



LOMA LINDA UNIVERSITY
Radiation Therapy Certificate Program

2013-2014
Radiation Therapy Certificate Program Policy Manual

School of Allied Health Professions
Department of Radiation Technology

Effective: September 2013 to December 2014

Current Revision Date: February 28, 2014

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RADIATION THERAPY CERTIFICATE PROGRAM

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Direct: 909-588-7368**

Noriece (Dolly) Kisinger BS, RTT, Clinical Coordinator

PREFACE

The purpose of this document is to provide guidelines and criteria for successful completion of the A.S. in Radiation Therapy Certificate Program.

This document is detailed in nature so that it can be used to guide, counsel, and mentor faculty, clinical instructors, and students, and to provide a safe learning environment within the program.

The goal is that policies and procedures are enforced in a consistent and just manner. High ethical standards help assure that the rights of students, faculty, and staff are protected. These policies are to be fair, equitable, and consistently applied, with the goal to promote professionalism.

The procedure for creating these policies has derived from the need to document the decisions that are made on a regular basis, so that everyone is aware of how the program operates. First, a policy is initiated based on need. Then the faculty discusses the purpose, definitions, description of the policy, and the Procedure. We also discuss the discrimination of information and who is impacted. This procedure for making policy was derived from the theories of policy creation and writing.

This is a living document. The reader of this document needs to know that changes will be made throughout the year, which will reflect updated policy and procedure.

To access the most current version, please contact the Program Director.

Meets the requirements for JRCERT Standard 1.1.



PROGRAM FACULTY 2013-2014

Program Director

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Clinical Coordinator

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Instructors

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(909) 558-4243 ext.42654
rschulte@dominion.llumc.edu

Clinical Supervisors

Loma Linda:

Deanna Potts
Dale James
Michael Palmer
Grace Palomera
Susie Helmuth
Matthew Delk
Judy O'Neill
Tamra Long
Paula Williford

Fresno:

Bryan Isaac
Mindi Roeben
Julie Scott

RECRUITMENT AND SELECTION PROCESS

PROGRAM ADMISSION POLICIES

Applicants must be an ARRT licensed, Medical Radiographer, completed 40 hours of observation, and submit references, transcriptions, and an application essay. The application window is from January 1 to July 1. Our published policies include letting applicants know about the need for a current CPR card, a background check, a possible drug screening, and the JRCERT and ARRT requirements.

SELECTION PROCESS

Students are selected based on the following factors:

- The application requirements that are met
- GPA: We review four GPAs. None of these GPAs are to be below 2.5
- The interview: The interview process includes a scoring system based on different factors
- The interview panel: Applicants are screened and reviewed by 2-4 people: the program director,, the clinical coordinator, and program faculty
- The final decision always involved at least two faculty members

Loma Linda University and the Radiation Therapy Certificate Program are open to all individuals of any race, color, religion, gender, age, disability, national origin, and any other protected class. The selection is objective and subjective, but not discriminatory. We are looking for the best *person* to be a radiation therapist, and we are looking for a good student who can successfully complete the program.

PROGRAM ADMISSION PROCESS

The process is non-discriminatory, just, and consistent. Here is a brief list of things that we go through:

- Academic Work-ups from Admissions
- Review and screening of all applications
- Interviews
- Selection of applicants will be made by July 1.
- Those selected will be notified by the SAHP Acceptance Committee via an acceptance letter

This is a very competitive selection process, and it gets more so each year. We get many calls about requesting an interview, or asking why an interview has not been scheduled. We communicate with our applicants through email about the process.

All applicants will be considered using the same standards and selection criteria.

Meets the requirements for JRCERT Standard 1.12. and Standard 1.13.



RADIATION THERAPY CERTIFICATE PROGRAM CURRICULUM

2013-2014

During the 15-month Certificate Program in Radiation Therapy Technology, students take formal classes along with instruction in clinical settings. This includes participation, under close supervision, in actual procedures within the Radiation Therapy Departments. The program is full-time (40 hours per week) arranged around lectures and coordinated with participating clinical affiliates.

Fall Quarter - Year One

RTTH 342 Patient Care Practices in Rad. Therapy	2
RTTH 344 Radiation Therapy Procedures	2
RTTH 334 Cross-sectional Radiographic Anatomy	2
RTTH 355 Physical Principles of Rad. Therapy I	3
RTTH 364 Radiation Oncology I	2
RTTH 971 Radiation Therapy Affiliation I	1

Winter Quarter - Year One

RTTH 332 Radiation Biology	1
RTTH 356 Physical Principles of Rad. Therapy II	3
RTTH 365 Radiation Oncology II	2
RTTH 972 Radiation Therapy Affiliation II	1

Spring Quarter - Year One

RTTH 357 Applied Dosimetry	2
RTTH 365 Radiation Oncology III	2
RTTH 973 Radiation Therapy Affiliation III	1
AHCJ 403 Pathology II	3

Summer Quarter - Year Two

RELE ??? Religion Class TBD	2
RTTH 974 Radiation Therapy Affiliation IV	1

Fall Quarter - Year Two

RTTH 348 Radiation Therapy Review	1
RTTH 975 Radiation Therapy Affiliation V	1

TOTAL UNITS	32
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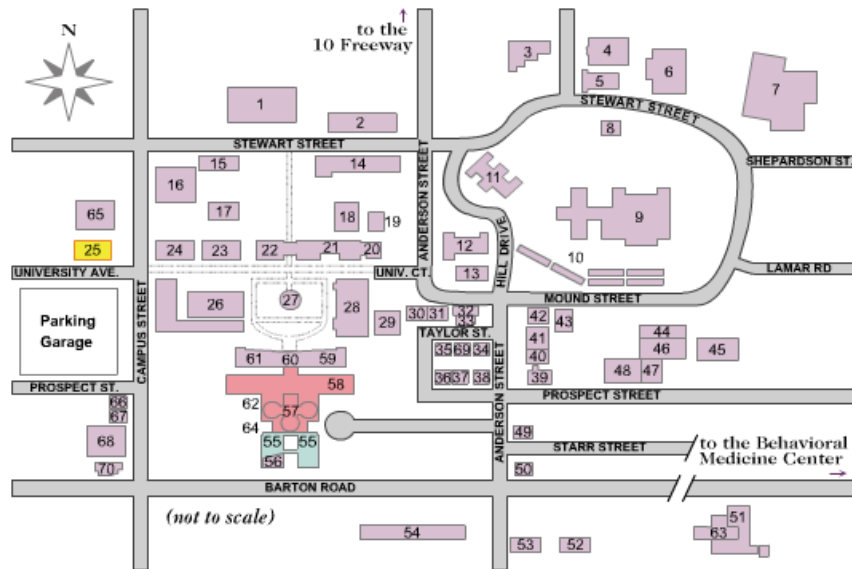
2013-2014 Clinical Calendar

RADIATION THERAPY CERTIFICATE PROGRAM

2013	
DATE	EVENT
September 23	Fall Quarter Begins
Nov. 27-Dec. 1 (starts at 2pm on Wed.)	Thanksgiving Recess
December 13	Fall Quarter Ends
December 14-January 5	Christmas Recess
2014	
January 6	Winter Quarter Begins
January 20	MLK Holiday
February 17	President's Day
March 21	Winter Quarter Ends
March 22-30	Spring Break
March 31	Spring Quarter Begins
May 26	Memorial Day
June 13	Spring Quarter Ends
June 16-22	Summer Break
June 23	Summer Quarter Begins
July 4	4th of July Holiday
September 1	Labor Day
September 5	Summer Quarter Ends
Sept 6-21	Summer Recess
September 22	Fall Quarter Begins
Nov 26-30 (starts at 2pm on Wed.)	Thanksgiving Recess
December 12	Fall Quarter Ends

***Please note that observed holiday and recesses are in bold.**

CAMPUS MAP



List Buildings Alphabetically

Print Map

- | | |
|--|--|
| A. C. T. S. (#50) | LLUMC East Campus (#51) |
| Alumni Hall for Basic Science (#16) | Loma Linda Market (#48) |
| Bank of America (#39) | Loma Linda University Children's Hospital (#55) |
| Block Building (#19) | Loma Linda University Church (#26) |
| Burden Hall - University Relations (#18) | Loma Linda University Medical Center (#57) |
| Campus Cafeteria (#43) | Magan Hall (#22) |
| Campus Hill SDA Church (#12) | Mail Center (#64) |
| Campus Store (#46) | Maintenance (#4) |
| Carol S. Small Alumni Center (#49) | Mortensen Hall (#24) |
| Centennial Complex - Future Site (#1) | Nelson House - FGS and SST (#67) |
| Center for Dental Research (#33) | Nichol Hall - Allied Health Prof. and Public Health (#9) |
| Central Building (#32) | Office of Sponsored Research (#38) |
| Chan Shun Pavilion (#59) | Parkland Building (#3) |
| Cogeneration Plant (#29) | Patio Pantry (#47) |
| Coleman Pavilion (#61) | Prince Hall - School of Dentistry (#28) |
| Daniells Residence Complex (#10) | Proton Treatment Center (#56) |
| Del E. Webb Memorial Library (#21) | Randall Visitors Center (#20) |
| Drayson Center (#7) | Research Affairs (#37) |
| Educational Support Services (#2) | Risk Management (#44) |
| Educational Support Services - Dentistry (#31) | Risley Hall (#17) |
| Emergency Department (#62) | Ronald McDonald House (#52) |
| Endodontic Faculty Practice (#30) | Safety Education Center (#45) |
| Evans Hall (#14) | Schuman Pavilion (#58) |
| Faculty Dental Offices (#35) | Security (#25) |
| Faculty Medical Offices (#54) | Shryock Hall (#15) |
| Geoscience Research Institute (#65) | Southwest Hall (#70) |
| Good Samaritan Sculpture (#27) | Speech and Hearing Clinic (#8) |
| Grants Management (#36) | Student Services Center (#41) |
| Griggs Hall (#23) | U.S. Post Office (#40) |
| La Loma Credit Union (#42) | University Arts - HR Mgmt. and Payroll (#34) |
| Linda Hall (#13) | University Kidney Center and Nephrology Clinic (#53) |
| Lindsay Hall - Women's Residence Hall (#11) | University Purchasing (#5) |
| LLU Foundation Rental Office (#69) | Urgent Care (#63) |
| LLU Printing Services (#6) | West Hall - Schools of Nursing and Pharmacy (#68) |
| LLUMC Audio/Visual (#66) | Wong Kerlee International Conference Center (#60) |

Clinical Sites



Loma Linda Clinical Affiliations (2013-2014)

LLUMC

11234 Anderson St.
Loma Linda, CA 92354
(909) 558-4378 fax: (909) 558-0264
Clinical Supervisors: DeAnna Potts (Conventional)
Michael Palmer (Protons)

Beaumont Radiation Oncology

Highland Springs Medical Plaza
81 S Highland Springs Ave.
Beaumont, CA 92223
(951) 849-3115 fax: (951) 849-3199
Clinical Supervisor: Dale James

Hemet Valley

1117 Devonshire Ave.
Hemet, CA 91543
(951) 925-6359 fax: (951) 766-6496
Clinical Supervisor: Grace Palomera

Pomona Valley

1910 Royalty Dr.
Pomona, CA 91767
(909) 865-9890 fax: (909) 865-9724
Clinical Supervisor: Susie Helmuth

Redlands Community

350 Terrancina Blvd.
Redlands, CA 92373
(909) 335-5611 X#2 fax: (909) 335-5691
Clinical Supervisor: Matthew Delk

Riverside Community

4500 Brockton Ave., Suite 101
Riverside, CA 92501
(951) 788-3315 fax: (951) 788-4796
Clinical Supervisor: Judy O'Neill



St. Bernadine

2101 N. Waterman Ave.
San Bernardino, CA 92404
(909) 475-2725 fax: (909) 475-2738
Clinical Supervisor: Tamra Long

Alhambra

Albert C Mak, M.D., Inc.
707 S Garfield Ave., Suite B002
Alhambra, CA 91801
(626) 227-2777 fax: (626) 227-2711
Clinical Supervisor: Paula Williford

Prospective Site (Summer 2014)

Lucy Curci Cancer Center (Eisenhower Medical Center)
39000 Bob Hope Drive
Rancho Mirage, CA 92270
(760) 674-3600 fax: (760) 674-3607
Clinical Supervisor: Jane Wiggings-King



LOMA LINDA UNIVERSITY MISSION | VISION | VALUES

MOTTO

To Make Man Whole

MISSION

The mission of Loma Linda University is to continue the teaching and healing ministry of Jesus Christ.

VISION

The vision of Loma Linda University is to transform lives through education, healthcare, and research.

VALUES

Loma Linda University holds to seven core values:

Compassion—The sympathetic willingness to be engaged with the needs and suffering of others. Among the most memorable depictions of compassion in Scripture is the story of the Good Samaritan, which LLU has taken as a central symbol for our work.

Integrity—The quality of living a unified life in which one's convictions are well-considered and match one's actions. Integrity encompasses honesty, authenticity, and trustworthiness.

Excellence—The commitment to exceed minimum standards and expectations.

Freedom—The competency and privilege to make informed and accountable choices and to respect the freedom of others. God has called us not to slavery, but to freedom.

Justice—The commitment to equality and to treat others fairly, renouncing all forms of unfair discrimination.

Purity/Self-Control—Morally upright and moderate in all things with complete control over one's emotions, desires, and actions.

Humility—The willingness to serve others in a sacrificial manner; the self-respect that renounces haughtiness or arrogance.

Meets the requirements for JRCERT Standard 2.1.



SCHOOL OF ALLIED HEALTH PROFESSIONS MISSION | VISION | VALUES

MISSION

The School of Allied Health Professions is committed to educating students in the manner of Christ, in a world-class, globally-recognized learning environment that uplifts the mission of Loma Linda University through service, education, and research to make man whole.

VISION

The School of Allied Health Professions seeks to inspire and transform individuals to exemplary leadership, healing, and service to humanity.

VALUES

The School of Allied Health Professions holds to these core values:

EXCELLENCE — Our commitment is to unparalleled quality and performance that produces outstanding results of lasting value and distinction.

COMPASSION — We have a deep awareness of the needs and suffering of others and are dedicated to empathetically caring for the whole person.

INTEGRITY — We live as a positive example with honesty, authenticity, and trustworthiness.

HUMILITY — We willingly serve in a respectful, fair, sacrificial manner, where we appreciate the unique and diverse contribution of others.

SERVICE LEADERSHIP – We strive for an open, caring, collaborative environment where professionalism, structure, and organization underlie how we cooperatively work together.

INNOVATION – We tirelessly persevere toward the visionary and cutting-edge education, thus, encouraging an environment of creativity.

RESPONSIBILITY – We are dedicated to accountability and commitment in all we do, and understand affirming the importance primacy of life-long learning.

MOTTO:

To Lead, To Heal, To Serve

- Through Excellence We Lead
- With Compassion We Heal
- In Humility We Serve

PURPOSE

The School of Allied Health Professions develops leaders to serve global communities by providing comprehensive learning experiences in collaboration with partners who share our values.

Meets the requirements for JRCERT Standard 2.1.



