



STUDENT HANDBOOK

**RADIATION THERAPY PROGRAM
FRANCES M. MAGUIRE COLLEGE OF
NURSING AND HEALTH PROFESSIONS
2026-2027**

WELCOME TO GWYNEDD MERCY
UNIVERSITY. YOU ARE NOW ENROLLED
IN THE RADIATION THERAPY
PROGRAM. EACH COURSE HAS BEEN
DESIGNED TO PROVIDE YOU WITH THE
INFORMATION NECESSARY TO
FUNCTION AS AN INFORMED,
KNOWLEDGEABLE PROFESSIONAL IN A
PRECISE FIELD OF HEALTH CARE.
MOST COURSES EXTEND FAR BEYOND
MINIMAL REQUIREMENTS THUS
PROVIDING A BASIS FOR THE PURSUIT
OF AN ADVANCED DEGREE.

RADIATION THERAPY PROGRAM STUDENT HANDBOOK

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ACCREDITED BY:

The Middle States Commission on Higher education (MSCHE)

APPROVED BY:

Pennsylvania Department of Education, Harrisburg, Pennsylvania
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ADVISORY COMMITTEE

This program is guided by an Advisory Committee, which meets two times a year. The Committee is composed of the Program Officials, Radiation Oncologists, Radiation Therapists, Radiation Physicists, a public consumer, student representatives, and ex officio members, the Vice President for Academic Affairs, the Vice President for Enrollment Management and the Dean of the Frances M. Maguire College of Nursing and Health Professions.

Student representatives, selected by their classmates and program faculty at the beginning of each class year, have input into the Committee through the Program Director, through written communication to the Committee Chairman or by attendance at the Advisory Committee meetings. Students are encouraged to submit to the Committee any suggestions or criticisms that may enhance the program.

The functions of the Committee are to examine and upgrade admission's criteria, curriculum content, consider applications of new affiliates and to consider new avenues for the advancement of students enrolled in the program and input into ongoing program effectiveness.

UNIVERSITY MISSION STATEMENT

Gwynedd Mercy University is a Catholic University rooted in the tradition of the Sisters of Mercy. Our learning community prepares students for successful careers and meaningful lives in a global society.

Core Values: As a Mercy University committed to academic excellence, we value:

Integrity in Word and Deed

Respect for the Dignity of Each Person

Service to Society

Social Justice in a Diverse World*

*With a special focus on the Critical Concerns of the Sisters of Mercy: Earth, Immigration, Racism, Non-Violence, Women

UNIVERSITY STUDENT LEARNING OUTCOMES

Continuing at successively higher levels across their college studies, students should prepare for twenty-first-century challenges by gaining or becoming:

1. Knowledge of Human Cultures and the Physical and Natural World

- Through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts

Focused by engagement with big questions, both contemporary and enduring

2. Intellectual and Practical Skills, including

- Inquiry and analysis
- Critical and creative thinking
- Written and oral communication
- Quantitative literacy
- Information literacy
- Teamwork and problem solving

Practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance

3. Personal and Social Responsibility, including

- Civic knowledge and engagement—local and global
- Intercultural knowledge and competence
- Ethical reasoning and action
- Foundations and skills for lifelong learning

Anchored through active involvement with diverse communities and real-world challenges

4. Integrative and Applied Learning, including

- Synthesis and advanced accomplishment across general and specialized studies.

Demonstrated through the application of knowledge, skills, and responsibilities to new settings and complex problems

5. Immersed in the Critical Concerns of the Sisters of Mercy of the Americas for:

- Women – Advocating for the lives/rights of women.
- Earth – Encouraging sustainable practices
- Racism – Urging a dismantling of institutional racism.
- Immigration – Supporting persons who have been displaced.
- Non-violence – Promoting peaceful discourse/discernment/decision-making. (Revised 8/2020)

Mission Statement

Frances M. Maguire College of Nursing and Health Professions

The Mission of the Frances M. Maguire College of Nursing and Health Professions of Gwynedd Mercy University is to present educational programs that will prepare health professionals at the Associate, Baccalaureate, Master and Doctoral Degree levels. As a college founded and sponsored by the Sisters of Mercy, it carries responsibility for the education of health professionals within a learning community rooted in Gospel values. This education is grounded in the liberal arts, as it seeks to prepare citizens of the world as well as health professionals. Individuals educated through the Frances M. Maguire College of Nursing and Health Professions are prepared to offer direct and/or indirect patient care to diverse groups of people in varying states of health in a variety of settings. These graduates are prepared to effect positive changes in the health status of those for whom they care with respect for the physical, emotional, socio-cultural and spiritual dimensions of each individual.

Faculty facilitates the development of competent, caring, reflective, moral and ethical providers of healthcare through the selection of curriculum content, learning experiences and individual guidance. The mission of the Frances M. Maguire College of Nursing and Health Professions affirms the mission of the University and the health care ministry of the Sisters of Mercy.
(Revised 8/2013)

Mission Statement

Radiation Therapy Program

The mission of the Radiation Therapy Program is consistent with the mission of the University in that it offers a career-oriented program that prepares competent entry level radiation therapists who provide empathetic patient centered care.

PROGRAM PHILOSOPHY AND GOALS - RADIATION THERAPY

Consistent with the Mission of Gwynedd Mercy University, it is the goal of the Radiation Therapy Program to offer a career-oriented program that provides moral, social, intellectual, cultural and spiritual development of the individual.

We believe that it is necessary that our graduates not only view patients as whole persons requiring medical assistance but who will also support them with regard for the dignity of the individual.

In order to fulfill this belief and philosophy we offer a fully integrated curriculum that encourages interest in the humanities as well as theory and clinical experience in the current technology of radiation therapy.

Theory within the concentration is strengthened throughout the program with everyday practical experience that permits the individual to enter the job market immediately following graduation.

GOALS:

1. Graduates will be competent entry level radiation therapists.
2. Students will demonstrate critical thinking.
3. Students will demonstrate effective communication skills.
4. The students/graduates will model professionalism.

LEARNING OUTCOMES:

At the completion of the radiation therapy program, the graduates will demonstrate:

- Empathic patient centered care
- Application of appropriate radiation safety principles
- Accuracy in performing radiation therapy procedures
- Effective oral and written communication skills
- Appropriate response to events in clinical and lab situations
- Appropriate professional behaviors

ABSENCE /ATTENDANCE

Bachelor of Science Degree Radiation Therapy Students

CLINICAL EDUCATION

The policy of the Frances M. Maguire College of Nursing and Health Professions is that there is one day allowed per semester as excused absence from clinical education. Absences of two (2) or more consecutive days for illness require a physician's note regarding the student's ability to return to clinical assignment.

Students must notify **their clinical supervisor and the clinical coordinator on each day of absence by the start of their shift**. The student has the option to make up any absences. Absences (not made up) will result in a decrease in the clinical grade. The student will be counseled and placed on probation. Failure to comply with recommendations within the specified time will result in dismissal from the program.

Once the student has completed the clinical competency evaluation the form must remain with the clinical supervisor, in a locked cabinet. All clinical course requirements must be completed and submitted to the clinical coordinator's office by the specified deadline. Failure to do so will result in a decrease in final course grade. Students must complete all clinical course work prior to start of the next semester. Students not in compliance will be dismissed from the program.

These courses are competency-based. Competency is defined as accurately performing procedures on a consistent basis, not just once. Each rotation requires that the student attend the scheduled days in order to attain competency in the particular rotation. Competencies will be achieved if at the completion of the scheduled rotation all required experiences are acceptable and the scheduled number of required clinical days during these rotations is completed. These are the requirements needed to achieve the grade of an "A." If the student is unable to attend a scheduled clinical day for reason of illness, he/she will have the opportunity to electively complete the required days during that semester. These days can be completed during scheduled time off which occur periodically during the semester rotations; however the time **cannot** be scheduled when the University is closed. If the student elects to complete the required scheduled days of practice during this rotation, it must be done prior to the start of the next semester. The student also may elect not to complete the scheduled rotation days, and receive a decrease in his/her grade. Failure to comply with recommendations within the specified time period will result in dismissal from the program. In the event of inclement weather and the University is closed, students do not report to clinical, the student must notify the

clinical site that the University is closed. **The combination of Clinical hours and didactic hours shall not exceed 40 hours per week.**

The following is the grading system for the required clinical attendance during the specific rotations:

Zero/1 Absence	=	A	
2 Absences	=	B	<i>counseling/warning (written and verbal) that 2 days are incomplete</i>
3 – 4 Absences	=	C	<i>student will be placed on probation</i>
More than 4	=	F	<i>(and will result in dismissal from the program)</i>

Note: One clinical day is equal to eight (8) hours with one half hour for lunch

All clinical course requirements must be completed and submitted to the clinical coordinator's office by the specified deadline. Failure to do so will result in a decrease in final course grade. Student must complete all clinical course work prior to start of next semester. Students not in compliance will be dismissed from the program.

DIDACTIC EDUCATION

There are **NO** excused absences from RTS courses. In cases of emergency or illness, the student is to notify Lorraine Quarles, Program Director by calling 267-441-1451, quarles.l@qmercyyu.edu as well as the instructor for the class, no later than 8:00 a.m. Excessive absences from class will result in counseling for the student and a decrease in the student's final grade. (Revised 8/2025)

Excessive absenteeism will result in the student being placed on probation and will have a grade reduction for the specific course in which the absences occur. No improvement in attendance will result in dismissal from the program. **ATTENDANCE IS MANDATORY FOR ALL CONCENTRATION COURSES.**
(Revised 7/03)

TARDINESS

Clinical Education

Tardiness is defined as not being at the assigned area and prepared for clinical assignment at the designated starting time.

Students will be counseled regarding lateness; additionally, students who are **late more than 2 times during a clinical rotation will be counseled and placed on probation.** Continued failure to modify this behavior will result in the student receiving a decrease of one grade on final course grade or dismissal from the program if tardiness continues.

Classroom

Students are expected to participate in all of the academic courses and program activities, and are expected to be on time for all classes and labs. Once the class has started you are considered late. Entering the classroom after class has begun is disruptive not only for the students but the instructor as well. It is the student's responsibility to be on time for class. If a student is going to be late or sick, the student is expected to contact the Program Director and the Instructor of the course. Students are not to pass any message via fellow students.

Habitual tardiness (more than one (1) lateness in a five (5) week period) will result in the decrease in the grade for the RTS course(s) in which the tardiness occurred.

Those students who are repeatedly late will be counseled and placed on probation. If there is no improvement in their punctuality, they will be dismissed from the program.

ACADEMIC ADVISING/PERSONAL COUNSELING

All students participate in an orientation program to facilitate the incoming students adapting to new surroundings. While each student is assigned an academic advisor, students are free to seek advice from any member of the administration or faculty.

Professional counselors and psychologists are available to assist students with personal problems involving emotional growth and interpersonal relationships.

Spiritual direction and guidance is available to all students through the services of priests and religious staff who are either Chaplains or members of the faculty.

ACADEMIC INTEGRITY

Statement

Academic honesty is fundamental to the quest for truth, which is deeply rooted in our core values at Gwynedd Mercy University. The University highly values academic integrity and expects that each student will conduct his or her academic life in accordance with this expectation. Violations of this core value are considered serious offenses. Violations may include, but are not limited to, the following: cheating on an assignment, quiz, test or examination; falsifying data; grade alteration; deception to avoid meeting course requirements; plagiarism in any form; or assisting another student in cheating or plagiarizing, or receiving such aid.

Violations of the Academic Integrity Policy

Cheating: is any action that uses or provides unauthorized assistance or material during an academic exercise. This may include, but is not limited to:

1. Copying or offering unauthorized assistance on tests, quizzes, examinations, reports, papers or research.
2. Submission of the same paper or report for more than one course and/or at more than one institution without prior approval of both instructors.
3. Deception to avoid meeting course requirements.

Fabrication: is the falsification or invention of any information or citation in an academic exercise. This may include, but is not limited to: grade alteration, research papers, assignments, lab reports, clinical assignments, and any other data gathering efforts.

Plagiarism: is to present the words or ideas of another person as one's own. Any assignment (e.g. written, oral, poster) or computer program (e.g. presentations, power points, web pages) acquired in part or in whole from any source and submitted as one's own original work shall be considered plagiarism. Plagiarism also includes, but is not limited to:

1. The quotation or other use of another person's words, ideas, logic, opinions, thoughts, or theories without use of quotation marks and acknowledgment of the source;
2. The paraphrasing of another person's words, ideas, logic, opinions, thoughts, or theories without acknowledgment of the source;
3. The quotation or other use of facts, statistics, or other data or materials that are not clearly common knowledge without acknowledgment of the source;
4. Copying or purchasing all or any portion of another's academic, research, or creative work—even with the creator's knowledge and permission—and submitting it, in part or in its entirety, as one's own. This includes material available through the Internet or other electronic sources and any material which has been copyrighted. Students are hereby advised that when such material has been copyrighted, its unauthorized use constitutes not only a breach of academic integrity, but also a violation of law that could lead to civil or criminal penalties.

Denying Others Access to Information: is any behavior that denies access to scholarly resources or to deliberately impede the process of other students' success. This may include, but is not limited to: stealing, hiding or defacing books, journals or media; misrepresentation of identity; falsification of official University records or communications; alteration or destruction of course material, including web-based.

Collusion: involves the cooperation of students with faculty or staff personnel in securing confidential information/material (tests, examinations, etc.); cooperative efforts by students and student assistants to gain access to examinations or answers to examinations for distribution; assisting in or contributing to the academic dishonesty of another individual; and seeking, obtaining, possessing, or giving to another person an examination or portions of an examination (not yet given), without permission of the instructor.

Sanctions

In congruence with the mission and core values of Gwynedd Mercy University, faculty should teach ethical behavior, confront and report academic dishonesty, and provide sanctions based on the severity and frequency of violations of the Academic Integrity Policy. The determination of academic dishonesty and the determination of the severity of the sanction is the responsibility and purview of each faculty member.

The Office of the Vice President for Academic Affairs is identified as the repository for reports of violations of academic integrity. Because multiple violations can lead to different consequences, it is important that one office be charged with receiving the reports and determining the number of times a student has been cited with a violation. Each faculty member has a right to use his or her discretion in determining if an action is in fact a violation of the policy. However, if any sanction is taken, the violation and the sanction imposed must be reported via Maxient to the Provost and Vice President for Academic Affairs.

Sanction Scale:

1. Written warning;
2. Sanction other than those listed (additional assignments, additional tests, etc.);
3. Zero credit for the test or assignment;

4. Failure of Course (receives an F);
5. Written warning from the Provost and VPAA
6. Suspension from the University (minimum 1 semester, maximum 2 semesters);
7. Dismissal from the University.

Sanctions 1-4 can be enacted at the discretion of the faculty member. A report of the warning or a notice that sanctions 1-4 have been imposed is sent to the Provost and /Vice President for Academic Affairs' Office via submission through Maxient. The report should also include a description of the violations and the date the faculty member became aware of the violation. The report must detail the conversation the faculty member had with the student. If a student cannot be reached, the faculty member should note the date of attempted outreach. The faculty member should file the completed report within 10 calendar days of discovering the violation.

Sanctions 5, 6, or 7 are imposed by the Provost and Vice President for Academic Affairs in consultation with the Dean when there are severe instances or repeated instances of violations of the Academic Integrity Policy. Even a first violation, if severe, could move to sanctions 5, 6, or 7.

Students are to be notified that sanctions 5, 6, or 7 have been imposed within 14 calendar days of the violation being reported in Maxient and will meet with the Provost and Vice President for Academic Affairs.

Faculty will refer to the Academic Integrity Policy in their syllabi and will outline the sanctions they will impose for violations. This will remind students of their obligations and will protect faculty in case they need to enforce the policy.

Appeal Process

A student may appeal a faculty member's report of a violation of the Academic Integrity Policy. A student may not appeal sanctions decisions or sanctions imposed by the Vice President for Academic Affairs.

To appeal a report of a violation of the Academic Integrity Policy:

1. Within 7 calendar days of being made aware of the report of violation by the faculty member, the student will send a written appeal, outlining why he or she believes the report is incorrect, to the Dean of the College in which the course is offered.
2. Note: if the faculty member reporting the violation is also the Dean of the College offering the course, the student should send the appeal to the Provost and Vice President for Academic Affairs who will then assign the appeal to another Dean.
3. The Dean hearing the appeal is responsible for the following actions:
 - a) Review the report of violation and the student appeal
 - b) At his or her discretion, meet individually with the parties involved
 - c) If the Dean finds the report of violation correct, the records and sanctions stand
 - d) If the Dean finds that the report of violation is incorrect, the report will be removed from the Provost and Vice President for Academic Affairs' files and the sanction removed.

e) Written notice of the outcome of the appeal is to be sent to the Provost and Vice President for Academic Affairs' office, the student and the faculty member originating the report of violation of the Academic Integrity Policy within ten (10) calendar days of the Dean receiving the student appeal.

4. If the student wishes to appeal further, a written appeal, outlining why the finding is incorrect is to be sent to the Provost and Vice President for Academic Affairs within seven (7) calendar days of the notice from the Dean regarding the initial appeal.

5. The Provost and Vice President will then uphold or overturn the report of violation. If the finding is upheld, the records will be retained. If the report is overturned, all records regarding the incident will be removed from the student's records. Written notice of the outcome of the appeal is to be sent to the Dean of the college offering the course, the student and the faculty member originating the report of violation of the Academic Integrity Policy within ten (10) days of receiving the appeal.

The decision of the Provost and Vice President for Academic Affairs is final and may not be appealed. (Revised 8/2020)

ACADEMIC SUPPORT

Gwynedd Valley Campus Only: The Student Success Center (SSC) is available to support your learning in this course. Professional and qualified peer tutors are available by appointment to provide one-on-one or small group tutoring or study sessions. The SSC is located in the Learning Commons in Keiss Library. Call 267-448-1370 or email StudentSuccess@gmercyu.edu to make an appointment.

