical assignments is essential. You are expected to attend all clinical assignments as scheduled; time should be missed only due to illness and/or emergency. Clinical time is addressed in each course's syllabus.

**College Closure:**
If classes at Ivy Tech are canceled because of snow or for any other reason, you are excused from clinical attendance. If students are aware that a clinical affiliate will be experiencing a machine “down” day, the Clinical Director must be notified immediately. The student may be reassigned temporarily to an alternate clinical assignment for the day. Failure to notify the program chair will be considered an absent day without proper notification. The time missed will be doubled and deducted from personal time.

**Planned Absences:**
If you know in advance that you will be unable to attend a clinical assignment, a *Leave Request Form* must be filled out and submitted as far in advance as possible to provide notification of the absence. These forms are available from the Clinical Director. If you need to schedule doctor's appointments or other appointments of a business or personal nature, you should attempt to schedule them outside clinical hours. If that is not possible, consult with your clinical supervisor/clinical director to see what arrangements can be made.

If you wish to miss time to attend professional education activities (related to radiation therapy), you may request a waiver of the absence policy by discussing it with the program director at least a week in advance of the beginning of the requested absence. Approval is not automatic. Verification of attendance will be required.

**Unplanned Absences:**
If you are going to be absent from a clinical assignment because of illness or a serious emergency (e.g. a death in the immediate family), you must call the Clinical Director's office (330-6322) and the clinical site (See Clinical Site List). If the voice mail answers, you may leave your message as directed. For your protection, it is recommended that voice mail messages be confirmed with an additional call. These calls are required to notify the Program faculty of the absence but do not excuse the absence. The Program and Clinical should also be notified if you expect to be tardy by 15 minutes or more.
The only reason for leaving after reporting to a clinical assignment (without a previously approved leave request) is an illness or emergency. If you need to leave in this situation, you must complete a leave request form and have it signed by the clinical instructor prior to leaving the clinical site. If a clinical instructor is not present at the site, you must fill out the leave request form and then call the program office and talk to a faculty member before leaving the clinical site.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will complete Student Status Reports when classes/activities are missed a sufficient number of times to jeopardize successful course completion, and will forward forms to appropriate personnel for follow-up. (4.4APPM-DEGREE REQUIREMENTS/GRADUATION).

**GUEST STATUS**  Students are guests in the affiliating agency and are expected to abide by the standards of conduct of that agency.

**CONFIDENTIALITY**  Information acquired in the clinical area is privileged and confidential and is to remain the same. Breach of confidentiality may lead to dismissal from the program, as well as additional legal ramifications.

**CPR CERTIFICATION**  CPR Certification (Healthcare/BLS Provider) is a program requirement and current students are responsible for maintaining certification. Documentation of this must be on file in the office in order to attend clinical. You will not be able to attend clinical without CPR certification, and each day missed will be counted as an absence. The School of Health Sciences Paramedic Program will offer students the opportunity to attain CPR certification prior to beginning of first semester clinic. The cost is .5 credit hour.

**CLINICAL PERFORMANCE EVALUATION**
Clinical performance evaluation conferences may be held during each semester at midterm and are required at completion of a period in a clinical area and/or at the conclusion of a course.

1. Unstructured, informal "on the spot" evaluations will be held upon stated or observed need.
2. All evaluation is part of the learning process. Students will be evaluated in terms of:
   - Clinical and course objectives
   - Attendance
   - Completion of course requirements
   - Initiative and demeanor
   - Professionalism
3. Final conferences are required for completion of each radiation therapy course.
CONFIDENTIALITY OF INFORMATION

All information, which you learn, about a patient is considered to be confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place.

Written information, such as care plans, practice nurse’s notes, growth and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential.

DO NOT DISCUSS HOSPITAL EXPERIENCES in any public place, whether you refer to the patient by name or not.

Release of any confidential information is a violation of the Health Insurance Portability and Accountability Act (HIPAA). When a HIPAA violation occurs, the student may be removed from clinical setting pending further investigation. The violation will be handled using the hospital’s policy in which the incident occurred and could include dismissal from the program.

______________________________________________
Printed Name

______________________________________________
Student’s Signature

______________________________________________
Date
BACKGROUND CHECKS, DRUG SCREENING, AND IMMUNIZATION REQUIREMENTS

PROGRAM HEALTH AND BACKGROUND/DRUG SCREENING REQUIREMENTS

ASOM 4.14 Criminal Background Check and Drug Screening Policy:
Completion of a criminal background check and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. The criminal background check and drug screening may be done either before enrollment in the professional/technical core courses or just prior to the first day of clinical or externship as specified by the Health and Nursing program. Additional criminal background checks and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses more than 12 months. Convictions are reported to the clinical sites. Criminal charges (a criminal complaint filed in court by a prosecutor) may be reported based on facility request. Any convictions or criminal charges filed against the student prior to or during their enrollment in the Health and Nursing programs may result in a failure to be approved for required clinical placement assignments and may result in inability to progress through or graduate from the programs.

Purpose:
The purpose of requiring criminal background checks and drug screenings on students who will have direct patient contact within a health care facility or laboratory is to ensure patient safety and protection. By doing so, students meet the same standards as health care facility employees. Individuals receiving care are often physically and emotionally vulnerable. Students have access to personal information about the patient and/or his/her family, access to the patient's property, and provide intimate care to the patient. Health care facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of use of illegal substances or illegal use of pharmaceuticals, mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person.

Implementation:
The criminal background check and drug screening must be completed by the date given in your program acceptance letter.

Process:
The student is responsible for completing the online processes and other required paperwork, paying for the criminal background check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check and drug screening, students are giving the college permission to release information as needed to the clinical affiliates. All costs for criminal background checks and drug screenings are the responsibility of the student.

Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the
School of Health Sciences. Clinical sites or the College may request additional background checks or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with positive findings on criminal background checks or drug screenings, may reapply to the same or different School of Health Sciences program the next semester, but will need to comply with additional criminal background checks or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites, if others sites are available.

The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program.

The background check will include the following elements (and additional elements may be added if required by the clinical site):

- County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
- National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
- OIG/GSA Sanction Reports, US Treasury, Applicable state exclusion list
- Social security verification and residency report
- Maiden name and alias report

The drug screening will include the following elements (additional elements may be added if required by the clinical site) (Note: examples of common names for drugs or illegal substances are listed in the parentheses):

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmaine, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student. The student, the college, and clinical sites will have access to the secure web-based results. By participating in the screening processes, the student is authorizing release of the results to the College and the clinical sites. Students who refuse to comply with the background check and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.
The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure website, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular positive findings on the background check will be allowed to attend clinical. In the event there are positive findings on any portion of the criminal background check, a primary clinical site will be notified and requested to make a decision on whether or not the student will be allowed to complete a rotation at the site, in light of the specific positive findings on the criminal background check. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.

The student may reapply to the same program or another program in the School of Health Sciences the next semester. The student will need to complete the criminal background test again if s/he is readmitted. College program admission and progression policies will apply.

Disclaimers:

- Completion of a criminal background check and drug screening for a Health Sciences program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background check and drug screening for a Health Sciences program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.
- Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinicals) at their discretion.
- Completion of background checks and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any co-requisite courses pending resolution of the situation.

Protection of confidential information from the background checks and drug screenings: Information obtained from the result of student background checks and drug screenings will be treated as confidential information, and protected from unauthorized access. Authorization to
view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background checks and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background check, a printed copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be maintained in a secure (locked file cabinet) School of Health Sciences file for seven (7) years.

**Yearly Background Checks:** Students are expected to complete a background check once a year while in the program. The checks will be completed by the process listed above.

**Multiple Drug Screens:** Drug screens will be required once a year however, some clinical site may require multiple drug screens while the student is enrolled in the program. The screenings will be obtained by the process listed above.

**ASOM 4.14.1 Reasonable Suspicion Drug and Alcohol Policy and Testing Guideline – School of Health Sciences Policy:**
If a clinical instructor/clinical site supervisor perceives the odor of alcohol or other substances, or observes behaviors to cause reasonable suspicion that a student is under the influence of drugs or alcohol, they will remove the student from the patient care or clinical work area and notify the appropriate faculty. Faculty must consult with the regional dean or chair or designee to validate the basis for reasonable suspicion testing.

**Purpose:**
Health care facilities and the college are obligated to document and follow up with any student who appears to be under the influence of alcohol or drugs while participating in patient setting or in college campus activities. This policy and procedure will be used in situations where a reasonable suspicion that student may be under the influence of alcohol or drugs is identified.

**Process:**
It is recommended that two non-student individuals interact with the student to determine if there is reasonable suspicion of impairment. If drug or alcohol use is suspected, the faculty member or facility designee should take the following steps:

Remove the student from the clinical activity:
- Confront the student in a private setting and in the presence of a non-student witness;
- Discuss the suspicious behavior with the student and allow the student to explain;
- Decide whether reasonable suspicion exists for drug and/or alcohol testing;
- If reasonable suspicion is validated, inform the student; they cannot participate in clinicals that day or will not be able to complete the clinical day (as applicable).
- Inform the student that he/she bears the burden of proof and advise him/her to seek an alcohol test and drug screen immediately, but in no case more than 2 hours following removal from activity. A waiting period of 20 minutes must be observed between validation of reasonable suspicion and commencement of testing.
• In the rare circumstance where it is impossible to obtain testing within the 2 hour guideline above, documentation must be provided by the student showing that they reported for testing within the shortest possible timeframe not to exceed 4 hours following removal from activity.
• Inform the student that without negative results on the alcohol and drug screen, the clinical absence will be considered unexcused and further disciplinary actions may occur.
  a. Notify the student that disciplinary actions may include:
     i. Dismissal from the clinical site (which may impact progression in the program)
     ii. Failure of the course
     iii. Dismissal from the program
     iv. Dismissal from the College
• Advise the student to arrange safe and lawful transportation to the testing site and home.
• If the student is unable to arrange safe transportation, a cab will be called to transport the student, and the student will be responsible for the cost.
• If the student is unable to pay the cost of a cab, the program chair or designee will attempt to reach the emergency contact noted in the student’s file.
• If the emergency contact cannot be reached, or cannot provide transportation, local law enforcement may be contacted to facilitate removal from the clinical facility.
• Complete the Report of Reasonable Suspicion of Drug/Alcohol Use form (see Appendices).
• Complete the Maxient Incident Report form per ITCC policy.
  If the student agrees to drug and/or alcohol testing, the faculty member will ask the student to sign the “Consent for Screening” form (see Appendices).