DEPARTMENT OF RADIATION TECHNOLOGY MISSION | VISION | VALUES

OUR MISSION

The Department of Radiation Technology aims to be the leader in educating radiology professionals who will lead, heal, and serve throughout the world.

OUR VISION

Our vision is to be the University of choice by students, faculty, and alumni for radiation science education. Through our comprehensive selection of educational programs, we aim to provide students with a unique perspective that combines spirituality and whole person care.

OUR VALUES

Academic & Clinical Excellence: Our students are exposed to current technology, and will graduate with a strong foundation of academic knowledge and advanced clinical skills so they can competently care for patients.

Whole Person Care: Our religious faith will be at the core of everything we do in order to compassionately and empathetically care for patients at the spiritual, psychological, and physical level.

Mentoring Relationships: Our faculty will provide an example of excellence, dedication, encouragement, and direction in order to create positive mentoring relationships with students.

Positive Learning Environment: Our programs will provide a cohesive, interactive, supportive, and challenging educational environment where students can safely explore and develop their academic and clinical skills.

Life-long Learning: Our students, faculty, and alumni will continually build on the strong foundation of knowledge, leadership, and professional collaboration in order to contribute to the standard of excellence within the field of radiation sciences.

Meets the requirements for JRCERT Standard 2.1.



RADIATION THERAPY CERTIFICATE PROGRAM MISSION | VISION | VALUES

MISSION

The Radiation Therapy Certificate Program at Loma Linda University School of Allied Health Professions provides a quality educational experience focused on the whole person, preparing students to be registry-eligible, entry-level radiographers, equipped with the knowledge, skills, values, attitudes, and behaviors appropriate for providing excellent patient care and safely managing radiation exposure.

VISION

Our vision is to be known by our students, alumni, clinical instructors, faculty, and staff as the Radiation Therapy Certificate Program of choice. Additionally, we want the Program experience to be known as "a close family" that is exciting, challenging, and fun.

VALUES

We will accomplish our mission and vision by achieving high standards in the areas of core values, professional behavior, academic and clinical excellence, quality care, and collaborative success.

- ✓ **Core Values:** Our Program upholds the core values of the University and the School of Allied Health Professions in the following areas: excellence, compassion, integrity, humility, service leadership, innovation, justice, freedom, self-control, and responsibility.
- ✓ **Academic & Clinical Excellence:** Our Program aims for excellence in its academic and clinical education program by providing an organized and safe learning environment. Our students graduate with a strong foundation of academic knowledge and clinical skills in order to competently care for patients, provide responsible leadership, and positively contribute to society.
- ✓ **Professional Behavior:** Students, clinical instructors, faculty, and staff demonstrate professional communication, attire, ethics, etiquette, and an appreciation for culture and diversity.
- ✓ **Quality Care:** Students, clinical instructors, faculty, and staff are approachable, positive, responsive, and respectful. We protect the privacy of students while individually responding to requests, inquiries, and needs.
- ✓ **Collaborative Success:** Students, clinical instructors, faculty, and staff will work together as a unified, cohesive, and supportive team for personal and professional success.

Meets the requirements for JRCERT Standard 1.10 and Standard 2.1.

RTCP PROGRAM OBJECTIVES

Upon completion of the program, the graduate should be qualified to:

1. Complete all certification requirements of the American Registry of Radiologic Technologists and licensure requirements for the State of California.
2. Anticipate and render appropriate patient care, comfort, and education for a variety of therapy exams.
3. Use principles of basic x-ray production to provide radiation protection that minimizes radiation exposure to the patient, to one's self, and to other members of the health care team.
4. Understand the scope and limits of equipment operation used in radiation therapy, and recognize and report equipment malfunctions.
5. Exhibit clinical competence by properly using radiation therapy equipment, techniques, and procedures, and applying knowledge of human anatomy, function, and pathology to a variety of patient situations.
6. Demonstrate excellence in the application of knowledge and skills in order to maintain a high level of quality patient care.
7. Apply problem-solving and critical thinking skills when working with patients and performing therapy treatments.
8. Incorporate the values, ethics, and practices of the radiation therapy profession in order to provide a service to humanity, and respect the dignity and diversity of all people.
9. Employ appropriate verbal, written, and interpersonal communication skills when relating to patients, coworkers, and other members of the health care team.
10. Utilize the highest professional behavior in all interactions.
11. Demonstrate collaboration and teamwork in the health care setting in order to meet the goals of the organization.
12. Defend the profession's code of ethics and work within the profession's scope of practice.
13. Construct a professional development plan for ongoing improvement in the knowledge and skills of the profession.
14. Understand the value of participating in educational and professional activities, sharing knowledge with colleagues, and investigating new and innovative aspects of professional practice.
15. Understand and apply Loma Linda University's philosophy of wholeness into one's personal and professional life.

Meets the requirements for JRCERT Standard 1.10.

RTCP BENCHMARK ACHIEVEMENT

The Radiation Therapy Certificate Program at Loma Linda University has measurable achievement goals in the following areas that are in accordance with JRCERT guidelines and that are specific to our Program's intent for Student Learning Outcomes:

- Students will be able to monitor changes in patient condition
- Student will be able to interpret isocenter shift from CT simulation data to treatment planning data
- Student will perform daily QA
- Student will be able to check that dosimetry data is accurately transferred to the electronic chart
- Student will be able to recognize treatment changes
- Student will demonstrate effective verbal communication skills
- Student will demonstrate effective written skills
- Student will treat all persons with respect
- Student will understand HIPPA
- Student will demonstrate responsibility and accountability for actions
- Students will demonstrate a program completion rate benchmark of 85%
- Students will demonstrate an ARRT board pass rate the average of the class of 85% or above for the last five years
- Students will achieve a job placement rate of 80% or above of Program graduates, within six months after graduation

Meets the requirements for JRCERT Standard 1.10.

ASSESSMENT & OUTCOMES

The accrediting bodies that our Program is responsible to require that clearly state the outcomes that are required by attending this Program. In addition, the Faculty must assess this learning and suggest improvements in order to reach a level our achievement.

CRITERIA FOR ASSESSMENT

1. The Program will provide a list of Student Learning Outcomes (SLOs) that are reasonable, appropriate, and comprehensive. And the Faculty agrees on the explicit criteria for assessing a student's level of mastery of each outcome.
2. The outcomes describe how students can demonstrate their learning, and rubrics are developed to give examples of the varying levels of student performance for each outcome.
3. The coursework, grading, and curriculum are intentionally aligned with each outcome, and curriculum maps indicate increasing levels of proficiency.
4. The Program is includes a multi-year assessment plan that describes when and how each outcome will be assessed and how improvements based on findings will be implemented. The plan is routinely examined and revised, as needed.
5. Program policy calls for the inclusion of outcomes in all course syllabi so that students are well-acquainted with their Program outcomes, and participate in the use of the associated rubrics. Students are to become skilled at self-assessing in relation to the outcomes and levels of performance.

Meets the requirements for JRCERT Standard zxxxx.

LLU STUDENT LEARNING OUTCOMES (SLOs)

Outcome 1: Wholeness

Students understand and apply the University philosophy of wholeness into their personal and professional lives

1. Demonstrate knowledge of LLU's philosophy of wholeness
2. Plan a strategy for wholeness, including implementation of your wholeness strategies

Outcome 2: Christ-centered

Students understand the importance of integrating LLU's Christ-centered values in their personal and professional lives

1. Identify the Christ-centered values identified by LLU
2. Explain/describe how to incorporate LLU's Christ-centered values
3. Explain the purpose for the values embedded in their profession

Outcome 3: Critical Thinking

Students demonstrate critical thinking.

1. Accurately interprets (analyzes and evaluates) information
2. Objectively justifies conclusions and assimilates content into honest and thorough presentation of findings

Outcome 4: Life-long Learning

Students develop a commitment to discovery and life-long learning

1. Demonstrate an awareness of opportunities for learning after graduation appropriate to their professional and personal lives

Outcome 5: Communication

Students demonstrate effective communication skills in English

1. Demonstrate effective oral communication skills
2. Demonstrate effective written communication skills

Outcome 6: Technology

Students demonstrate effective use of technology appropriate to the discipline

1. Meet the technological expectations for the degree level and discipline

Outcome 7: Diverse World

Students understand the importance of embracing and serving a diverse world

1. Demonstrate a sensitivity and awareness of all aspects of human diversity
2. Analyze cross-cultural beliefs and values

Outcome 8: Collaboration

Students demonstrate the importance of collaborating with others within and across disciplines.

1. Engage in a cross-discipline project

Radiation Therapy Goals and Student Learning Outcomes (SLO's)

Goal #1 - Students will demonstrate critical thinking skills

Student Learning Outcomes

Student will be able to monitor changes in patient condition

Student will be able to interpret isocenter shift from CT simulation data to treatment planning data

Goal #2 – Students will be clinically competent

Student Learning Outcomes

Student will perform daily QA

Student will be able to check that dosimetry data is accurately transferred to the electronic chart

Student will be able to recognize treatment changes

Goal #3 – Students will be able to communicate effectively

Student Learning Outcomes

Student will demonstrate effective verbal communication skills

Student will demonstrate effective written skills

Goal #4 – Students will demonstrate professionalism

Student Learning Outcomes

Student will treat all persons with respect

Student will understand HIPPA

Students will demonstrate responsibility and accountability for actions

Goal #5 – The program will achieve the following demographic goals

Program Outcomes

A minimum of 85% of student will complete the program

A minimum of 85% of students will pass the board examination on the 1st attempt

A minimum of 80% of graduates will be placed in a professional position within 6 months of graduation

Meets the requirements for JRCERT Standard 1.10.

JRCERT ACCREDITATION: PROGRAM STANDARDS

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of education programs in radiologic sciences. The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEQ) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical Dosimetry. The JRCERT award accreditation to programs demonstrating substantial compliance with six standards:

- **Standard One: Integrity** - The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.
- **Standard Two: Resources** - The program has sufficient resources to support the quality and effectiveness of the educational process.
- **Standard Three: Curriculum and Academic Practices** - The program's curriculum and academic practices prepare students for professional practice.
- **Standard Four: Health and Safety** - The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.
- **Standard Five: Assessment** - The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.
- **Standard Six: Institutional/Programmatic Data** - The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

Information about JRCERT is available by calling 312-704-5300 or visiting www.jrcert.org.

Meets the requirements for JRCERT Standard 1.7.

JRCERT ACCREDITATION (cont.)

Filing A JRCERT Non-Compliance Complaint

If a student feels that there is a problem or discrepancy between the Standards and what the Program actually does, a student may file a complaint with the JRCERT and with Loma Linda University School of Allied Health Professions. If a student wishes to file a complaint about possible non-compliance with JRCERT Standards, the following procedure applies:

1. State your case as completely as possible in writing. Provide documentation of your case where possible (save all originals and provide copies only with your complaint).
2. Send one copy to the JRCERT with a letter of explanation and outlining the procedure which you are following. Provide a 2nd copy of the complaint to the Program Director of the Medical Radiography Program.
3. The Program will consider your complaint at the next Faculty meeting, giving you an opportunity to address the Faculty and provide details about the complaint.
4. The Program will then consider your complaint and provide a formal, written response of the Faculty's findings in regard to the complaint
5. A copy of your complaint and the Program's response will be given to the Dean of the School of Allied Health Professions for information and/or input as desired.
6. A copy of your complaint and the Program's response will be sent to the JRCERT.
7. A copy of your complaint and the Program's response will be kept on file in the Departments office.
8. Any needed or recommended changes resulting from such a complaint will be documented, or if no changes or problems are found, that information will be recorded as well.

JRCERT is located at:
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Tel (312) 704-5300
Fax (312) 704-5304
Website: www.jrcert.org

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<p>Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program</p>	<p>CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Program Requirements POLICY NUMBER: 1</p>
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1.0 PURPOSE

The purpose of this policy is to clearly outline the Program requirements for entering and completing the Radiation Therapy Certificate Program at Loma Linda University.

2.0 DEFINITIONS

- 1.1 **Prerequisites:** Courses and activities that must be completed before starting the Program.
- 1.2 **Certification:** Students, prior to working as a registered Radiation Therapist, must complete and pass the ARRT certification board exam.
- 1.3 **Prerequisites:** Courses that are required to enter the program, including the number of prerequisite hours.
- 1.4 **DCRs:** Degree Compliance Report. All DCRs must be completed by the end of the fifth quarter of the program. If DCRs are not completed by the end of the fifth quarter of the program. Students who do not complete the DCRs by this time, students will not be able to continue the final two quarters in the program until the DCRs are completed.

3.0 POLICY

3.1 Prerequisites

- 3.1.1 It is expected that all students will complete Program prerequisites before starting the Medical Radiography Program.
- 3.1.2 Students who have not finished any outstanding prerequisites, or any items on the Degree Compliance Report, by the end of the third quarter of the program will not be able to continue the final two quarters in the program until the DCRs are completed.
- 3.1.3 Students with outstanding prerequisites are not eligible to take the ARRT registry exam. The Program Faculty must certify that each student has completed all Program requirements before granting a Program completion status, which then allows the student to sit for the ARRT registry exam.

3.2 ARRT Ethics Requirements for Certification Eligibility

- 3.2.1 Eligibility for certification by the ARRT (American Registry of Radiologic Technologists) may be affected if the student has a prior conviction for a felony, gross misdemeanor, or misdemeanor, the only exceptions being speeding and parking violations.
- 3.2.2 All alcohol and/or drug related violations must be reported. "Conviction," as used in this provision, includes: a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered; or the sentence is suspended or stayed; or a criminal proceeding where the individual enters a plea of guilty or no contest contender.

- 3.2.3 Candidates are not required to report offenses that were committed as a juvenile and were adjudicated through the juvenile court system. The Rules of Ethics also address a military court martial.
- 3.2.4 Applicants to this Program who have questions about their eligibility should contact the ARRT directly to determine if they will be eligible for the ARRT exam(s). The ARRT phone number is (651) 687-0048 or you can find information on-line at www.rrt.org.
- 3.2.5 Students must notify the Program Director if an ARRT Ethics issues occurs prior to admission to the program, or during the program so that appropriate steps can be taken to confirm eligibility for the ARRT exam.

3.3 Background Checks

- 3.3.1 All students enrolling at LLU must have a cleared background check at the time of initial entrance into any University Program. Background checks must be done by the provider specified by the University and at the student's own expense. Students are requested to provide a copy of their background check to the Program's Clinical Coordinator before they start clinical training so a copy will be available for the clinical site if requested.
- 3.3.2 JACHO, which is the accrediting body for Hospitals, has asked that all students in clinical Programs have background checks done. It is the policy of the University that all students complete a background check as part of their registration process. In all cases your information is kept confidential with a need to know required. If your BGC fails, it must go to review by the University legal department for your approval to continue in the Program.
- 3.3.3 Also be aware that the ARRT requires that they be told of any misdemeanors or felonies in your background. They decide on an individual basis if you are eligible for taking the registry. Don't think that if you do not say anything or that you have approval by the University to continue in the Program that the ARRT will not be interested. They will not allow you to take your license exam or they will take it away after the fact, if they discover you have something in your past. Let them know now so you do not waste your time and money for School.