GPS Locations Only: The Graduate and Professional School provides access to 24/7 tutoring services through SMARTHINKING, an online tutoring service. SMARTHINKING is available at <http://services.smarthinking.com>. Students may enter the site by logging on with their student ID number and using the last four digits of their social security number as the password. For log-on problems or technical questions, contact the IT help desk at 215-646-7300 X 21444 or it@gmercyu.edu. (Revised 8/2020, 6/2022)

ACADEMIC PROBATION

Failure to maintain an overall GPA of 3.0 will result in Academic Probation and possible dismissal from the program. Since the University policy concerning an academic failure permits the course to be repeated, students who obtain less than a "C" in didactic concentration and core requisite courses will be permitted to repeat the specific course one time. **The course may only be repeated the next time that the course is offered and if a clinical space is available.** (Revised 6/04; 7/05, 7/10)

ACCESSIBILITY SUPPORT

Gwynedd Mercy University is committed to providing reasonable accommodations for all persons with disabilities. If you have a disability-related need for modifications or reasonable accommodations in this course, please contact the office of Accessibility Support Services located in the Keiss Library, email accessibilityservices@gmercyu.edu or <https://www.gmercyu.edu/student-life/campus-resources/accessibility-services>. The Office of Accessibility Services coordinates with faculty, staff, and administration to

assist students with a qualified disability in meeting their academic and personal goals. Within the bounds of our resources, Gwynedd Mercy University will provide reasonable accommodations to meet the challenges and needs of students with a qualified disability. The office will provide you with an accommodation letter. Please share this letter with course instructors as early in the semester as possible so that we may discuss the accommodations.

If you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform us immediately. (Revised 8/2020, 6/2022)

ADMISSION REQUIREMENTS

Gwynedd Mercy University and the Radiation Therapy Bachelor of Science degree programs are open to all individuals of any race, color, religion, gender, age, disability, national origin, and any other protected class. The program has a rolling admission policy and admission decisions are based on academic performance, experience and achievement of the applicant. Completed applications are reviewed on a first come, first serve basis. Admission to the program is limited due to clinical placement.

First-time Students BS

The requirements for a first-time student entering the University include the following admission criteria:

- All applicants complete an online application, found at www.gmercyyu.edu/apply
- Evidence of high school graduation which can be an official transcript or a copy of their General Education Development (GED) tests results. The high school transcript must show satisfactory completion of High School Math (Algebra, Calculus or Trigonometry) and Science (Biology and recommended Physics)
- Have a combined Math and Verbal component of the SAT exam of 1060 or higher, or an ACT score of 22 or higher. (Applicants who choose not to submit SAT and ACT test scores must provide one letter of recommendation from a high school science teacher and schedule an in-person or virtual admissions interview with the Admissions team.) (revised 7/2021)
- Submit a letter of recommendation concerning the moral character of the prospective student from the school from which the applicant is enrolled or graduated from or other professional source.
- A shadow experience observation in a radiation therapy department is required which is to include a written report on the observation, and how the experience influenced the decision to enter into the profession. Note: Due to the pandemic, a visit to a radiation therapy department may not be possible contact the radiation therapy program director for an alternative visit.

Transfer students BS

- The college transfer student needs to meet the admission criteria of the University and the Radiation Therapy Program.
- Complete an online application.
- Applicants must be proficient in math and science with college courses in Anatomy & Physiology I & II, with a lab (online labs not accepted), an upper level Math (both with a transfer grade of "C" or higher), English 101, Computer Science and Public Speaking/ Communication classes, with an overall GPA of 3.0 or higher.
- A letter of recommendation concerning the character and promise as a student from the school from which the applicant is enrolled or graduated.

- A shadow experience observation in a radiation therapy department is required which is to include a written report on the observation, and how the experience influenced the decision to enter into the profession.. Note: Due to the pandemic, a visit to a radiation therapy department may not be possible contact the radiation therapy program director for an alternative visit.

Radiographers BHS.

- Achieved at a minimum an Associate degree from an accredited academic institution.
- Be a registered or registry eligible Radiologic Technologist (before the end of the Fall Semester of the Junior year).
- Complete an online application.
- Must submit all transcripts from all educational institutions attended.
- Submit a letter of recommendation concerning the moral character of the perspective student from the school from which the applicant is enrolled or graduated from or other professional source.
- Applicants must be proficient in math and science with college courses in Anatomy & Physiology I & II ,with a lab (online labs not accepted), an upper level Math (both with a transfer grade of "C" or higher), English 101, Computer Science and Public Speaking/ Communication classes, with an overall GPA of 3.0 or higher
- A shadow experience observation in a radiation therapy department is required which is to include a written report on the observation, and how the experience influenced the decision to enter into the profession. Additionally, the therapist facilitating the shadow experience is required to complete an evaluation form on applicant. Note: Due to the pandemic, a visit to a radiation therapy department may not be possible contact the radiation therapy program director for an alternative visit.

Once the requirements for admission are met, the applicant will be scheduled for an interview with radiation therapy program faculty. During this process, various policies and procedures will be reviewed. (Revised 7/2016, 6/2022)

ALCOHOL AND SUBSTANCE ABUSE

The possession and consumption of alcoholic beverages on campus is forbidden. Allowances are made, however, for special events for those 21 years of age or older that receive permission from the Vice President for Student Services.

Special Events include: Organization parties, class-sponsored socials, and dinner dances.

The State law of Pennsylvania states:

"It shall be unlawful for a person less than twenty-one (21) years of age to attempt to purchase, consume, possess or transport (alcohol or a) malt brewed beverage within the Commonwealth. The State Liquor Council Board operates under State Law. It is a misdemeanor to transfer unlawfully a registration card for the purpose of falsifying age to secure malt or alcoholic beverages. Also, it is a misdemeanor for any person to sell, furnish or give any minor under twenty-one (21) years of age any malt or alcoholic liquor. The penalty for this is \$10.00 to \$330.00 or three months in jail upon conviction."

Federal law forbids the possession or consumption of illegal drugs or narcotics. The sale, use, possession, or manufacture of such illegal items is strictly forbidden on campus. Infraction of this Federal Law constitutes a major violation.

Evidence of substance abuse during didactic and clinical education will result in dismissal from the program. Students are advised to consult the University Student Handbook concerning substance abuse (revised 6/04).

BACKGROUND CHECK

Child Abuse History Clearance:

All students enrolled in the Frances M. Maguire College of Nursing and Health Professions who have clinical experiences with children are required to have a **Child Abuse History Clearance**. This is accomplished by completing a **Child Abuse History Clearance Form**. Notifications on instructions on obtaining the form will be the responsibility of the Program Director.

Department of Public Welfare
PO Box 8170
Harrisburg, PA 17105-8170

A copy of the completed Child Abuse History Clearance Form should be sent to the Radiation Therapy Program Director prior to the start of clinical. (Revised 8/2013)

Certified background check

All students enrolled in the Radiation Therapy Program are required to have a criminal background check done through www.castlebranch.com. There are in-state (PA) and out-of-state checks done dependent on where the student lives. Students will receive instructions on how to retrieve this information with their orientation letters which are emailed to them in the beginning of July. The student is responsible for the fee incurred.

A copy of the completed criminal background check is to be sent to the Radiation Therapy Program Director prior to the start of clinical. (Revised 8/2013, 6/2016, 7/2016, 7/2019)

*Some clinical sites will require additional criminal background checks such as Castle Branch Bridges or IDEMIA (FBI fingerprinting)

Drug Screening

All students must provide evidence of a negative drug screening prior to clinical placement. Some clinical facilities may require additional drug screening be completed no sooner than 30 days prior to the start of the rotation. NOTE: random screening may be done on campus, and it will be at the student's expense. (Revised 8/2013)

Yearly Drug Screening

As a Gwynedd Mercy University student, a commitment to the highest professional standard and the contract we hold with society to be safe, competent care providers is expected. Our contracts with clinical agencies require clean substance screens. Students should be aware that marijuana remains a controlled substance under federal law. Using marijuana, even consistently with a state-certified medical marijuana program, can trigger a positive drug test for marijuana. Although use of certain controlled substances with a doctor's prescription may be permissible, a state-medical marijuana card may NOT excuse a positive result. Therefore, students are advised to refrain from

using marijuana. Similarly, students who may need to pass drug screens for clinical placement, employment or other opportunities are advised to refrain from using Cannabidiol (CBD) products such as lotions, ointments and gummies, whether lawful or not lawful, as these too may trigger an unexcused positive result for marijuana. Gwynedd Mercy University makes reasonable accommodations for students with disabilities that use marijuana to have equal access to its programs. Reasonable accommodations may include a leave of absence to allow a student who uses medical marijuana to seek time to pursue alternative treatment, for example; whereas, excusing a positive drug screen is not a reasonable accommodation. Students must contact the Accessibility Services to make a request and provide medical information from their healthcare provider along with their requested specific accommodation, if known. Students with a positive drug screen are required to meet with program administration. (Revised 8/1/2023)

CANVAS

Students must be aware that Canvas, Learning Management System (LMS) records student usage data. Instructors have access to this data and can monitor student activities while they are using Canvas. It is a student conduct violation to download recorded conversations to a computer, upload them to the internet, or otherwise share, transmit or publish such recordings without the prior written consent of all participants (unless the professor has agreed in writing to such action and the recording is a recording of the professor's class). (Revised 8/2020,6/2022)

CELL PHONE & PERSONAL COMMUNICATION DEVICES POLICY

The use of cellular and data smart phones are prohibited in all clinical facilities as this technology could potentially interfere with the operation of medical equipment and is deemed unprofessional. Students may not make or receive personal phone calls or text messages while at their clinical site. In an emergency situation students will be permitted to utilize the phones at their clinical site after receiving permission from the Clinical Instructor or other appropriate supervisory personnel. Students are to use the phones and computers at the clinical site only for clinical business. Inappropriate use of the clinical site phones and computers will result in the student being sent home and will be required to make up a full clinical day.

CERTIFICATE OF COMPLETION AWARDS AND PINNING CEREMONY

All students graduating from the Radiation Therapy Program will be awarded a certificate of completion and a program pin at a ceremony, which will be scheduled at the completion of the program of study, generally conducted in May prior to the University's Commencement Ceremony.

CHALLENGE FOR CREDIT

The University conducts a "credit by examination program" whereby students may take examinations for academic credit as applicable to a given program. This program allows knowledge and experience attained through non-formal and non-traditional approaches to learning to be recognized. Certain controls and restrictions by the Accrediting agencies for

Allied Health Programs do not permit the use of the above procedure for challenging courses in the concentration. Academic courses, however, may be challenged through the procedure outlined in the University catalog available online at www.gmercyu.edu.

CLASS REPRESENTATIVES

Some programs find it advisable for the students and program faculty to elect class members to act as a representative or liaison officer to the Program Director. This election should take place within the first two months of each academic year, or whenever the students have had sufficient opportunity to become acquainted with classmates. The suggested term of office is one year. The class representative should bring to the Program Director's attention all mutual class concerns or requests. Immediate response from the Program Director can be expected. The Program Director maintains an open door policy and any student should feel free to request discussion on an individual basis at any time. (Revised 6/04, 7/2016)

CLINICAL EXPERIENCE MANUAL

The clinical experience manual includes a record of clinical techniques; entries must be submitted weekly.

Clinical experience manuals are to be submitted to the clinical coordinators on the designated day by 9:00 a.m. They are to be brought to Maguire Hall, Room 129. Manuals that are not complete and/or not submitted on time will receive a decrease in clinical grade.

Additionally, specific semester requirements will include completion of the experience manual, portfolio or journal. (Revised 7/2016)

CLINICAL COORDINATOR VISITS

The Clinical Coordinator will visit each site regularly to observe the students in action and to review and quiz students on the knowledge foundation relevant to their activities in the clinical site. At the end of the visit the Clinical Coordinator will meet with the student (s) to discuss their findings. After this meeting the Clinical Coordinator will meet with the Clinical Supervisor to review the student's performance and progress. A Report of Visit form will also be completed at this time with signatures of the Clinical Supervisor and attending radiation oncologist. (Revised & reviewed August 2025)

CODE OF STUDENT CONDUCT

General

Gwynedd Mercy University operates as a learning community under specific and explicit norms of behavior. These standards have, as their purpose, the desire to maintain respect for the rights of individuals, respect for freedom of thought and expression, and fair and equitable treatment of all. The following Code of Student Conduct was established to support these goals. These standards are to be followed at all University functions on or off campus. In general each standard is intended to bring benefit to others and to confront those behaviors that may cause physical or psychological harm to another. The standards assume that individual members of the Gwynedd Mercy

University community value loyalty, truthfulness and contractual fidelity. The student conduct process at Gwynedd Mercy University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform to their behavior to the community's expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community. Authority for the enforcement of University regulations and policy rests with the Vice President for Enrollment and Student Services, who may designate as Administrative Hearing Officers other members of the University community. Gwynedd Mercy University students are responsible for knowing the information, policies and procedures outlined in this document. The University reserves the right to make changes to this code as necessary, and once those changes are posted online they are in effect. Students are encouraged to check online for the Student Handbook for updated versions of all policies and procedures.

To support the mission of the University and the academic goals of all students, the University community upholds the following standards of conduct:

1. Respect and equitable treatment for all individuals
2. Social responsibility and Christian moral behavior
3. Respect for lawful authority

In light of these Standards the University considers the following behaviors as violations of the student code of conduct which carry sanctions appropriate to the incident.

1. Violations of State or Federal Law classified as felonies or misdemeanors
2. Deliberate destruction of, or damage to, misuse of, or abuse of public or private property
3. Assault and/or battery upon another person or the threat thereof, including harassment and threats (Revised 7/2016)

HONOR CODE

Academic and personal freedom thrives in the soil of integrity and mutual trust. This freedom relates to all aspects of campus life, social as well as academic.

The University aims to encourage integrity, initiative, character and maturity through the challenge of self-discipline and personal responsibility. It attempts to foster academic and personal freedom through mutual trust among students and faculty.

Since responsibility for the integrity of all University progress belongs to both students and faculty, a student may be called into account by any member of the University family who observes a violation of University regulations. (The University Academic Integrity Policy can be found on line at www.gmercyu.edu)

POLICY ON PLAGIARISM

Because academic honesty is foundational to our quest for truth here at Gwynedd Mercy University, the University takes a strong stand against plagiarism. Plagiarism is literary stealing. To plagiarize is to present the words or ideas of another person as your own. The penalty for a first offense in plagiarism is an automatic "F," with no rewrite. Any additional offense will be referred to the Vice President for Academic Affairs.

COMPENSATORY TIME

Students will be granted compensatory time off for any time in excess of one-half (1/2) hour over the normal clinical education day. This compensatory time off must be approved and documented by the Clinical Supervisor and verified the Program Director and/or the Clinical Coordinators. All compensatory time must be taken within two (2) weeks of date of occurrence.

CONDUCT/APPEARANCE

Working in a health field requires that the student behave in a professional manner at all times. Specific regulations may be found in this handbook. Failure to comply with stated policies of the University, the Program and the Clinical site may be cause for suspension or dismissal from the University or Program if improvement does not take place.

CONFIDENTIALITY

Information obtained at the clinical affiliate is to be kept strictly confidential. Students will be receiving "Privileged Information" regarding patients. Such information may not be divulged to anyone at any time. Patients have the right to confidentiality of their chart and records, including images and related items. ***Confidentiality must be maintained at all times!***

HIPAA: Health Insurance Portability and Accountability Act became law on August 21, 1996. It provides rights and protections for individual's health insurance records. HIPAA also ensures that employees have access to insurance after leaving a job and protects people with preexisting conditions from being denied coverage.

All students are to maintain the confidentiality of patient information obtained during the clinical or instructional experience at the facility. All information obtained from patients, their records or computerized data is to be held in confidence and no copies of patient's records, reports, images, etc., shall be made without the prior permission of the radiation therapy department. Additionally, if information is permitted to be used, students will be required to remove any identifiers related to the patient.

Also be aware of conversations, ones voice can travel, therefore be cognizant of your surroundings when the need to discuss pertinent information. Make sure you are not in hearing range of other patients or family members. It is forbidden to discuss patients in elevators or other public places. Posting any form of patient information on social media is not permitted and is considered in violation of confidentiality. (Revised 7/2016)

CONTINUING EDUCATION DAY

A Continuing Education Day is held each year. Attendance is mandatory for all Junior and Senior radiation therapy students. Notification of the event date will be announced at the beginning of the fall semester.

CPR

Students will not be allowed in the clinical setting without prior documentation of a current CRP certification, valid through the American Heart Association for Health Care Providers. It is the responsibility of the student to maintain certification and provide a copy of their CPR card to the Program Director. Failure to maintain a current CPR certification for the duration of the program will require that the student be removed from

the clinical rotation until such time that a current CPR card is submitted. Time missed from clinical will be considered as unexcused absence.

CURRICULUM

The Radiation Therapy Program has a carefully developed, approved curriculum of study. The program will follow the most recent radiation therapy curriculum published by the American Society of Radiologic Technologists (ASRT). Additionally, the most recent American Registry of Registered Radiographers (ARRT) guidelines are integrated into the curriculum. A full description of each program with the required academic courses, and the courses of the concentration of study are available in the University catalog. A sample curriculum sheet for both the Bachelor of Science and the Bachelor of Health Science degree can be found in the Appendices of this handbook. (Revise 7/2016)

COVID 19 Statement

At Gwynedd Mercy University, the health and safety of students, faculty and staff are our top priority. As part of our caring community and consistent with our Mercy values, we expect everyone to follow the University's health and safety protocols, which are consistent with the recommendations of the Centers for Disease Control (CDC) and local and state health officials.

Starting in the Fall of 2021, all students who take course on any GMercyU campus will be required to show proof of vaccination or approved exemption prior to coming to campus. All students must be fully vaccinated in order to participate in their clinical experience. For updates and further information, please see:
<https://www.gmercyu.edu/covid-19/students>. (7/2021, 6/2023)

DIDACTIC EDUCATION

In the Classroom

It is the student's responsibility to:

1. Arrive punctually to the assigned classroom/laboratory.
2. Be prepared for class.
3. Respect all individuals in the class.
4. Notify program director and instructors of any absence from class by 8:00 a.m.
5. Contact instructors for missed work and assignments within 2 days of any absence from class.
6. Complete and hand in assignments on time.