*For more information about testing results or refusal to test refer to ASOM 4.14.1*
STANDARDS OF ETHICS

IF YOU HAVE BEEN CONVICTED OF A CRIME

I understand that the possibility exists that a person who has been convicted of a crime may not be eligible to sit for the ARRT national certification examination or practice at certain clinical affiliates.

Ivy Tech Community College – Bloomington has informed me that if I have been convicted of a crime, The ARRT (American Registry of Radiologic Technologists) may choose to deny me the opportunity to sit for the certification examination even if I satisfactorily complete Ivy Tech Community College’s Associate of Science in Radiation Therapy.

Also, some clinical affiliates may require criminal background checks on students assigned to its facilities. Should a student be denied acceptance to practice at the scheduled clinical affiliate, the program will attempt to place the student at another clinical site if space allows. Should no clinical space be available the student may be required to withdrawal from the program.

____________________________________
Student Signature

____________________________________
Student's Printed Name

____________________________________
Date
POLICY TITLE
Immunization, Tuberculosis Screening, Physical Examination and Essential Functions Requirements

PURPOSE
Requiring documentation of immunity to communicable/infectious diseases and screening for tuberculosis ensures students meet the same standards as health care facility employees. Physical examination to verify the student's ability to meet program-specific essential functions ensures that students will be capable of completing course objectives and providing safe, competent patient care. This will also provide consistency for Ivy Tech School of Health Sciences and School of Nursing programs. Programs must use this policy to develop program requirements and procedures.

ORGANIZATIONAL SCOPE OR AUDIENCE
This policy applies to all health science and nursing students enrolled in courses requiring direct patient contact within a health care facility or laboratory, or other setting where health care procedures are performed. The policy also applies to students who do not have direct patient contact but engage in practice-based learning within a setting where health care is provided. These practice-based courses include, but are not limited to, clinical, externships, clinical practicums, campus lab courses, coop experiences, and courses with a service learning component.

DEFINITIONS
Practice-based learning: as applicable to this policy, any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

Immunity: the biological state of inherited, acquired or induced resistance to an infectious agent or its products.

Immunization: stimulation of immunity by injection or other administration of a weakened (attenuated) infectious agent, inactivated infectious agent or component of an infectious or toxin-producing agent.

Serologic Tests of Immunity (titers): a quantitative measure of antibody specific for a particular infectious agent, its components or products in a biological specimen, such as blood.
POLICY

Documentation of immunity to communicable diseases and screening for tuberculosis will be required for all health science and nursing students enrolled in courses where clinical procedures are performed. This policy outlines minimum requirements required for all students and is based on guidelines from the Centers for Disease Control, the Indiana State Department of Health, and local health departments. Individual clinical affiliating agencies may have additional, more stringent requirements. While students may choose to decline vaccination, the declination may result in refusal of the clinical affiliating agency to accept the student for clinical experiences. A student who declines vaccination accepts sole responsibility and releases the College from liability for communicable diseases acquired as a result of exposure infected individuals.

Students are also required to submit documentation of a physical examination and validation of the student’s ability to perform essential functions as delineated by the specific health science or nursing program. Students requiring accommodations to perform essential functions must work with the program chair and disabilities support services staff to determine if reasonable accommodations are available. Students must be able to fulfill all course objectives.

All costs associated with vaccination, serologic immunity testing (titers), tuberculosis testing, and physical examination are the student’s responsibility.

Documentation may be required either before enrollment in the professional courses or just prior to the first day of clinical or externship as specified by the program. It is the student’s responsibility to adhere to documentation due dates set by the program. Failure to submit documents as required may result in withdrawal from specific courses and/or withdrawal from the program.

It is the student’s responsibility to ensure that documentation of immunity and tuberculosis status is kept current as required by the specific program, including annual updates for tuberculosis screening. Students who are not continuously enrolled in a program until completion may be required to submit updated documentation of health requirements upon re-entry to the program or admission to a different program in the School of Health Sciences or School of Nursing. A student will be required to provide updated documentation from a licensed health care provider of continued ability to perform essential functions following any severe illness, hospitalization, physical injury, pregnancy, mental health disorder, or other serious health disruption in order to return to clinical coursework.

College personnel will take every reasonable precaution to maintain confidentiality of student health records. Some clinical agencies require the College to provide copies of the required health records, in which case students will be asked to provide consent for release of the records. Refusal to provide consent may result in refusal of the affiliating agency to allow the student’s participation in practice experiences.
PROCEDURE

1. Each student will be provided with program-specific requirements and required documentation forms by the program (see documentation form templates below).

2. The student will be responsible for making appointments with his or her own healthcare providers to fulfill requirements. Healthcare providers may include licensed physicians, advanced registered nurse practitioners, and/or licensed physician assistants.

3. Required documentation of immunity to communicable diseases listed below may include documentation of vaccinations as specified and/or serologic evidence of immunity.

<table>
<thead>
<tr>
<th>Disease:</th>
<th>Vaccine Requirement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td>3-dose series (dose #1, #2 in 1 month, #3 approximately 5 months after #2)</td>
</tr>
<tr>
<td>Influenza</td>
<td>1 dose of influenza vaccine annually</td>
</tr>
<tr>
<td>Measles, Mumps, &amp; Rubella (MMR)</td>
<td>2 doses of MMR, 4 weeks apart</td>
</tr>
<tr>
<td>Varicella (chickenpox)</td>
<td>2 doses of varicella vaccine, 4 weeks apart</td>
</tr>
<tr>
<td>Tetanus, Diphtheria, Pertussis</td>
<td>1-time dose of Tdap, Td booster every 10 years</td>
</tr>
</tbody>
</table>

4. Students who decline vaccination will be required to complete an Immunization Declination form. Depending on specific clinical affiliating agency requirements, declining immunization may prevent the student from participating in clinical coursework and may require withdrawal from the program.

5. Required documentation of Tuberculosis screening must include one of the following:

   Two-Step Tuberculin Mantoux test: first step completed within 90 days prior to the clinical semester, followed by a second step in 1-3 weeks if the first step is negative. Positive result requires chest x-ray.

   Or

   QuantiFERON®-TB Gold (QFT-G) Positive result requires chest x-ray. Indeterminate result requires Mantoux test (per ISDH)

   And/Or

   Chest X-ray

   Tuberculosis screening must be updated on an annual basis. Individuals with a history of a positive skin or blood test, will be required to complete a symptom survey. If any symptoms are present, a follow-up chest x-ray will be required.

6. The physical examination form requires that a comprehensive physical examination and review of the student’s ability to perform program-specific essential functions be completed by a licensed physician, advanced registered nurse practitioner, or licensed physician assistant. The form also requires the healthcare provider’s verification of immunity and tuberculosis screening requirements described above.
It is the student’s responsibility to ensure that the health care provider completes all required sections of the form, including required signatures.

7. All documentation must be submitted to the designated program personnel by the specified due date.

8. Documentation will be reviewed by the program chair or his/her designee to ensure compliance with affiliating agency requirements.

9. Documentation forms will be maintained in a secure, locked file in the program office until the student completes the program or withdraws from the program.

10. Students will sign a release of information consent form prior to documentation being shared with clinical affiliating agencies.

11. A statement of the student’s continued ability to perform all program-specific essential functions from a licensed physician, advance registered nurse practitioner, or licensed physician assistant is required following any severe illness, hospitalization, physical injury, pregnancy, mental health disorder, or other serious health disruption.

12. Students who do not meet program-specific and agency-specific requirements will be advised by the program chair with regard to specific deficiencies, the impact of deficiencies on program/course enrollment, and if necessary, students will be provided advising related to withdrawal from the program and alternative academic options.

REFERENCES
1. Centers for Disease Control
2. Indiana State Department of Health

RESOURCE PERSONS
Program or Department Chair – School of Health Sciences and School of Nursing
Dean – School of Health Sciences and School of Nursing
Vice Chancellor of Academic Affairs
Vice Chancellor of Student Affairs
Ivy Tech Community College of Indiana
School of Nursing and School of Health Sciences
Vaccination and Physical Examination Form

Instructions:

- This completed and signed form, including any additional documentation must be submitted at least four (4) weeks prior to starting any clinical course.
- Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student’s ability to perform the Essential Functions of Nursing/Health Sciences Students.
- The health care provider must complete and sign all sections as indicated.
- It is the student’s responsibility to ensure that the form is complete and signed in all required areas prior to submission to the radiation therapy program.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Name: ___________________ Student ID: C _______________ Date of Birth ___/___/___

Address: ____________________________________________________________

Phone: Home ___-___-_____ Work ___-___-_____ Cell ___-___-_____  

Email: ____________________________________________________________

- I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.
- Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions of Nursing/Health Sciences Students. Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.
- By signing this agreement, I affirm that I meet all requirements listed below and I do not have any physical or mental limitations which would prevent me from performing the essential functions described below.