3.4 Drug Testing

- 3.4.1 Drug testing may be required by your clinical site. Be aware that this is required of most employees and there is a good chance that it will be required of students in the near future. The facility may pay for the test or it may be the student's responsibility. The School cannot provide the test to students due to conflict of interest; however, the School will provide a list of recommended drug testing agencies that students can use to complete this requirement.

3.5 CPR Certification

- 3.5.1 All students are required to hold current American Heart Association BLS Healthcare Provider certification class before they start clinical participation. Any student without a valid CPR card WILL NOT start clinic. The CPR card is to be kept current throughout the entire clinical period of training. CPR courses are available through Life Support Education at LLU.

3.6 Venipuncture Education

- 3.6.1 All students are required to complete at least 10 hours of venipuncture didactic instruction offered by the department of Staff Development or provide documentation of at least an equivalent number of instructional hours through a recognized agency/institution.
- 3.6.2 Students are responsible for the cost of this training.

3.7 State Requirements for Clinical Hours

3.7.1 The State of California requires a minimum number of clinical hours to total 1,500 hours. The Program provides a minimum of 1,710 hours of clinical and lab experience, and the student completes the Program when they have completed the Program requirements.

3.8 State Requirements for Fluoroscopy Operation

3.8.1 The State of California (Radiologic Health Branch) requires a separate California board exam in the area of fluoroscopy. The Program provides didactic training in preparation for the board exam.

3.9 Student ID Badges

3.9.1 Students must carry their ID badges while on campus, preferably displayed in an easily visible location. An ID badge must be presented upon request. While in any hospital or clinical facilities, ID badges must be displayed prominently above the waist. *See LLU Student Handbook.*

3.10 Weapons Possession

In order to provide a safe environment for patients, students, faculty, staff, and visitors, no patient, student, visitor, faculty, or staff member shall be allowed to have in his/her possession while on the Loma Linda University premises any firearms or any illegal weapons as defined by the California penal code without specific University approval. All persons not in compliance with the above policy will be asked to leave the premises by campus security or be taken into custody by campus security, if a clear violation of the law can be established. "Possession" forth is policy is defined as on one's person or in one's motor vehicle, residence hall, or work area. Any suspected or observed violation of this policy should be reported to Security immediately. Students found to be in violation of the weapons possession policy will be subject to discipline up to and including dismissal. *See LLU Student Handbook.*

3.11 Program Length Requirements

Students are involved in the program for 40 hours a week, between clinic, lab, and classroom. Their daily schedule is not to exceed 10 hours a day, during the program.

3.12 Availability of Information

The program makes public accurate information about admission policies, tuition and fees, refund policies, academic calendars, clinical obligations, a clear grading system, graduation requirements, and criteria for transfer credit. This information is available from a variety of sources: the program website, the University website, the program policy handbook, the student handbook, and the university catalog.

Supports the requirements for JRCERT Standard 1.4 and JRCERT Standard 1.9.

<p>Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program</p>	<p>CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Essential Functions POLICY NUMBER: 2</p>
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1.0 PURPOSE

- 1.1 The purpose of this policy is to clearly outline requirements of essential functions for entering and completing the Radiation Therapy Certificate Program at Loma Linda University. This list of essential functions also provides equitable, fair, and impartial education for all students.

2.0 DEFINITIONS

- 2.1 **Essential Function:** Activities, abilities, and behaviors that is required in the Radiation Therapy Certificate Program, as well as in the profession of Radiation Therapy. Any application who is apply to the Radiation Therapy Certificate Program will be required to show proof of essential functions during the interview process.
- 2.2 **Medical Clearance:** If medical disabilities or medical problems are identified in the application or interview process, the applicant may need to provide medical clearance for entering this program.

3.0 POLICY

- 3.1 A student must be able to meet and comply with the essential functions of being a Radiation Therapy student, which prepares the student to enter the Radiation Therapy profession.
- 3.2 It is advised that students disclose to the faculty any issues that could cause the student to not complete the program or cause harm to patients, due to not being able to perform the essential functions.
- 3.3 **Physical Abilities**
- 3.3.1 Able to participate in classroom or clinical activities for two- to four-hour blocks of time, with one or two breaks.
- 3.3.2 Able to independently move to, from, and in academic and clinical facilities.
- 3.3.3 Able to provide for one's own personal hygiene.
- 3.3.4 Able to manipulate and move items in the academic or clinic setting, including setting out exam items, opening containers, turning pages, open doors, etc.
- 3.3.5 Able to respond to and quickly provide a safe environment for patients in emergency situations, including fire, CPR, choking, shock, allergic reactions, etc.
- 3.3.6 Able to read the dials on instruments; visually monitor a patient's response; identify the patient's identification; visually assess a radiographic image; and read text and images on computer screens.
- 3.3.7 Able to make accurate judgments about speech and/or acoustic signals; hear patient responses; hear and understand directions and questions from other medical staff; and hear the signs that signal an emergency situation with equipment, patients, and department surroundings.
- 3.3.8 Able to use verbal skills to accurately and professionally communicate with patients, physicians, and staff in patient care, patient identification, exam completion, and emergency situations.

3.3.9 Possess the physical ability to stand, sit, (with or without lead) and walk for prolonged and/or extended periods of time of up to 2 hours; lift a 20-pound sandbag from the floor to 48 inches; carry 10-pounds for 20 feet; wear a 10-pound lead apron for up to two-hours; push a 250-pound patient in a wheelchair or gurney; pull an adult patient using a sheet or sliding board three to four feet; maintain balance in awkward positions while transferring patients; bend, stoop, or crouch to reach objects at a low level; twist the waist, trunk, and spine from side-to-side; able to reach overhead, forward, and side-to-side; and able to turn dials and knobs, push buttons, manipulate locks, rotate levers, and use computer equipment, such as a mouse and keyboard.

3.4 Affective Abilities

3.4.1 Able to work effectively with diverse populations of people, in person and on the phone, and in one-on-one and group/team situations.

3.4.2 Able to make appropriate decisions, including the ability to critically think, evaluate, and appropriately problem solve without immediate supervision or specific direction.

3.4.3 Able to understand, respect, and appropriately respond to supervisory authority.

3.4.4 Able to make accurate self-assessments on performance and behavior.

3.4.5 Able to receive feedback from supervisory personnel and make necessary and timely changes.

3.4.6 Able to maintain professional workplace behavior in the areas of appearance, personal hygiene, interpersonal relationships, communication, teamwork, punctuality, and regular attendance.

3.5 Cognitive Abilities

3.5.1 Able to comprehend and read memos, reports, and policies.

3.5.2 Able to write and speak in English.

3.5.3 Able to independently analyze, synthesize, and interpret ideas and concepts in learning and diagnostic/clinic settings.

3.5.4 Able to understand and use technical information and equipment.

3.5.5 Able to maintain attention and concentration for sufficient time to complete academic and clinical activities, typically for two to four hours, with one or two breaks.

Supports the requirements for JRCERT Standard 1.2.

<p>Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program</p>	<p>CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Program Completion and Equitable Learning Opportunities POLICY NUMBER: 3</p>
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1.0 PURPOSE

The purpose of this policy is to define the parameters for completing the Radiation Therapy Certificate Program, and that all students are provided with equitable learning opportunities.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Completing the Radiation Therapy Certificate Program

It is the obligation of every student to successfully:

- Complete prerequisites and items on the Degree Compliance Report, which includes pre-requisites and the complete program curriculum
- Complete and pass each one of the courses in the Program
- Address and complete any requirements for Program and academic probation
- Successfully pass each of the required clinical competencies
- Adhere to the Program policies
- Successfully perform safe radiation protection practices
- Adhere to the requirements for indirect and direct supervision as a student
- Successfully pass each of the continuing competencies
- Be in good academic standing with the University
- Complete the Program's requirements for a minimum of 1500 clinical hours
- Remain active in the Program until the last day of the Program
- Successfully satisfy the requirements for the three Program Milestones
- Comply with and perform essential functions throughout the Program
- Maintain a minimum GPA of 2.5 each quarter throughout the quarter

3.2 Equitable Learning Opportunities For All Students

The program assures equitable learning opportunities for all students in the following ways:

- Clinical opportunities and rotations are designed to be similar and equitable for each student at each clinical assignment.
- Clinical Instructors engage in dialogue throughout the year to ensure that each clinical assignment is providing the exam competencies needed by each student
- Any student who wishes to rotate to another site in order to complete exams that cannot be completed at the original site assignment can do so with the approval of the clinical instructor and clinical coordinator.
- Equitability in the program is maintained by the consistent implementation of program policies and procedures.
- Equitability in each course is maintained through course objectives, clearly defined grading procedures, and clearly communicated classroom policies.

Meets the requirements for JRCERT Standard 1.2.

<p>Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program</p>	<p>CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Program Length POLICY NUMBER: 4</p>
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1.0 PURPOSE

The purpose of this policy is to state the length the Radiation Therapy Certificate Program.

2.0 DEFINITIONS

2.1 Program Hours: Students in the Radiation Therapy Certificate Program must complete a minimum of 1,500 lab and clinical hours in order to finish the Radiation Therapy Program.

3.0 POLICY

3.1 Length of Program

3.1.1 The LLU Radiation Therapy Certificate Program is 15 months in length, for a total of five quarters, with no break during the summer quarter. The Program provides a minimum of 1,500 hours of lab and clinical experience. These hours are completed during the length of the Program.

3.1.2 Students are required to remain in the program through to the last day of the Program.

3.1.3 The student does not hold the right to end the Program early when they feel they have completed the minimum of 1,500 hours of lab and clinical experience.

3.1.4 Any unused flex time cannot be used the last two weeks of the Program.

3.2 Time Frame for Program Completion

3.2.1 It is expected that students will maintain a full-time status while in the Program.

3.2.2 If a student encounters special circumstances that keep the student from fully participating in the Program, the Faculty reserves the right to extend the Program completion time beyond 15 months. The student must finish the Program within a length of time 150% of the Program length.

3.2.3 The student must make a written request to have their case considered.

<p>Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program</p>	<p>CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Student Employment POLICY NUMBER: 5</p>
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1.0 PURPOSE

The purpose of this policy is to clarify the roles and responsibilities of students as it relates to employment and student status.

2.0 DEFINITIONS

2.1 Radiologic Technologist: An individual who has completed an accredited Medical Radiography Program, and who has sat for and passed the ARRT certification board exam.

2.2 Radiation Therapist: An individual who has completed an accredited Radiation Therapy Program and who has sat for and passed the ARRT certification board exam for Radiation Therapy

3.0 POLICY

3.1 Employment During the Program

The educational and clinical aspects of the Program are considered rigorous to some students. Employment during the Program is discouraged; however, the Program does not mandate how much or where students can be employed. Student employment must not interfere with the normal student schedule or Program activities.

3.2 Employment as a Radiation Therapist

Students are not to be employed to perform the duties of a Radiation Therapist in their area of training until Program completion and the appropriate certification is obtained by state and national licensing and certification agencies.

3.3 Employment and Clinical Assignments

Students employed by a department where they are currently obtaining clinical training are NOT permitted by law to administer radiation therapy treatments. In general, students should only perform auxiliary tasks (transporter, front desk, etc.) or tasks which they are certified to perform (limited permit, venipuncture, L.V.N., etc). It is the student's first responsibility to satisfy the clinical requirements of the Program, prior to receiving pay as an employee. Students may be employed as a Radiographer (Radiologic Technologist's) if they met the criteria.

3.4 Clinical Site Assignment a Priority

The clinical site assignment takes priority over student employment, meaning that if a student is assigned to a clinical site and the clinical site offers the student a job while the student is still in the program, but the clinical site mandates that this employment is a conflict of interest so that the student will need to move clinical sites, the student will need to prioritize the clinical assignment.

The Program faculty are not obligated to move the student to another site so that the student can gain employment at the clinical site they are assigned to.

Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Organizational Structure POLICY NUMBER: 6
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1.0 PURPOSE

The purpose of this policy is to define the organization structure of the Program and establish a simple chain of command.

2.0 DEFINITIONS

2.1 Clinical Coordinator (CC): Responsible for coordinating the clinical education through the School, and is an employee of the School.

2.2 Clinical Supervisor (CS): Responsible for the day-to-day activities of the student at the clinical site, and is an employee of the clinical site.

2.3 Program Director (PD): Responsible for overseeing all aspects of the Program, including classroom, clinical, and Program issues and activities, and is an employee of the School.

3.0 POLICY

3.1 California Minimum Standards for Radiation Therapy Technology

The teaching personnel at the Department of Radiologic Technology are organized according to California State specifications. The California Minimum Standards for Radiation Therapy Programs direct the following for Clinical Coordinators and Clinical Instructors.

The instructors, Clinical Coordinator, and Clinical Supervisors shall be holders of valid California Therapeutic Radiologic Technology (CRT) certificates.

3.2 Clinical Coordinator

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

3.3 Clinical Supervisor

The hospital's Clinical Supervisor 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 proficiencies, making a decision as to whether or not the student can perform the procedure safely and accurately, and signing off of the proficiency performed.

The Clinical Supervisor(s) shall be knowledgeable of the Program goals, clinical objectives, and clinical evaluation system. The Clinical Supervisor(s) shall provide students with appropriate and adequate clinical instruction/supervision and shall evaluate student clinical competence. Performance of these responsibilities shall not be adversely affected by educationally unrelated functions. The Clinical Supervisor(s) shall maintain competency in imaging, instructional, and evaluative techniques through continuing professional development.

3.4 Program Director

The Program Director is responsible for overseeing all of the activities in the Program, including the clinical Program and the didactic schedule.

The Program Director is to be knowledgeable of the Program goals and accreditation needs. The Program Director will maintain competency in imaging, instructional techniques, evaluative techniques, and leadership.

3.5 Chain of Command

The student is wise to follow of chain of command for addressing problems and issues in and about the Program. It is advised that the student attempt to solve the problem at the lowest level possible.

Classroom Environment

Step 1: Talk to the person directly responsible for the issue or problem.

Step 2: If unresolved at the first step, talk to the course instructor.

Step 3: If unresolved at the first step, talk to the Program Director.

Step 4: If unresolved at the second step, talk to the Department Chair.

Clinical Environment

Step 1: Talk to the person directly responsible for the issue or problem. (Example: Do not talk to a tech when you have a problem with a CS, student, or teacher.)

Step 2: If unresolved at the first step, talk to the Clinical Supervisor.

Step 3: If unresolved at the second step, talk to the Clinical Coordinator.

Step 4: If unresolved at the third step, talk to the Program Director.

<p>Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program</p>	<p>CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Professional Conduct POLICY NUMBER: 7</p>
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1.0 PURPOSE

The purpose of this policy is to outline in more detail the professional conduct that is expected in the Radiation Therapy Certificate Program. This policy is in addition to the University's policy for Professional Conduct.

2.0 DEFINITIONS

2.1 Unprofessional Behavior: Any behavior that is not consistent with professionalism, such as insubordination, cheating, disruption, aggressiveness, etc.

3.0 POLICY

3.1 Be Responsible

Students are asked to behave responsibly. When asked to perform an exam or an assignment, the student is asked to accept the task and follow through on work until the work is done. Students are asked to leave your work area clean, whether in the lab, the classroom, or at the clinical site.