The use of cellular and data smart phones are prohibited in the classroom. Students may not make or receive phone calls or text messages during classroom time. All personal communication devices should be silenced or turned off. In an emergency situation students will be permitted to utilize the phone after receiving permission

from the class instructor. To avoid unnecessary inference with the class phone calls are to be made outside of the classroom. **The use of laptop computers is at the discretion of the classroom instructor.** Inappropriate use of the phones and/or computers will result in the student asked to leave the classroom. All work missed will be the responsibility of the student. (Revised 8/2013, 7/2016)

DIDACTIC COURSE WORK

Bachelor of Science students must achieve a minimum grade of "C" in Anatomy and Physiology I&II, Physics for Allied Health, Introduction to Desk Top Computing, Math 141 or 142, Public Speaking and English 101 during the first and second year of study. These courses must be passed before entry into the junior year of study. Students may continue in general education courses until concentration courses can be repeated. (REVISED 6/04; 7/2016)

Any student who does not earn the minimum grade of "C" for any concentration course(s) may not continue in concentration courses until the course(s) has/ have been successfully completed. No course of concentration may be repeated until the following year, **and may only be repeated one time**. Students repeating courses will be **readmitted to concentration courses on a space available basis only**. The degree will be withheld until the concentration required courses and all Program Competencies are satisfactorily completed with the minimum grade. A student who fails two or more didactic courses in the major and/or core requisite courses (C- and/or below) will be dismissed from the program. Failure to successfully complete a repeated course will result in dismissal from the program. (Revised 1/06)

Bachelor of Health Science students must achieve a minimum grade of "C" in Anatomy and Physiology I and II, Physics for Allied Health, Introduction to Desktop Computing, English 101, Math 141 or 142 General Psychology and Public Speaking. (REVISED 7/06)

A student who fails two didactic courses in the major and/or co-requisite courses (C- or below) or one clinical course (B- or below) will be dismissed from the program. (Revised 7/06; 7/2016)

DIRECT SUPERVISION AT THE CLINICAL EDUCATION SITE

All students and clinical staff are to adhere to Gwynedd Mercy University standards requiring all radiation therapy procedures conducted by the student to be performed under the **DIRECT SUPERVISION** of a qualified practitioner. The DIRECT SUPERVISION at all times policy will be strictly enforced by the University, Clinical affiliate and adhered to by the student. The monitoring of such a policy will be overseen by the ARRT registered radiation therapist either the clinical supervisor or the clinical instructor who has a minimum of two years' experience.

DIRECT SUPERVISION is as follows:

All therapy simulation and therapeutic procedures are performed by the student under direct supervision of a qualified ARRT registered radiation therapist. Only a therapist with minimum of two years' experience may evaluate the student.

Direct supervision is defined as being present in the room with the student to observe and supervise the procedure being performed at all times. (Revised 7/2016)

DISCIPLINARY ACTION

For cheating violations, the sanction is an automatic failure in the specific test or assignment involved. Students who are guilty of repeated offenses are liable to sanctions, suspension or dismissal.

For repeated infractions of University regulations, a more serious disciplinary action is warranted; the student will be referred to the Vice President of Academic Affairs or Vice President of Student Services. The student will be served a first offender's warning or he/she could be placed on disciplinary probation for one (1) academic year. He/she will sign a paper recognizing this status. This paper will be destroyed at the end of the probationary period.

DRESS CODE

The purpose of the student dress code is to guide the student in achieving a positive image. By maintaining a high standard of dress and grooming, the student can contribute to establishing the confident perception of patients, their families and the community of the Gwynedd Mercy University student and its clinical affiliates.

The student is to follow the dress and grooming guidelines of the Program, College, University, and the Clinical site at all times. If the student is not aligned with these guidelines, the faculty and the clinical site reserve the right to send the student home to correct the issue. Daily grooming is expected when a student is in class and at the clinical site. This includes showering, facial and hair care, clean nails and hands, and use of deodorant. Hair must be clean and combed. The clinical sites follow a dress code congruent with the profession; how a healthcare professional presents themselves through attire and grooming communicates much to a patient. If a healthcare provider is groomed and wears a clean, modest uniform, the patient is put at ease and feels more confident in the person providing care.

On campus

All attire must be modest, and clean. Bare feet, bare midriffs, low cut or deep necklines, and skin tight clothing are not acceptable. Words, pictures, and/or symbols displayed on clothing should be sensitive to a diverse student population. Underwear/undergarments of any kind must not be visible either under, around, or through clothing. In selected settings, professional attire, as defined by the setting, may be required. Professional attire includes: skirts or dresses of modest length or long pants (dress pants are recommended), or as specified.

- Haircuts, hairstyling, and personal grooming must be neat, clean, and conservative.
- Careful attention must be given to personal hygiene.
- Hair color must be natural in appearance.
- The wearing of hats and "hoodies" indoors is not permitted.
- Excessive makeup and fragrances are not appropriate.
- Visible tattoos and body piercing, such as facial and tongue studs, are not permitted.

- Rings should be low profile and limited to one finger per hand.

The Program faculty respects the religious and cultural practices of all students. Head coverings for religious and cultural reasons, are permitted in the classroom, labs and clinical affiliations; however, their face must be visible. (Revised 7/2016)

Clinical Setting

Good personal hygiene is required. The use of deodorant is encouraged. Avoid overpowering perfume, cologne or aftershave.

Students are to wear clean closed-toe shoes, nursing shoes, sneakers or Dansko clogs, in plain white or black only. It is recommended that shoes be supportive and conducive to standing and walking. Since shoes worn to clinical assignments can get dirty with body fluids or contrast, it is advised that students choose shoes that will not be damaged or can be cleaned. Students are to wear socks that are white or black, and match the color of the shoes worn. Socks are required at clinical affiliate.

Students may wear a solid undershirt (white or black plain t-shirt or thermal). The undershirt should not have words, pictures, or symbols. Long-sleeve thermals can show below the sleeves. Undershirts must be tucked into scrub pants. The undershirt can show, but under garments must not show above the scrub pants.

Hair should be clean, combed and worn in a neat style. Extremes in hair styles and hair color are not acceptable. Long hair must be arranged in a fashion that is secured and off the face. This applies to both male and female students. Hair must be neat, combed, clean, natural, and professional. Hair trends, such as bright highlights, extensions, "the messy look," feathers, etc. may negatively impact a professional look, and may pose a health and safety issue, and are strongly discouraged. In most clinical sites, these types of styles are not permitted. Extreme styles, such as shaved designs, dyes, Mohawks, "large hair", dreadlocks, etc., are not permitted. Men: Mustaches and beards must be neat and trimmed. Hair trends on men that bring undue attention to the individual will require that the student cut or groom the hair to be within compliance of the professional hair policy. Facial hair, meaning mustaches and beards, must be kept neat, clean, and groomed. One-, two-, or three-day "shadows" are not considered professional or groomed. It is highly recommended that male students appear clean-cut. Women: Long hair must be tied back. Trendy styles, such as hair color and head shaving, must be natural and not draw undue attention to the individual. Extreme colors, such as white, red, pink, green, yellow, blue, or purple, are not permitted. Hair styles must be natural and not draw undue attention to the individual.

Fingernails should be clean and neatly trimmed (no longer than 1/4" above fingertips). The use of extreme or distracting polish is not permitted. Polish may be clear or neutral nude. According to the Center for Disease Central (CDC) recommendation, those providing patient care should not wear artificial nails.

Students are to keep jewelry minimal and professional. Jewelry should be conservative and worn in moderation. Wedding bands and class rings are acceptable however, fashion rings are discouraged. For safety, earrings may not be of the "**dangling**" type and **hoop earrings may not be larger than 1 inch in diameter. No facial jewelry is permitted.** Tongue, eye, lip, or nose ring/studs are not allowed. Any piercing on the face, other than the ear, cannot be visible.

Strong fragrances are discouraged. Many hospitals do not allow fragrances of any kind. Make-up should be modest and professional.

Any visible tattoo must not be offensive in nature (such as anything that could be interpreted as discriminatory or sexually suggestive.) Clinical affiliate and/or program faculty will determine appropriateness of visible body art. (Revised 7/2016)

College Uniform

The required College uniform for the radiation therapy program is burgundy (wine) in color scrub sets and embroidered with the College logo, Gwynedd Mercy University and Radiation Therapy. The short white lab jacket will also feature the College logo, Gwynedd Mercy University and Radiation Therapy.

Purchasing of the uniforms is through Flynn O'Hara. The contact information for ordering the uniforms is online at www.flynnohara.com/school/pa275 or calling toll-free at: (800) 441-4122 or by visiting the store located at 901 North Bethlehem Pike, Ambler, PA 19477, or by phone at (215) 793-9436.

Individual clinical sites may establish more stringent modification to this dress code.

Uniforms must be clean and free from wrinkles.

Students must wear a photo identification/name badge while at their clinical site. Some clinical sites will issue a name badge and this badge must be appropriately displayed on the uniform as outlined by the policies of that facility. If the clinical facility does not issue a name badge to the student, the student is required to wear their University issued identification badge.

Students reporting to their clinical site out of uniform will be sent home immediately. This will be counted as a day absent and must be made up. Failure to comply with stated dress code is cause for suspension. (Revised 7/2016)

EMAIL ACCOUNT

All Gwynedd Mercy students are required to open, utilize and maintain a GMercyU e-mail account. Official university communication and notices are sent via the GMercyU email account. All students are responsible for checking their GMercyU email account **daily** and for the information contained therein. Only GMercyU accounts will be used in all matters related to academics, student life and university notifications. The University does not forward GMercyU email to personal email accounts. (Revised 8/14; 7/2016)

EMERGENCY HEALTH CARE - ON CAMPUS

Emergency nursing service is available on the ground floor of Loyola Hall (LH) and can be accessed by dialing extension 21306 or 267-448-1306. If the nature of the emergency requires transportation to a hospital, **any ambulance and/or hospital charges not covered by insurance are the responsibility of the student.**

The University Campus is located within a few miles of several clinics and area hospitals which have suitable emergency rooms for more serious needs.

There is no longer a University sponsored Health Clinic which can provide medical care. Students are encouraged to use Patient First or Urgent care. (Revised 8/2013, 6/2022)

EMERGENCY HEALTH CARE - AT CLINICAL EDUCATION SITES

Basic emergency care will be provided if a student becomes ill or suffers an injury at the clinical site. **The expense of such care is the responsibility of the student either by direct pay or insurance.**

Policies differ from institution to institution and students are instructed to be familiar with the policies at the particular affiliate. The instructions for each clinical site are listed in the appendices of this handbook.

The Clinical Supervisor is responsible for explaining the procedure to be followed in their respective affiliated clinical education site.

EMPLOYMENT

The Radiation Therapy Program is a comprehensive and intense program of study, which requires forty (40) hours of clinical/didactic study per week.

Therefore, students are advised to **limit their work hours to the weekends only**. If work hours interfere with the student's progress, he/she may be advised to reduce the number of hours worked.

Students may not be compensated for tasks performed during normal hours of clinical education.

It is forbidden for students to take the responsibility or place of any staff member (therapist, clerical staff, etc.)

Students may be employed in the field of study outside regular hours of clinical education (technical aide, mold room, clerical work). The work must be non-compulsory, paid and subject to employee regulations.

EMPLOYMENT MAY NOT INTERFERE WITH DIDACTIC AND CLINICAL COURSE SCHEDULES.

Students will not be excused from didactic/clinical classes for job interviews/employment physicals during the school year unless they request time off from the program director and/or clinical coordinator and their clinical supervisor prior to scheduling any appointments.

FAMILY/MEDICAL LEAVE

Conditions requiring a medical leave or situations requiring a family leave of absence will be assessed on an individual basis by the Program Director.

FERPA NOTICE

The Family Educational Rights and Privacy Act of 1974 [FERPA] is intended to protect the privacy of a student's educational records, to establish the rights of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. To fulfill basic

requirements for compliance with the Act, each institution must inform each student of his/her right to prevent disclosure of personally identifiable information.

The following information is considered “directory” information: name, address, dates of attendance, full or part time status, class level, fields of study, degrees conferred (including dates), honors and awards, date and place of birth.

Under the provisions of FERPA, currently enrolled students may withhold disclosure of such information. To prevent disclosure, written notification must be received by the Office of the Registrar by the end of the Drop/Add period during the fall or spring semesters (see Academic calendar for specific dates) and will remain in effect until rescinded in writing. Any requests made from non-institutional persons or organizations will be refused. Students who do not want their directory information released to a third party must fill out the **FERPA Non-Disclosure form** (PDF).

Please note: In order for GMercyU to speak with your parents or other concerned parties about your financial aid or your University bill, you will need to complete a FERPA Consent Form with the respective office. The consent form will also be enclosed in your financial aid award packet. Students who would like the Registrar's Office to mail their grade report at the end of each semester to their parents must fill out the **Grade Disclosure form** (PDF).

For more information on FERPA, see the U.S. Department of Education website at www2.ed.go. (Revised 6/2016)

FIELD TRIPS/PHYSICIAN'S LECTURES

Requirements of the program include student's attendance at lectures, labs, seminars and field trips. These assignments are to be considered an essential part of the student's studies. **Attendance is mandatory. It is the responsibility of the student to provide his/her own transportation and parking.**

FUNERAL LEAVE

Students will be excused from clinical/didactic education without penalty to attend the funerals of family members. Students are required to notify both the Program Director and their Clinical Supervisor prior to taking time off*. The allotted time is as follows:

Family Members	Time Off Allowed
Spouse/Children/Parents	(3) days**
Grandparents/ Brothers& Sisters	(2) days
Brothers-in-law/Sisters-in-law	(2) days
All immediate relatives	(1) day

**If a student needs additional time off, he/she must make arrangements with the Program Director.

***Official documentation from the funeral director is required.**

GRADE APPEAL

If a student believes that his/her final grade is the product of the instructor's bias or caprice, rather than a judgment on the merits or demerits of his/her own academic performance, the student must follow the procedure described in this subsection.

Complaint Procedure:

1. In most instances, a grade concern is handled by speaking with a faculty member. The student should initiate the complaint procedure by speaking first with the professor.
2. If the student has tried to resolve the matter, but has not been able to meet with the instructor or professor, the student should present, in writing, an appeal within twenty (20) calendar days of the grade report being mailed/posted on the web to the instructor of the course offered. This written appeal should include the specific reasons why the grade should be reviewed, and may be electronically sent.
3. The instructor must contact the student within fourteen (14) calendar days to discuss the complaint.
4. If the student is not granted a meeting with the instructor within the allotted time period, or is dissatisfied with the explanation that has been provided by the instructor, the student may appeal, in writing, to the Dean within 14 calendar days.
5. The Dean/chair will request the student and faculty member to submit relevant materials within 14 calendar days after the written complaint has been received. The administrator's decision will be provided in writing, to the student within 14 calendar days after receiving the requested materials.
6. In the event that the student does not feel there has been any resolution to the student's perception that a grade was biased or capricious, the student may appeal to the Vice President for Academic Affairs.
7. The appeal must be a formal, written request to the Vice President for Academic Affairs. The appeal letter should include dates and summaries of all other meetings or attempted meetings. The summary should also include names of all parties including faculty, and the reason for the initial appeal of a grade. All supporting documentation must be included with the appeal letter, the summary of the meetings, and the chronology of dates.
8. Within 14 calendar days of the written appeal, the Vice President for Academic Affairs may exercise the option to select a panel of three independent faculty members who will work with the Vice President for Academic Affairs to hear the student's case and assist the Vice President for Academic Affairs in development of resolution.
9. The faculty member who is accused of bias or caprice will have an opportunity to present to the Vice President for Academic Affairs a verbal analysis of the facts of the case accompanied by relevant documentation.
10. The burden of proof in the process shall be upon the student complainant.
11. Decision reached by the appeals procedure:
12. If it is found that the final grade given was neither biased nor capricious, the case shall be dismissed, and the Vice President for Academic Affairs shall inform the student in writing within 14 calendar days of the decision.
13. If it is found that the final grade was the result of bias or caprice, the faculty member and the Vice President for Academic Affairs will meet and reach consensus to resolve the dispute and award an appropriate final grade.
14. The Vice President of Academic Affairs will notify the student within 14 calendar days.

15. The decision rendered in the letter from the Vice President for Academic Affairs is final and may not be appealed. (Revised 8/2020)

GRADE SCALE

DIDACTIC COURSES

Letter Grade	Numeric Value	Quality Points	Letter Grade	Numeric Value	Quality Points
A	95 and above	4.0	C-	73 - 74	1.67
A-	92 - 94	3.67	D+	71-72	1.0
B+	88 - 91	3.33	D	70	0.67
B	85 - 87	3.0	F	below 70	0
B-	82 - 84	2.67			
C+	79 - 81	2.33			
C	75 - 78	2.0			

ANY GRADE LESS THAN A "C" IS CONSIDERED POOR PERFORMANCE AND A FAILING GRADE FOR CONCENTRATION AND CO REQUISITE COURSES.

CLINICAL COURSES

Letter Grade	Numeric Value	Quality Points
A	97 and above	4.0
A-	95 - 96	3.67
B+	92 - 94	3.33
B	90 - 91	3.0
B-	88 - 89	2.67
C+	86 - 87	2.33
C	85	2.0

ANY GRADE LESS THAN A "B" IS CONSIDERED POOR PERFORMANCE AND A FAILING GRADE FOR CLINICAL COURSES

GRADING SYSTEM

A STUDENT MUST MAINTAIN A GRADE OF "C" OR ABOVE FOR EACH DIDACTIC COURSE IN THE CONCENTRATION AND EACH COREQUISITE COURSE. STUDENTS MUST MAINTAIN A GRADE OF "B" OR ABOVE FOR EACH CLINICAL COURSE. FAILURE TO MAINTAIN THESE REQUIRED GRADES WILL RESULT IN DISMISSAL FROM THE PROGRAM FOR REASON OF ACADEMIC/CLINICAL FAILURE. **STUDENTS MUST MAINTAIN A MINIMUM OVERALL GPA OF 3.0 TO REMAIN IN THE PROGRAM**

(Revised 6/2004, 7/2009, 7/2016)

DIDACTIC COURSE WORK

Students may continue in general education courses until concentration courses can be repeated (REVISED 6/04).

Bachelor of Science students must achieve a minimum grade of "C" in Anatomy and Physiology I & II, Physics for Allied Health, Introduction to Desk Top Computing, Math 141

or 142, Communication Arts and English 101 during the first and second year of study. These courses must be passed before entry into the junior year of study. Any student who does not earn the minimum grade of "C" for any concentration course(s) may not continue in concentration courses until the course(s) has/ have been successfully completed. No course of concentration may be repeated until the following year, **and may only be repeated one time**. Students repeating courses will be **readmitted to concentration courses on a space available basis only**. The degree will be withheld until the concentration required courses and all Program Competencies are satisfactorily completed with the minimum grade. A student who fails two or more didactic courses in the major and/or core requisite courses (C- and/or below) will be dismissed from the program (REVISED 1/06) Failure to successfully complete a repeated course will result in dismissal from the program.

Bachelor of Health Science students must have achieved a minimum grade of "C" in Anatomy and Physiology I and II, Math 141 or 142, Introduction to Desktop Computing, English 101, and Communication Arts, before transferring in the program. (REVISED 7/06, 6/2016)

A student who fails two didactic courses in the major and/or co-requisite courses (C- or below) or one clinical course (B- or below) will be dismissed from the program. (Revised 7/06; 7/2016)

ACADEMIC/ CLINICAL PROBATION

All students are accepted on a probationary basis. In order to continue in the program, a student must achieve a minimum grade of "C" in all didactic courses and a "B" in all clinical education courses.