Name of Student (PRINT)  Student Signature  Date
**SECTION I: IMMUNITY STATUS**
- Documentation of immunity requires proof of immunization or serologic evidence of immunity.
- If the initial titer is negative, vaccination according to CDC guidelines is required.
- If the student declines one or more the following vaccinations, a *Student Vaccination Declination Form* must be completed and signed by the student and health care provider. Forms are available from the Nursing or Health Science Office.

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Date of Vaccination(s)</th>
<th>Date of Titer(s) Showing Immunity if No Vaccination</th>
<th>If Titer Negative for Immunity, Date of Vaccination(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #2 (1 mo. following #1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #3 (5 mo. following #2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza (1 dose annually)</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Measles (2 doses, at least 4 weeks apart)</td>
<td>MMR</td>
<td></td>
<td>MMR</td>
</tr>
<tr>
<td>Mumps (2 doses, at least 4 weeks apart)</td>
<td>1:</td>
<td></td>
<td>1:</td>
</tr>
<tr>
<td>Rubella (1 dose)</td>
<td>2:</td>
<td></td>
<td>2:</td>
</tr>
<tr>
<td>Varicella (2 doses, at least 4 weeks apart)</td>
<td>1:</td>
<td></td>
<td>1:</td>
</tr>
<tr>
<td></td>
<td>2:</td>
<td></td>
<td>2:</td>
</tr>
<tr>
<td>Tetanus, Diphtheria, &amp; Pertussis (Tdap) – (1 dose)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus (Td) Booster (every 10 years after Tdap)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus</td>
<td></td>
<td><strong>Date of Titer(s) Below</strong></td>
<td></td>
</tr>
<tr>
<td>Diphtheria</td>
<td></td>
<td><strong>Date of Titer(s) Below</strong></td>
<td></td>
</tr>
<tr>
<td>Pertussis</td>
<td></td>
<td><strong>Date of Titer(s) Below</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION II: TUBERCULOSIS SCREENING**
- Tuberculin skin testing (TST) or other TB testing by Quantiferon TB Gold blood, T-Spot, or Xpert MTB/RIF Assay is **required**.
- A chest x-ray is required if any test results are positive, or if the student has written documentation of a prior positive Tuberculin Skin Test or treatment for TB disease.

**TUBERCULIN SKIN (MANTOUX) TEST:**
- For students with a documented negative tuberculin skin test within the preceding 12 months, the last annual results may be recorded for first test and the current test must be recorded for second test. Students will be required to show proof of the original Mantoux.
- For students without a documented negative tuberculin skin test in the preceding 12 months, baseline tuberculin skin testing must employ a two-step method, with the second test repeated in 1-3 weeks.
- The tuberculin skin testing should be completed no earlier than 90 days prior to the first day of clinical.*
*Exception: the second-step Tuberculin skin test for students in the radiation therapy program may be given no earlier than 30 days prior to the first day of clinical.

FIRST TEST:
Date given: ___/___/___ time: ___ Date Read: ___/___/___ time: ___ Results: ___ mm
  □ Negative  □ Positive (chest x-ray required)

PROVIDER PRINTED NAME: __________________________

PROVIDER SIGNATURE: ____________________________ DATE: __________________________

SECOND TEST:
Date given: ___/___/___ time: ___ Date Read: ___/___/___ time: ___ Results: ___ mm
  □ Negative  □ Positive (chest x-ray required)

PROVIDER PRINTED NAME: __________________________

PROVIDER SIGNATURE: ____________________________ DATE: __________________________

QUANTIFERON TB GOLD (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay TEST:
Results: Date of test: ___/___/___
  □ Negative  □ Positive (chest x-ray required)

PROVIDER PRINTED NAME: __________________________

PROVIDER SIGNATURE: ____________________________ DATE: __________________________

CHEST X-RAY: (Required if Tuberculin skin test (Mantoux), Quantiferon TB Gold (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay test is POSITIVE)
Date of chest x-ray: ___/___/___  □ Normal  □ Abnormal

PROVIDER PRINTED NAME: __________________________

PROVIDER SIGNATURE: ____________________________ DATE: __________________________

http://www.cdc.gov/tb/topic/testing/default.htm)

SECTION III: PHYSICAL EXAMINATION & ESSENTIAL FUNCTIONS OF NURSING/HEALTH SCIENCES STUDENTS
Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions for Nursing/Health Sciences Students.

Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.
Form Version: 2016 Schools of Nursing and Health Sciences Vaccination and Physical Exam Form

In addition to the Essential Functions listed below, students are expected to provide proof of the following items while enrolled in the radiation therapy program which may include, but are not limited to:

- annual flu shots;
- all required immunizations including Hepatitis B series;
- annual TB skin testing (Mantoux) or other documentation for positive tests per CDC guidelines; ([http://www.cdc.gov/tb/publications/factsheets/default.htm](http://www.cdc.gov/tb/publications/factsheets/default.htm))

<table>
<thead>
<tr>
<th>Function</th>
<th>Frequency</th>
<th>Description Tasks</th>
<th>Remarks</th>
<th>Specific Accommodations</th>
<th>Health Care Provider Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carring/Lifting/Pushing/Pulling/Bending/Stooping/Squatting</td>
<td>40%</td>
<td>Carry patient from wheelchair-stretcher to treatment table. Lifting patients from treatment table to wheelchair/stretcher and at least 25 lbs above head (with no assistance). Pull or push wheelchair/stretcher to treatment room, devices from treatment machine. Lifting and moving equipment and patients. Perform CPR.</td>
<td>With assistance of 1 or 2 additional persons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing/Speaking</td>
<td>100%</td>
<td>Listening and communicating with fellow students, faculty, therapist, patients, and members of health team. Identify, interpret, non-verbal communication; prepare treatment charts.</td>
<td>Must have excellent communication skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vision/Touching</td>
<td>100%</td>
<td>Performing patient care (identify skin color and/or sclera, locate veins to start IV's, regulate and monitor equipment (monitors, oxygen tanks, suction units, etc.), palpate body parts, reading treatment parameters, patient charts, and driving skills</td>
<td>Corrected to 20/20 Vision</td>
<td>Able to comprehend nonverbal communication</td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td>40%</td>
<td>At simulation consoles, treatment planning computers, during chart reviews</td>
<td>Computer work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye/Hand Coordination</td>
<td>100%</td>
<td>Writing, setting up patients for treatment (lining up pt. marks with room lasers), patient care skills, driving</td>
<td>Sometimes in adverse light conditions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standing/Walking</td>
<td>90%</td>
<td>Patient care in treatment room/simulator. From treatment room to console, waiting rooms to treatment rooms</td>
<td>Sometimes in adverse lighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thinking/Intellectual/Conceptual/Judgment</td>
<td>100%</td>
<td>Analytical and critical, process information, evaluate outcomes, synthesize knowledge and skills. Accurately calculate and administer radiation doses. Identify changes in patient condition.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotional/Coping</td>
<td>100%</td>
<td>Avoid demonstrating personal stress or frustration when interacting with others, demonstrate professional standards of practice under stressful and ideal conditions. Comfort patient when coping with diagnosis.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I have reviewed the student's immunity status documentation and verified this information to be accurate, including initiation of immunization series.

Yes ☐ No ☐

I have reviewed results of TB screening and verify that the student is free of active tuberculosis.

Yes ☐ No ☐

I have reviewed the Essential Functions for Nursing/Health Sciences requirements with the student, and based on my assessment and the medical history and information provided by the patient, I have not identified any physical or mental limitations which would prevent the student from performing the essential functions described above.

Yes ☐ No ☐

PROVIDER PRINTED NAME/CREDENTIALS: ________________________________  

(MD, DO, NP, PA)

PROVIDER SIGNATURE: ____________________________________________

PROVIDER PHONE: ____-____-______  DATE: ___________________________
I understand that as a student in a health program, there is increased risk of acquiring Hepatitis B virus (HBV), Measles, Mumps, Rubella, Tetanus, Diphtheria, Varicella (Chicken Pox), influenza, and/or Tuberculosis infection due to potential occupational exposure to blood or other infectious materials. It has been recommended that I be immunized with vaccine for these illnesses. However, I decline these immunizations at this time. I understand that by declining vaccination, I accept the risks involved and I will not hold Ivy Tech Community College, classmates or the clinical facility responsible for the consequences of my decision.

I understand that certain course activities and affiliated clinical sites may refuse or prevent students the right to participate in hands-on contact with clients or patients if they are not vaccinated and/or provide documentation of immunization for the above mentioned communicable diseases. Depending on specific clinical affiliating agency requirements, declining immunization may prevent the student from participating in clinical coursework and may require withdrawal from the program.

I understand that the purpose of providing in-class hands-on laboratory activities and clinical experiences is to assist students in the understanding and application of course content, ultimately providing a sufficient foundation to prepare the student for degree completion and subsequent certification or licensing examination. Ivy Tech cannot guarantee that a student who has not participated fully in these hands-on activities will be fully prepared to do the same. Ivy Tech cannot guarantee that any student will pass a certification or licensing exam, or become employed in the field.

I have discussed the implications of this decision with my healthcare provider as indicated by the signature on this form.