Students are also asked to be responsible for all correspondence from the LLU email address, as well as courses posted on Canvas.

3.2 Communication

Professional communication is expected at all times. While students are in the Program, students may occasionally find that they have trouble getting along with another individual. How a student deals with this situation is of utmost importance. Remember that the other person is an individual that is to be treated with respect. Students are asked to do their best to resolve the conflict with the other person directly.

Under no circumstances should a student talk back, swear, or discuss problems in front of someone who is not directly involved with the situation (i.e.: patients, another tech, or a fellow student).

Students are asked to refrain from gossip.

Students are asked to follow the chain of command for addressing issues, as outlined in the Program's Organizational Structure policy.

3.3 Removal from Class

The instructor reserves the right to remove a student from class due to unprofessional behavior, which includes insubordination, cheating, in appropriate computer use, disruption, or excessive talking.

If a student is removed from class, the student will be marked absent for the day, and will not receive credit for any part of the class. Behaviors such as those listed above could also lead to further disciplinary action.

3.4 Classroom Behavior

Class Start Times: All classes begin on the hour and run for 50 minutes in length until the next break or when called to order by the instructor. Students are expected to be in their seats by the time class begins.

Talking During Class: To maintain an optimum-learning atmosphere, students will refrain from all talking during lecture presentations except for discussion or question periods.

Classroom Neatness: Students are asked to help keep the classroom neat and clean by keeping the seats in order, and by picking up papers and other trash from the floor.

Eating in Class: Food or drink is only to be consumed in the halls or student rotunda. All trash is to be picked up as your leave the classroom.

Electronic Devices: Electronic devices can only be used in class for educational purposes as approved by the instructor. Personal texting and cell phone usage is not permitted in class.

3.5 Communication Devices

All communication devices must be set to “silent” or “vibrate” during class, lab, clinic or chapel. Cell phones, pagers, PDA’s, laptops, or other electronic communication devices may only be used in these settings with the direct approval of the Faculty member or Clinical Instructor in charge.

Computers and personal communication devices are permitted in the classroom for Program use and in clinical settings while performing patient care. It is recommended, that even if using personal communication devices for patient care, these devices not be used in the sight of patients. Surfing the internet during class is not considered class use.

Personal phone calls and texting are best conducted during breaks. The instructor reserves the right to remove a student from class due to phone and personal computer use in class. Under no circumstances are personal calls to be taken during patient care and performing imaging procedures.



3.6 Office/Department Area

Scheduling Appointments with Faculty: Please schedule appointments with the Faculty through the Administrative team, or directly with the faculty member.

Department Copier: The office copier is NOT for student use. All copying by students is to be done on the copier located in the ground level (A-level) rotunda for .15 a copy.

Department Phones: Office phones are NOT for student use. A phone in the hall near the men's restroom is to be used for your on-campus needs. For on-campus calls, dial the four-digit extension preceded by "4" for the University and Medical Center, "2" for the FMO and "6" for Loma Linda Community Hospital.

Department Fax: The office fax is NOT for student use.

Department Computers: The computers in the offices are for staff use only. PC's for student use are located in the School of Allied Health Professions computer room on the first floor of Nichol Hall across from the Dean's office (NH 1602) or at the Jorgensen Learning Center at the Del Webb Library.

Computer Printing: Students are responsible for printing their own papers from their computer printers. Please use the Student Computer Lab.

Waiting Area: The waiting area in the Radiation Technology department office is for visitors only.

Refrigerator: The refrigerator in the break room is for student and Faculty use. Please be considerate to following the etiquette posted on the door.

Breaks: Class breaks should be taken in the classroom, in the rotunda, in the break room, or outside the building. Students are asked to not sit or stand in the hall. In addition, students are asked to not talk after class about tests, as other classes and labs may be in session.

Radiology Library: Departmental library books are for your use. Most books can be checked out on a one-week basis. Overdue books are subject to fines. All books are to be checked out and returned to the Administrative Secretary. The periodicals may be used only in the department and may be checked out only for immediate copying.

3.7 Laboratories

Students are asked to handle all items with care in the lab. Most items used in the lab are very costly to replace, so follow common sense rules. A lab session is not considered complete until all items used are placed back in their storage areas. All debris or trash accumulated in the lab area or darkroom should be placed in trash receptacles and not left strewn about the work area. Any x-ray films to be thrown away should be placed in the proper bin in the darkroom area and not discarded in regular trashcans (silver in film is considered to be an environmental hazard by the state).

3.8 LLU Email and Canvas

Check your LLU email daily. All official correspondence between the University /School/Program

will be conducted through your School email account and students are responsible for this communication. Students are responsible for all online class work and Canvas postings and communication. If students do not keep their LLU email update to date or delete or archive old emails, the inbox will become full, thus, making it impossible to receive new email.

3.9 Respect

It is expected that students will conduct themselves professionally toward other students and Faculty, in the classroom and at clinical sites. Students are to respect other students' needs to listen, learn, and study.

Examples of exhibiting respect could include:

- Eat outside of class
- Limit talking to class related topics
- Only use computers and electronic equipment for class-related assignments
- Avoid gossip and negative conversations
- Direct issues and complaints to the Faculty who have the ability to address the problem.

3.10 Removal from a Clinical Site

The clinical instructor and clinical site administration reserves the right to remove a student from the clinical site due to ongoing unprofessional behavior, which includes lack of professionalism, consistently poor interaction with patients, inconsistent performance in exam completion, or major clinical incidences that involve incident reports that potentially cause harm to a patient.

If a student is removed from the clinical site, the student will be automatically placed on probation. A full investigation will be conducted by the Program Director. The faculty reserves the right to place the student at another location if another location can be found. Depending on the findings of the investigation and depending on whether or not another clinical site can be found, the student could return to clinic, or the student could be released from the program. Behaviors such as those listed above could also lead to further disciplinary action.

The student's grade in the clinical affiliation course may also be jeopardized, and the student could receive a failing grade. These decisions are at the discretion of the faculty, pending the results of the investigation.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Academic Integrity POLICY NUMBER: 8
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1.0 PURPOSE

The purpose of this policy is to clearly define the expectations of academic integrity. The Program's Academic Integrity policy is in addition to the University's policy.

2.0 DEFINITIONS

2.1 Plagiarism: Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. If you use language from a source, just identify the source.

2.2 Cheating: Cheating is defined by the following: copying another student's answer; copy-and-pasting answers from another person into your online quiz/exam or paper; writing answers on your hand, sleeve, hat, or paper and using those answers on a quiz/exam; receiving or sending electronic messages during a quiz/exam; or anything that appears to be falsifying information. This includes signing the attendance roster for another classmate, whether they show up for class or not. Cheating is a serious offense. The instructor reserves the right to remove a student from class if that student is caught cheating. If a student is caught cheating, that student may have dismissed themselves from the Program.

3.0 POLICY

3.1 Dishonesty

Acts of dishonesty such as, but not limited to, theft, plagiarism, knowingly giving, obtaining, or falsifying information during exams or other academic or professional practice assignments can be cause for dismissal from School.

3.2 Disciplinary Action

Instructors and students are charged with the responsibility of reporting instances of such behavior to the department chair for investigation. Substantial violations are to be brought before the Dean of the School for disciplinary action. The minimum disciplinary actions to be taken include: plagiarism-(first offense) a failing grade on the assignment, (second offense) a failure in the course without possibility of withdrawal, cheating-failure in the course without possibility of withdrawal. ***Please refer to the Student Handbook for more information, and the University Policy, page 76.***



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Professional Attire POLICY NUMBER: 9
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1.0 PURPOSE

Loma Linda University is a private institution of higher learning that upholds values, morals, and behavior consistent with the Seventh-day Adventist Church. In the Department of Radiation Technology, we encourage Faculty, staff, and students to have their personal presentation be self-evident of the higher standards expected of being affiliated with Loma Linda University.

2.0 DEFINITIONS

2.1 Scrubs: The clothing or uniform worn by medical professionals.

3.0 POLICY

3.1 Dress Code and Grooming

The student is to follow the dress and grooming guidelines of the Program, School, 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 wearing deodorant. Your hair must be clean and combed.

Hospitals and clinics, as well as the Department of Radiation Technology, follow a dress code congruent with the profession. In the medical profession, how a healthcare professional presents themselves through attire and grooming communicates so much to a patient. If a healthcare provider is groomed and wears a clean, modest scrub uniform, the patient is put at ease and feels more confident in the person providing care.

If an applicant is interviewed and accepted based on the profession grooming and attire evident at the time of the interview, but the student returns to start the program with a grooming and attire look that is not advised or permitted in the program, the student will be asked to make the changes. If the student refuses, acceptance to the program could be revoked.

FROM THE STUDENT HANDBOOK: University ID must be worn in a visible location above the waist at all times while student is on campus. All attire must be modest, clean, and pressed. 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 consistent with a Christian institution and 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. *Please refer to the Student Handbook.*

3.2 Grooming from the STUDENT HANDBOOK

- 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. Earrings are limited to small, simple studs, one stud per ear.

3.3 Consequences for Non-compliance With Attire Policy

If a student comes to class, labs, or clinical assignment in attire that does not meet the Radiation Therapy Certificate Program Attire Policy, the Faculty and Clinical Instructors reserve the right to send a student home to change. The Faculty and CIs reserve the right to enforce this policy upon the first occurrence of non-compliance.

3.4 Scrubs

Scrubs must be clean, wrinkle-free, and cover the entire torso of the student (no bare stomachs).

Scrubs can include pockets. Note: Following is the dress code for LLUMC:

Women – May wear scrubs but must wear a white lab coat over.

Men – Dress shirt and tie with dress pants and white lab coat over.

3.5 Scrub Colors and Styles

Students are to wear solid or print tops with solid pants, or solid sets. Scrubs can be in the following colors: Black, Dark Brown, Tan, Navy, Royal, medium blue, Dark Burgundy, Hunter/Forest Green, Dark Gray, Dark Purple, Red, or Orange. Pastel or white scrubs are often see-through so are discouraged.

3.6 Shoes

Students are to wear clean closed-toe tennis shoes, nursing shoes, cros in any matching color. 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.

3.7 Socks

Students are to wear socks that are white, black, or a matching color as the scrubs. Socks are required for clinical affiliation.

3.8 Under Garments

Male students are required to wear a solid undershirt (white, black plain or matching t-shirt or thermal) under the v-neck scrub top. The undershirt should not have words, pictures, or symbols. Long-sleeve thermals can show below the sleeves. Undershirts must be tucked in to scrub pants. The undershirt can show, but under garments must not show above the scrub pants.

3.9 Tattoos

Tattoos must be covered at all times when on campus or at the clinical site. A tattoo on the hands, or any place where covering is not possible, is not permitted.

4.0 Jewelry

Students are to keep jewelry minimal and professional. For safety, dangling earrings are not recommended; however, a single-studded ear ring is allowed. Tongue, eye, lip, or nose ring/studs are not allowed. Any piercing on the face, other than the ear, cannot be visible. Necklaces or ties are strongly discouraged because a patient could grab these items and cause serious harm. Charms on a necklace or bracelet must be professional and appropriate to the LLU attire standards.

4.1 Hair

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: Long hair on men may not be allowed at some clinical sites. 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.

Please refer to the University Policy.

4.2 Nails

Nails must be short, trimmed, and clean. Polish may be clear or neutral nude. No acrylics are allowed in the hospital setting.

4.3 Fragrances

Strong fragrances are discouraged. Many hospitals do not allow fragrances of any kind.



4.4 Make-up

Make-up should be modest and professional.

4.4 Hats

The Program discourages the wearing of hats indoors and in classrooms.

Wearing of hats during tests and quizzes is not permitted.

4.5 Dark Glasses

Wearing dark, non-prescription sunglasses indoors is not permitted.

4.6 Head and Facial Covering

The Program faculty respects the religious and cultural practices of all students. The Radiography progression does necessitate, however, that the faces of all students be visible, during the classroom, labs, tests, and clinical affiliations. Head coverings for religious and cultural reasons, are permitted in the classroom, labs, tests, and clinical affiliations.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Time and Attendance POLICY NUMBER: 10
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1.0 PURPOSE

In order for the student to accomplish their academic goals, students must attend clinical appointments. This policy sets for the Program’s attendance standards for the program.

2.0 DEFINITIONS

None

3.0 POLICY

3.1 Calling In To the Department

Students are required to participate in all of the academic courses and program activities. If a student is going to be late, or sick, the student is expected to call in to the Program Director or Clinical Coordinator within 15 minutes **prior** to your expected arrival time. Students are not to pass the message through a fellow student. **Their direct dial numbers are:**

- Program Director (909) 558-7368**
- Clinical Coordinator (909) 558-7369**

3.3 Expected Attendance

- Students are expected to be in class, labs, and clinic. Students are also expected to be early so they are ready for class to start. It is expected that once class starts, and you are not there, you are considered late; and once role is taken and you have not signed in, you will be considered absent, even if you show up to class.
- The only change to this underlying policy is the faculty discretion, which is to be printed in individual course syllabi.
- Absences totally 30% or more for a class will result in an F grade for the class

3.4 30% Rule

If the student persists in a continued pattern of poor attendance so that the total of all absences and tardies is **MORE THAN 30%** of the course hours, the student will be dropped from that course and receive an "F" grade. This means that a student can be absent up to two times and tardy two times and still remain in a class; this is 30% of a three unit, 10-week class. The course will have to be retaken at its next regularly scheduled offering if the student is allowed to continue in the program.

3.5 Written Requests for Time Off From School

All time off must be made in writing, prior to taking the time off. Permission must be granted by the Program Director and the Clinical Coordinator prior to taking the time off.

3.6 Vacation Time During the Program

Students are expected to be in the program during the normal terms of the quarter.

Students are not to schedule travel plans before the last day of each quarter. If students make travel plans when tests are scheduled, it is considered an unexcused absence and students will have to pay a \$50/test fee plus a reduction in grade by 10%. See the test taking policy. Students will be considered absent if they miss class due to personal travel plans that have not been approved by the Program Director.

3.7 Faculty Discretion

It is the faculty's discretion to require or not require attendance for lecture classes. It is the faculty's discretion to require or not require attendance during activities that facilitate group activities and participation. If a faculty requires attendance during participation activities, the faculty may not give participation points for missed activities. It is the faculty's discretion to permit make-up opportunities for missed participation points. See individual course syllabi for specifics.

3.8 Ongoing Time and Attendance Issues

Ongoing time and attendance issues, including a violation of probation and corrective action plan requirements, is cause for dismissal or a reduction in grade.

3.9 Holidays

The University recognizes the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Tests and Quizzes POLICY NUMBER: 11
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1.0 PURPOSE

The purpose of this policy is to define the parameters for tests and quizzes.

2.0 DEFINITIONS

2.1 Absence – Excused: When a student schedules an absence in writing, or calls into the department with a reason outside of the student’s control, and, thus, misses a scheduled class day, it is considered an excused absence. A sick day is considered an excused absence. An absence requested in writing and approved in writing by the Program Director is considered excused.