There are no excused absences from class.

Students are considered to be on clinical probation until the completion of the fall semester. Probation is lifted following satisfactory clinical evaluation, **but may be re-imposed at any time** because of unsatisfactory clinical and/or professional performance.

The following conduct is prohibited and students will be subject to disciplinary action, including dismissal from the program, in accordance with due process:

1. Any violations of the University Code of Student Conduct
2. Violation of the University Honor code
3. Violation of the University Drug and Alcohol Use Policy
4. Violations of Clinical Affiliate Policies and Procedures
5. Violation of Radiation Therapy Program Policies (i.e. attendance, lateness, dress code, course requirements, etc.)

Students are expected to conduct themselves in a professional manner at all times and in accordance with the American Registry of Radiologic Technologists (ARRT) Code of Ethics.

Radiographers who were registry eligible when they entered the program **must show documentation of registration in radiography by the completion of the fall semester of the Junior year.** Failure to do so will result in dismissal from the program.

GRADUATION

In addition to general education requirements, a student will need to successfully complete the Radiation Therapy (RTS) core courses, with a grade of C or higher, and a grade of B or higher in clinical education requirements. A student must have a cumulative grade point average of at least a 3.0 in all the RTS core courses in order to graduate from the program.

In addition, a student must complete all required competencies as part of the clinical education courses, and complete all rotations in the clinical education setting.

Upon successful completion of radiation therapy program curriculum, a student is eligible to take the American Registry of Radiologic Technologists (ARRT) credentialing examination.

The formal University graduation ceremony is regularly held in May. It is a privilege for the student to attend the graduation ceremony; however, it is not compulsory for students to attend. Students, who choose not to attend graduation, are requested to notify the office of the Vice President for Academic Affairs of this decision. **Students electing not to attend graduation ceremonies are however, responsible for payment of the graduation fee as posted in the University Catalog.** The degree will be conferred at the graduation ceremony immediately following the completion of all stated essentials for this approved program and the payment of all required fees.

GRIEVANCE PROCEDURE

In the event that any student becomes involved in a misunderstanding or disciplinary matter with a clinical supervisory instructor or staff member, the student should contact the program Clinical Coordinator immediately. If the problem cannot be resolved, the avenue of recourse is through the Program Director, to the Dean of the Frances M. Maguire College of Nursing and Health Professions, to the Vice President for Academic Affairs and/or Dean of Students as the gravity of the situation may require. Incidents must be reported immediately.

If a student waits longer than one (1) week to report a grievance, no action beyond that of reference to the Program Director will be taken.

Step 1. Student must submit grievance in writing within one (1) week of occurrence to the Program Director. The student will receive the decision in writing within fourteen (14) days.

Step 2. If the student is not satisfied, she/he may appeal in writing to the Dean of the Frances M. Maguire College of Nursing and Health Professions within seven (7) days of receipt of decision. The Dean of Frances M. Maguire College of Nursing and Health Professions will send a decision in writing within fourteen (14) days.

Step 3. If the student is not satisfied with the decision, a final appeal may be made in writing to the Vice President of Academic Affairs or Vice President of Student Services within seven (7) days. A decision in writing will be sent within fourteen (14) days.

PROCEDURES

Charges of misconduct must be filed in writing within seven (7) days of an incident and forwarded to the appropriate office. The Vice President for Academic Affairs should be notified in the case of misconduct and of all other violations.

A written notice of the alleged violation will be forwarded to the accused student who may request a hearing before the Faculty/Student Board. A ruling will be made by this committee.

Appeals to the ruling may be made within fourteen (14) calendar days to the Vice President for Academic Affairs or the Vice President of Student Affairs. The decision will be final.

SANCTIONS

Day to day enforcement of the code of student conduct will be that of the entire University community: students, faculty, administration and staff members.

Penalties will be imposed proportionate to the offense, which could include: suspension or expulsion from the University; disciplinary probation and/or financial restitution. Minor violations will incur a written warning to the student; three written violations within one (1) academic year will warrant further sanctions as mentioned above.

HEALTH FORMS

All students are required to have a history and physical done prior to entering the program and clinical education. Students whose History and Physical Record are not on file will not be permitted to attend clinical education. The completed health form must be returned to the University nurse before August 1st. Students must provide documentation of all required inoculations. The Hepatitis B vaccination is required by the clinical affiliates. If the student chooses not to be inoculated for Hepatitis B, he/she must sign a declination form, which also must be returned to the University nurse. All history and physical forms and declination forms will be kept on file in the University nurse's office. The student must have the following or provide documentation of immunity in order to comply with Gwynedd Mercy University Radiation Therapy program.

THE FOLLOWING PROOF OF IMMUNIZATIONS ARE MANDATORY:

1. **MEASELS (RUBEOLA), MUMPS, AND RUBELLA (German Measles):**
Proof of two live vaccines (e.g. MMR) after 12 months of age for measles and mumps and one live vaccine (e.g. MMR) after 12 months of age for rubella OR serologic evidence of immunity (titer)
2. **VARICELLA:**
Proof of two doses of vaccine OR serologic evidence of immunity (titer)
3. **HEPATITIS B:**
Proof of three dose series of vaccine AND serologic evidence of immunity.
Students with low/negative titer results after completion of three dose series should discuss re-immunization with a second three dose series, according to CDC

recommendations for healthcare providers. A second serologic titer does not need to be submitted after the second three-dose series of vaccine.

All students must have begun the Hepatitis B Vaccine series prior to the start of classes. The series consists of three injections: an initial injection, followed by the second injection one month later, followed by the third injection five months later.

All students who have already completed the Hepatitis B vaccine series are required to have a Hepatitis B surface antibody titer (blood test) to confirm immunity. A copy of the lab report must be attached to this form. For students who are just beginning the Hepatitis B series, a titer is required one to two months after completion of the series.

4. TETANUS TOXOID

5. REDUCED DIPHTHERIA TOXOID

6. ACELLULAR PERTUSSIS VACCINE

Proof of T-dap vaccine within the past 10 years

7. PPD

A baseline two-step PPD skin test is required. Students, who can document an initial two-step PPD, will be required to have a yearly single-step PP. (6/2016)

8. YEARLY INFLUENZA VACCINE

(8/13)

9. Proof of COVID-19 vaccination. Students will not be permitted to attend clinical rotation assignments, unless they can provide documentation that they are vaccinated. Medical or Religious exemptions for clinical rotations are not allowed. (Revised 6/2022)

10. Yearly Drug Screening (revised 8/2023)

HOURS OF STUDY

It is the student's responsibility to be prepared for class by reviewing all class notes, completing assignments (both reading and written). **If absent from class (classes) the student is responsible for all missed class work and assignments.**

THE REQUIRED AMOUNT OF TIME TO BE DEVOTED TO STUDY EACH WEEK IS APPROXIMATELY FIFTEEN (15) TO TWENTY (20) HOURS OR TWO (2) HOURS OF STUDY FOR EACH HOUR OF LECTURE.

IDENTIFICATION AS UNIVERSITY STUDENTS

All students of Gwynedd Mercy University are required to have an authenticated University photo I.D. card. The card is obtained at the beginning of the first year of study from Campbell Solution Center. Each following year the card is validated. The card is required in order to obtain further student services, borrow books from the University library and to vote for members of the student council. Off-campus student activities also require the use of the card.

INSURANCE - HEALTH INSURANCE

Students are required to provide proof of personal health care insurance prior the start of the fall semester of the program. Students who do not have personal health care insurance will automatically be on the University policy for students and billed for the coverage. Students are responsible for providing documentation of health care insurance to the appropriate university department (Revised 7/2006; 7/2016)

INSURANCE - PROFESSIONAL LIABILITY INSURANCE

All students enrolled in the Radiation Therapy Program are required to carry Professional Liability Insurance. This policy is arranged by the business office of the University; the insuring company is **Philadelphia Insurance Company, through our broker Willis Towers Watson**. It has a yearly term under a local agent. Copies of the policy contract are held in the University's Business Office.

The fee for coverage is published in the University Catalog.

Sophomore, Junior and Senior, Bachelor of Science/Bachelor of Health Science students are billed accordingly. (Revised 7/2016, 6/2022)

JURY DUTY

A student receiving a summons for jury duty should submit a copy of the summons to both the Clinical Supervisor as well as the Program Director immediately after it is received. The Program Director or Program Faculty will not write a letter excusing you from jury duty. It is recommended that the student ask the Court for a postponement or to schedule an alternative date for jury duty.

LIBRARY

Class assignments, as well as essential research concerning clinical experiences, require the use of a library. Students are free to use the University library, under the usual conditions concerning silence, care of books and compliance with the directives for borrowing library books and use of computer search (minimal fee required). Books on RESERVE may never be removed from the library building. The University library faculty and staff are available to provide bibliographic instruction to students on an individual basis. Students are encouraged to utilize this service. For all library transactions the student I.D. card is necessary; cards are not transferable to another student. Affiliate hospital libraries may be used if the institution permits the student to do so.

Library books not returned by the end of a semester will result in the withholding of the student's grades; therefore, no transcript of credit will be sent to another institution until this obligation is satisfied.

PARKING ON CAMPUS

A parking permit is obligatory and is obtained on Orientation day. The cost of this pass will be \$85.00 for residents and \$55.00 for commuters. **It must be visible at all times.** Students are to park only in areas designated as student parking. Students who park their cars in faculty, visitor or handicapped areas will be fined. Refer to University Student Handbook for policy details.

PARKING AT THE CLINICAL EDUCATION AFFILIATE

All parking charges are the responsibility of the student. Wherever possible, arrangements will be made to obtain free or subsidized parking. If the student is required to pay for parking at the clinical site, the student is reminded that this expense should be included in the listed expenses for those who receive financial aid. Assignment to free parking areas

will be on a "first come, first served" basis. The University is not responsible for any fees for parking or for violations of the same. (Revised 6/2022)

PREGNANCY

While all students in the Radiation Therapy Program understand the need to adhere to and practice radiation protection policies in the clinical area, this is especially important for the female student who might become pregnant. Exposure to radiation may be harmful to the developing fetus; therefore, the female student may choose to voluntarily declare her pregnancy. Declaration of pregnancy must be made in writing and must include the approximate date of conception. Refer to Declaration of Pregnancy Form in Appendices of this Handbook.

The declared pregnant student will be advised as to the radiation and occupational hazards to her unborn child by the Radiation Safety Officer at the clinical education affiliate in consultation with the Program Director and Clinical Coordinators and will be monitored by them throughout her pregnancy.

For the declared pregnant student, the NRC limits the dose to the embryo/fetus to 0.5 rem (5mSV) over the entire pregnancy. All efforts will be made to avoid substantial variation above a uniform monthly exposure rate (0.05 rem/month) (0.5 mSV/month). The student will be issued an additional fetal monitor badge (belly badge). Refer to NRC Regulatory Guide 8.13 in Appendices of this Handbook.

The declared pregnant student must inform her physician of her enrollment in the Radiation Therapy Program and obtain a written statement of her/his recommendations for continuing in the program.

The declared pregnant student may continue in both didactic and clinical education courses. If the student feels that she cannot continue in the program, she may apply for a leave of absence and reenter the program after the birth of her child. Reentry will be at the beginning of the appropriate semester if space is available.

A student may withdraw her declaration of pregnancy in writing at any time. Refer to the declaration of pregnancy form in Appendices of this Handbook.

For the student who has declared her pregnancy in writing, with an approximate date of conception, the Radiation Therapy program shall:

- i. Provide instruction regarding radiation exposure and risks as they relate to the embryo-fetus and pregnancy;
- ii. Provide program enrollment options to accommodate the pregnancy while allowing the student to complete the curriculum. If the student elects to continue with her education within the radiation therapy program, the College shall ensure that a personal radiation-monitoring device is worn at the waist level during the term of her pregnancy. Should there be any discrepancies between this text and the official version, the official version will govern;

- iii. Limit the student's exposure, as registered on the personal radiation-monitoring devices, in order that the exposure of the embryo-fetus does not exceed the most recent recommended limit published by the National Council on Radiation Protection and Measurements (NCRP). As of August 18, 2008, the recommended limit is contained in NCRP Report #116 entitled Limitation of Exposure to Ionizing Radiation, published in 1993. This report recommends a monthly equivalent dose limit of 50 mrem (0.5 mSv) to the embryo-fetus (excluding medical and natural background radiation) once the pregnancy is known. The Deep Dose Equivalent value reported for the device worn at the student's waist will be considered the initial estimated dose received by the embryo-fetus;
- iv. Within seven calendar days of the College's receipt of a radiation dosimetry report, the College shall inform the pregnant student of her most recent exposure readings. If the Deep Dose Equivalent in any month is 50 mrem (0.5 mSv) or higher, the College and student shall consult with a medical physicist or health physicist, who is certified by the American Board of Radiology, American Board of Medical Physics, American Board of Health Physics or the equivalent as determined by the Commission. (Revised 7/2016)

PROGRAM FACULTY

Program Director/Coordinator

The program director/coordinator must be registered in Radiation Therapy by the American Registry of Radiologic Technologists and hold a current license when required by state or federal authorities. Have completed five (5) years as a Senior Radiation Therapist in a Major Cancer Management Center. Have a minimum of two (2) years of experience as an instructor in an educational program in Radiation Therapy. Possess a minimum of a Master's Degree.

The Program Director/Coordinator is primarily responsible for the organization, administration, periodic review and continued development and effectiveness of the program as it relates to clinical experience and practicum. The program director/coordinator's responsibilities in teaching, administration and coordination of the educational program shall not be adversely affected by educationally unrelated functions.

The Program Director/coordinator will maintain current knowledge of radiation therapy techniques, educational methodology, and leadership through continuing professional development.

Clinical Coordinator

The clinical coordinator must be registered in Radiation Therapy by the American Registry of Radiologic Technologists and hold a current license when required by State or Federal authorities. Have completed five (5) years as a Senior Radiation Therapist in a Major Cancer Management Center. Have a minimum of two (2) years of experience as a clinical instructor in an educational program in Radiation Therapy. Possess at a minimum Baccalaureate degree and a commitment toward earning a Master's Degree.

The Program's Clinical Coordinator is responsible for coordinating clinical education with didactic education as assigned by the Program Director. Clinical education effectiveness shall be evaluated and assured through a schedule of regular visits to the clinical

education affiliates. The Clinical Coordinator's responsibilities shall include coordination, instruction, and evaluation. The Clinical Coordinator shall maintain current knowledge of radiation therapy techniques and educational methodology through continuing professional development.

Clinical Preceptors

The clinical site's Clinical Preceptors must be registered in Radiation Therapy by the American Registry of Radiologic Technologists and hold a current license when required by state or federal authorities. The Clinical Preceptors is responsible for day-to-day guidance and where required or appropriate, for direct supervision of the student assigned. "Day-to-day guidance" means reviewing the requests for clinical competencies, deciding as to whether or not the student can perform the procedure safely and accurately, and signing off of the competency performed utilizing Trajecsys. The Clinical Preceptors (s) shall be knowledgeable of the Program goals, clinical objectives, and clinical evaluation system. The Clinical Preceptors (s) shall provide students with appropriate and adequate clinical instruction/ direct supervision and shall evaluate student clinical competence. Performance of these responsibilities shall not be adversely affected by educationally unrelated functions. The Clinical Preceptors (s) shall maintain competency in radiation therapy performance utilizing equipment, instructional, and evaluative techniques through continuing professional development. (Revised 6/2023)

Clinical Staff

The clinical site's Clinical Staff (s) are members of the radiation therapy team and are responsible for the direct supervision of the student assigned to the treatment machine or simulator. They must have a clear understanding of the clinical competency requirements, and can review the request from the student to assess clinical competencies, deciding as to whether or not the student can perform the procedure safely and accurately. They can sign off of the competency performed; however, the competency must be counter signed by the Clinical Preceptors. The Clinical Staff(s) shall be knowledgeable of the Program goals, clinical objectives, and clinical evaluation system. The Clinical Staff (s) shall provide students with appropriate and adequate clinical instruction/ direct supervision and can evaluate student clinical competence. The clinical staff shall be supportive of the educational process and maintain current knowledge of program policies, procedures, and student progress. The Clinical Staff (s) must be registered in Radiation Therapy by the American Registry of Radiologic Technologists and hold a current license when required by state or federal authorities with a minimum of two-years experience. (Revised 7/2016, 6/2023)

PUBLIC SAFETY SERVICES AND PROGRAMS

Gwynedd Mercy University expects all members of the campus community to comply with federal, state and local laws. Policies and procedures designed to maintain harmony and personal welfare on campus are found in the Student Handbook, the Residence Life Handbook, the Faculty Handbook and the Employee Handbook on GMercyU's portals.

Once you notify the Office of Public Safety or designated University official of a potential threat to the campus, a Crime Alert will be sent out to notify the community.

Omnilert is a selective mass notification system that sends time-sensitive messages to students, faculty, and staff wherever you are located. The University will only send mass notification in the event of weather and campus emergencies. You will not receive general notices via this delivery method.

Sign up for the University's Emergency Alert system by clicking the  icon on the University portal. You will be notified immediately of events on the device you select to be notified by. You may input up to two mobile devices and two personal email addresses.

Campus closure information will also be posted to the University website. You can also call the main telephone number at 215-646-7300. (Revised 6/2022)

In partnership with the Office of Public Safety, all of us here at GMercyU are committed to providing a safe and welcoming campus environment. To support you throughout your time on campus, we provide a wide array of programs and resources. Various student groups, including Peer Counselors and the Student Government Association, sponsor programs on issues such as vandalism, fire safety, rape, alcohol and drug abuse, and self-defense.

Fire safety

As a member of the GMercyU community, precautions are necessary at all times to prevent a tragedy due to fire and smoke. Whenever a fire alarm sounds, whether it's in a residence hall complex or an academic building, evacuate immediately. All persons should be familiar with the exit routes from their location.