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Purpose for Declination</th>
<th>Expected Duration of Medical Contraindication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Personal Preference</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical Contraindication</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Health Care Provider Signature ___________________ Date ___________________

Student Signature _______________________________
IVY TECH COMMUNITY COLLEGE HEALTH CARE STUDENT
AUTHORIZATION FOR USE AND DISCLOSURE
OF PROTECTED HEALTH INFORMATION

I, ________________________________, as a participant in certain health care related instructional programs at Ivy Tech Community College, understand and agree that such courses of studies require my participation in clinical educational activities at certain health care provider locations, including but not limited to hospitals, nursing homes, physical rehabilitation centers and other health clinics. I further understand that such clinical locations require proof that I have had specific inoculations and that I am not being treated for, suffering from or carrying certain illnesses and/or diseases. Consequently, I hereby authorize Ivy Tech Community College to disclose such personal protected health information that it may possess, whether provided directly by myself or my personal health care provider, to such clinical locations as may be necessary for my participation in said health care related instructional program. Finally, I understand that this authorization may be revoked at any time by providing written and signed notice to Ivy Tech Community College.

Signed: ________________________________

Printed: ________________________________

Date: ________________________________

Address: ________________________________

____________________________________
STANDARD PRECAUTIONS

IVY TECH COMMUNITY COLLEGE
ASSOCIATE OF SCIENCE IN RADIATION THERAPY – BLOOMINGTON
STUDENT VERIFICATION OF TRAINING IN UNIVERSAL PRECAUTIONS

According to the Universal Standards Rule 410 IAC 1-4 under Public Law 123-1988: “An employer shall provide training and the necessary equipment to each employee and student trainee who has duties that require the employee to have direct contact with blood or body fluids in the scope of the employee’s employment”. This training must include instruction in the procedures “Universal Standard” adopted by the Indiana State Board of Health. Because radiation therapy students may have direct contact with blood or other body fluids the Radiation Therapy Program is required to do training in Universal Standards.

Universal Precautions training for students will be given during the first semester in the program before clinical rotations. Training will include an overview of proper procedures and a review of the “Ivy Tech Bloodborne and Airborne Pathogens Exposure Protocol”. Yearly individual clinical site orientations will also cover training for Universal Precautions.

This training will take place on an annual basis prior to the student entering the clinical practicum setting. A signed form verifying the student’s attendance at the training will be retained in the Radiation Therapy Program Chair’s office as documentation of training in standard precautions.
UNIVERSAL PRECAUTIONS TRAINING

IVY TECH COMMUNITY COLLEGE - BLOOMINGTON
RADIATION THERAPY PROGRAM

STUDENT VERIFICATION OF TRAINING IN UNIVERSAL PRECAUTIONS

According to the Universal Standards Rule 410 IAC 1-4 under Public Law 123-1988: “An employer shall provide training and the necessary equipment to each employee and student trainee who has duties that require the employee to have direct contact with blood or body fluids in the scope of the employee’s employment.” This training must include instruction in the procedures “Universal Standards” adopted by the Indiana State Board of Health.

Because radiation therapy students may have direct contact with blood or other body fluids, the Radiation Therapy Program is required training in Universal Standards. This form will be retained in the office of the Program Chair as documentation of training in Universal Precautions.

I, ____________________________, have received the above training and a copy of the Ivy Tech Bloodborne and Airborne Pathogens Exposure Protocol on ____________________________.

(Date of Training)

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>College ID (C) Number</th>
<th>Date</th>
</tr>
</thead>
</table>

Verification of Student’s Mastery of Knowledge in HIV/AIDS/Universal Precautions.

DATE ____________________________

INSTRUCTOR _______________________
PARENTERAL PROCEDURES

I realize that instruction in giving injections/drawing blood/starting intravenous fluids is a part of my educational program. Since I will be expected to perform the indicated procedures safely and accurately during the clinical component of my program, I recognize the importance of practice under faculty supervision in the learning laboratory as well as in the clinical environment. Likewise, I am aware of the dangers inherent with giving and receiving injections. I acknowledge the need for 100% use of Standard Precautions and sterile technique when performing parenteral procedures.

Therefore, I accept responsibility for the following:

1. Application of Standard Precautions
2. Application of sterile techniques
3. Handling syringes and other sharp equipment only as instructed
4. Practice injections in the laboratory setting only under faculty supervision
5. Administer injections in the lab setting only under the supervision of faculty or faculty designee

____________________________  _________________
Signature                        Date
### PROGRAM CURRICULUM

Ivy Tech Community College  
Radiation Therapy Curriculum of Record  
FALL 2019

<table>
<thead>
<tr>
<th>General Education</th>
<th>28ch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional/Technical</td>
<td>42ch</td>
</tr>
<tr>
<td></td>
<td>70ch</td>
</tr>
</tbody>
</table>

#### Prerequisites
- APHY 101 Anat. & Physiology I | 3
- MATH 116 College Algebra | 3
- HLHS 101 Medical Terminology | 3
- BIOL 101 Introductory Biology | 3
- IVYT 112 Student Success in Health Care | 1

#### Program Semester 1
- APHY 102 Anat. & Physiology II | 3
- PSYC 101 Intro. To Psychology | 3
- RDTH 100 Introduction to Rad. Therapy & Lab | 2
- RDTH 120 Cross Sectional & Imaging Principles | 2
- RDTH 150 Patient Care in Rad. Onc. | 3
- RDTH 110 Virtual Simulation Lab | 1

#### Program Semester 2
- ENGL 111 English Composition | 3
- RADM 117 Radiation Physics & Equipment Operations | 3
- RDTH 220 Techniques and Applications in Radiation Therapy | 3
- RDTH 230 Pathology & Treatment Principles I | 2
- RDTH 155 Clinical Externship I | 3

#### Program Semester 3
- COMM 101 Fund. Public Speaking  
  OR COM 102 Intro. to Inter. Comm. | 3
- RDTH 225 Clinical Externship II | 3

#### Program Semester 4
- RDTH 223 Radiobiology & Safety | 2
- RDTH 232 Radiation Therapy Physics | 3
- RDTH 240 Pathology & Treatment Principles II | 2
- RDTH 235 Clinical Externship III | 5

#### Program Semester 5
- Humanities Elective | 3
- RDTH 241 Treatment Planning | 2
- RDTH 242 Quality Management | 1
- RDTH 243 RTT Capstone Course | 2
- RDTH 245 Clinical Externship IV | 3

| Total Clinical Hours | 1120 |

- 1:1 Lecture/Credit hour ratio
- 2:1 Lab/Credit hour ratio
- 5:1 Clinical Externship/Credit hour ratio
PROGRAM GUIDELINES and POLICIES

1. **Treatment**
   All procedures performed by the student must be under the **direct supervision** of a registered radiation therapist, dosimetrist or other appropriately qualified professional.

2. **Attendance Policy – Lecture/Lab**
   Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding the College’s expectations for class attendance will be included in the Student Catalog/Handbook. It is the philosophy of the faculty to plan a curriculum for the average student to complete successfully in a timely manner; therefore, any absences will be detrimental to the student’s ability to meet the requirements in both theory and clinical courses. It is also the purpose of the faculty to aid the student in maintaining and/or establishing habits, which are acceptable to future employers.

   Attendance at all scheduled course meetings is required. **Each course’s attendance requirements will be included in the course syllabus.**

   Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will complete Student Status Reports when classes/activities are missed a sufficient number of times to jeopardize successful course completion, and will forward forms to appropriate personnel for follow-up. (4.4APPM-DEGREE REQUIREMENTS/GRADUATION).

3. **Progression**
   Prerequisites and co requisites must be followed. Students must pass all RDTH professional courses with a grade of “D” or better.

   Only with special permission from the Chief Academic Officer may a student repeat a course more than once. (4.3 APPM – DEGREE REQUIREMENTS/GRADUATION)

**W – WITHDRAWAL** (A status assigned for student or instructor-initiated withdrawals after the first week of the term through completion of 75% of the course).

A. The student must provide formal notification to the Registrar by completing a course change request form to initiate withdrawal. (The form should be signed by the student’s advisor).

B. A grade of “F” will be assigned to a student who discontinues attendance without formally withdrawing from the course(s) involved.

C. Withdrawals with a “W” may not be submitted after 75% of the course has been completed unless extenuating circumstances, documented by the student in
writing, have been approved by the Chief Academic Officer.

D. Instructors may initiate a withdrawal request for non-attendance or disciplinary reasons, with final approval from the Chief Academic Officer. (4.2 APPM-DEGREE REQUIREMENTS/GRADUATION)

+ Students who withdraw or do not successfully complete a course with a minimum grade of "D" in one or more of the program professional courses will not be allowed to progress in the program until the course is successfully completed.

4. Readmission to the Program
If a student is dismissed from any campus/region of Ivy Tech Community College, that individual is dismissed from the College.

A. For violations of the College Rules of Conduct: The year starts at the time/date of the official notification to the student by the Chief Administrative Officer. After one calendar year, the individual under suspension may apply for reinstatement. If the student is dismissed, the student may appeal for reinstatement after five years.

The individual must begin the reinstatement appeal process by informing the Chief Student Affairs Officer at the campus where the dismissal took place of her/his intentions. The appeal for reinstatement may be applied for at any campus/region of Ivy Tech where the individual hopes to attend. The campus/region Student Status Committee will act on the appeal within thirty (30) days of its receipt. The recommendation of the Student Status Committee will be forwarded to Chief Administrative Officer of the campus/region. That individual will render a judgement on the appeal. That judgement will be final. (6.13 COLLEGE STUDENT HANDBOOK).