2.2 Absence – Unexcused: Failure to report for a scheduled class day without calling in, and without having made prior arrangements. An unexcused absence could be when a student schedules travel time during test week, and the travel arrangements have not be requested and approved in writing prior to the requested day off. Other unexcused absences include: missing class without calling in; arriving over five minutes late to class without a valid and excused reason.

3.0 POLICY

3.1 Program Expectation for Tests and Quizzes

"It is expected that the student will take quizzes and examinations at the regularly scheduled time. To take an examination at a time other than when it is scheduled, the student must secure the consent of the instructor and the chairman of the department and must file with the instructor a permit obtained from the Office of the Dean. A fee is charged for a special examination." (\$50.00) **LLU Catalog.**

3.2 Prolonged Absences

Prolonged absences due to disabling illness, catastrophic events, or extenuating hardships will be considered by the Faculty. If the Faculty feels that the student has good and just cause for such absences, they will assist the student in designing a self-study Program for continuance in the Program.

3.3 Missed Exams Due to an Absence

A single missed examination requires makeup within 24 hours of return to class, or at the faculty's discretion. Multiple examinations missed require instructor scheduling. Examinations not made up within the specified time frame will require the \$50.00 School fee and 10% grade reduction. The following policies apply:

- Approved absence from examinations/per course:
 - First Occurrence -- No Penalty On Test.
 - Second Occurrence -- 5% Test Grade Reduction.
 - Successive Occurrences -- 10% Test Grade Reduction.
- Unapproved absence from examinations/per course:
 - First Occurrence -- School Fee (\$50.00) and a 10% Test Grade Reduction
 - Successive Occurrences -- Letter Grade Reduction in Affected Courses
- An excused absence is granted for a verified illness or a pre-arranged situation. **Pre-arranged absences require a written request and departmental approval.** All other absences are unexcused. In the clinic, a written Flex Form must be filled out.

3.4 Test Policy

All students in courses offered by the Radiation Technology Department are expected to pass each test at a percentage specified by the instructor.

Tests can be retaken if a student receives a failing grade only at the discretion of the class instructor.

A student who fails a test must see the Instructor to decide what remedial assignments are needed. Any student who doesn't see the Instructor about a failed test score cannot take the next test.

When taking online tests, students are usually given time to complete the test within a 5- to 14-day window. When that window of time is closed, the test is considered late, and the in-class testing policies apply.

It is NOT the instructor's responsibility to seek out students who have missed tests. When a student misses a test, they should meet with the instructor immediately upon their return to class to schedule when the test will be retaken. Failure to follow through on Department Policies regarding making up tests can lead to a ZERO (0) score being recorded for that component of the student's grade.

Students are not to schedule travel plans before the last day of each quarter. If students schedule travel plans before the completion of test week and the travel plans have not been requested and approved in writing by the Program Director, the absence is considered unexcused and the student will be subject to the fines and a reduced grade for not being present at the final. In some situations the student could receive a failing grade for missing the final exam.



3.4 Quiz Policy

It is very common that Faculty hand out quizzes at the beginning of class. Students arriving late to class may not be permitted to start a quiz if it has already been handed out. It is up to the discretion of the instructor to allow make-up quizzes, or to allow the starting of quizzes late.

When taking online quizzes, students are usually given time to complete the quiz within a 5- to 14-day window. When that window of time is closed, the quiz is considered late, and the online quiz will not be reopened by the instructor.

It is not the instructor's responsibility to seek out students who have missed quizzes. When a student misses a quiz, they should meet with the instructor immediately upon their return to class to schedule when the quiz will be retaken. Failure to follow through on Department Policies regarding making up quizzes can lead to a ZERO (0) score being recorded for that component of the student's grade.

The primary objective of medical radiography training is to prepare entry-level technologists who will be competent in providing quality health care. It is the student's responsibility to learn the theory and professional practice technology of the profession at an acceptable level of competency. It is the Faculty's responsibility to establish and enforce criteria for development of professional standards.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Late Assignments POLICY NUMBER: 12
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1.0 PURPOSE

The purpose of this policy is to provide a consistent grading level for each class in the Radiation Therapy Certificate Program.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Late Assignments

When completing classroom and online assignments, students are usually given time to complete the assignment within a pre-determined number of days. When that window of time is closed, the assignment is considered late.

The Faculty reserves the right to either accept or reject late assignments. Instructors will clearly state modifications to classroom and online testing and assignment policies in the course syllabus.

If the Faculty does accept late assignments, the student will receive a reduction in their score of 10% each day the assignment is late. It is up to the instructor to state how long a student has to turn in late assignments. No classroom or online assignments will be due during Sabbath hours, from sundown Friday to sundown Saturday.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Grading POLICY NUMBER: 13
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1.0 PURPOSE

The purpose of this policy is to provide a consistent grading level for each class in the Radiation Therapy Certificate Program.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Letter Grades

Final grades will be assigned within the following percentage ranges based on the overall average of student's course work:

A	92% – 100%
A-	89% – 91%
B+	86% – 88%
B	83% – 85%
B-	80% – 82%
C+	77% – 79%
C	74% – 76%
C-	70% – 73%
D	68% – 69%
F	68% and below

3.2 Failure to Pass a Course

A student who receives an unsatisfactory grade in a required course and is required by the Faculty to do additional work may pursue, on the recommendation of the chairman of the department and the consent of the dean, one of the following plans. In either plan the student must register and pay the applicable tuition.

- **Tutorial Retake for a Single Examination:** The student will review the course work under the supervision of the instructor, and then take a make-up examination (usually not given before a minimum of two weeks of study). A passing grade resulting from a repeat examination will be limited to a C (2.0).
- **Repeat The Entire Course:** The student will attend class and/or laboratory, take all final course exams, and receive whatever grade the students overall course grade warrants. Full tuition will be charged whether regular or occasional attendance is required.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Milestones and Promotion POLICY NUMBER: 14
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1.0 PURPOSE

The purpose of this policy is to clearly state the criteria for promotion in the Program.

2.0 DEFINITIONS

1.1 Promotion: Moving through set milestones of the Program to Program completion.

1.2 Milestones: Two time periods during the Program when a student's progress and performance is evaluated.

3.0 POLICY

3.1 Promotion Criteria

Promotion through the Program is contingent on satisfactory academic and professional performance, and on factors related to aptitude, proficiency, and responsiveness to the established aims of the School and of the profession.

As an indication of satisfactory academic performance, the student is expected to maintain the Program policy of a 2.5 GPA, as well as pass through three milestones.

Possible reasons for failing to progress to the next milestone:

- 3.1.1 Dismissal from a clinical site
- 3.1.2 Failing a course
- 3.1.3 Unprofessional behavior
- 3.1.4 Ongoing time and attendance issues
- 3.1.5 Inability to adhere to Program policies
- 3.1.6 Non-compliance to the indirect and direct supervision policy
- 3.1.7 Unable to perform safe radiation protection practices

3.2 Program Milestones

In addition to the Faculty reviewing each student's record quarterly, a student's progress is also reviewed at three key times in the Program. These key periods are called Milestones. Each Milestone is discussed below:

- **Milestone #1 - End of second quarter:** At the end of the second quarter of the Program the student's progress will be reviewed. The criteria reviewed includes: academic standing; behavioral evaluations; lab performance and participation; clinical grades; Clinical Instructor evaluation; and Faculty evaluation. The student will also sign-up to meet with the



Program Director and the Clinical Coordinator to talk about how the student's experience in the Program so far. The student will either progress to the next milestone, or be put on probation or terminated from the Program.

- **Milestone #2 - Graduation Preparation:** During fourth quarter, a student's progress is reviewed to determine if the student will be a candidate for graduation. The criteria reviewed includes: academic standing; behavioral evaluations; successful completion of classes and prerequisites; clinical hours completed; clinical grades; Clinical Instructor evaluation; Faculty evaluations. The Clinical Coordinator will also review forms and hours to verify the satisfactory completion of clinical requirements.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Probation POLICY NUMBER: 15
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1.0 PURPOSE

The purpose of this policy is to clearly state the factors that determine probation.

2.0 DEFINITIONS

2.1 Probation: The student is put on notice for such things as poor grades, poor behavior, attendance issues, or dismissal from a clinical site.

2.2 Corrective Action Plan (CAP): A plan that prescribes the steps for correcting behavior and placing the student back in good standing.

2.3 Intentional Coaching Plan (ICP): A plan that provides the student extra and intentional support through coaching and mentoring.

3.0 POLICY

3.1 Circumstances for Probation

A student can be placed on probation under the following circumstances:

- Quarterly or overall GPA falling below a 2.5
- Failing a clinical course in any quarter
- Behavior or performance problems in the clinic, lab, or classroom
- Unprofessional behavior in the clinic or the classroom
- Unprofessional behavior in public websites (Facebook, MySpace)
- Inappropriate behavior involving the law
- Two write-ups for the either the same or different situations
- On-going time and attendance issues
- Failure to progress to the next milestone
- Dismissal from a clinical site
- Unable to perform essential functions of a Radiation Therapist
- Unable to adhere to the Program policies
- Unable to successfully perform safe radiation protection practices
- Unable to adhere to the requirements for indirect and direct supervision as a student

3.2 Probation Guidelines

When a student is placed on probation, it is customary that a full investigation by the Program Director will be performed. Additionally, the Program Director, and/or one other Faculty will meet with the student to explain the situation and provide the student with written documentation of the probation guidelines. The probation guidelines will include a timeline of milestones, including a date

for a follow-up meeting. The Clinical Supervisor will be notified of the probation guidelines.

If, at the end of the prescribed timeline, the student has meet the Corrective Action Plan (CAP) criteria, the Faculty can either recommend to take the student off probation, continue probation, or transition the student to an Intentional Coaching Plan (ICP). If it is determined that the student did not fulfill the requirements of the corrective action, it is at the discretion of the Faculty to recommend continuation of the corrective action plan or recommend dismissal from the Program.

3.3 Academic Probation

A student, whose grade point average in any term falls below the minimum Program policy of 2.5 GPA, or who receives in any professional or Fundamental Course a grade less than a C (2.0), or whose clinical performance is unsatisfactory, is automatically placed on academic probation.

Continued enrollment is subject to the recommendation of the department. If continued enrollment is not recommended, the case is referred to the Administrative Council of the School for final action.

If continued enrollment is recommended, the student will be required to institute a learning assistance plan within the first two weeks of the following quarter and meet regularly scheduled appointments with the academic adviser. The learning assistance plan should: identify the problem, identify and list the goals, state the time frame, and include student and adviser signatures and date.

A student who is on academic probation and fails to make the minimum required grade point average the following quarter or fails to have an overall minimum grade point average after two quarters will have disqualified him/herself from the Program. (**LLU Catalog and Student Handbook**)

3.4 Probation Procedure

The following actions are to lead up to a student being placed on probation:

1) Verbal

a) Conversations

If the student is exhibiting behavior or performance in the clinic, classroom or lab setting that warrants a cause for concern, the Faculty or Clinical Supervisor is to meet with the student to talk about the situation. It is highly recommended that the verbal conversation be documented.

- ##### b) Monthly Evaluation Forms:
- The Clinical Supervisor is advised to document any issues with the student on the Monthly Evaluation, in addition to the documentation of conversation. The student is to sign the behavior evaluation, indicating that they received the form.

2) Written Verbal

a) Documentation of Conversation

If the student is exhibiting ongoing behavior or performance in the clinic, classroom or lab setting that warrants continued cause for concern, the Faculty or Clinical Supervisor is to document that the student has been talked to about the

situation. It is highly recommended that the student sign the conversation documentation as having received it.

- b) **Monthly Evaluation Forms:** The Clinical Supervisor is advised to document any issues with the student on the Monthly Evaluation, in addition to the documentation of conversation. The student is to sign the behavior evaluation, indicating that they received the form.

3) **Written Warning or Written Probation**

- a) **Written Warning or Probation**
If, however, the behavior continues in the classroom, lab, or clinical site, and the concern increases, documentation of the continued conversation must be in writing as an update to the first conversation form, and the monthly evaluation form, and the Clinical Coordinator (for clinic setting) and Program Director (for classroom setting) must be notified by phone or email. This action may either be a written warning or written probation. It is highly recommended that the student sign the second offense memo as having received it.

If this step results in probation, a corrective action plan is needed.

4) **Corrective Action Plan (CAP)**

- a) **CAP:** The Clinical Coordinator and the Clinical Supervisor/Faculty will work with the student to develop a Corrective Action Plan in order to identify the steps necessary for a change in behavior. A deadline for correction is to be included in the CAP, and the student will have weekly meetings with the CS/Faculty for 4-8 weeks, as stated in the CAP. It is at the discretion of the Faculty to place the student on probation while the student is in a CAP.
- b) **Investigation:** At this point, the Clinical Coordinator and/or another Faculty member will investigate the situation within 7 working days by talking with the student, the Clinical Supervisor/Faculty, and other people who are involved as necessary. The student may contribute 1-3 names.

5) **Intentional Coaching Plan (ICP)**

- a) **ICP:** Once the student completes the CAP, but more support is needed, the Program Director and/or RTCP Faculty reserve the right to transition the student from a CAP to a ICP. The Intentional Coaching Plan provides the student with intentional support to remain successful throughout the Program. The ICP could involve regular meetings (1-3 times a month) with the Program Director or faculty designee. It would also involve other activities as deemed necessary by the Program Director and the student. The goal of the ICP is to provide increased support for student success.

6) **Situations When No Action Is Needed**

If the student's behavior of concern is corrected after the verbal or written verbal conversations, no other action is needed.



LOMA LINDA UNIVERSITY
Radiation Therapy Certificate Program



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Dismissal POLICY NUMBER: 16
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1.0 PURPOSE

The purpose of this policy is to outline the steps for dismissal.

2.0 DEFINITIONS

2.1 Dismissal: Removed from the Program.

2.2 Grievance Procedure: Steps to appeal academic discipline.

3.0 POLICY

3.1 Dismissal Criteria

A student will be dismissed from the Program if the following occurs:

1. A student can be dismissed from the Program if a clinical site dismisses the student from that clinical assignment. In most cases another clinical assignment can be found. If another clinical site cannot be found, then the student will be dismissed from the Program.
2. Unprofessional conduct that threatens or causes harm to faculty, students, or patients. It is up to the faculty to recommend dismissal based on unprofessional conduct.
3. If a student fails two or more classes in the Program, the student has disqualified himself/herself.
4. If a student has failed a class, the student will be on probation until the end of the Program or until the failed class has successfully been retaken with a passing grade.
5. If a student is on probation for any reason, and then fails a class the next quarter, the students has disqualified themselves from the Program.
6. A student who is on probation for any reason and fails to make the minimum required quarterly GPA of 2.5 will have disqualified him/herself from the Program.
7. Failure of any course requires a Faculty recommendation to continue in the Program. This could result in dismissal from the Program. (University Policy)
8. It is ultimately up to Faculty discretion to grant Program promotion, or recommend probation and dismissal from the Program.
9. Failure to perform the essential functions of a Radiation Therapist.
10. Unable to adhere to the Program policies
11. Unable to successfully perform safe radiation protection practices
12. Unable to adhere to the requirements for indirect and direct supervision as a student
13. Ongoing time and attendance issues, including a violation of probation and corrective action plan requirements.
14. Any behavior that is considered a legal felony.