Please be familiar with the following Gwynedd Mercy University fire evacuation procedures:

- Know at least two routes out of the building
- Sound the building fire alarm if you discover fire or smell smoke
- Leave immediately. Close all doors behind you. Proceed to the primary fire exit nearest to your location. Upon leaving the building, do not reenter until you are told you can do so by security personnel.
- Do not use the elevator
- If it is hot or smoke is seeping in, do not open the door. If you become trapped and cannot reach the fire exit keep the door closed and seal off any cracks. If you have a telephone in your room use it to call Campus Security, ext. 111 and give the name and location of the building, the floor you are on and the room number. If you do not have a phone, go to the window and signal for help.
- Do Not Jump. The Fire Department will be in the building within minutes to assist you.
- If the door feels cool, open it cautiously. Be prepared to close it immediately if the hall is full of smoke or if you feel heat or pressure against the door. If the hall is clear, proceed to the nearest fire exit and move away from the building.
- If caught in smoke or heat, stay low where the air is clearer, take short breaths, (through your nose) until you reach the fire exit.
- Know the numbers of doors from your room to the fire exit. This will prevent you from passing the fire exit.
- Comply with any directions from the fire department and maintain a clear area to allow them to complete their work
- Be sure fire exit doors and hallway doors are kept closed at all times. These doors prevent the spread of noxious smoke and heat should a fire occur.

Regulations established by the University and Pennsylvania State law will be strictly enforced. Fire drills, usually unannounced, are conducted periodically.

Rape and Sexual Violence Support Services

For more than 30 years, GMercyU has proactively addressed the issues of rape and sexual violence through seminars, forums and other presentations.

Periodically, educational and training programs are conducted for our employees who interact with students, including Public Safety officers, coaches, student services personnel in the Office of Student Services, members of the campus ministries and those who provide services in the student residences.

Any member of the community who is a victim of sexual violence is encouraged to seek support and assistance and to report the incident. When a victim of a sex offense contacts the [Counseling Services Department](#), the individual will be advised of health, legal and other support services available and will be assisted in accessing these services. (Revised 7/2016)

RADIATION EXPOSURE MONITORING AND RECORDS

An occupational radiation monitoring device- a film badge- is used to measure the radiation exposure that a person received. It provides a permanent record of radiation received if questions arise at a later time. Students will be provided with a film badge from Gwynedd Mercy University. The monitoring device does not provide protection from radiation; its sole purpose is to measure the amount of radiation to which one is exposed. The radiation monitoring device must be worn at all times while a student is on the clinical premises or while at lab. They may not be left in the treatment room, simulator or any area where an exposure may occur. Film badges are to be worn at lapel level with the side which is open on the badge holder facing forward. Badges are not to be worn inside pockets, or under the lapel. If ever a lead apron is worn the monitoring device should be worn on the outside of the apron. Records of exposure will be maintained in the Clinical Coordinators' office, Maguire Hall Room 129. Students will review and sign off on their exposure records on a quarterly basis. ***Students, whose exposure report shows an overdose (150 mrem (1.50 mSv) or greater on any quarterly report), will be counseled by program faculty, who will investigate and closely monitor future reports.*** (Revised 7/2016).

Some clinical affiliates may order film badges (and ring badges when necessary) for those students assigned to their institutions. A copy of the student's radiation exposure record will be sent to the Clinical Coordinator and will be on file in the program office. If any of the occupational limits is exceeded, a copy of the investigation report must be submitted to the clinical affiliate radiation therapy department. The College shall begin an investigation to find the cause and prevent recurrence of the exposure. The investigation report shall be completed within 30 calendar days of the College's receipt of notification of the exposure. This investigation report shall include any action to be taken to reduce unnecessary radiation exposure. The investigation report shall be given to the student and shall be maintained in the student's file. Within 90 calendar days of departure from the College, the College shall provide each student with a complete record of his or her radiation exposure history. All students are required to sign a release form for the information. **Forms will be available at orientation and kept in the student's file locked in the Clinical Coordinator's office. Students, who report for clinical without their film badges will be sent home. They will be assessed one day of make-up time.** (Revised 7/2016)

If a film badge is a lost, the student will be charged a \$35.00 replacement cost.
(Revised 6/2016)

RADIATION SAFETY

A.L.A.R.A.

ALARA (acronym for "as low as is reasonably achievable") means making every reasonable effort to maintain exposures to radiation as far below the dose limits in this part as is practical consistent with the purpose for which the licensed activity is undertaken, taking into account the state of technology, the economics of improvements in relation to state of technology, the economics of improvements in relation to benefits to the public health and safety, and other societal and socioeconomic considerations, and in relation to utilization of nuclear energy and licensed materials in the public interest.

The three (3) major principles to assist with maintaining doses ALARA are:

- 1) **TIME** – minimizing the time of exposure directly reduces radiation dose.
- 2) **DISTANCE** – doubling the distance between your body and the radiation source will divide the radiation exposure by a factor of 4.
- 3) **SHIELDING** - using absorber materials such as Plexiglas for beta particles and lead for X-rays and gamma rays is an effective way to reduce radiation exposures.

Students may be exposed to ionizing radiation during their course of study. To protect the students from any unnecessary exposure, radiation safety procedures are reviewed with them during orientation at both the University and at the clinical site. Additionally, federal and state radiation safety regulations are reviewed in various didactic courses as well as in the clinical setting.

- Radiation safety principles are introduced during student orientation and then after, will be reinforced throughout all other RTS courses as well as during the orientation to the radiation therapy department
- The Radiation Therapy Clinical Coordinator will serve in the capacity of the program's Radiation Safety Officer
- Students will be given occupational monitoring devices
- Students are to have their monitoring devices/dosimeter exchanged promptly
- Students must not attend clinical or lab without the monitoring device
- Students with expired or outdated badges may not attend clinic/laboratory
- For exposure reports within acceptable limits, each student will be informed of their most recent radiation exposure report. Exposure reports will be reviewed with the students and they must initial that they have seen the report. The readings are kept locked in the Radiation Therapy Clinical coordinator's office room 129 Maguire Hall
- A request for a copy of the student's exposure report at the completion of the program will be given to an employer upon written request by the student to release the information
- For exposure reports exceeding acceptable limits, the student will be notified immediately

Exposure Limits

The Nuclear Regulatory Commission (NRC) require individuals to be monitored if an individual's radiation exposure is expected to exceed ten percent of the annual limits.

The annual limit for an Adult Radiation Worker is 5 rem or 5000 mrem in a year. The annual limit to Any Organ other than the lens of the eye is 50 rem. The Skin and Extremities have an annual dose equivalent limit of 50 rem. The Lens of the Eye has an annual dose limit of 15 rem. The annual limit for Non-Radiation Workers is 0.5 rem. The annual limit for the General Public is 0.1 rem

MRI Safety

Anyone who enters the MRI environment, even infrequently, must be properly trained to ensure their safety, the safety of patients and other facility staff.

After viewing the **MRI Safety Video**, www.appliedradiology.org the student will be able to:

- Identify the hazards and dangers related to the MRI environment
- Describe the possible risks associated with MRI examinations
- Explain the reasons for the screening procedure required for an individual and patient prior to being allowed into to the MRI environment or to undergo an MRI examination
- Describe recommendations to prevent accidents and injuries in the MRI environment

Additionally, the student will need to sign the MRI Safety Screening and Agreement form documenting that they do not have any hazards that may affect their safety in the MRI suite. (Revised 6/2016)

REGISTRY/LICENSURE

Upon successful completion of the Program, the graduate is eligible to apply to take the American Registry of Radiologic Technologists (ARRT) examination in radiation therapy. The process for applying online for ARRT certification and registration:

1. **Students Need to Create Online Accounts**
2. **Program Director Will Verify Their Students' Accounts**
3. **Students Complete and Submit the Application Online**
4. **Students Schedule and Take Their Exam**

All program competencies must be satisfactorily completed and verified by the Program Director. Students must complete all competencies in order to be eligible to submit their application to the ARRT.

The ARRT will review all applications and approve eligibility to take the examination. Applicants must be in good standing and in compliance with the ARRT Standard of Ethics and Rules and Regulations. Any applicant, who has been **convicted of a felony or misdemeanor**, should contact the ARRT prior to application and have their case reviewed.

If you need accommodations to take your exam

Accommodations are ways of adapting an exam experience to meet the needs of people who have disabilities that may impair their exam performance.

Accommodations can't change the number of questions or the content an exam covers. And they don't guarantee improved performance, a passing score, or any specific outcome.

ARRT complies with the Americans with Disabilities Act (ADA) if you demonstrate both that:

- You have a professionally diagnosed ADA-qualifying disability.
- Your disability results in substantial functional limitations that affect your daily life activities as compared to most people.

In most cases, you'll need to submit supporting documentation and a personal statement describing your disability. Approved accommodations might include additional time to complete the exam, a separate testing room, or access to snacks if you have diabetes. You won't need to request accommodations for comfort aids, such as an inhaler, crutches, or eye drops.

Accommodations must be appropriate to the task and setting. For example, although you might have received accommodations in a classroom setting, those adaptations might not be necessary in an ARRT exam setting.

The ARRT reserves the right to refuse eligibility to any applicant whom they find not in compliance with the Rules and Regulations and Standards of Ethics. (Reviewed and revised 6/2020)

SMOKING POLICY

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it is the policy of the University to promote a smoke-free environment. No smoking on campus; the University is a smoke free campus. This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit" (**chewing**) tobacco. During clinical rotation, the student will be required to follow the rules and regulations of the clinical education affiliate regarding the smoking policy. (Revised 6/6/2017)

STUDENT RECORDS

All official student records are maintained in the Registrar's office of the University. The Program Director may retain a copy of these records for the purpose of student counseling and to assist the student in registering for the following semester. These records are shredded once the student has graduated.

Requests for transcripts are made directly to the office of the Registrar. The program adheres to FERPA, which is described in this handbook.

SNOW DAYS- INCLEMENT WEATHER

Inclement Weather

Cancellation of classes is authorized by the Vice President for Academic Affairs. In the event of inclement weather, the University code number will be announced on the following:

- Gmercyu.edu, www.gmercyu.edu , will indicate if the University is closed or if there is a delay.
- KYW (1060 AM)
- GMercyU's code number for day classes (8 a.m. - 2:30 p.m.) is 344.
(Announcements beginning at 6:30 a.m.)

Day Session opening Two Hours Late:

- In the event of a late start, the classes schedule for first and second period, 50-minute classes (prior to 10 a.m.), are cancelled. Normally scheduled classes will resume at 10:30 a.m. and 75 minutes (or longer) classes, normally scheduled from 10 a.m., will be held as usual.
- GMercyU's code for evening classes (3p.m. – 7:15 p.m.) is 2344.
(Announcements beginning at 2 p.m.) (Revised 7/24/2015, 7/2016)

Please listen to the radio station KYW 1060 AM to hear if the University is closed. One may call the University's main phone number (215-646-7300) which will be programmed with information about the University closing. Lastly, students can view online if the University is closed.

A telephone chain will be prepared by the Program Director and distributed to the Sophomore, Junior and Senior students. The telephone chain is necessary because some students may live outside the radio broadcast area.

If the University is closed on a clinical day, do not report to clinical. You must notify the Clinical Supervisor that the University is closed. Therefore, the time missed will be considered "Excused".
(Revised 7/2014)

TITLE IX STATEMENT

Gwynedd Mercy University and its faculty are committed to assuring a safe and productive educational environment. In order to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, all faculty members are required to report incidents of sexual misconduct shared by students or any other community member to the University's Title IX Coordinator, Tia Brown, brown.t8@gmercyu.edu . This means that as faculty, I must report (1.) any experience of sexual misconduct or sexual violence, and (2.) any other abuse that occurred to you—either as an adult or when you were a minor or to someone else when they were a minor—which you choose to disclose to me outside of a classroom discussion, a writing assignment, or a University-approved research project. Filing a sexual misconduct report does not mean that you will be part of a Title IX investigation or that you would have to go to court. Title IX also includes discrimination against any student on the basis of pregnancy or related conditions.

Information regarding the sexual misconduct policy are available on the University's website under Policies (<https://www.gmercyu.edu/about-gmercyu/policies>). You may also contact the Title IX Coordinator. (Revised 8/2020, 6/2022, 8/2023)

Consistent with our mission and the core values that are at the heart of our Mercy tradition, Gwynedd Mercy University is committed to providing our students, faculty, and staff with an educational, residential and employment environment free from sex discrimination, which includes all incidents of Sexual Misconduct as defined within the University's Sexual Misconduct Policy (PDF). To report a concern via the University's

Anonymous Reporting Line, call 866-528-9304 or via GMercyU's Sexual Misconduct Reporting Form.

For more information regarding Title IX as well as resources, please visit GMercyU's Title IX page.

TIME CARDS

Sophomore student will be given a set of time cards at the beginning of each semester. These time cards are to be accurately completed. The student and the Clinical Supervisor must sign the time card at the end of each month. Completed time cards with the appropriate signatures must be submitted to the Clinical Coordinator. It is the student's responsibility to submit the time cards. Falsification of time cards will result in automatic dismissal from the program.

Junior and Senior students will document their clinical hours via Tracjecsys. (Revised 6/2023)

TUITION AND FEES

All tuition and fees are published in the University Catalog. These fees, as well as any additional fees required by a particular program, are communicated to the student in a letter of information. Changes in fees are determined one year in advance and are published by the University.

Bachelor of Science

RTS 110 Summer I & II (2nd year)

RTS 320 Summer I & II (3rd year)

Semester Billed

Spring (2nd year)

Spring (3rd year)

This billing policy is only in effect for courses taken for the first time. All repeat courses must be paid for on a per credit basis and in addition to the regular tuition.
(Revised 7/06, 7/2016)

THEFT

If it is proven that a student is guilty of theft while in the clinical setting, the student will be prosecuted according to the hospital's regulations. Dismissal from the program may occur. If the student is convicted of a felony, the student will be dismissed from the University. Students should review the Code of Honor printed in the University Student Handbook.

TIME OFF

Clinical Assignment

Student will be granted one-half ($\frac{1}{2}$) day for orientation at potential clinical placement sites.

Employment Interviews

Students will be granted two (2) days to schedule interviews for entry-level radiation therapist positions during the spring semester of the senior year.

Students must receive prior approval from their clinical supervisor and Radiation Therapy program faculty before scheduling appointments.

WEAPONS POSSSION

In order to provide a safe environment for students, faculty, staff and visitors; no student, visitor, faculty or staff member shall be allowed to have in his/her possession while on the campus or at clinical, any firearms or any illegal weapons without specific permission.

WORKPLACE HAZARDS

Students may be exposed to workplace hazards during their clinical and didactic education, specifically chemical, electrical and fire hazards. Students are to follow the policies and procedures as specified at each of the clinical site assignments and at the University.

Clinical Education

Policies and procedures related to chemical, electrical and fire safety are reviewed with the students during each clinical site orientation and acknowledged by their signature on the Orientation Documentation form.

On Campus

General policies and procedures related to workplace hazards are reviewed with the students during orientation. Specific policies are reviewed by individual instructors. Additionally, workplace hazards and safety are covered in the HS100, Introduction to Allied Health course. Fire Safety and Security Procedures to be followed on campus are covered in the Fire and Safety Procedure booklet.

VACATIONS

The student's vacation time is outlined on student's program calendar.

All students are required to abide by this schedule. Requests for time off other than those stated in the student's program calendar must be made in writing to the Program Director/Coordinator six (6) weeks prior to the requested time. Failure to do so will result in a denial of the request.

APPENDICES

- Emergency Health Care
- Preclinical Health Form/History and Physical
- Communicable Diseases
 - Acquired Immune Deficiency Syndrome (AIDS)
 - AIDS Guidelines
 - Hepatitis
 - OSHA Hepatitis B Declination Form
- Affiliated Hospitals
- Patient Bill of Rights
- Course Descriptions
- Curriculum Sheets
- Affirmative Action Statement
- American Disabilities Act
- Privacy of Student Records
- Technical Standards
- ASRT Radiation Therapists - Scope of Practice
- Receipt Technical Standards
- Receipt Radiation Therapy Program Material
- Release of Information Forms
- Release of Radiation Monitoring Records
- Emergency Medical Information
- Declaration of Pregnancy Form
- Undeclared Pregnancy Form
- Review of Pregnancy Policy
- Pennsylvania Child Abuse History Clearance
- Castlebranch Background Clearance

EMERGENCY HEALTH CARE AT THE RT CLINICAL EDUCATION SITE FOR THE STUDENT IN NEED OF MEDICAL ATTENTION

Christiana Care Health Systems (Concord Health Center/Helen Graham Center)

Students requiring medical attention will first report to the Clinical Supervisor. Arrangements will then be made for the student to report to either the Employee Health Service or the Emergency Room.

When the injury or illness is non-occupational, evaluations will be provided but students will be referred for follow-up care to private physicians. Bills for services rendered will be sent to the student. In case of occupational injuries or illness, no charge will be made.

Corporal Michael J. Crescenzo Veterans Affairs Medical Center

Students should report to the Clinical Supervisor who will refer them for emergency care. All fees for medical care are the responsibility of the student.

Einstein Medical Center Montgomery

Report immediately to the Clinical Supervisor. Arrangements will then be made for emergency care.

Student will be responsible for all fees for services rendered.

Einstein Medical Center Philadelphia

Report immediately to the Clinical Supervisor. Arrangements will then be made for emergency care.

Fox Chase Cancer Center- Buckingham/ Community Hospital/ Main Campus

Report immediately to the Clinical Supervisor. Arrangements will then be made for emergency care.

Hospital of the University of Pennsylvania Health System -Pennsylvania Hospital / Doylestown Hospital /Chester County Hospital /Penn Medicine at Valley Forge

Report immediately to the Clinical Supervisor. Arrangements will then be made for emergency care.

Student will be responsible for all fees for services rendered.

If students become ill or have an accident at work, Employee Health Service is available to them. This service is open from 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m., Monday through Friday except holidays. When this service is closed, students will be referred to the Emergency Room.

Penn Medicine at Lancaster General Health Pavilion

Report to the Clinical Instructor and/or Educational Instructor at 8:00a.m. All ill students are to report at this time. The student will then be referred to the Emergency Room for examination and treatment by a physician. Students who are so treated will not be charged physician or outpatient fees. They will, however, be required to pay for any prescriptions or laboratory tests that are ordered.

Jefferson Health Torresdale

Report immediately to the Clinical Supervisor. Arrangements will then be made for emergency care.

Lehigh Valley Hospital / Cedar Crest & Muhlenberg

Report immediately to the Clinical Supervisor. Arrangements will then be made for emergency care.

Student will be responsible for all fees for services rendered.

Main Line Hospital Inc. Lankenau Campus, Paoli Cancer Center

Report immediately to the Clinical Supervisor. Arrangements will then be made for emergency care. Student will be responsible for all fees for services rendered

MD Anderson at Cooper at Redeemer Health

Report immediately to the Clinical Supervisor. Arrangements will then be made for emergency care. Student will be responsible for all fees for services rendered

St. Luke's Allentown Cancer Center

The student should report to the Clinical Supervisor or Supervisor of Radiation Therapy. If necessary the student will be sent to the Employee's Health Care Clinic between 8:15 a.m. and 9:30 a.m. The Emergency Care Unit is to be used at other times. Medical attention is not required to send the student home. All fees for medical treatment are the responsibility of the student.