B. For failure to meet and maintain academic standards: A student who fails to maintain satisfactory academic progress will be subject to a series of intervention activities and related restrictions until such time as he/she restores satisfactory progress or is dismissed as a degree/certificate seeking student due to repeated unsatisfactory progress.

(1) A student who is dismissed from the RDTH program for unsatisfactory academic progress faces at least one term of non-enrollment as a certificate or degree/declared student prior to resuming progress toward that certificate or degree, at which time re-enrollment is allowed on a probationary status if space is available.

(2) A student who is dismissed twice for unsatisfactory academic progress will be terminated for up to five years as a degree or certificate-declared student unless he/she chooses to participate in an extensive Basic Skills Advancement program to correct academic deficiencies.
(3) Petition for readmission must be initiated at the campus where dismissal occurred via the Academic Status Committee. (4.3APPM-DEGREE REQUIREMENTS/GRADUATION)

(4) The following criteria will be utilized for re-admission:
   a. There must be space available.
   b. If the number of applicants for readmission exceeds clinical space availability, selection will be based on the earliest date of written application for readmission.
   c. A readmitted student is subject to the curriculum guidelines and program policies in effect at the time of readmission.

C. For reasons of illness: If a student who is otherwise in good standing has to drop out of a program for one semester because of well-documented health reasons, that student will be allowed to repeat the course(s) without penalty and that student will not be considered a readmit when he/she returns to the program.

5. Transfer

The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. To ensure that articulation between programs at the high school level and Ivy Tech and between Ivy Tech and four-year institutions is established on a permanent and educationally sound foundation, formal written articulation agreements with secondary and/or postsecondary institutions must be developed.

Local articulation agreements between Ivy Tech campuses and postsecondary institutions and statewide postsecondary articulation agreements should include a statement listing all conditions under which the courses or degree programs transfer. (6.3APPM – CREDIT TRANSFER/AWARDING)

The Registrar will accept in transfer any course appearing on the SIS+ transfer list. For courses not appearing on SIS+, recommendations for transfer of credit are made by the Department/Program head. Credits to be considered for transfer must have been earned at a postsecondary institution accredited by a regional accrediting board, and the student must have earned a grade of “C” or better in the course(s) involved. Grades below “C-“ do not transfer. Transferred credit is included in earned hours, but does not affect the grade point average. Final authority for transfer credit rests with the Chief Academic Officer. Credits taken more than 10 years prior must be reviewed by the Chief Academic Officer if applied to a degree or certificate objective.

This policy applies to credits accepted in transfer from another institution and to credits taken at Ivy Tech prior to declaring the new degree or certificate objective to which the credits may apply. (4.2APPM – GRADING POLICIES)

**Transfer is on a space available basis.
6. Movement within the Ivy Tech System
Movement within the Ivy Tech system is based on the following:

A. Clinical space availability
B. Written request by the student indicating the desire to complete their studies at another Ivy Tech campus
C. Good academic standing with a cumulative GPA of 2.75 or higher
*The student is held harmless in the transfer of co-requisite credit of the General Education courses required region-to-region.

7. Graduation
Certification requirements for students seeking a degree include:

A. Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.000.
B. Successful completion of the required number of credits.
C. Completion of at least 15 degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
D. Satisfaction of all financial obligations due the College.
E. Satisfaction of program accreditation standards that may have additional requirements. (4.1 APPM – DEGREE REQUIREMENTS/GRADUATION)

+ Students will have a maximum of four years from the time of acceptance into the radiation therapy program to complete all graduation and degree requirements.

8. Student Grievance Process
The student grievance process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a College employee’s decision affecting that student. The College encourages students to resolve their complaints informally. The informal grievance procedures are designed to accomplish a quick resolution that is most expeditious and effective.

Whenever the informal process does not result in a satisfactory resolution, the College formal grievance procedure is also available. A full description of the informal and formal grievance procedures can be found in COLLEGE STUDENT HANDBOOK.

Students with complaints regarding the programs compliance with JRCERT STANDARDS may use the outlined grievance process or complete and submit the JRCERT Allegations Form (jrcert.org) directly to the JRCERT.
9. **Student Disciplinary System/Student Code of Conduct**

Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to the conduct between faculty and staff to students, student to student, and students to faculty and staff.

Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College.

All Ivy Tech students are expected to abide by the College rules of conduct listed in the COLLEGE STUDENT HANDBOOK.

Anyone found in violation of College regulations shall be subject to disciplinary action by the College through due process procedures for student conduct violations. Cases of student misconduct and/or lack of academic integrity are to be referred to the Chief Academic Officer or Chief Student Affairs Officer. A student who violates the rules and regulations of the College may be subject to disciplinary actions, which may include, but not limited to the following:

A. Verbal reprimand;
B. Restitution for damages;
C. Restriction of privileges;
D. Failure of the assignment or course;
E. Withdrawal from a course, program or the College for the remainder of the semester or term;
F. Suspension from the College;
G. Dismissal from the College.

In addition, the College representative will be responsible to review all initial disciplinary procedures and may suspend a student for a period of time until the Student Status Committee can meet.

Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. The basic process in discipline cases is as follows: to notice of charges, notice of possible penalty, and opportunity to explain a defense to some authority.

The Student Status Committee hears all appeals relating to disciplinary actions. (COLLEGE STUDENT HANDBOOK).

+ Affiliation agreements will govern the expectations of student behavior in clinical settings.
10. **Grading Practices**
The Radiation Therapy Program will use the following grading scales for didactic and clinical courses:

**Didactic**
- 93-100 A
- 85-92 B
- 77-84 C
- 70-76 D
- 0 – 69 F

**Clinical**
- 95 – 100 A
- 90 – 94 D
- 85 – 89 C
- 80 – 84 D
- 0 – 79 F

11. **Charges to Students**

**Approximate Costs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>See Website for current rates</td>
</tr>
<tr>
<td>Books</td>
<td>~$1200.00</td>
</tr>
<tr>
<td>College Technology Fee</td>
<td>~$60/semester</td>
</tr>
<tr>
<td>Program Fee (fall/spring semesters)</td>
<td>~$315/semester</td>
</tr>
<tr>
<td>Program Fee includes →</td>
<td></td>
</tr>
<tr>
<td>- Radiation Monitoring Fee</td>
<td>$130/program</td>
</tr>
<tr>
<td>- Clinical Data System (Trajectys)</td>
<td>$150/program</td>
</tr>
<tr>
<td>- VERT Support</td>
<td>$200/semester</td>
</tr>
<tr>
<td>Scrubs and optional jacket</td>
<td>Scrubs ~$42/Jacket ~ $34</td>
</tr>
<tr>
<td>Background Check/Drug Screening</td>
<td>~$111/year</td>
</tr>
<tr>
<td>CPR Certification</td>
<td>~$70</td>
</tr>
</tbody>
</table>

* Other associated cost include physical exam, immunizations, and travel expenses

*These costs are estimates and are subject to change without prior notification.
*There may be additional miscellaneous items that students will need to purchase for use for the program. The RDTH Program Director will provide information regarding these items.
12. **Affiliation Agreements**
Agreements should state the responsibilities and privileges of both parties. Affiliation agreements should be obtained for internships, externships, practicums, co-ops, clinical experiences, or other types of off-campus educational experiences required of students in the course of fulfilling their educational objectives. Observational experiences do not require written agreements, but they are recommended.
Affiliation agreements should follow the procedures documented in 7.7APPM – OPERATONS.
In an off-campus setting, it is the policy of the College that faculty and students shall conform to the health policies of the affiliating agency. (7.8APPM – STUDENT AND FACULTY HEALTH REQUIREMENTS)

13. **Classroom Behavior**
1. Classes are conducted on an informal discussion basis. Students are expected to participate. A student will not be allowed to control discussion and is expected to accept responsibility to make appropriate meaningful contributions to class discussions.
2. The student is expected to be alert and attentive in class. The instructor may ask a student to leave the class if the student is inattentive or disruptive. The student is then recorded as absent. Disruptive behavior includes leaving the classroom other than at break time.
3. Food or beverages are not permitted in the CLINICAL or CLASSROOM areas.
4. SMOKING IS NOT PERMITTED in clinical facilities and in the classroom.
5. BREAKS may be taken as designated by the instructor.
6. Children may not accompany adults to class or laboratory areas, NOR may they be left unattended in any of the buildings.

14. **Student Pregnancy Policy**

If a student becomes pregnant during enrollment in the program, disclosure of her pregnancy is voluntary; however it is recommended that she notify the Program Chair immediately.

The Program Chair will meet with the student to discuss potential risks of occupational exposure (if applicable) and the appropriate precautions to protect the unborn fetus. The student will then be asked to sign a declaration of pregnancy, in addition to an affidavit confirming that she is aware of the risks of exposure during pregnancy. The Program Chair will then notify the Clinical Supervisor of the pregnancy.

Upon the discovery of pregnancy, the student is advised to avoid high radiation exposure risk areas, such as simulation/fluoroscopy or brachytherapy. A pregnant student may continue didactic and clinical hours up to the time of delivery unless medically contraindicated.

*Once the student has declared she is pregnant, if at any time during the program she chooses to withdraw her declaration, a written statement from the student must be provided to the Program Director.*
As established by the NCRP Regulatory Guide 8.13, the maximum permissible dose for a pregnant technologist trainee is .1 rem/year. The individual is to be monitored by an additional dosimeter worn at waist-level (beneath a lead apron, if worn) and specifically tagged for the fetus.

The following options exist for the student who becomes pregnant during program enrollment:

➢ The student may elect to take a “Leave of Absence” (LOA) due to pregnancy. A request for an LOA must be written and delivered to the Program Director. In this case, the student returns to the program one year from the semester of departure.