3.2 Dismissal Procedure

If dismissal from the Program is recommended, the student will meet with the Clinical Coordinator, Program Director, and/or one other Faculty to discuss the dismissal procedure. The dismissal procedure must be in writing.

3.3 Appeal and Grievance Procedure

A student who wishes to appeal the dean's decision regarding academic discipline may use the School's Grievance Procedure (See Student Handbook).

3.4 Documentation Requirements

At each step of the way—from the initial conversations, to follow-up, to probation and dismissal, the Faculty, Clinical Supervisor, and Clinical Coordinator are to document each encounter with the student in order to accurately and fairly document the process. Additionally, the student and/or a Faculty witness are to sign each of these documents as the process unfolds.

The faculty reserves the right to investigate all situations that could be leading to student dismissal. This includes, but is not limited to, investigating the situation with other students, CSs, technologists, faculty, and administration.

If a student is headed toward dismissal, faculty is encouraged to investigate the situation with witnesses involved with the situation. The student who is headed toward dismissal can suggest 1-2 witnesses with whom the faculty should talk to, so that all sides of the situation can be understood.

Ultimately, the decision for program dismissal is up to the discretion of the faculty.

3.5 Disciplinary Conversations

Conversations between a student and a Faculty that are supportive or corrective in nature can take place without a Faculty witness; however, disciplinary conversations involving written documentation and student and Faculty signatures must have a second Faculty member present. Under no circumstances are disciplinary conversations of a serious nature to be conducted without a second Faculty member present. If at any time the student or the Faculty are uncomfortable with the conversation, either party can request a second Faculty member to be present.

All disciplinary conversations that involve corrective action of the first or second offense must provide for a signature that the student has received the documentation, and a witness must sign the receipt of the written statement of corrective action.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Reinstatement Policy POLICY NUMBER: 17
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1.0 PURPOSE

The purpose of this policy is to outline the steps for reinstatement into the RTCP Program.

2.0 DEFINITIONS

2.1 Reinstatement: Re-entering the Program after leaving, due to personal, academic, or disciplinary reasons.

3.0 POLICY

3.1 General Reinstatement Criteria

The Faculty in the RTCP Program believe that all students are to be provided a second opportunity to enter the RTCP Program after leaving the Program for the following reasons:

- Leave of Absence for personal/medical reasons
- Withdrawal from Program for personal/medical reasons

3.2 Academic and Disciplinary Reinstatement

Students who wish to re-enter the Program for academic or disciplinary dismissal will be considered on a case-by-case basis. It is at the Faculty discretion to allow re-entry; re-entry is not automatic. If re-accepted, a reinstatement plan will be developed for the student, which could include a Corrective Action Plan (CAP), tutoring, and Faculty meetings.

Student who leaves the program for reasons that are disciplinary or academic in nature will be required to write a three-page reflective paper on why the faculty should consider the reinstatement.

3.3 Reinstatement After a Grievance

For students who file a grievance with the Program after they have been dismissed, and the grievance is granted in favor of the student, the student is granted re-entrance into the Program. Refer to the Grievance policy in the student handbook.

For students who file a grievance with the Program after they have been dismissed, and the grievance is granted in favor of the Program, the student is not granted re-entrance into the Program. Refer to the Grievance policy in the student handbook. The Program reserves the right to not allow a student to be re-accepted into the Program after the Grievance Committee votes in favor of the Program.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Class Representatives/Officers POLICY NUMBER: 18
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1.0 PURPOSE

The purpose of this policy is to outline the roles and duties of class officers.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Class Representatives/Officers

The new, incoming class is open to selecting class representatives/officers. The purpose of having class representatives is to provide an organizational structure when the faculty wants to work with the class on planning events.

3.2 Officers

Officers will be selected at the beginning of the Program, usually during the first quarter.

3.3 Procedure

Students will be asked to volunteer to help. In November, the names will be gathered, and voting Yes/No for each name will occur.

3.4 Activities

Students are to be respectful of the Loma Linda University values and corporate identity (logo, colors).

Designs for t-shirts and signage **must be approved by the faculty** before it can be printed and/or used.

Official LLU logos are to be used. Changes to the LLU logo are not permitted.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Official Class Events Policy POLICY NUMBER: 19
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1.0 PURPOSE

The purpose of this policy is to outline the guidelines of expectations and behaviors of students during official class events.

2.0 DEFINITIONS

2.1 Class Events: Events that are considered University, School, or Program activities. Personal social events are not considered class events.

3.0 POLICY

3.1 Description

Radiation Therapy students are expected to exhibit behavior of a Loma Linda University student. Students are to follow all LLU policies during on-campus and off-campus class events.

3.3 Supervision

Official student events and activities, whether on-campus or off-campus, will have Faculty attendance and supervision.

3.4 Guidelines

University guidelines for student behavior are to be followed. Please refer to the University policy in the Student Handbook. Additionally, the Faculty will develop guidelines for each student event. In general, students are not to engage in gambling, drinking of alcoholic beverages, or other behaviors that do not positively represent the University, School, or Program.

Students are to follow the University dress code at all official events.

Students are to follow the attendance requirements set by the faculty for all official events. Students can be counted tardy or absent at off-campus events if these events are considered official events of the program.

Guidelines for official class events also include serving vegetarian food.

No alcohol is to be present at official class events.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Pregnancy POLICY NUMBER: 21
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1.0 PURPOSE

The purpose of this policy is to notify the student of the University’s policy for declaring pregnancy during the Program.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Declaring Pregnancy During the Program

Due to the well documented sensitivity of the fetus to radiation during the early stages of pregnancy, it is the policy of the Radiation Therapy Certificate Program, sponsored by the SAHP at Loma Linda University , to give all incoming female students appropriate information concerning this subject area so they may make an informed decision should the need arise.

While the Program encourages any female student who becomes pregnant during the course of the Program to declare her pregnancy in writing to the Program Licensee (Radiation Safety Office {RSO}) according to NRC guidelines (Federal Register, May 21, 1991, § 20.1003, 20.1208) this is strictly at the discretion of the student to do so.

Whether a student chooses to declare her pregnancy or not, the student will be treated equitably by the Program in all cases. (It should be remembered that a non-declared pregnant student is not considered to be pregnant and cannot ask for special considerations due to health status unless pregnancy is actually declared.)

In addition, the student has at any time after declaring her pregnancy the right to un-declare her pregnancy. That means even though she is showing signs of being pregnant or not she can un-declare her pregnancy and return to a not pregnant status.

There are three important items to review:

1. You have the right not declare your pregnancy
2. You have the right to declare your pregnancy and receive special consideration
3. Once you have declared your pregnancy you have the right to un-declare your pregnancy and give up your special considerations.

3.2 Radiation Safety Guidelines During Pregnancy

If a student chooses to declare her pregnancy to the Program, the student will be expected to abide by the following University radiation safety guidelines for the pregnant worker / student: (1) Go through a special radiation safety session provided by the Radiation Safety Office of the University (2) Wear two (2) radiation monitoring badges while at any clinical education setting during the duration of the pregnancy, and (3) abide by NRC dose limits to the embryo / fetus due to occupational exposure of a declared pregnant woman not to exceed 0.5 REM (5 mSv) during the entire pregnancy.

3.3 Program Continuation While Pregnant

Once a female student declares her pregnancy to the Program / Licensee, it will be up to the student, in consultation with the Program Director and RSO, to decide how she would like to treat the clinical portion of the Program during the course of her pregnancy. (*It is urged that the student provide the Program / RSO at the earliest possible date a written physician statement verifying pregnancy with an expected date of delivery and any restrictions in physical activity. Changes in the student's physical status should be updated from the student's physician as soon as applicable.) Possible options that the student might choose to pursue include:

1. Continuation in the Program with no special consideration made in any way.
2. Rescheduling of potential high exposure rotations during the pregnancy taking into consideration other student's access to equitable clinical experience
3. Reduction / Change of clinical hours during the pregnancy per the student's physicians orders which will be completed following conception. With return to clinic to occur no later than one (1) year following the end of pregnancy of the Program reserves the right to require the student to demonstrate additional clinical and / or didactic competency as the student's situation warrants.
4. Take a Leave of Absence from the clinical portion of the Program for any desired portion of the pregnancy due to radiation safety / health concerns while completing Program didactic courses with the class of entrance. Completion of the clinical phase of the Program would be at the student's discretion beginning at the start of the next full academic term within at least one (1) year of the termination of pregnancy or the Program reserves the right to require the student to demonstrate additional clinical and / or didactic competency as the student's situation warrants.
5. Other options or combinations of the above will be considered in consultation between the student and Program Director / RSO as individual situations indicate.

However a female student chooses to handle the declaration of pregnancy, the Program is committed to the equitable treatment of all students in the Program no matter what their situation. Students will be expected to complete all clinical and didactic requirements of the Program to become eligible for graduation and State / National registry exams. Program and clinical requirements cannot be skipped or shortened due to pregnancy status.

Female students are to complete and sign the pregnancy form provided by the department.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Rubrics POLICY NUMBER: 22
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1.0 PURPOSE

The purpose of this policy is to define how rubrics are used in the Program.

2.0 DEFINITIONS

2.1 Rubrics: Assessment tool and graphic organizer for student projects, such as speeches, skits, papers, and pre-determined learning categories.

3.0 POLICY

3.1 Use of Rubrics

Rubrics will be used in the Program for assessing learning. Rubrics provide the instructor and the student with a graphic organizer for what is expected for the project.

Some of the rubrics are required by the University and some are provided by the Program.

Rubrics will be provided to students by the individual course instructors.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: September 24, 2013 POLICY: Military Leave POLICY NUMBER: 26
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1.0 PURPOSE

The purpose of this policy is to notify the student of the Program’s policy for military leave.

2.0 DEFINITIONS

2.1 Reserve Duty: Duty hours required by military reserve personnel on a monthly and annual basis.

3.0 POLICY

3.1 Military Leave

Students who serve in the military reserves are usually required to work reserve duty once a month. It is the responsibility of the student to notify the Clinical Coordinator if their monthly reserve duty impacts clinical time. Students who serve in the military reserves are also usually required to work a two-week tour once a year. It is the responsibility of the student to notify the Clinical Coordinator when the two-week tour is scheduled. Students who are required to serve these two weeks in the reserves will be given consideration for their military service in the following ways.

Students in the reserves need to work the make-up week at the end of the Summer in order to make-up up to 40 hours of clinical time. If this is done, the Program will waive the remaining hours of clinical time taken while on the two-week reserve tour.

Students who are required by the reserves to take additional time out of clinical must notify the Clinical Coordinator of the military demands. Specific resolution will be determined on a case-by-case basis.

3.2 Active Duty

The situation of students who are transferred to an active duty status will be considered on a case-by-case basis.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Program Policy REVISED: February 16, 2014 POLICY: FERPA POLICY NUMBER: 28
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1.0 PURPOSE

The purpose of this policy is to define the Family Education Rights and Privacy Act (FERPA) (Buckley Amendment)

2.0 DEFINITIONS

2.1 **FERPA:** Family Education Rights and Privacy Act.

3.0 POLICY

3.1 FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

3.1 Written Permission

The Program must have written permission from the parent or eligible student in order to release any information from a student's education record.

3.3 Disclosure Without Consent

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and



- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Supports JRCERT Standard 1.5



LOMA LINDA UNIVERSITY
Radiation Therapy Certificate Program

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Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Clinical Policy REVISED: February 14, 2014 POLICY: Educationally Valid Clinical Experiences POLICY NUMBER: 1
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1.0 PURPOSE

The purpose of this policy is to describe how our program will have educationally valid clinical experiences for each student.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Educationally Valid Clinical Experiences

The A.S. in Medical Radiography at Loma Linda University has process in place to provide timely, appropriate, and educationally valid clinical experiences to all students admitted to the program. The following narrative describes how this will happen.

Sufficient Competency Achievement

Students will have sufficient access to clinical settings that provide a wide range of procedures for competency achievement including mobile, surgical, and trauma examinations. Clinical settings may include hospitals, clinics, specialty/imaging centers, orthopedic centers, and other facilities. Students will be provided the opportunity to complete required program competencies during clinical assignments, during the 1850 hours of clinical affiliation.

Non-discriminatory Clinical Placement

Clinical placement is non-discriminatory in nature and solely determined by the program. We determine clinical placement on a number of factors, such as where the student lives during the program, where they plan to live after the program, the strengths of the student, the unique strengths of the clinical site, to name a few.

Students as Employees

Our clinical education plan assures that activities are educationally valid and prevents the use of students as replacements for employees. The maximum number of students assigned to a clinical setting is supported by sufficient human and physical resources. The number of students assigned to the clinical setting does not exceed the number of clinical staff assigned to the radiography department. The student to radiography clinical staff ratio is 1:1; however, it is acceptable that more than one student may be temporarily assigned to one technologist during uncommonly performed procedures.

Assignment to Advanced Imaging Modalities

Students assigned to advanced imaging modalities, such as computed tomography, magnetic resonance, angiography, and sonography, are not included in the calculation of the authorized clinical capacity (unless the clinical setting is recognized exclusively for advanced imaging modality



rotations). Once the students have completed the advanced imaging assignments, the program must assure that there is sufficient clinical staff to support the students upon reassignment to the radiography department.

Other Task Assignment

The utilization of clinical assignments such as file room, reception area, and patient transportation must be limited, and considered minimal.

Evening Rotations

Students do participate in clinical education during evenings and/or weekends, but:

- A students' clinical clock hours spent in evening and/or weekend assignments must not exceed 25% of the total clinical clock hours.
- The program total capacity is not to be increased through the use of evening and/or weekend assignments.

Operational Hours

The JRCERT defines the operational hours of traditional programs as Monday - Friday, 5:00 a.m. - 7:00 p.m. There are times when an evening shift will go past 7 p.m., such as to 9 p.m. Students can complete their clinical time during these later hours as long as this schedule is not the routine schedule throughout the entire length of the program. The LLU program does not exceed 25% of the total clinical clock hours when scheduling students in the evening.

Make-up Time

Our program does permit students to make up clinical time during term or scheduled breaks; however, they will not be assigned to clinical settings on holidays that are observed by the sponsoring institution. Additionally, students who do make up time during scheduled breaks do so only by the permission of the Program Director, on a case-by-case basis. This is not a regular practice.

The program faculty intends students to be in clinic during the regular term, and to take breaks during the regular academic breaks. Clinical sites and clinical instructors do not have the authority to approve or allow students to work during academic breaks.

Program faculty need not be physically present; however, students must be able to contact program faculty during makeup assignments. Also, the program must assure that its liability insurance covers students during these makeup assignments.

Meets the requirements for JRCERT Standard 1.3.



Loma Linda University School of allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Clinical Policy REVISED: September 13, 2010 POLICY: Clinical Conduct POLICY NUMBER: 2
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1.0 PURPOSE

The purpose of this policy is to notify the student of appropriate clinical conduct.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Removal from a Clinical Site

If a clinical site asks to have a student removed from a clinical site for reasons that are considered serious and valid, such as causing harm to a patient, the student may have dismissed themselves for the Program. If the student is asked to leave a clinical site due to incompatibility for any reason, the Program will do all they can to find a new clinical assignment. If a new clinical site cannot be located, the student may be removed from the Program.