St. Luke's Anderson Cancer Center

The student should report to the Clinical Supervisor or Supervisor of Radiation Therapy. If necessary the student will be sent to the Employee's Health Care Clinic between 8:15 a.m. and 9:30 a.m. The Emergency Care Unit is to be used at other times. Medical attention is not required to send the student home. All fees for medical treatment are the responsibility of the student.

St. Mary Regional Cancer Center

Students should report to the Clinical Supervisor who will refer them to the Emergency Care Unit for treatment. All fees for medical treatment are the responsibility of the student.

Temple University Cancer Center

Students should report to the Clinical Supervisor who will refer them for emergency care. All fees for medical care are the responsibility of the student.

Thomas Jefferson University Hospitals Asplundh Cancer Pavilion

Report immediately to the Clinical Supervisor. Arrangements will then be made for emergency care.

Tower Health System Reading Hospital

Students should report to the Clinical Supervisor who will refer them to the Emergency Care Unit for treatment. All fees for medical care are the responsibility of the student. Students may use the Student Health Clinic or the Emergency Care Unit in the event they become ill during their scheduled clinical hours

Wellspan Ephrata Cancer Center

Report immediately to the Clinical Supervisor. Arrangements will then be made for emergency care. Student will be responsible for all fees for services rendered.

Wellspan Health- York Cancer Center

Students who become ill or injured during their assigned clinical hours should immediately report to the Clinical Supervisor, or in his /her absence, to one of the division supervisors. The problem will be evaluated to determine its gravity and work relatedness.

Work related injuries will be referred to the Employee Health Nurse/Physician and Form 814 (Employee Accident report) will be completed. Work related illnesses will likewise be referred to Employee Health. Form 5414 (Referral Form) will be issued.

Illnesses not related to the work environment may be evaluated by Employee Health to determine its contagiousness. Although there is no charge for this service, no medications will be dispensed and the student will be referred to their private physician for follow-up care.

Students absent for three or more clinical days shall bring a physician's statement when returning for clinical duties. Students without a personal physician in this area may at their own expense receive medical care at the Family Practice Center of York Hospital. Medications may be obtained at the York Apothecary at employee-discounted rates.

The employee health service will do pre-placement physicals prior to the student beginning their clinical experience. Arrangements will then be made for the student to report to either the Employee Health Service or the Emergency Department.

When the injury or illness is non-occupational, evaluations will be provided but students will be referred for follow-up care to private physicians. Bill for services rendered will be sent to the student in care of the educational program.

(reviewed & Revised 6/2022)

**Frances M. Maguire College of Nursing and Health Professions Replace
MEDICAL HISTORY/PHYSICAL EXAMINATION RECORD**

This form and requirements must be completed between July 1, 2025 and August 30, 2025

Please read form in its entirety and do not leave any blanks. Make a copy and keep for your own records. Faxed forms will not be accepted.

Complete and return all pages to:

Gwynedd Mercy University
1325 Sumneytown Pike
PO Box 901
Gwynedd Valley, PA
19437-0901
Attn: Lorraine Quarles

Date of Entrance

Fall ____ Year ____ Expected date of graduation _____

Entering as: Fr _____ Jr _____

Student Information (please print)

Name _____ Social Security # _____

Check all that apply:

____ athlete
____ resident
____ international student

Date of Birth _____ Male _____ Female _____

Home Address _____

____ City _____ State _____ Zip Code _____

Home Phone # _____ Cell Phone # _____

Are you an American citizen? _____ If not, please list citizenship _____

Emergency Contact Information

Name _____ Relationship _____

Address _____

____ City _____ State _____ Zip Code _____

Home Phone # _____ Work Phone # _____

I hereby give permission to the student health center practitioners or to a physician of their choice, to prescribe necessary medication and/or perform treatments or operations necessary in the best interest of my health. I understand that my parents or guardians will be notified of any serious illness or injury at my request.

Signature of student _____ Date _____ Signature of parent or guardian (if student is a minor) _____ Date _____

Health Insurance Information

All full-time undergraduate and all international students are required to have health insurance. You will automatically be enrolled in the Student Health Insurance Plan unless you complete the following information and submit a waiver form. For more information contact Gwynedd Mercy University Health and Wellness Center at 215 646 7300, Ext. 306 or 445.

Name of Insurance Company _____ Customer Service Phone number _____

Group Number _____ Name of Policy Holder _____

Identification Number _____ Prescription Plan? Yes _____ No _____

To the student: You have been accepted to Gwynedd Mercy University. Information you provide will not be used to influence your situation at the University; it will be used solely as an aid to providing necessary health care while you are a student. This information is strictly for the use of Health Services and will not be released to anyone without your knowledge and consent.

Report of Medical History

Please complete this before going to your health care provider for examination so your health care provider can acknowledge review of the information.

Name: _____

Last

First

Middle

Social Security# _____

Family History

	Age	State of Health	Cause of Death		Yes	No	Relationship
Father				Diabetes			
Mother				Heart Disease/Stroke/High Blood Pressure			
Siblings				Cancer			
				Asthma/Allergies			
				Tuberculosis			
				Alcohol/Drug Problem			
				Depression			

Personal History - Please answer all questions - Please comment on all positive answers

Have you had?	Yes	No	Comment
Chicken Pox			
Measles			
German Measles			
Mumps			
Mononucleosis			
More than 10 lb. weight gain or loss in past year			
Females: menstrual problems			

Have you had?	Yes	No	Comment
Head injury or concussion			
Epilepsy/seizures			
Migraines			
Anxiety or depression			
Sleep difficulty			
Eating disorder			
Alcohol/drug problem			
Learning disability			

Personal History (con't)- Please answer all questions - Please comment on all positive answers.

Have you had?	Yes	No	Comment
Dental problems			
Eye problems			
Ear, nose, throat problems			
Asthma			
Allergies			
Medication Allergies			
Disease/injury of joints			
Back problems			

Have you had?	Yes	No	Comment
Dental problems			
Eye problems			
Ear, nose, throat problems			
Asthma			
Allergies			
Medication Allergies			
Disease/injury of joints			
Back problems			

Student's Signature _____

Date _____

Health Care Provider Signature (Acknowledging Review)

Date _____

Remarks or Additional Information. Comment on all positive answers. (Use additional sheet if necessary):

PHYSICAL EXAMINATION

TO THE EXAMINER: PLEASE REVIEW THE STUDENT'S HISTORY AND COMPLETE THE PHYSICAL EXAMINATION AND IMMUNIZATION RECORD. PLEASE COMMENT ON ALL POSITIVE ANSWERS

Name _____ Allergies _____
Last First Middle

Sex: Male _____ Female _____

Blood Pressure _____ Pulse _____ Height _____ inches Weight _____ lbs.

Are there abnormalities in the following systems? Describe fully. Use additional sheet if needed. Please comment on all positive findings.

	Yes	No	Comments
Head, Ears, Nose, Throat			
Eyes			
Respiratory			
Cardiovascular			
Gastrointestinal			
Genitourinary			
Musculoskeletal			
Metabolic/Endocrine			
Neurologic			
Skin			
Psychiatric			

Is the patient now under treatment for any medical or emotional condition? Yes _____ No _____

Is the patient taking any medication on a regular basis? Yes _____ No _____

If yes, list medications _____

Is there a loss or seriously impaired function of any organ? Yes _____ No _____

Recommendations for physical activity:

(Intercollegiate Athletics, Intramurals, Physical Education) Unlimited _____ Limited _____

Explain _____

Do you have any further recommendations for the care of this student? Yes _____ No _____

Explain _____

Name _____

A. THE FOLLOWING PROOF OF IMMUNIZATIONS ARE MANDATORY (PLEASE ATTACH IMMUNIZATION RECORD FOR ALL VACCINES AND TITER RESULTS FOR HEPATITIS B AND ANY OTHER TITER AS INDICATED)

11. MEASELS (RUBEOLA), MUMPS, AND RUBELLA (German Measles):

- Proof of two live vaccines (e.g. MMR) after 12 months of age for measles and mumps and one live vaccine (e.g. MMR) after 12 months of age for rubella OR serologic evidence of immunity (titer)

12. VARICELLA:

- Proof of two doses of vaccine OR serologic evidence of immunity (titer)

13. HEPATITIS B:

- Proof of three dose series of vaccine **AND** serologic evidence of immunity
- Students with low/negative titer results after completion of three dose series should discuss re-immunization with second three dose series, according to CDC recommendations for healthcare providers. A second serologic titer does not need to be submitted after second three-dose series of vaccine.

All students must have begun the Hepatitis B Vaccine series prior to the start of classes. The series consists of three injections. An initial injection, followed by the second injection one month later, followed by the third injection five months after the second.

All students who have already completed the Hepatitis B vaccine series are required to have a Hepatitis B surface antibody titer (Blood Test) to confirm immunity. A copy of the lab report must be attached to this form. For students who are just beginning the Hepatitis B series, a titer is required one to two months after completion of the series.

B. Tetanus Toxoid, Reduced Diphtheria Toxoid, and Acellular Pertussis Vaccine:

- Proof of Tdap vaccine within the past 10 years

C. PPD: A BASELINE TWO-STEP PPD skin test is required. Students who can supply documentation of a two-step PPD test completed, in the past, require one single-step PPD.

First PPD skin test: Date placed: __ Date read: _____ Result: _____ mm of induration.

If negative,

2nd PPD skin test: Date placed: __ Date read: _____ Result: _____ mm of induration.

(According to CDC guidelines for a two-step PPD, each PPD must be administered 1-3 weeks apart)

*After initial two-step PPD, students are required to have a yearly single-step PPD

D. PPD (Con't):

Positive PPD: (Only for those who have had a positive PPD skin test)

- Date of positive test: _____
- **If PPD is positive, students must have a chest x-ray done after the date of the positive TB test.**

Attach a copy of the result of the chest x-ray.

- Attach healthcare provider documentation of any TB treatment, history of BCG vaccination, and absence of TB symptoms.

E. URINE DRUG SCREEN

Attach copy of laboratory report for Urine Drug Screen which includes testing for ALL of the following substances:

- | | | | |
|-----------------|--------------------|------------|------------------|
| 1. amphetamines | 3. benzodiazepines | 5. cocaine | 7. phencyclidine |
| 2. barbiturates | 4. cannabinoids | 6. opiates | |

F. YEARLY INFLUENZA VACCINE

- Required by October 31, 2023

G. Proof of COVID vaccination

1st Date: _____

2nd Date _____

H. Meningitis Information Response – Required of all **resident** students

Date of Meningococcal immunization: _____

Date of Booster, if original vaccine prior to age 16 _____

COMPLETE. Signature of health care provider indicates that practitioner has completed and reviewed all four pages of form.

Health Care Provider _____

License #. _____

Address _____

Phone # _____

Signature _____ Date _____

Office Stamp

COMMUNICABLE DISEASES

The position of Gwynedd Mercy University toward any illness is one, which is compassionate and non-judgmental. In the case of communicable disease, our goal is to achieve balance in our responsibility to both infected and non-infected persons. Thus our guidelines are:

1. Persons with highly communicable diseases (such as measles, mumps, German measles and chicken pox) will leave the campus for the length of time appropriate to the disease. Resident students will be assisted in making necessary arrangements.
2. For persons who have diseases of lower communicability (such as infectious mononucleosis), limited communicability (such as AIDS and hepatitis), and short communicability after treatment commences (such as scarlet fever and pinkeye), decisions will be made after evaluating the individual case.
3. Students with the above-listed diseases are encouraged to report them to the University Nurse at extension #306 or 267-448-1306
4. Persons with common diseases (such as colds, and flu) are asked to observe precautions to prevent spread and to contact the University nurse if symptoms are more than mild.
5. All students are encouraged to be up-to-date on immunizations for measles, mumps, German measles. Residents and students involved in programs/services where direct personal contact may present a health risk are required to be up-to-date on these immunizations.

ACQUIRED IMMUNE DEFICIENCY SYNDROME ("AIDS")

Causative agent:	HTLV-3
Incubation period:	(6) months - (7) or more years
Transmission:	Sexual activity, blood. HTLV-3 has been found in other body fluids (e.g., saliva, tears, and mother's milk) but transmission via these routes is unproven.

SIGNS AND SYMPTOMS IN GENERAL ORDER OF APPEARANCE:

Early Phase:	persistent fever, drenching night sweats lymphadenopathy, inexplicable weight loss, and exhaustion, URIs, hairy leukoplakia, and thrush. Possibility that no symptoms at all may be present.
Second Phase:	(duration usually 6 - 12 months.) onset of serious opportunistic infections such as Pneumocystis carinii, Kaposi's sarcoma, and lymphoma
"Honeymoon" Phase:	several months during which patient feels generally fairly good, may be able to resume ADLs.
Terminal Phase:	2 - 4 month period of extreme and progressive debilitation, followed by death.

PROTOCOL:

- Refer to physician for diagnosis and treatment
- Report to Pennsylvania Department of Health
- Arrange for counseling with counseling department. Obtain patient's permission in writing for this. Also obtain written permission to report disease to Dean of Students and, if dormitory resident, to Director of Resident Life.
- Retention in the college will be decided upon an individual basis.
- University nurses will cooperate with medical regimen as set up by physician.
- Compassionate and non-judgmental attitude will be maintained and emotional support provided.
- Usual precautions against communicable diseases: hand washing, avoiding needle sticks, mask for protection against URIs, gloves as necessary.

IMMUNITY: NONE

- This most probably will have been completed, as it is the responsibility of the physician who makes the diagnosis.

AIDS GUIDELINES

The position of the University should balance compassion for and care of a person with AIDS against its responsibility for non-infected persons.

Acceptance and retention of a person with AIDS should be decided upon an individual basis rather than upon a blanket policy.

All persons on campus should have access to information regarding this disease, particularly its communicability risk.

HEPATITIS

Hepatitis A: virus transmitted by fecal-oral contact (especially in small children who are careless about hand washing); blood and possibly secretions are also infectious. Incubation period about 2 - 6 weeks; most contagious in late incubation period.

Hepatitis B: virus mainly transmitted paternally. Non-parenteral spread is possible, mainly during sexual activity; incubation period about 6 - 25 weeks.

Chemical or Toxic Hepatitis: as reaction to alcohol, drugs, DDT, chloroform, carbon tetrachloride, etc.

SIGNS AND SYMPTOMS IN GENERAL ORDER OF APPEARANCE:

Hepatitis varies from a minor, flu-like illness to fulminant, fatal liver failure.

- **Prodrome:** onset sudden with anorexia, malaise, nausea, vomiting and fever. Urticarial eruptions and arthralgias may occur, especially with type B.
- **- 10 days later:** icteric phase - dark urine, then jaundice. Systemic symptoms typically regress at this point and patient feels higher despite worsening jaundice, which peaks at 1 - 2 weeks.
- **- 4-week recovery phase:** Total illness lasts 6 - 12 weeks.

PROTOCOL:

- Referral to physician. Blood test diagnostic
- Report types A and B to Pennsylvania Department of Health
- In most cases no special treatment is required. Appetite usually returns to normal after the first few days and patients need not be confined to bed. Undue restrictions on diet or activity unnecessary. Most patients may safely return to class or work before jaundice completely resolves.

IMMUNITY: NONE

Gamma globulin provides transient protection against type A and should be given to close contacts. Effectiveness against type B uncertain.

Immunization against the Hepatitis B Virus is strongly recommended for Health Care Workers. If a student chooses not to get immunization, the student must sign a Declination Form. This is in keeping with OSHA regulations.

OSHA Bloodborne Pathogens Regulations Section**1910.1030 Appendix A to Section 1910.1930-Hepatitis B Vaccine Declination Form
(Mandatory)**

*I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated, I can receive the vaccine at a physician's office, a local hospital or other health care agency for a designated fee.

Student Name and Address

Student Program

Student Signature

Date

*The wording of the above statement has been changed from listed in the OSHA Regulations to reflect that Gwynedd Mercy University does not have the facilities to offer the Hepatitis B vaccine on the campus or free of charge.