➢ The student may elect to consult with the Program Chair and the program Medical Advisor to consider her special circumstances and to design an individual instructional plan for completing her remaining clinical and didactic requirements. In such a scenario the student may take an LOA not to exceed 3 months. A request for an LOA must be written and delivered to the Program Chair.

➢ The student may elect to continue through the program with no alterations.

In all circumstances, missed clinical and didactic assignments must be completed and all graduation requirements fulfilled prior to the Associate degree being awarded.

† Pregnant and parenting students are protected by Title IX. Please refer to the statement provided under the College Policies section of this Handbook.
GUIDELINES FOR PROFESSIONAL CONDUCT

PURPOSE: This information is presented to ensure that students recognize the many guidelines for professional conduct that must govern their behavior and decisions. Even as a student in training, you must ensure that patients assigned to you receive appropriate attention and care. It must be provided in a timely fashion. Additionally, it must be in accordance with professional standards and respectful of the confidentiality of information provided to you as a part of your clinical experience.

Although you may consider yourself to be in a learning mode, patient lives are at stake. Their safety and security is a top priority. Additionally, the quality and reputation of the entire program rests upon the performance of our students. Read the following with great care, and count on it to serve as your guide. Realize that if these guidelines are not followed, continued participation in the program may be jeopardized. Our ultimate goal is to help you succeed. Faculty members are here to assist you, and they count on you to take these responsibilities seriously. If you have any questions related to any of this information, please discuss them with one of your instructors.

As a student, you are held accountable for the rights and responsibilities as established in the Ivy Tech Radiation Therapy Student Handbook as well as practices of safe, professional and ethical conduct as outlined in this document. A record of incidences will be maintained by the Program Chairperson or appropriate designee and will have a collective effect until the point of graduation.

Faculty have divided expectations of professional conduct into two groups. Both are critical. Follow-up actions for non-compliance reflect courses of action that would be similar for a health care professional in a work setting. These actions are listed at the end of each category.

GROUP 1

PROFESSIONAL CONDUCT EXPECTATIONS

THIS CATEGORY ADDRESSES MAJOR COMPLIANCE ISSUES AND APPROPRIATE MEASURES FOR PATIENT CARE IN A HEALTH SETTING.
The following thirteen points are critical to the successful education and employment of health care professionals should be followed from the onset of training and referenced as models for behavior to be continued throughout one’s career:

1. You must comply with Indiana State and Federal law both on campus and at off-campus locations. This includes, but is not limited to interactions with clients, patients and their families, faculty, peers and personnel of affiliating agencies.

2. You will refrain from consuming, being under the influence of, or possessing intoxicating
beverages or unauthorized prescription or non-prescription drugs on College property or at the clinical sites. If suspected of being under the influence in the clinical area, you must submit to a serum and/or urine test at your own expense. Results of the tests must be released to the College. Refusal to comply would result in removal from the clinical area and possible recommendation for dismissal pending a conference with faculty regarding professional conduct expectations.

3. You will maintain confidentiality about any patient, student, or clinical employee.

4. You will follow guidelines re: disruptive behavior, sexual harassment and discrimination activities and will exhibit appropriate physical, verbal and nonverbal behavior towards patients, families, or personnel in cooperating agencies. (Ivy Tech Community College Student Handbook)

5. You will not falsify any component of medical or program records.

6. You will not remove or photocopy any part of the patient/client or clinical records without authorization.

7. You will exhibit behaviors that respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problem.

8. You will not abandon or neglect patients/clients requiring health care.

9. You will not perform any technique or procedure without faculty or appropriate clinical personnel supervision.

10. You will guard against theft, abuse, misuse, or destruction of personal property, College property or property located on the College property or clinical site.

11. You will not possess firearms and other weapons, dangerous chemicals, or any explosives or explosive device on College property or at any College-sponsored activity held elsewhere including clinical practicum sites.

12. You will not leave the clinical site during assigned clinical hours without permission.

13. You will not cheat on papers, tests, or other academic works including clinical practicum assignments.

IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE: Because these expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty.
**IMMEDIATE ACTION:**
If there is evidence of non-compliance in the guidelines referred to in numbers 2, 4, 10 and 11 above, the student will be removed from the clinical site and a call will be initiated to the Dean of Student Affairs for further action. Evidence of non-compliance in the guidelines referred to in numbers 1, 3, 5, 6, 7, 8, 9, 12 and 13 may result in removal from the clinical site and further follow-up will be initiated.

**FOLLOW-UP ACTION:**
If non-compliance in any of these areas becomes evident, a written status report or other documentation will be prepared and a follow-up counseling session may be conducted. Recommendations made during the session may include a request to the appropriate college administrative representative for immediate suspension or dismissal from the class and/or clinical site.

**GROUP II**

**PROFESSIONAL CONDUCT EXPECTATIONS**

**THIS CATEGORY RELATES TO GENERAL PROTOCOL AND GUIDELINES:**

1. You are expected to follow program guidelines regarding the attendance policy and notification of intended absence. (Can be clinical, lab, or class.)
2. You must adhere to Standard Precautions Guidelines, safety rules and regulations, and use safety equipment provided.
3. You must follow rules/regulations pertaining to the occupational area and/or clinical affiliate policy.
4. You must refrain from smoking in restricted areas.
5. You will not solicit, vend or distribute literature, written or printed material in the class or clinical setting without proper authorization.
6. You will not accept gratuities from patients.
7. You will follow written protocol for all procedures and policies in the clinical setting.

**FOLLOW-UP IN THE EVENT OF NON-COMPLIANCE WITH GENERAL PROTOCOL AND GUIDELINES REFERENCED ABOVE:**

These seven items reflect appropriate responses as related to professional protocol and guidelines that are expected while training and once employed in a health care field. Any behavior not meeting the expectations listed above would result in a written status warning report for the first issue. At that point, the student would be asked to acknowledge receipt of the notification, and should take the initiative to review what is expected and modify behavior accordingly. In the event that a second issue occurs involving one of these areas and is documented on a status form, a formal conference will be scheduled with faculty to address the situation.
ACADEMIC HONESTY STANDARDS

A foundation of mutual trust and individual responsibility is essential in an academic community. Faculty and administrators at Ivy Tech Community College assume the responsibility of creating an environment in which honesty is encouraged and dishonesty discouraged. Students are obligated to demonstrate respect for the principles of academic integrity by not participating in acts of academic dishonesty and by reporting violations to faculty or administration.

Academic dishonesty may take many forms. The following list may not be inclusive:

- Cheating – using unauthorized assistance, materials, or study aids in any academic exercise
- Plagiarism – using the words or ideas of another without appropriate acknowledgment
- Fabrication – falsifying or inventing information or data
- Deception – misrepresenting work or academic records; forging signatures
- Electronic Dishonesty – using network access in an inappropriate way, having an impact on a class or the work of others
- Facilitating Academic Dishonesty – intentionally assisting another student to commit an act of academic misconduct

Students who commit acts of academic dishonesty will be subject to disciplinary action by the College through due process procedures for student conduct violations. The penalties, listed in order of increasing severity, may be: (a) redoing the project; (b) lowering the project grade; (c) no credit for the assignment; (d) lowering the course grade; (e) failure for the course; (f) removal from the academic program; (g) dismissal from the College. The term “project” is not limited to classroom assignments and includes examinations, lab reports, care plans, library assignments, and any other exercises faculty evaluate.
Honor Code

Upon entry into the Radiation Therapy Program, each student signs the Program’s honor pledge. As described in the Ivy Tech Community College Student Handbook and in the RDTH Student Handbook under “HUMAN SERVICES AND HEALTH TECHNOLOGIES DIVISION ACADEMIC HONESTY STANDARDS.” Violations of the Honor Code include, lying, cheating, plagiarism and/or failure to report the same. All students are expected to read the Ivy Tech Community College Student Handbook and note the information on Student Code of Conduct.

Students and faculty are responsible for reporting suspected honor code violations to the RDTH Program Chair. The pledge, to be written out in full on each assignment (homework, quizzes, tests, papers, examinations, and the like), reads as follows:

_I have neither given nor received unauthorized aid on this examination (or other material turned in for credits), nor do I have reason to believe anyone else has. Further, I realize that writing down examination questions following an exam/test and/or exam/test review and/or sharing of such is not allowed and is considered a form of cheating in the RDTH Program._

NAME ___________________________ DATE _________________________

SIGNATURE ___________________________

Dishonesty in any form will not be tolerated by faculty in the Radiation Therapy Program. Integrity is considered to be a vital component of professional behavior. Consequently, any action by the radiation therapy faculty resulting in a sanction against the student will be cause for course failure and/or dismissal from the program.

I, ____________________________, have read the above Honor Code Statement and agree to abide by this policy.

STUDENT SIGNATURE ___________________________

DATE READ AND RECEIVED ___________________________
General Program Information

PROGRAM TRAINING EQUIPMENT
The radiation therapy program has a state of the art Virtual Environment Radiotherapy Training (VERT) system that is used to train students in current radiation therapy procedures in a safe and controlled environment. VERT is integrated into the program curriculum and used each semester to help better understand concepts in radiation therapy such as anatomy, treatment techniques and treatment delivery. Students have access to this system to better prepare them for clinical situations in a safe and engaging, non-pressured environment.

ARTICULATION
The radiation therapy program at Bloomington has affiliation agreements with University of Southern Indiana, Saint Joseph’s College Online and Olivet Nazarene University. Additional information regarding articulation can be obtained through the RDTH Program Chair, the Academic Counselor, the Registrar or on the Radiation Therapy webpage.