3.2 Clinical Hours

All students are to attend clinic during the hours that they are scheduled. Be punctual. If you are going to miss a clinical day, please notify your Clinical Supervisor and document the missed day on your weekly timesheet. If you need to contact the Program because of an emergency, please contact the Clinical Coordinator.

3.3 Work Needs

It cannot be assumed that clinical hours will be adjusted due to your personal work requirements; clinical hours are to take priority over work hours. Any changes to the clinical schedule are to be made in writing and approved with a signature by the Program's Clinical Coordinator and Program Director.



Absence and Tardy Policy
Radiation Therapy Certificate Program

Policy: The student's total number of absences, regardless of cause, will be reviewed by the Clinical Coordinator and Program Director on an ongoing basis. Each student is given a time sheet that is to be initialed each day by the supervising therapist at their assigned clinical site.

1. Students will receive one excused absence per quarter for the five quarters of clinical affiliation, for a total of 5 days during their normal clinical schedule.
2. Students may take all 5-absence days in one quarter or break them up over each quarter during the program as long as they don't exceed the 5-day maximum. Students exceeding the 5-day maximum will need to see the terms below.
3. The clinical coordinator and clinical supervisor must be notified prior to the start of shift when illness or other circumstances prevent student from reporting to their assigned clinical site. Failure to do so will result in a warning. Excessive failures can result in the student's dismissal from the program.
4. Students who will be late arriving (tardy) for their scheduled clinical start time must notify the clinical site and let them know an estimated time of their arrival. Tardiness is defined as arriving later than 5 minutes. Student who become ill while on duty are to let the clinical supervisor at their site, and the clinical coordinator know of their illness before they leave for the day.
5. Class attendance is mandatory. Roll will be taken 10 minutes after class is scheduled to start. If students are not present then they will be marked absent. If a student misses 3 classes; one letter grade will be dropped from their final grade. If a student has more than 3 unexcused absences they will receive a grade of "F" for the course.
6. Students who are ill for more than 3 days will be required to bring a note from a physician upon return to the program. Extended illness or hospitalization will be evaluated by the Clinical Coordinator and Program Director with regards to the make-up time.
7. Students are responsible for and expected to make up all classroom assignments missed. It is recommended that they contact the respective instructor immediately upon returning from their absence.
8. If a student is absent 6-10 days, they will need to make the number of days absent up during the final study/make-up time week of their clinical schedule. Students who have not exceeded their 5-day allotment can have this final week to study.
9. If a student's absences exceed 10 days during the program, they will need to enroll for additional clinical affiliation time in the next (winter) quarter.

Note: Class attendance is regarded as an obligation as well as a privilege for the student, and ALL students are expected to attend regularly and punctually all classes in which they are enrolled. Attendance and punctuality is part of attitude and performance and as such will affect the clinical and didactic grade.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Clinical Policy REVISED: September 24, 2013 POLICY: Clinical Evaluation POLICY NUMBER: 5
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1.0 PURPOSE

The purpose of this policy is to notify the student how the Program's determines their clinical evaluations.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Clinical Evaluation

The clinical evaluation is an important part of your clinical education. Not only does the evaluation provide the student with feedback regarding their clinical progress, it serves as a qualifying element for successful completion of the Radiation Therapy Certificate Program.

The Radiation Therapy Certificate clinical program is a competency-based program. The competency evaluations are divided into the following categories by the ARRT.

- Brain
- Head and Neck
- Chest
- Breast
- Abdomen
- Pelvis
- Skeletal
- Electron Fields

3.2 Clinical grades are made up of the following: proficiency exams, behavioral evaluations (Affective Dimension and Physical Competency), weekly time sheets, Clinical Supervisors evaluations and Clinical Coordinators site visit evaluations.

The clinical evaluations will be used as the basis for determining a student's grade in the clinical phase of the Program. Failure of any assigned proficiency exam requires that the student complete further exams under the direct supervision until sufficient competency is demonstrated.

The profession behaviors evaluations and accumulation of the clinical time will also be part of the grade. A portion of the final clinical grad will be completing the competency book required by the ARRT as eligibility towards taking board exams.

Clinical proficiency (competency) exam begin in the first rotation. The student is required to complete one (1) before proceeding to the next rotation. When a student feels that they are able to do the proficiency exam independently with minimal errors, they should approach the Clinical Supervisor or supervising therapist and request to be tested.

There is no set order for completing your competencies. The order that you complete them will depend on where your rotation is scheduled.

Proficiency exam should not be considered until the Clinical Supervisor or supervising therapist has determined that the student can perform the exam independently under normal circumstances.

3.3 Rotational Schedule

Each student will rotate through all clinical affiliations. This affords the student practice and training in all areas of Radiation Therapy deemed necessary by our accrediting body.

Students will be rotated through the different sites one at a time. Since the students will be assigned to different areas at different time during the clinical phase, no student will acquire the same experience during the same quarter of the year.

At the completion of the 15 months, all students will have rotated through the same areas. Therefore, during some quarter of the clinical phase the student will be in areas where they will have more or less opportunity to acquire clinical competency evaluations than during other quarters.

Each student must be aware of their clinical rotation schedule so that during quarters which they have ample opportunity to acquire clinical competency evaluations that they take advantage of this opportunity. Excess completed proficiencies can be carried over to the next rotation if approved by the Clinical Coordinator.

3.4 Behavior Evaluation

The Behavior Evaluation looks at the areas of a student's behavior indirectly associated with those involved in performing a patient's treatment. It evaluates the student as an overall person and how their behavior affects their ability to function effectively as a therapist. Areas that are examined are:

- Initiative (self-starter)
- Attitude and Professional conduct
- Teamwork (ability to work with others)
- Patient management skills
- Human Respect & Empathy
- Quantity of work
- Quality of work
- Ability to follow directions
- Problem Solving & Critical Thinking
- Self-confidence
- Communication
- Dependability



- Accountability
- Appearance

Behavior Evaluations are done at the end of each rotation. The behavior evaluation is to be completed by the Clinical Supervisor or the supervising therapist that the student worked with during the rotation. These evaluations are combined to yield a percentage for this aspect of the overall clinical grad for the quarter.

3.5 Clinical Time Sheets

Clinical time sheets are due every rotation. They are to be turned in to either the Clinical Coordinator or Program Director. It is strongly recommended that time sheets be filled out on a daily basis and signed by the supervising therapist. Turning in your time sheets is important to your clinical grade.

3.6 Competency Book

Each student will be given an RRT competency book at the beginning of winter quarter. This book is to be completed and turned into the Clinical Coordinator at the end of your Program. This book become a part of your student file and will be used to prove you are competent if the Program is audited.

3.7 Grading

- Grading for clinical affiliation is based on a combination of competency/proficiency scores, behavior evaluation, Clinical Supervisors' input and the Clinical Coordinator's site visits.
- Failure to hand in the required documentation or complete assigned clinical hour will affect your overall grade.
- Academic or Program probation will lower your clinical grade or require for that quarter.
- Suspension will lower your clinical grade or require failure for that quarter.
- Final grades will be satisfactory (S) or unsatisfactory (U).



School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	REVISED: September 15, 2010 POLICY: Clinical Radiation Protection and Clinical Supervision POLICY NUMBER: 7
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1.0 PURPOSE

The purpose of this policy is to outline the rules for radiation protection.

2.0 DEFINITIONS

Film Badge: The Program provides film badges for documenting radiation exposure.

3.0 POLICY

3.1 Clinical Radiation Protection Rules

The following safety rules have been established for the protection of the patient, other personnel and you from ionizing radiation during your hospital observation and clinical education. These rules are a combination of state and federal regulations and/or laws and additional guidelines condensed from man's 100 years of experience with ionizing radiation. These rules are mandatory and any exception must be reported to the onsite Clinical Supervisor as soon as possible.

1. Regarding Film Badges:
 - a. A film badge is required to be properly placed and worn at all times during both the observation and clinical education phases. Failure to wear your films badge will require you to be dismissed from your clinical assignment and charged sick time until your badge is with you.
 - b. All film badges will be exchanged in at the beginning of each month.
 - c. It is your responsibility to report lost badges, washed badges, or badges accidentally left in the treatment room during a actual patient treatment.
 - d. If one of the above incidents occurs:
 1. Document on paper what occurred
 2. Return the badge and documentation to the Clinical Coordinator
 3. A replacement "spare" badge will be assigned for the remainder of the month.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Clinical Policy REVISED: September 24, 2013 POLICY: Confidentiality and HIPAA POLICY NUMBER: 9
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1.0 PURPOSE

The purpose of this policy is to specify the confidentiality and HIPAA requirements that students are to abide by.

2.0 DEFINITIONS

2.1 HIPAA: Health Insurance Portability & Accountability Act

3.0 POLICY

3.1 Confidentiality and HIPAA

Confidentiality has become an area of concern by the patient and the facility. Patients have the right to confidentiality of their chart and records, including films and related items. The Health Insurance Portability & Accountability Act (HIPAA) has set the standards for patient confidentiality. With digital storage and computer access, it makes information accessible to many people, those who have been given permission to view the patient’s information, and those who by skullduggery find the information illegally. In any case it is our duty to follow the confidentiality policy of the facility where you are placed.

All students are required to maintain the confidentiality of patient information obtained during the clinical or instructional experience at the Facility or Clinical Site. All information obtained from patients, their records or computerized data is to be held in confidence and no copies of patient records, films, etc., shall be made without prior permission. It shall be required of students and that they not identify patients in papers, reports or case studies without first obtaining permission utilizing the patient confidentiality policies and procedures of the Facility.

This means that the use of Computer generated stickers are not appropriate to use and place on the clinical competencies. Also, be aware that your voice travels down the halls and around corners. There is the desire to talk about interesting patients and exams. Make sure you are not in hearing range of other patients or family. Do not discuss patients or exams in the elevators, during lunch in the cafeteria or any place where someone might overhear what you are talking about.

Students are not to post photos of patients on social media sites, such as FaceBook.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Clinical Policy REVISED: September 24, 2013 POLICY: Injury at a Clinical Site POLICY NUMBER: 10
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1.0 PURPOSE

The purpose of this policy is to outline the steps for addressing an injury at a clinical site.

2.0 DEFINITIONS

2.1 Incident Report Form: The form provided by the hospital for reporting accidents.

3.0 POLICY

3.1 Student Accident or Injury Sustained During Clinical Training

Students who incur a training related injury or illness during clinical rotation shall immediately:

1. Notify the Clinical Instructor at the clinical site and the Department of Radiation Technology, School of Allied Health. (909) 558-1000, Ext. 82368.

Students need to expect to go to the Emergency Room at the clinical site. In some cases, students may be directed to the ER at Loma Linda University Medical Center in most circumstances involving student injury or exposure to certain illnesses or chemicals.

2. Before the student leaves the clinical site, the Clinical Instructor/Department Head will determine if the injury or illness is:
 - a. Minor, requiring simple first aid. First aid injuries include minor uncontaminated cuts, bruises, abrasions, and uncontaminated needle sticks.
 - b. More serious, requiring documentation on an incident report form and temporary release from training duty for medical assessment and treatment. More serious injuries include contaminated needle sticks and splashes, among other serious injuries, and require an incident report form.
3. If a more serious injury is sustained, fill out an Incident Report Form. Make two copies of the Incident Report Form before the student leaves the area.



Original: Student to take to affiliate institution designated employee care area.
One copy: for Clinical Instructor
One copy: for Clinical Coordinator, SAHP, and LLU
One copy: for LLU/LLUMC Risk Management

Students should be sent to the affiliate institution department that usually handles employee work-related injuries. The original copy of the Incident Report form and the Student ID should go with the student. Students report to the affiliate institution Emergency Department for major medical injuries.

4. At the designated Student care area:
 - a. Present a copy of the incident report.
 - b. Show Student ID, Make sure department realizes that this person is a student and not an employee.
 - c. Receive medical assessment and treatment. Express Care at LLUMC will provide follow-up care and treatment. Injuries/illnesses other than contaminated needle sticks may be referred to Student Health for treatment.
 - d. Obtain clearance for student to return to clinical training.

All bills for student medical care, with a copy of the incident report attached, should be submitted to:

Department of Risk Management
Attention: Student Health Insurance
PO Box 1770
Loma Linda, CA 92354

Contact Risk Management, Student Health Insurance at (909) 558-4386.
All costs of initial and follow-up health care are paid 100% by Student Health Insurance, if ordered by Express Care and/or authorized treating physician, whether it happens at LLUMC or at an affiliate facility. If follow-up care is required post-graduation, a copy of the incident report must accompany billing from Express Care. These items are then forward to SAHP, attention: Dean's Office. The Clinical Instructor/department head will send/Fax 2 copies of the incident report form to the Program Director, Mark Clements, in the Department of Radiation Technology, Medical Radiography, School of Allied Health Professions, Loma Linda University, Nichol Hall, FAX (909) 558-4291. The Program Director sends copies of the incident report to Risk Management, attention: Student Health Insurance. A copy will be kept in the Department Student Injury / Accident / Illness file. Copies are not to be placed in the student file.

Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: Clinical Policy REVISED: November 30, 2012 POLICY: Critical Clinical Incidents POLICY NUMBER: 12
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1.0 PURPOSE

The purpose of this policy is to outline the types of incidents that are considered critical incidents, which would lead to probation, dismissal from a clinical site, or dismissal from the Program.

2.0 DEFINITIONS

Critical Incidents: Incidents that occur in the clinical setting, and have actual or potentially serious consequences to patients, students, employees, or operations.

3.0 POLICY

3.1 Critical Incidents

It is the responsibility of the clinical site and program faculty to report and document any critical incident that is the result of a student's actions or inactions.

A critical incident could be any of the following:

- Patient identification errors
- Exam identification errors
- Recording/reporting errors
- Failure to follow policies and protocols
- Actions resulting in patient harm or danger
- Unsupervised actions outside an approved level of competency
- Damage to equipment
- Actions resulting in increased equipment repair/maintenance
- Disruption in department flow
- Actions preventing timely results following treatments
- Misrepresentation of authority level
- Miss-utilization of authority level
- Failure to behave appropriately and professionally, within the boundaries of a student and health care professional
- Actions outside of the radiographer's scope of practice
- Falsification of records, results, exams, notes, etc.
- Failure to adhere to Radiation therapy code of conduct and standards
- Failure to adhere to the Program clinical policies
- Failure to successfully perform safe radiation protection practices
- Failure to adhere to the requirements for indirect and direct supervision as a student
- Threats to bodily harm, to self, patients, students, faculty, or guests
- Verbal abuse



- Harassment
- Any issue that the clinical site would deem critical if the student were an employee

1.0 Procedure

- 1.1 Critical incidents are to be documented, reported to the Clinical Coordinator, and discussed with the student.
- 1.2 A critical incident is to be reported on a Critical Incident form by the CS, provided by the Clinical Coordinator
- 1.3 Critical incidents require an investigation by the Program Director and/or the Clinical Coordinator
- 1.4 Depending on the nature and seriousness, a single incident may be grounds for dismissal from the Program



LOMA LINDA UNIVERSITY
Radiation Therapy Certificate Program

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Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: University Policy REVISED: September 24, 2013 POLICY: Professional Conduct POLICY NUMBER: 1
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1.0 PURPOSE

The purpose of this policy is to reiterate the University’s policy on professional conduct.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 General Principles of Professional Conduct

The health-related professions are proud of their traditional reputation for honesty and integrity. These virtues are essential for each member of the health-related professions if these professions are to continue to maintain their position of trust within our society. The establishment of codes of ethics, peer review committees, ethics committees, and other regulatory and/or advisory groups within the profession indicates a vital and continuing concern with maintaining high standards of integrity in the health-related professions.