Affiliated Hospitals

Bryn Mawr Hospital 130 S Bryn Mawr Avenue Bryn Mawr, PA 19073	Mainline Health Systems Lankenau Medical Center 100 East Lancaster Avenue Wynnewood, PA 19096
Bryn Mawr Health Care Center- Newtown Square 3855 West Chester Pike Newtown Square PA 19073	Mainline Health @ Paoli Hospital 255 W. Lancaster Ave Paoli, PA 19301
Christiana Care Health System Concord Health Center 161 Wilmington-West Chester Pike Chadds Ford, PA 19317	Midlantic Cancer Center 1 Presidential Blvd. Suite 100 Bala Cynwd PA, 19004
Christiana Care Health System Helen Graham Center 4701 Ogletown-Stanton Road P.O. 6001 Newark DE	MD Anderson at Redeemer Health 1648 Huntingdon Pike Meadowbrook, PA 19046
Corporal Michael J Crescenz Veterans Affairs Medical Center Department of Radiation Oncology 3900 Woodland Ave Philadelphia, PA 19104	Penn Medicine Abramson Cancer Center at Chester County Hospital 701 East Marshall Street West Chester, PA 19380
Einstein Healthcare Network Montgomery Hospital 559 West Germantown Pike East Norriton, PA 19403	Penn Medicine - Doylestown Hospital 595 West State Street Doylestown, PA 18901
Einstein Medical Center, Philadelphia 5501 Old York Rd Philadelphia, PA 19141	Penn Medicine at Lancaster General Hospital 2102 Harrisburg Pike Lancaster, Pa 17604
Fox Chase Cancer Center- Buckingham Department of Radiation Oncology 2365 Heritage Center Furlong, PA 18925	Penn Medicine at Pennsylvania Hospital 800 Spruce Street Philadelphia, Pa 19107
Fox Chase Cancer Center- Main 333 Cottman Avenue Philadelphia, PA 19111	Penn Medicine at Valley Forge 1001 Chesterbrook Blvd Berwyn, PA 19312
Fox Chase Cancer Center- East Norriton Hospital Outpatient Center 2701 Dekalb Pike Norristown Pa 19401	Riddle Memorial Hospital 1068 Baltimore Pike Media PA, 19063
Hospital of Univ. of PA Perelman Center 3400 Civic Center Philadelphia, PA 19014	St. Luke's –Anderson 1872 St. Lukes Blvd Easton PA 18045
Jefferson Torresdale Hospital 10800 Knights Road Philadelphia, PA 19114	St. Luke's Allentown Cancer Center 240 Cetronia Road Allentown, Pa 18104
Lehigh Valley Hospital-Cedar Crest 1240 S. Cedar Crest Blvd. Allentown, PA 18105	St. Mary Regional Cancer Center 1201 Langhorne Newton Road Langhorne, PA 19047

Lehigh Valley Hospital – Muhlenberg 2545 Schoenersville Road Bethlehem, PA 18017	Tower Health System Reading Hospital P.O. Box 16052 West Reading, PA 19612
Temple University Hospital Department of Radiation Oncology ACC Bldg., Ambulatory Care Center 3401 North Broad Street Philadelphia, PA 19140	Wellspan Ephrata Cancer Center 460 N. Reading Road Ephrata, PA 17952
Thomas Jefferson Asplundh Cancer Pavilion 3941 Commerce Ave Willow Grove, Pa 19090	Wellspan Health York Cancer Center 25 Monument Road York, PA 17403

PATIENT'S BILL OF RIGHTS

1. A patient has the right to respectful care given by competent personnel.
2. A patient has the right, upon request, to be given the name of his attending physician, the names of all other physicians directly participating in his care, and the names and functions of other health care persons having direct contact with the patient.
3. A patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are considered confidential and should be conducted discreetly.
4. A patient has the right to have all records pertaining to his medical care treated as confidential except as otherwise provided by law or third-party contractual arrangements.
5. A patient has the right to know what hospital rules and regulations apply to his conduct as a patient.
6. A patient has the right to expect emergency procedures to be immediately implemented without unnecessary delay.
7. A patient has the right to good quality care and high professional standards that are continually maintained and reviewed.
8. The patient, or in case of a child, adolescent, or incompetent patient, the family and/or guardian have the right to full information in layman terms concerning diagnosis, treatment and prognosis, including information regarding alternative treatments, transfer and possible complications.
9. Except for emergencies, the physician must obtain the necessary informed consent prior to the start of any procedure or treatment, or both. Informed consent is defined in section 103 of the Health Care Services Malpractice Act (40 P.S. 1301.103).
10. A patient or, in the event the patient is unable to give informed consent, a legally responsible party, has the right to be advised when a physician is considering the patient as a part of a medical care research program or donor program, and the patient, or legally responsible party, must give informed consent prior to actual participation in such a program. A patient, or legally responsible party, may, at any time, refuse to do that which he has previously given informed consent.
11. A patient has the right to refuse any drugs, treatment, or procedure offered by the hospital, to the extent permitted by law, and a physician shall inform the patient of the medical consequences of the patient's refusal of any drugs, treatment, or procedure.
12. A patient has the right to assistance in obtaining consultation with another physician at the patient's request and own expense.
13. A patient has the right to medical and nursing services without discrimination based upon race, color, religion, sex, sexual preference, national origin, other source of payment, or handicap.
14. The patient who does not speak English should have access where possible, to an interpreter.
15. The hospital shall provide the patient, upon request, access to all information contained in his medical records, unless access is specifically restricted by the attending physician for medical reasons or is prohibited by law.
16. The patient has the right to expect good management techniques to be implemented within the hospital considering effective use of the time of the patient and to avoid the personal discomfort of the patient.
17. When medically permissible, a patient may be transferred to another facility only after he or his next of kin or other legally responsible representative has received complete information and an explanation concerning the needs for and alternatives to such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for transfer.
18. The patient has the right to examine and to receive a detailed explanation of his bill.
19. The patient has a right to full information and counseling on availability of known financial resources for his health care.
20. A patient has the right to expect that the health care facility will provide a mechanism whereby he is informed upon discharge of his continuing health care requirements following discharge and the means for meeting them.

21. A patient cannot be denied the right of access to an individual or agency that is authorized to act on his behalf to assert or protect the rights set out in this section.

COURSE DESCRIPTIONS

RTS 100 Introduction to Radiation Therapy (3 credits)

This course will acquaint the student with the history of radiation therapy and the terminology associated with diagnosis, evaluation and treatment of the cancer patient as well as those terms that relate to radiation dosage and radiation protection. 3 hours' lecture/lab per week.

Requisites: BIO 107, 107L 108, 108L; CIS 101, MTH 141 or 142. Must be taken either prior to or at the same time as this course.

RTS 101 Orientation to Clinical Education I (2 credits)

This course is designed to provide the aspiring radiation therapist with a general overview of the day-to-day activities in a modern radiation oncology department as well as observation of diagnostic imaging procedures pertinent to the practice of radiation therapy. 7.5 hours per day, 2 days per week. One-hour recitation is scheduled per week.

Requisites: HS 100; RTS 100. Must be completed prior to taking this course.

RTS 107, RTS 308; PHY 111. Must be taken at the same time as this course.

RTS 101R Orientation to Clinical Education I Recitation (0 credits)

This recitation course is designed to compare and contrast clinical experiences observed by each aspiring radiation therapist during their clinical rotation, and is a component of RTS 101. The class meets one hour per week.

Requisites: HS 100; RTS 100. Must be completed prior to taking this course.

RTS 107, RTS 308; PHY 111. Must be taken at the same time as this course.

RTS 107 Principles of Medical Imaging (3 credits)

This course will introduce the student to the fundamentals of medical imaging. Topics covered include: various imaging modalities pertinent to radiation therapy, accessory equipment, body planes/sections, and digital imaging as it is related to radiation therapy procedures and related terminology.

Requisites: RTS 100; HS 100 Must be completed prior to taking this course.

RTS 101, RTS 308; PHY 111 Must be taken at the same time as this course.

RTS 110 Orientation to the Clinical Education II (3 credits)

Continuation of RTS 101 with emphasis on patient care, simulation and treatment procedures performed daily in the Radiation Oncology department. 8 hours per day, 5 days per week.

Requisites: RTS 101, 107, RTS 308; PHY 111 Must be completed prior to taking this course.

RTS 200 Radiation Biology (3 credits)

This course covers cell biology and the biological effects of ionizing radiation on cells in culture, small animal models, and humans, including the factors that influence and determine cellular radio sensitivity. 3 lecture hours per week.

Requisites: RTS-202, RTS-203, RTS-204, RTS 204R, RTS-208, RTS-209, RTS-307 - Must be taken at the same time as this course.

RTS 202 Principles of Radiation Oncology Patient Care (2 credits)

This course will provide the student with concepts and principles of patient care to include: assessment and evaluation of patient vital signs; types of treatment reactions; care of treatment reactions; pharmacology; psychological needs of the patient; venipuncture; emergency care. 2 hours lecture/lab per week.

Requisites: RTS-200, RTS-203, RTS-204, RTS 204R, RTS-208, RTS-209, RTS-307 - Must be taken at the same time as this course.

RTS 203 Principles of Technical Radiation Therapy (2 credits)

This course introduces the student to factors governing the choice of modality for treatment as well as principles of simulation. Also, includes factors affecting dosage delivery from both the physical and mechanical standpoint. 2 hours lecture.

Requisites: RTS-200, RTS-202, RTS-204, RTS 204R, RTS-208, RTS-209, RTS-307 - Must be taken at the same time as this course.

RTS 204 Clinical Education I (3 credits)

Orientation to the clinical area with particular emphasis on patient care, simulation techniques, treatment positioning, charting, and setting of treatment parameters on console. 8 hours daily, 3 days per week. One hour of recitation is scheduled per week.

Requisites: RTS-200, RTS-202, RTS-203, RTS 204R, RTS-208, RTS-209, RTS-307 - Must be taken at the same time as this course.

RTS 204R Clinical Education I Recitation (0 credits)

This recitation course compares and contrasts the clinical experience the students observes and participates during their clinical experience, emphasis is on treatment procedures, simulation techniques and patient care. The class meets one hour per week as part of RTS 204.

Requisites: RTS-200, RTS-202, RTS-203, RTS 204, RTS-208, RTS-209, RTS-307 - Must be taken at the same time as this course.

RTS 208 Technical Radiation Therapy I (3 credits)

This course covers the technical aspects of radiation therapy treatment techniques, as well as a review of relevant clinical oncology. Includes: site specific simulation and treatment set-up parameters; treatment reactions; procedure specific treatment aids. 3 hours' lecture/lab per week.

Requisites: RTS-200, RTS-202, RTS-203, RTS-204, RTS 204R, RTS-209, RTS-307 - Must be taken at the same time as this course.

RTS 209 Clinical Oncology I (1 credit)

This course covers the clinical aspects of radiation oncology and the multidisciplinary approach in the treatment of the cancer patient. Topics covered are: site specific epidemiology, etiology, clinical work-up and diagnosis, anatomy & physiology, histopathology, staging and grading, rationale for treatment selection and prognosis. 1.5 lecture hours per week.

Requisites: RTS-200, RTS-202, RTS-203, RTS-204, RTS 204R, RTS-208, RTS-307 - Must be taken at the same time as this course.

RTS 303 Clinical Education II (3 credits)

The student therapist engages in the daily activities of the radiation oncology department while participating in the medical dosimetry, brachytherapy, treatment unit and simulation rotations. 8 hours per day, 3 days per week. One hour of recitation per week.

Requisites: RTS-200, RTS-202, RTS-203, RTS-204, RTS 204R, RTS-208, RTS-209, RTS-307 - Must be completed prior to taking this course. RTS-304, RTS 303R, RTS 303R, RTS-305, RTS-306 Must be taken at the same time as this course.

RTS 303 Clinical Education II Recitation (0 credits)

This recitation course compares and contrasts the clinical experience the students observes and participates during their clinical experience, emphasis is on treatment procedures, simulation techniques and patient care. The class meets one hour per week as part of RTS 303.
Requisites: RTS-200, RTS-202, RTS-203, RTS-204, RTS 204R, RTS-208, RTS-209, RTS-307 - Must be completed prior to taking this course. RTS-304, RTS 303, RTS-305, RTS-306 - Must be taken at the same time as this course.

RTS 304 Technical Radiation II (3 credits)

Continuation of Technical Radiation I. The technical aspects of radiation therapy treatment technique as well as a review of relevant clinical oncology are discussed. 3 lecture/lab hours per week.

Requisites: RTS-200, RTS-202, RTS-203, RTS-204, RTS 204R, RTS-208, RTS-209, RTS-307 - Must be completed prior to taking this course. RTS-303, RTS 303R, RTS-305, RTS-306 - Must be taken at the same time as this course.

RTS 305 Clinical Oncology II (1 credit)

Continuation of Clinical Oncology I. Clinical aspects of radiation oncology and the multidisciplinary approach in the treatment of the cancer patient are discussed. 1.5 lecture hours per week.

Requisites: RTS-200, RTS-202, RTS-203, RTS-204, RTS-208, RTS 204R, RTS-209, RTS-307 - Must be completed prior to taking this course. RTS-303, RTS 303R, RTS-304, RTS-306 - Must be taken at the same time as this course.

RTS 306 Applied Radiation Physics I (3 credits)

This course covers the basic principles of classical and modern physics including atomic structure, electrostatics, electrodynamism, magnetism and electromagnetism. Concepts of matter and energy interactions and radionuclide decay, principles of radiation protection and radiation oncology treatment modalities are discussed. 3 lecture hours per week.

Requisites: RTS-200, RTS-202, RTS-203, RTS-204, RTS 204R, RTS-208, RTS-209, RTS-307 - Must be completed prior to taking this course. RTS-303, RTS 303R, RTS-304, RTS-305 - Must be taken at the same time as this course.

RTS 307 Principles of Medical Dosimetry (3 credits)

This course covers basic calculations in detail, methods of contouring, Beam modifying devices and immobilization aids. The student is instructed in all aspects of treatment planning to include contouring, hand-drawn isodose summations and calculations of dose. This is augmented by computerized treatment planning in the clinical area. 3 lecture hours per week.

Requisites: RTS-200, RTS-202, RTS-203, RTS-204, RTS 204R, RTS-208, RTS-209 - Must be taken at the same time as this course.

RTS 308 Cross-Sectional Anatomy (2 credits)

This course will introduce the students to the cross-sectional and topographic anatomy of the specific body systems and will discuss the relevance to the practice of radiation therapy. 2 lecture hours per week.

Requisites: RTS-100, HS-100 - Must be completed prior to taking this course. RTS-101, RTS-107, PHY-111 - Must be taken at the same time as this course.

RTS 320 Clinical Education III (3 credits)

The student therapist engages in the daily activities of the radiation oncology department while participating in treatment unit, simulation, mold room and patient care rotations. 8 hours per day, 4 days per week.

Requisites: RTS-303, RTS 303R, RTS-304, RTS-305, RTS-306, RTS-307 - Must be completed prior to taking this course. HS-208 - Must be taken at the same time as this course.

RTS 400 Technical Radiation Therapy III (1 credit)

Continuation of Technical Radiation Therapy II. The technical aspects of emerging radiation therapy techniques and adjuvant therapies are discussed. 1.5 lecture/lab hours per week.

Requisites: RTS-320, HS-208 - Must be completed prior to taking this course.

RTS-402, RTS-403, RTS-404, HS-305 - Must be taken at the same time as this course.

RTS 402 Applied Radiation Physics II (3 credits)

Sequential continuation of Radiation Physics I, dealing with quantity and quality of ionizing radiation. Physical concepts of radiation dosimetry are covered in detail as well as methods of calibration of treatment equipment. 3 lecture hours per week.

Requisites: RTS-320, HS-208 - Must be completed prior to taking this course. RTS-400, RTS-403, RTS-404, HS-305 - Must be taken at the same time as this course.

RTS 403 Clinical Education IV (3 credits)

The student therapist engages in the daily activities of the radiation oncology department while participating in treatment unit, simulation, dosimetry and brachytherapy rotations. 8 hours per day, 3 days per week.

Requisites: RTS-320, HS-208 - Must be completed prior to taking this course. RTS-400, RTS-402, RTS-404, HS-305 - Must be taken at the same time as this course.

RTS 404 Advanced Medical Dosimetry (2 credits)

This course covers dosimetry of complex treatment planning and brachytherapy. Topics include: 3-D treatment planning, TBI, electron beam IMRT and irregular field calculations. 2 lecture hours per week.

Requisites: RTS-320, HS-208 - Must be completed prior to taking this course. RTS-400, RTS-402, RTS-403, HS-305 - Must be taken at the same time as this course.

RTS 406 TQM in Radiation Oncology (1 credit)

This course will discuss the development and implementation of quality control programs in providing quality patient care. 15 lecture hours.

Requisites: RTS-400, RTS-402, RTS-403, RTS-404, HS-305, PSY-111 - Must be completed prior to taking this course. RTS-407, RTS-408, RTS-4000, RTS-410, HS-403 - Must be taken at the same time as this course.

RTS 407 Clinical Education V (4 credits)

The student therapist engages in the daily activities of the radiation oncology department while participating in quality assurance, quality management, advanced treatment techniques, simulation and brachytherapy rotations. 7.5 hours per day, 4 days per week.

Requisites: RTS-400, RTS-402, RTS-403, RTS-404, HS-305, PSY-111 - Must be completed prior to taking this course. RTS-406, RTS-4000, RTS-410, HS-403 - Must be taken at the same time as this course.

RTS 408 Applied Physics of Advanced Treatment Techniques (2 credits)

This course will cover the Physics of advanced radiation oncology procedures. Topics include: HDR brachytherapy, stereotactic radiosurgery, TBI, CT simulation, conformal radiation therapy and advanced treatment techniques. 2 lecture hours per week.

Requisites: RTS-400, RTS-402, RTS-403, RTS-404, HS-305, PSY-111 - Must be completed prior to taking this course. RTS-406, RTS-407, RTS-4000, RTS-410, HS-403 - Must be taken at the same time as this course.

RTS 410 Capstone Seminar in Radiation Therapy (2 credits)

A review of radiation therapy concepts included in the American Registry of Radiologic Technologists certifying examination. Concepts covered include: radiation protection, quality assurance, treatment planning and delivery, and patient care, management and education. Students are required to successfully complete a comprehensive examination in radiation therapy to complete their program of study as well as submit a portfolio of their work. 3 lecture hours per week, 8 weeks.

Requisites: RTS-400, RTS-402, RTS-403, RTS-404, HS-305, PSY-111 - Must be completed prior to taking this course. RTS-406, RTS-407, RTS-408, RTS-4000, HS-403 - Must be taken at the same time as this course.

RTS 4000 Capstone Research Project (3 credits)

A research course for students designed to demonstrate understanding of the malignant process and its control. Students will be required to research a randomly selected malignancy, write a paper and give an oral presentation on the subject to their classmates and the radiation therapy program faculty. Additionally, they will write a reflection paper of the experience and how it will impact the practice of their profession and their patients. 3 hours per week

Requisites: RTS-400, RTS-402, RTS-403, RTS-404, HS-305, PSY-111 - Must be completed prior to taking this course. RTS-406, RTS-407, RTS-408, RTS-410, HS-403 - Must be taken at the same time as this course. (Revised 8/2020)

COREQUISITE COURSE DESCRIPTIONS

BIO 107 Anatomy and Physiology I (3 credits)

A study of the basic concepts of human anatomy and physiology, beginning with cell biology and histology and continuing with a survey of skeletal, muscular, nervous, sensory and endocrine system. 3 lecture hours per week. Not accepted as credit towards the biology major.

Requisites: BIO-107L - Must be taken at the same time as this course.

BIO 107L Anatomy and Physiology Laboratory I (1 credit)

Laboratory studies of the structure and function of the systems included in BIO 107. 2 hours laboratory per week. Not accepted as credit towards the biology major.

Requisites: BIO-107 with minimum grade of C. - Must be taken at the same time as this course.

BIO 108 Anatomy and Physiology II (3 credits)

A continued study of the basic structural and functional aspects of hematology, immunology, the cardiovascular, respiratory, digestive, renal and reproductive system. 3 lecture hours per week. Not accepted as credit towards the biology major.

Requisites: BIO-107; Minimum Grade C - Must be completed prior to taking this course. BIO-108L - Must be taken at the same time as this course.

BIO 108L Anatomy and Physiology Laboratory II (1 credit)

Laboratory studies of the structure and functions of the systems included in BIO 108. 2 hours laboratory per week.

Requisites: BIO-107; Minimum Grade C - Must be completed prior to taking this course.

BIO-108 - Must be taken at the same time as this course.