PROFESSIONAL ORGANIZATIONS
American Society of Radiologic Technologists (ASRT)

The ASRT is the national professional organization of Radiologic technologists. Purposes of the ASRT are educational, scientific, and socioeconomic. The ASRT sponsors a national meeting each October and publishes the Society journals, Radiologic Technology and Radiation Therapist.

Indiana Society of Radiologic Technologists (ISRT)

The ISRT is the state professional organizations of Radiologic technologists. The purpose of the Indiana Society of Radiologic Technologists is to advance the professions of radiation and imaging disciplines and specialties; to maintain high standards of education; to enhance the quality of patient care; and to further the welfare of radiologic technologists.

American Registry of Radiologic Technologists (ARRT)

ARRT is the world's largest credentialing organization that seeks to ensure high quality patient care in radiologic technology. They test and certify technologists and administer continuing education and ethics requirements for their annual registration.

Joint Review Committee on Education in Radiologic Technology (JRCERT)

The JRCERT promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. The only agency recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy, the JRCERT accredits educational programs in radiography and radiation therapy and in the related disciplines of magnetic resonance and medical dosimetry.
American Society of Therapeutic Radiation Oncologists

Radiation oncologists, radiation oncology nurses, medical physicists, radiation therapists, dosimetrists and biologists comprise ASTRO’s more than 8,500 members, making it the largest radiation oncology organization of its kind. ASTRO’s mission is to advance the practice of radiation oncology by promoting excellence in patient care, providing opportunities for educational and professional development, promoting research and disseminating research results, and representing radiation oncology in a rapidly evolving healthcare environment.
RADIATION THERAPY PROGRAM ORGANIZATIONAL CHART

- Jennie Vaughan
- Dr. Larry Swafford
- Karlee Wyatt
- Erin Sanders
STUDENT RESOURCES

Academic Advising
Visit the Express Enrollment Center | (812) 330-6013 | Monday – Thursday 8am – 6pm  Friday 9am – 5pm

Bloomington Online Technology Services
Room C234  | bots@ivytech.edu  | (812) 330-6230  | Monday-Friday: 8am-5pm

Career Development: Help with resume writing, interview practice, jobs and more
kanderson@ivytech.edu  | (812) 330-6018

Center for Online Writing Support (COWS)
cows@ivytech.edu  | faculty.ivytech.edu/~cows

Community Resources
ivytech.edu/bloomington/13015.html

Computer Help Desk
Room B203  | (812) 330-6084  | Fall/Spring Hours: Mon-Thur: 8am-10pm  Fri: 8am-9pm  Sat: 9am-1pm

Counseling and Outreach: FREE Counseling for students
Room C111  | Counseling-r14@lists.ivytech.edu  | (812) 330-6287  | Appointments or walk-in

Disability Support Services
ivytech.edu/dss  | Bloomington-dss@ivytech.edu  | (812) 330-6046

Financial Aid
bloomington-finaid@ivytech.edu  | (812) 330-6160  | Visit the Express Enrollment Center
Monday – Thursday 8am – 6pm  Friday 9am – 5pm

Library
Room D123  | (812) 330-6080  | Monday-Thursday: 8am to 9:30pm, Friday: 8am to 6pm

Student Life / IvyLife
Login to MyIvy, and click IvyLife for a complete listing of organizations, clubs, and sports.

Student Success Center FREE tutoring & editing of papers
Room D117  | (812) 330-6190  | Monday-Thursday 10am-8pm. Friday 10am-6pm, Saturday 10am-1pm

Student Success and Retention: FREE Student Success Coaching
Room C139D  bl-retention@ivytech.edu  | (812) 330-6247

Veteran Services
Visit the Express Enrollment Center  Monday – Thursday 8am – 6pm  Friday 9am – 5pm  
(812) 330-6009  | Bloomington-GIBill@ivytech.edu
HOW TO BE A SUCCESSFUL STUDENT

Attend Every Class Session
Notify your instructor right away (preferably in advance) if you cannot attend because of an emergency or serious illness.
Be on time for class and sit in the front.

Participate During Class Sessions
Ask one question at every class session.

Complete Assignments
Start assignments as soon as they are assigned.
Work ahead on assignments when possible.
Follow all directions and look at the rubric that will be used by the instructor for grading.

Communicate with Instructors
Schedule an appointment with each of your instructors once a month.
Schedule an appointment with each of your instructors after each quiz and test to discuss the results.
Ask instructors questions to clarify content or when information is difficult to understand.
Keep your instructors informed when the unexpected happens. If they have the information, they might be willing to work with you.

Study, Study, Study
Plan to complete assignments, quizzes, and additional studying for 6-10 hours (outside of class sessions) for each course.
Find and utilize a place where you can focus and get the work done. Avoid distractions!

Don’t Cheat/Plagiarize
Always reference your materials and use credible sources.

Be Organized
Use a different folder or binder for each set of course materials.
Use a calendar and write down assignments and tests on it.
Use a weekly planner to ensure you have time to complete all mandatory tasks.

Read the Syllabus
Highlight important information on the syllabus so you notice it.
Reread the syllabus and refer to it several times during the length of each course.

Read the Textbooks
Read and be familiar with the chapter to be discussed prior to the class session.
Take notes from your textbook when you read it.
Highlight information in your notes or on slides that the instructor discusses during class.
As you read the textbook, develop and write down questions to ask in class.

Take Notes
Write down information the instructor says, writes, and presents during class.
Write down information from the book that the instructor points out is noteworthy.
Use any additional notes and handouts available on Blackboard.

Join Study Groups
Ask your instructor if there is a study group for the course.
Meet and make friends in the course to form a study group.

Make College the Priority
Credits = Hours per week spent on academic work
12 credits = 40 hours per week
9 credits = 30 hours per week
6 credits = 20 hours per week
3 credits = 10 hours per week
Plan to be reading, studying, doing homework, attending class, tutoring, and participating in study groups
Student Accident Instructions

**What To Do If You Have An Accident:**

If you are injured while participating in a College course, a College-sponsored activity, on the College premises or any premises designated by the College (i.e. clinical site), please follow these steps:

1. Notify Campus Security and/or your Instructor immediately.

2. Seek medical treatment as may be necessary and desired. You are responsible for selection of a medical facility or provider and for expenses incurred. If your injury does not require an emergency room visit, consider treatment at an urgent care facility or with your primary care physician. Check first with your primary insurance provider to find in-network healthcare providers. The student accident gatekeeper or security may have a listing of area urgent care locations.

3. Complete a Student Accident Report, an online form available via Campus Connect > Student Services > General Info or at [www.ivytech.edu/accident](http://www.ivytech.edu/accident). The form will be routed to the regional student accident gatekeeper, security and your instructor, if applicable. If medical treatment was or will be obtained, the gatekeeper will forward you information about the College’s Student Accident Insurance policy.

4. If you have questions, please contact the individual or office designated to handle student accidents.

**Where To Find The Student Accident Report:**

Campus Connect > General Info > Student Accident Report Form or [www.ivytech.edu/accident](http://www.ivytech.edu/accident)
Student Accident Insurance Claim Paperwork

What's Included:

1. Instructions – Please read this document carefully and in its entirety
2. Insurance ID card – To provide insurance company information to a medical provider in the event that you seek treatment AND wish to utilize the College’s Student Accident insurance policy
3. Insurance Claim Form – To file a claim under the College’s Student Accident insurance policy

About Student Accident Insurance:

For students registered in credit courses, the College provides no-fault accident insurance in a designated amount of $3,000 for injuries sustained while participating in College-sponsored activities, on College premises or any premises designated by the College (i.e. clinical site). Club, intramural and recreational sports are excluded from coverage. Injuries resulting from sickness or health condition (e.g. fainting, seizure) are not covered.

Examples of covered accidents include, but are not limited to, the following:

- Cutting a finger while chopping an onion in culinary arts class
- Getting a fleck of metal in the eye while welding in auto body repair class
- Twisting an ankle while lifting a patient in nursing class
- Exposure to blood borne / airborne pathogen (i.e. needle stick sustained at clinical)

In the case of a pathogen exposure, source patient testing is covered under this policy. A source patient utilizing this insurance will need to identify the affected student’s name to the medical provider for claim processing purposes.

This accident insurance is excess insurance, meaning all other valid and collectible medical insurance must be utilized prior to the consideration of this insurance. It is not intended to replace insurance coverage students may already have, rather, it is intended to fill in the gaps (pay for deductibles, co-pays or other eligible expenses) of a primary medical insurance policy up to the accident policy limit. Students should review their own coverage.

In the absence of other insurance, this insurance becomes primary. Coverage is provided at no cost to the student. The offering and use of this insurance does not represent an acceptance of liability from the College.

Once the maximum policy benefit of $3,000 is reached, the student is fully responsible for payment of medical bills. Filing a claim does not guarantee acceptance and payment of a claim. The master insurance policy issued to Ivy Tech is on file at the central administrative office. The description of the hazards insured, benefits and exclusions is controlled by the master policy. Students with questions may contact their regional student accident gatekeeper.
How To Access the Student Accident Insurance Policy:

1. It is the student’s responsibility to report injuries promptly via the Student Accident Report, accessible on Campus Connect. The College cannot authorize a claim without this report.