CIS 101 Introduction to Desktop Computing (3 credits)

Course provides students in all majors with the computer skills necessary to be successful in both school and the workplace. Students will learn common file management techniques such as configuring folder options and digital file organization using the latest Windows operating system. Windows shortcuts, how to encrypt your data, backup options, basic cloud storage, OneDrive and Google Docs, Zoom, and the University's Learning Management System (LMS) system will be covered. Students will learn the latest Microsoft Office Professional Suite including Word, Excel, PowerPoint, and Access. (Not required for CIS majors)

Requisites:

None

ENG-200 Public Speaking (3 Credits)

This is a course in public speaking with emphasis on informative, argumentative and persuasive skills along with the sharpening of student's ability to listen and analyze.

Requisites:

ENG-101 - Must be completed prior to taking this course.

MTH 141 Elementary Mathematical Models (3 credits)

An introduction to modeling real-world situations using mathematical functions. Topics include linear and exponential modeling techniques, logistic models, solving and simplifying equations using algebra, graphing, regression, and rates of change.

Requisites:

Level 3 MTH course or MTH Assessment Test Level 4 - Must be completed prior to taking this course.

MTH 142 Elementary Functions (3 credits)

A precalculus course designed to prepare students to take MTH245. Topics include polynomial, rational, algebraic, exponential, logarithmic, and trigonometric functions and their applications.

Requisites: Level 3 MTH course or MTH Assessment Test Level 4 - Must be completed prior to taking this course.

****Students may take either MTH 141 or 142**

PHY 111 Physics for Allied Health Sciences (3 credits)

Students will learn basic physical principles with applications to the measurement, analysis and treatment of human beings. The structure and function of biomedical instrument systems specific to the fields of cardiovascular technology, radiation therapy, radiologic technology and respiratory care will also be explored. *Not accepted as credit towards the biology major.*

OTHER REQUIREMENTS**HS 208 Basic Pathophysiology, and Pharmacology (3 credits)**

Students will learn the disease processes associated with common disorders in the population of the United States. Treatments and pharmacology related to these diseases will also be discussed. Library research is also required in this course.

Requisites:

BIO-108 - Must be completed prior to taking this course.

HS 305 Teaching in the Health Professions (3 credits)

Health related teaching skills; development of learning objectives; use of media and teaching strategies such as lecture, group process and tutorial methods. Additionally, emphasis will be placed on development of lesson plans for use in a formal classroom, clinical setting, and/or patient education in-service and community education environment.

Requisites: None

HS 403 Current Topics in Health Care (3 credits)

This course introduces students to the historical development, structure, operation, current and future directions of the major components of the American health care delivery system. It examines the ways in which health care services are organized and delivered, the influences that impact private and public health care delivery and health policy decisions, and factors that determine the allocation of resources in the public and private systems. The course provides detailed overviews of factors that influence the establishment of priorities, and the relationship of health care costs to measurable benefits. A major course aim is to enable students to assess the role of organized efforts to influence health policy formulation, and the contributions of medical technology, research findings and societal values on the evolving health care delivery system.

Requisites: CIS-101 - Must be completed prior to taking this course.

BS curriculum sheet

AFFIRMATIVE ACTION STATEMENT

Gwynedd Mercy University does not discriminate against any applicant for admission to or employment at the University because of race, color, creed, age, sex, national origin or physical handicap.

Admission or employment is based solely on an applicant's qualifications and ability to meet established requirements for admission or employment.

In addition, Gwynedd Mercy University will take affirmative action in the recruitment of students and employees and in all matters concerning their involvement on campus.

AMERICAN DISABILITIES ACT

In compliance with Federal law, the University is prepared to make reasonable accommodations to provide disabled persons with support services on an individual basis. Students requiring special needs accommodation for learning, psychological or physical disabilities are encouraged to contact the office of Disability Support Services here at Gwynedd Mercy University. You may schedule an appointment by emailing counseling@gmercyu.edu or calling ext. 21427. Please note these arrangements must be initiated within the first few weeks of class.

PRIVACY OF STUDENT RECORDS

If a student desires access to his or her education records, it is the responsibility of the student to request access from the persons responsible for the office in which the records are maintained. Access will be granted as soon as mutually satisfactory arrangements can be made, but in no case is the time between the request and access to exceed thirty (30) days.

Education records of the student are not released except by written consent and request of the student or in accordance with the law to authorized persons within the University and to authorized agencies outside the University.

Technical Standards

In order to perform the daily duties of the Radiation Therapist accurately and efficiently, the Radiation Therapy student must be able to:

Climb- Ascending or descending using feet and legs and/or hands and arms.

Balance- Maintaining body equilibrium to prevent falling when walking, standing or crouching.

Stoop- Bending body downward and forward by bending leg and spine.

Kneel- Bending legs at knee to come to a rest on knee or knees.

Reach- Extending hand(s) and arm(s) in any direction.

Communication- Communicate effectively with patients and staff in both verbal and written forms in the English language, with the ability to give and receive directions and information.

Stand- Standing for particularly sustained periods of time, to include bending and twisting.

Walk- Moving about on foot to accomplish tasks, particularly for long distances.

Push- Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pull- Using upper extremities to exert force in moving objects in a sustained motion.

Lift -Raising object from a lower to a higher position or moving objects horizontally from position-to-position.

Grasp- Applying pressure to an object with the fingers or palm; tactile dexterity.

Speak- Expressing or exchanging ideas by means of spoken word to other workers accurately, loudly or quickly.

Hear- Ability to receive detailed information through oral communication and to make fine discriminations in sound when applicable, especially in a noisy environment.

Visual Acuity -This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, monitors, extensive reading, visual inspection, using measurement devices, assembly or fabrication of parts at distances close to eyes. Ability to see and read instructions in dim lighting.

Medium Work -The ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects to include the ability to provide safe operation of large medical equipment.

ASRT RADIATION THERAPISTS - SCOPE OF PRACTICE

PREFACE

The following document defines the role and responsibilities of Radiation Therapists in the contemporary practice of radiation therapy. Accredited educational programs for radiation therapists encompass the cognitive, psychomotor and affective elements fundamental to the Scope of Practice defined herein.

The assumed and assigned role and responsibilities have evolved over time and are consistent with contemporary clinical practice. It is recognized that there exists variations in local, state or federal statutes or regulations, which supersede the specifics contained herein.

INTRODUCTION

The structural elements of Radiation Therapy as a health profession in the contemporary health care delivery system in the United States include the following:

- * a cognitive base
- * a structured curriculum
- * a professional credential
- * a code of ethics
- * clinical practice autonomy
- * self-governance

The history of these elements combines in a complex structure, which can be traced across historical time spans and contemporary functional boundaries. For example, in the history of radiography, radiation therapy was at one time an area of responsibility of the radiographer. This is no longer true today.

Curriculum of the discipline contains elements of physics, psychology, patient care and pathology among others, which cross horizontally through several medical specialties. The professional curriculum incorporates didactic and clinical elements and basic sciences that are reflective of contemporary practice in Radiation Therapy. The content and structural learning experiences facilitate attitudes and skills that prepare graduates to demonstrate a commitment to patient care and continued personal and professional development.

Description of the Profession

Radiation Therapy is the art and science of treatment delivery to individuals to restore, improve and enhance performance, diminish or eradicate pathology, facilitate adaptation to the diagnosis of malignant disease and to promote and maintain health. Since the major focus of Radiation Therapy is the delivery of prescribed dosages of radiation to individuals from external beam and/or brachytherapy radiation sources or hyperthermia units, the radiation therapists' concern is with those factors which influence radiation dose delivery, individual well-being and responsiveness to treatment as well as those factors which serve as barriers or impediments to treatment delivery.

The practice of Radiation Therapy is performed by competent radiation therapists who deliver care to the patient in the therapeutic setting and are responsible for the simulation, treatment planning and administration of a prescribed course of radiation therapy and/or hyperthermia. Additional related settings where radiation therapists practice include education, management, industry and research.

PROFESSIONAL CREDENTIAL

The initials R.T. (T) (ARRT) indicated Registered Technologist in Radiation Therapy and certification as a Radiation Therapist by the American Registry of Radiologic Technologists.

SCOPE OF PRACTICE

The curriculum base for a Radiation Therapist is that outlined in the ASRT Professional curriculum for Radiation Therapy. Education program standards are those defined in the *Standards for an Educational Program in the Radiologic Sciences*. Radiation Therapy professional educational programs prepare the radiation therapist to, but are not limited to:

Provide radiation therapy services by contributing as an essential member of the radiation oncology treatment team through provision of total quality care of each patient undergoing a prescribed course of treatment;

Evaluate and assess treatment delivery components;

Provide radiation therapy treatment delivery services to cure or improve the quality of life of patients by accurately delivering a prescribed course of treatment;

Evaluate and assess daily the physiological and psychological responsiveness of each patient to treatment delivery;

Maintain values congruent with the profession's code of ethics and scope of practice as well as adhering to national, institutional and/or departmental standards, policies and procedures regarding treatment delivery and patient care.

DOMAINS OF PRACTICE

Domain: Organizational and Work Role competencies

Coordinate and meet multiple patient needs and requests: set priorities

Participate effectively in a therapeutic team approach to provide optimum therapy

Adapt to contingency planning in response to variables which influence work load and/or schedule

Maintain a flexible stance towards patients, visitors and staff, as well as technology and bureaucracy

Coordinate daily activities so as to devote complete attention to all necessary tasks involved in treatment delivery.

Domain: Administering and Monitoring Radiation Therapy Treatments

Implement and deliver a planned course of treatment

Administer treatment accurately and safely: monitor and report untoward effects, reactions, therapeutic responses, and incompatibilities

Withhold treatment when conditions warrant and consult with a Radiation Oncologist before preceding

Participate in total quality management system to ensure safe and accurate patient care
Detect equipment malfunctions and take appropriate action
Accurately document details of treatment procedures and maintain daily treatment records
Apply principles of radiation protection at all times
Take appropriate action with regard to real or potential radiation hazards
Understand the function of equipment, accessories, treatment methods and protocols and apply such knowledge appropriately
Simulate and plan a course of treatment by defining and identifying tumor volume, target volume and treatment volume as directed and prescribed by the Radiation Oncologist
Construct and/or prepare immobilization devices, beam directional devices and the like which facilitate treatment delivery
Perform daily and periodic quality assurance checks and related tasks as appropriate
Perform dosimetric calculations and treatment planning procedures
Monitor doses to normal tissues within the irradiated volume to assure that tolerance levels are not exceeded
Prepare and/or assist in the preparation and use of brachytherapy sources

Domain: Caregiving

Create a climate for and establish a commitment to healing and/or improving quality of life
Provide comfort measures and facilitate the preservation of patient self image and dignity
Serve as a source of support and encouragement for each individual patient and their families
Provide patient education in order to maximize patient compliance with his/her plan of care and provide family education as needed
Monitor and interpret patient side effects and/or complications in order to create a management strategy that fosters prevention, healing and comfort
Monitor the patient's physical and psychological response to treatment and refer patient for appropriate management when indicated
Detect, document and report significant changes in patients conditions
Understand the particular demands and experiences of a pathologic illness and anticipate related patient care needs
Participation in patient follow-up, statistical reporting programs and clinical research
Practice techniques which prevent the spread of disease to provide a safe environment for patients, staff and self
Provide basic patient care
Practice basic techniques of venipuncture and the administration of contrast media
Prepare patients for procedures to gain desired results and minimize anxiety
Work to make culturally avoided aspects of an illness approachable and understandable

Domain: Effective Management Of Rapidly Changing Situations

Perform skillfully in extreme, life-threatening emergencies: rapid grasp of a problem; contingency management; rapid matching of demands and resources in emergency situations involving patient or equipment applied in treatment delivery
Identify and manage a patient crisis until physician assistance is available
Take appropriate action in case of fire or other emergency situations to provide a safe environment for patients, visitors and staff
Assist in the rehabilitation process or the loss of ability to provide self care as a patient's life style changes

Domain: Professionalism

Demonstrate respect for confidentiality of medical records and privileged knowledge
Demonstrate respect for the "Patient's Bill of Rights"
Share expertise and knowledge with students and others while respecting their needs and rights

Pursue appropriate continuing education
Apply the profession's code of ethics in all aspects of practice
Adhere to any applicable standards, policies, procedures
Refrain from practicing procedures for which one does not have appropriate training and/or education

RADIATION THERAPIST CODE OF ETHICS

The radiation therapist advances the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind

The radiation therapist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and non-discriminatory with respect to race, color, creed, sex, age, disability or national origin

The radiation therapist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient

The radiation therapist adheres to the tenets and domains of the Scope of Practice for Radiation Therapists

The radiation therapist actively engages in lifelong learning to maintain, improve and enhance competence and knowledge



RECEIPT OF TECHNICAL STANDARDS

I have received, reviewed and understand the Technical Standards necessary to complete the Radiation Therapy Program.

I understand that it is my responsibility to notify the program director of any accommodations that may need to be made for me.

Signature

Date



RECEIPT OF RADIATION THERAPY PROGRAM MATERIAL

I, _____ have viewed the Frances M. Maguire College of Nursing and Health Professions/Radiation Therapy Student Handbook, online.

The above-mentioned material has been reviewed with me and I understand that it is my responsibility to thoroughly familiarize myself with both the University and Radiation Therapy Program policies.

It has been explained to me that I must maintain a grade of "C" or higher in all RTS concentration didactic and general education courses and a grade of "B" or higher in all RTS clinical education courses and an overall GPA of 3.0. Failure to do so will result in my dismissal from the program.

Also, it has been explained that attendance is **MANDATORY for all RTS (didactic and clinical)** courses. Absence from classes without the permission of the Program Director or her designee will result in a decrease in my final grade, being placed on probation and/or dismissal from the program.

DATE: _____

Name: _____ I.D.#: _____



AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby give my permission for the Program Director and /or the Clinical Coordinator to advise my Clinical Supervisor and/or Chief Clinical Oncologist of my academic standing throughout the year.

I understand that this is necessary so that the Program Director and/or Clinical Coordinator may arrange for additional tutoring for me if needed.

Signature

Date



AUTHORIZATION FOR RELEASE OF RADIATION MONITORING RECORDS

I authorize the Department of Radiation Oncology of _____
(Clinical Education Center)

_____ to release my Radiation Exposure Monitoring Records on a quarterly
basis to Gwynedd Mercy University's Radiation Therapy Program.

DATE: _____

Name: _____ SS#: _____



EMERGENCY MEDICAL INFORMATION

Name: _____

Address: _____

Phone Number: _____

Person to contact in case of emergency:

Phone Number (work): _____

Phone Number (home): _____

Medical Insurance Company: _____

Policy and Group Numbers: _____

Physician's Name: _____

Physician's Phone Number: _____



DECLARATION OF PREGNANCY

In accordance with the Nuclear Regulatory Commission (NRC regulations 10 CFR20.1003 and 20.1208), a pregnant woman who wishes to control radiation dose to the fetus/embryo resulting from occupational exposure, must voluntarily and, in writing, declare her pregnancy to the program director so that the University may apply the fetal dose limits set forth in 20.1208.

The Nuclear Regulatory Commission requires that the estimated date of conception be provided to allow the Radiation Safety Officer at the clinical educational affiliate in consultation with the Program Director and Clinical Coordinators will monitor the student throughout her pregnancy. The student will be issued an additional fetal monitor badge.

In accordance with the NRC 10CFR20.1003 and 20.1208, I am declaring my pregnancy. The estimated date of conception is _____.

Signature _____ Date _____

(PLEASE PRINT)

Name: _____

Clinical Affiliate: _____

Supervisor: _____

Email address: _____

Phone: _____

Are you occupationally exposed to sources of radiation at a place of work or clinical for Gwynedd Mercy University? ____ Yes ____ No

If yes, please provide the name and address of any other places of work:

Return to signed form to Lorraine Quarles
Gwynedd Mercy University
Frances M. Maguire College of Nursing and Health
Professions
1325 Sumneytown Pike
P.O. Box 901
Gwynedd Valley, PA 19437



UNDECLARE PREGNANCY

I _____ understand that I am withdrawing my declaration of pregnancy in writing at this time. Attached is a letter for undeclaring my pregnancy.

Signature: _____

Date: _____



**Frances M. Maguire College of
Nursing and Health Professions**

REVIEW OF PREGNANCY POLICY

While all students in the Radiation Therapy Program understand the need to adhere to and practice radiation protection policies in the clinical area, this is especially important for me as a female student who might be pregnant. Exposure to radiation may be harmful to my developing fetus; therefore, I may choose to voluntarily declare my pregnancy. Declaration of my pregnancy must be made in writing and must include the approximate date of conception. Refer to Declaration of Pregnancy Form in Appendices of this Handbook.

As a declared pregnant student I will be advised as to the radiation and occupational hazards to my unborn child by the Radiation Safety Officer at the clinical education center in consultation with the Program Director and Clinical Coordinators and will be monitored by them throughout my pregnancy.

As a declared pregnant student, the NRC limits the dose to the embryo/fetus to 0.5 rem (5mSV) over my entire pregnancy. All efforts will be made to avoid substantial variation above a uniform monthly exposure rate (0.05 rem/month) (0.5 mSV/month). I will be issued an additional radiation fetal monitoring device (belly badge). Refer to NRC Regulatory Guide 8.13 in Appendices of this Handbook.

As a declared pregnant student I must inform my physician of my enrollment in the Radiation Therapy Program and obtain a written statement of her/his recommendations for continuing in the program.

I may continue in both didactic and clinical education courses without modifications. If I feel that I cannot continue in the program, I may apply for a leave of absence and reenter the program after the birth of my child. Reentry will be at the beginning of the appropriate semester if space is available.

I may undeclared my pregnancy in writing at any time. (Revised 6/10/2014)

Signature

Date

PA child abuse form



Student Instructions

Background Check Required

- The above organization requires that each student purchase a background check through Castlebranch.com

About Castlebranch.com

- Castlebranch.com is a background check services that allows students to purchase their own background check. The results of a background check are posted to the Castlebranch.com website in a secure, tamper proof environment, where the student, as well as the organizations can view the background check.

Instructions

1. Go to www.Castlebranch.com and click "Students"
2. In the Package code box, enter package code: **WY71** (PA Residents) or **WY71a** (out of state residents)
3. Select a method of payment: Visa, MasterCard or money order

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 48-72 hours. Once your background check is complete, please provide your organization with the password in order to share your background check results.

ADDENDUMS

FERPA.....	Addendum A
ARRT.....	Addendum C
• Standard of Ethics	
• Radiation Therapy Exam Content Specifications	
US Nuclear Regulatory Commission Guide 8.13.....	Addendum D
ASRT Standards of Practice.....	Addendum E
ASRT Code of Ethics.....	Addendum F

FERPA Rights and Policy Notice The Family Educational Rights and Privacy Act

ARRT STANDARDS OF ETHICS

RTT content specific

ASRT Code of Ethics

Calendars