2. If an injury requires evaluation and treatment from a medical professional AND you wish to utilize the Student Accident insurance policy, present the Student Accident Insurance ID Card, along with your primary medical insurance ID card, at the facility where you choose to seek treatment. Any existing medical insurance policy should be utilized first and considered primary. The Student Accident policy should be presented as excess insurance. In the absence of other insurance, the Student Accident policy becomes primary. If you do not have the Student Accident Insurance ID card to present at the point of service, you should call in the insurance information promptly once received.

3. Complete the Insurance Claim Form and submit it to the Regional Student Accident Gatekeeper (College Official on the form) for authorization and signature. The Gatekeeper is typically the person who has provided you this paperwork. If you do not know who the Gatekeeper is, contact the Office of Student Affairs or other office designated to handle student accidents.

4. The Insurance Claim form must be completed in its entirety for claims to be considered for payment. You are responsible for mailing or faxing the form to the claims administrator.

5. If you have given the medical provider the student accident insurance information (on the ID card), the expectation is that the medical provider will deliver bills directly to the claims administrator. If this does not happen, and you receive a bill for payment, you must do the following:

   Request an itemized bill from the provider and obtain your primary insurance Explanation of Benefits (EOB) and submit both to the claims administrator as shown on the ID card and claim form. The claims administrator requires and only considers eligible expenses from an itemized bill, which is a standard form for billing health insurance claims (typically a HCFA 1500, UB-92 or UB-04). An itemized bill MUST include the following: patient’s name, date of service, type of service rendered (procedure), nature of condition being treated (diagnosis), provider’s name, provider’s address and provider’s tax identification number. Itemized bills are not standard and are not typically delivered to patients, unless by request. Do not confuse a standard bill of services with an itemized bill.

6. Keep copies of what you send to BMI.

7. Once the claims administrator processes a claim, you will receive an Explanation of Benefits (EOB). Do not ignore the EOB. Please review the statement carefully to determine if a claim has been paid or if additional information is necessary. If you have questions or have difficulty interpreting the EOB, you should contact the claims administrator. BMI Benefits, LLC, P.O. Box 511, Matawan, NJ 07747 / Phone: 1-800-445-3126 / Fax: 732-583-9610

8. If you encounter difficulty with claim processing or payment, please contact Central Office Risk Management at risk@ivytech.edu.

August 2016
If an injury requires evaluation and treatment from a medical professional AND you wish to utilize the Student Accident insurance policy, present this Student Accident Insurance ID Card, along with your primary medical insurance ID card, at the facility where you choose to seek treatment.

If you do not have this in hand at the time of treatment, you should phone the medical provider and provide the information promptly.

You must complete a Student Accident Report and Insurance Claim Form if using this insurance. Your claim cannot be processed otherwise.

--- Cut and fold, if desired ---

**INSURANCE ID CARD**

This student was injured while fulfilling requirements for an Ivy Tech class. This is an excess insurance policy. All other valid and collectible medical insurance policies must be utilized prior to the consideration of this policy. In the absence of any other insurance, this policy may become primary.

Student's Name: ____________________________

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**Policy Number:** US 566694

Itemized bills (HCFA 1500, UB-04 or UB-92) must be sent for consideration to the insurance carrier listed below.

**DO NOT BILL IVY TECH.**

BMI Benefits, LLC
PO Box 511
Matawan, NJ 07747
Ph) 800.445.3126
Fax) 732.583.9610
INSURANCE CLAIM FORM

HOW TO FILE YOUR CLAIM:
1. Complete this form within 90 days of the injury date
2. Attach itemized bills and primary carrier statements (EOBs)
3. Mail to: BMI Benefits, LLC, P.O. Box 511, Matawan, NJ 07747 / Fax: 732-583-9610

ANY PERSON WHO KNOWINGLY AND/OR WITH INTENT TO INJURE, DEFRAUD OR DECEIVE AN INSURANCE COMPANY OR OTHER PERSONS FILES A STATEMENT OF CLAIM CONTAINING FALSE, INCOMPLETE OR MISLEADING INFORMATION, MAY BE GUILTY OF INSURANCE FRAUD AND SUBJECT TO CRIMINAL AND SUBSTANTIAL CIVIL PENALTIES.

PART 1A: POLICYHOLDER
This part must be completed and signed by an official of the College, or the claim cannot be processed.
School/Organization: Ivy Tech Community College of Indiana Policy #: US566694
Campus Name: ____________________________________________Campus Address: _______________________________________
Injured Person’s Name: ___________________________ Male: □ Female: □ Date of Birth: ____________
Injury Date: ___________________________ Time: ___________________________ Program Name: ___________________________
Source Patient’s Name (if applicable, for pathogen exposures):

The following to be completed by a College Official (Student Accident Gatekeeper):

At the time of injury, was the injured involved in an activity sponsored and supervised by the policyholder?
Yes □ No □

Name of College Official: ___________________________________________
Was he/she a witness to the accident? Yes □ No □
Signature of College Official: ___________________________________________ Date: ____________

PART 1B: INJURED PERSON’S INFORMATION
THE INJURED PERSON’S SS# MUST BE PROVIDED AS REQUIRED BY THE CENTER FOR MEDICARE SERVICES.

Injured Person’s Social Security Number: ___________________________
Injured Person’s Home Address: ___________________________________________
City / State / Zip: ____________ Home Phone: ____________ Cell Phone: ____________
Is the injured person employed? Y / N ______ If Yes, please fill out Section A below.
Is the injured person married? Y / N ______ If Yes, Spouse’s Name: ___________________________
Is the spouse employed? Y / N ______ If Yes, please fill out Section B below.
Are you covered by any other insurance policy? Y / N ______ If No, please fill out Section C below.

PARENT/GUARDIAN INFORMATION
Father/Guardian Name: ___________________________________________
Mother/Guardian Name: ___________________________________________
Address: ___________________________________________
City/State/Zip: ___________________________________________
Phone: ___________________________________________
Is father employed? Y/N ______ If yes, fill out section A.
Is mother employed? Y/N ______ If yes, fill out section B.

SECTION A (INSURED/FATHER)
Employer: ___________________________________________
Address: ___________________________________________
City/State/Zip: ___________________________________________
Insurance Company: ___________________________________________
Policy #: ___________________________________________

SECTION B (SPOUSE/MOTHER)
Employer: ___________________________________________
Address: ___________________________________________
City/State/Zip: ___________________________________________
Insurance Company: ___________________________________________
Policy #: ___________________________________________

SECTION C (STATEMENT OF NO OTHER INSURANCE):
I declare that I was not covered by any other policy, through myself, my spouse or my parents for this accident. Should any insurance become effective during my treatment I will notify BMI Benefits and forward all eligible bills to the new carrier. I understand BMI Benefits coverage is excess to all other insurance and will pay after all collectible insurance. I understand that if any of these statements are false, it could deem my claim ineligible.

Claimant or Authorized Person’s Signature ___________________________ Date ___________________________

MEDICAL INFORMATION AUTHORIZATION ASSIGNMENT OF BENEFITS:
You are hereby authorized to furnish at the request of and to BMI Benefits, LLC or the underwriting companies with which it works, information which you may possess; including findings and treatment rendered, X-rays and copies of all hospital and medical records, all occasioned by professional services and hospital care rendered on my behalf. The foregoing authorization is granted with the understanding that any legal rights I may ordinarily have to claim communications between us as privileged are hereby expressly and voluntarily waived. A Photostat of this authorization shall be considered as effective and valid as the original. PAYMENT WILL BE MADE TO THE PROVIDERS OF SERVICE (HOSPITAL, PHYSICIAN AND OTHERS), UNLESS A PAID RECEIPT OR STATEMENT ACCOMPANYING THE BILL AT THE TIME THE CLAIM IS SUBMITTED.

Claimant or Authorized Person’s Signature ___________________________ Date ___________________________
California:
Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Florida and Idaho:
Any person who knowingly and with intent to injure, Defraud, or Deceive any Insurance Company Files a Statement of Claim Containing any False, Incomplete or Misleading information is Guilty of a Felony.* *In Florida - Third Degree Felony

Indiana:
A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

Kentucky and New Jersey:
Any person who knowingly and with intent to defraud any insurance company or other persons, files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact, material thereto, commits a fraudulent insurance act, which is a crime, subject to criminal prosecution and civil penalties.

Michigan:
Any person who knowingly and with intent to injure or defraud any insurer submits a claim containing any false, incomplete or misleading information shall, upon conviction, be subject to imprisonment for up to one year for a misdemeanor conviction or up to ten years for a felony conviction and payment of a fine of up to $5,000.00.

Minnesota:
A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

Nevada:
Pursuant to NRS 686A.291, any person who knowingly and willfully files a statement of claim that contains any false, incomplete or misleading information concerning a material fact is guilty of a felony.

New Hampshire:
Any person who, with purpose to injure, defraud any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20

New York:
Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Ohio:
Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Oklahoma:
WARNING: Any person who knowingly and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Pennsylvania:
Any person who knowingly and with intent to injure or defraud any insurer files a claim containing any false, incomplete or misleading information shall, upon conviction, be subject to imprisonment for up to seven years and payment of a fine of up to $15,000.
ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

IVY TECH COMMUNITY COLLEGE – BLOOMINGTON
ASSOCIATE OF SCIENCE IN RADIATION THERAPY PROGRAM

NAME: ________________________________

CURRENT ADDRESS: ________________________________

COLLEGE ID (C)NUMBER: ________________________________

DATE OF PROGRAM ENTRY: ________________________________

I HAVE RECEIVED A COPY OF THE ASSOCIATE OF SCIENCE IN RADIATION THERAPY PROGRAM STUDENT HANDBOOK.

SIGNATURE: ________________________________

DATE: ________________________________