Please refer to the Student Handbook for further discussion on professional conduct.

Loma Linda University articulates principles of conduct. These principles provide a means of educating and training future health-related professionals in areas of professional ethical activity, and are intended to aid in developing an ethical and moral awareness which will help the individual serve the public and the professions in an enlightened manner. In addition, the University seeks to broaden students’ ethical perspectives by including a religious perspective not always found in ethical codes. By adding a spiritual foundation to the profession’s ethical framework, it is anticipated that the professional’s ethic will be a more completely informed ethic, one which not only reflects a proper concern for our fellow human beings, but one which also reflects an intimate relationship with our Creator and God.

Students must strive to conduct themselves at all times in a manner representative of their profession and School. Students share responsibility for maintaining an environment conducive to learning. Any activity which interferes with the learning processes vital to the practice of the chosen profession or which violates the integrity of the profession as a whole is not acceptable.

3.2 Violations to Professional Conduct

The following list is illustrative of the type of conduct which violates the University’s expectation for student conduct and is cause for discipline up to and including dismissal. It is not an exhaustive or all-inclusive list, but is stated here for purposes of illustration.

1. Failure to respect individual rights. This includes (a) physically or verbally abusing any person or engaging in conduct that threatens or endangers the health or safety of others; (b) obstructing or disrupting the study of others; the performance of official duties by University personnel; teaching, research, disciplinary, administrative, or other functions of the University, or other authorized activities on University premises; and (c) slander and libel.
2. Disrespect for individual and University property including theft and vandalism.
3. Refusal or failure to remediate documented unsatisfactory performance.
4. Personal conduct which is incompatible with the standards of morality and propriety of the Seventh-day Adventist Church.
5. Overt disharmony, subversion, or violation of the philosophy, objectives, and policies of the University, including those delineated in the Student Handbook.
6. Gambling or betting.
7. Failure to obey, honor and sustain civil law.
8. Arrogance
9. Patient abuse
10. Violation of the Alcohol and Tobacco Policy, Drug-Free Worksite Policy, Research Misconduct Policy, Computer abuse Policy, Sexual Standards Policy, Sex Discrimination Policy, Policy Prohibiting Sexual Harassment, Weapons Possession Policy, or other policies of the University. (**Student Handbook**)

3.3 Professional Conduct with Patients

Professional ethics and the Christian understanding of the value and importance of all people should be reflected in the relationships students develop with each of their patients.

While clinical activities will rightfully be focused on learning, the patient's needs should always be the primary concern. Any activity which places the needs of the clinic student ahead of the needs of the patient is not acceptable.

Altruism must be learned and practiced from the earliest moment of the student's Program and reinforced in all aspects of the professional training. The well-being of patients subject to our care should always be of highest concern and patient abuse will not be tolerated.

Patient abuse includes any behavior or act which might jeopardize the health or well-being of a patient. Examples of patient abuse include but are not limited to:

- Unsupervised and/or unauthorized treatment of a patient
- Treating a patient while the student is under the influence of alcohol or drugs
- Failure to comply with clinic policies regarding patient treatment and financial arrangements
- Failure to comply with accepted protocols for infection control or transmission of disease
- Refusal to properly treat any patient for reasons of sex, race, color, creed, national origin, financial status, handicap, or disability
- Failure to report an observed incidence of patient abuse by fellow students
- Offering or asking for financial inducements related to the use of patients during state or regional board examinations
- Patient abandonment
- A breach of confidentiality as required by law or University policy concerning patient records or data, research data, or University procedures in which the participants are promised confidentiality



LOMA LINDA UNIVERSITY
Radiation Therapy Certificate Program



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: University Policy REVISED: September 24, 2013 POLICY: Grievance Procedure POLICY NUMBER: 2
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1.0 PURPOSE

The purpose of this policy is to notify the student of the University's grievance procedure.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Appeal and Grievance Procedure

A student who wishes to appeal the dean's decision regarding academic discipline may use the procedures outlines in the Student Handbook.

Supports JRCERT Standard 1.6



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: University Policy REVISED: September 24, 2013 POLICY: Student Disabilities POLICY NUMBER: 3
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1.0 PURPOSE

Section 504 of the Rehabilitation Act of 1973 states that: “No otherwise qualified person with a disability in the United States ... shall, solely by reason of ... disability, be denied the benefits of, or be excluded from participation in, or be subjected to discrimination under any Program or activity receiving federal financial assistance.”

Loma Linda University (“LLU”) supports the integration of all qualified individuals into the Programs of the University and is committed to full compliance with all laws regarding equal opportunity for all students with a disability. At LLU, students, Faculty, deans or dean’s designee, department chairs, and the Grievance Committee on Students with Disabilities all play a joint role in ensuring equal access to campus facilities.

3.1 DEFINITIONS

- 2.1 **Individual with a Disability** - Someone with a physical or mental impairment that substantially limits one or more “major life activities.”
- 2.2 **Major Life Activity** - Functions as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working and learning.
- 2.3 **Qualified Person With a Disability** - An individual who, with reasonable modifications or “accommodations” to rules, policies or practices, the removal of barriers or the provision of auxiliary aids and services, meets the eligibility requirements for receipt of services and the participation in Programs or activities.
- 2.4 **Accommodation** –A “reasonable accommodation” in the student setting is a modification or adjustment to a course.

3.0 POLICY

It is the policy of Loma Linda University to fully comply with the provisions of the Americans with Disabilities Act and section 504 of the Rehabilitation Act. Requests for accommodations should be made to Dr. Craig Jackson, Dean, School of Allied Health Professions (Nichol Hall 1603), accompanied by appropriate documentation demonstrating that he/she is qualified as defined by the Americans with Disabilities Act.

Refer to the Student Handbook for a complete description of this policy.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: University Policy REVISED: September 24, 2013 POLICY: Student Services POLICY NUMBER: 4
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1.0 PURPOSE

The purpose of this policy is to inform students of the services available as a student at Loma Linda University.

2.0 DEFINITIONS

2.1 Risk Management – Risk Management is the department for handling insurance coverage and claims.

3.0 POLICY

3.1 Department of Security

The Department of Security maintains a communications office, open 24 hours a day, 7 days a week, located in the basement of the Medical Center in Room B-404. The administrative section of the department is located on the campus at 24690 University Avenue (on the Northwest corner of Campus and University) and is open Monday through Thursday between 0730 and 1800 hours, and on Friday between 0730 and 1400 hours.

Refer to the LLU website and the Student Handbook for more information.

The Department of Security patrols campus buildings, parking lots and ramp, and all other University grounds. Patrols are conducted by officers in marked patrol units, on bicycle and from time-to-time by officers on foot. The patrols are supplemented by closed circuit television cameras strategically located throughout the Medical Center and in some campus areas. Patrols of the campus are conducted 24/7.

The Department of Security maintains security officers, bike patrol, and K-9 teams on staff. Security officers provide escort for students, patients, visitors, and employees to any destination on campus during night hours and in special situations as may be required. Call extension 44320 for a security escort. If you choose not to use a security escort, use the buddy system; never walk alone after dark.

Safety and Security Reference Numbers

Security, Fire, Medical Emergency	911 (Emergency)
Security Department - Service And Assistance	44320 (Non-Emergency)
Security Department - Administrative Office	44319 (Non-Emergency)
Security Department - Rideshare / Carpool	47433 (Hotline Number)
Risk Management	44999 (Safety Line)



Radiation And Hazardous Materials Safety 44913 (MSDS Hot Line)

Reporting Suspicious Activity

In order to make the University and Medical Center a safe community in which to live, study, and work, it is essential that all suspicious persons or activities on campus be reported to the department of security at extension 44320.

Vehicles

The department of security is responsible for enforcing the Loma Linda University traffic and parking regulations and the State of California Vehicle Code, as they apply to moving and stationary vehicles, pedestrians, and animals on the campus.

The Loma Linda University traffic and parking regulations are enforced under Section 21113 of the California Vehicle Code.

3.2 Parking Permits

The Department of Parking & Traffic is responsible for all parking, parking permits, enforcement of regulations and traffic related issues for the organization. The security department will no longer be issuing parking permits.

Effective September 10, 2009, all Parking Permits & Carpool / Rideshare Benefits will be administrated by the Department of Parking & Traffic, located 1.6 miles from the main campus at:

**101 Redlands Blvd
San Bernardino, CA 92408
(909) 651-3025 - ext 53025
Monday – Thursday, 7:00am to 5:30pm
Friday, 7:00am to 2:00pm**

3.3 Student Health Services

Student Health Service is committed to providing quality health care to the students within our University community. Our physicians and staff are dedicated to promoting a lifestyle that encourages a balance of physical, spiritual, emotional, and social well being.

Refer to the LLU website and the Student Handbook for more information.

Location

Student Health Service
Center for Health Promotion
Evans Hall Room 111
24785 Stewart Street
Loma Linda, CA 92350

**Clinic hours**

Monday - Thursday -- 8:00 a.m. - 12:00 p.m., 1:00 p.m. - 5:00 p.m.
Friday -- 8:00 a.m. - 1:00 p.m.

Contact information

Phone: (909) 558-8770
Fax: (909) 558-0433

Please call to make appointments. Current Risk Management insurance card may be required. Hours may vary during holidays.

Services (All services are confidential)

- Primary care services
- Immunizations
- Sports medicine clinic
- Women's health services
- Health education
- Counseling or referral to counseling services
- Referral to specialty services--as indicated
- Health team includes qualified physicians, nurses, and support staff to assist you with your specific needs

Fee

The professional outpatient services rendered in the Student Health Service are covered as a benefit by the student health plan. However, any ancillary services, such as lab work, x-rays, medical supplies, etc., are subject to all student health plan benefits, including deductibles, co-pays, preexisting exclusions, etc. Please refer to the student health plan for further information or call Risk Management at (909) 558-4386.

Emergencies

If there is a serious medical emergency, please go directly to the Loma Linda University Medical Center emergency department.

After hours

All services rendered outside of Student Health Service are subject to deductibles and co-pays in accordance with the student health plan. When Student Health Service is not open--after hours, weekends, and holidays--students can seek medical care at one of the following:

Emergency Department

Loma Linda University Medical Center
(909) 558-4444
Open 24 hours a day
Current Risk Management insurance card is required.

Urgent Care



Loma Linda University Medical Center East Campus
(909) 558-6644
Open 9:00 a.m. to 8:00 p.m. daily
Current Risk Management insurance card is required.

Out of town coverage

Please refer to the Student Health Plan or call Risk Management at (909) 558-4386 for information regarding out-of-town health coverage.

Pre-entrance health requirements

Students planning to attend Loma Linda University are required to fulfill immunization and health requirements. These requirements must be turned in to Student Health Service.

3.4 Dining Facilities on Campus

Campus Cafeteria

The Campus Cafeteria, located behind the Student Services Center, provides an escape from the pressures of the classroom where good food and a relaxing environment may be enjoyed. International specialty bars, traditional vegetarian fare, and a full salad bar are featured on a self-service basis. A 10 percent student discount is available at University food services facilities. Students with valid ID pay no sales tax. Hours of operation: Monday-Friday: 11:15 a.m. to 1:45 p.m.

Medical Center Cafeteria

A full-service cafeteria specializing in vegetarian cuisine for visitors and employees is located on the lobby level of the Medical Center. Located right on the main corridor, the cafeteria offers a wide array of hot meals and grill items at meal times.

Medical Center Snack Shop

The Medical Center snack shop is located in the Medical Center cafeteria. This service provides grilled sandwiches, vegetarian burgers, French fries, and other prepared-to-order items.

Children's Hospital Cafeteria

The Children's Hospital cafeteria is located on the lobby level and is open for lunch.

The Atrium

The Atrium is located in the Faculty Medical Office building on the southwest corner of Anderson Street and Barton Road. A wide selection of snack foods are available, as well as salads and sandwiches.

Patio Pantry



The Patio Pantry, located between the Loma Linda Market and Campus Store in the Campus Plaza, features assorted breakfast items, gourmet sandwiches, soups, salad bar, baked potatoes with unique toppings, and a specialty beverage and dessert station. A 10 percent student discount is available at University food services facilities. Students with valid ID pay no sales tax. Hours of operation: Monday-Friday 7:00 a.m. to 3:00 p.m. Closed weekends and holidays

3.5 Counseling and Health Services

Our mission: Empowerment of students for lifelong personal wholeness

Hours

Monday: 8 a.m. to 6 p.m.

Tuesday: 8 a.m. to 8 p.m.

Wednesday: 8 a.m. to 6 p.m.

Thursday: 8 a.m. to 6 p.m.

Friday: 8 a.m. to 4 p.m.

Fees

- 9 free visits per academic year
- 15 additional visits with \$40 co-payment

About the Counseling Program

- Confidential
- Spiritually sensitive
- Help students find practical solutions to difficulties experienced in personal and academic life
- Competent professional counselors and advocates who are on your side
- Compassion and understanding for you and your needs
- Creative solutions to your problems
- A comfortable environment where you will feel at home
- Centered off campus but easily accessible for you as a student
- Culturally diverse counseling staff
- Getting started in counseling

Services

- Individual therapy
- Couples therapy
- Family therapy
- Premarital therapy
- Psycho educational testing
- Medication evaluation & management
- Counseling for: addiction, relational problems, stress management, test anxiety, anger management, depression, personal adjustment to academic life, adjustment to a new home

Contact Information



(909) 558-6028, on campus extension 66028
11374 Mountain View Avenue, Suite A (Dover Building)
Loma Linda, California 92354

3.6 Student Assistance Program

The Student Assistance Program is a second source of help for counseling services. The Loma Linda Student Assistance Program (LLSAP) provides professional and caring assessment and treatment for a variety of personal, family, work, and School-related issues. The LLSAP clinicians will develop a treatment plan that may include free short-term counseling. All LLSAP services are free of charge. If more extensive treatment is appropriate, the client is referred to a community therapist who specializes in the student's area of concern and who is covered by the student's health plan. All information is confidential. Community therapists and LLSAP clinicians will not release information without the written consent of the student, with the exception of matters that fall under mandatory reporting laws. The LLSAP, the only nationally-accredited student assistance Program in California, has provided state-of-the-art services to students since it was established in 1990. Appointments may be scheduled during office hours-on-campus extension, 66050; off-campus telephone, 909/558-6050: Monday through Wednesday, 8 a.m.–5 p.m.; Thursday, 8 a.m.–7 p.m.; Friday 8 a.m.–1 p.m. Additional appointment times may be available upon request. The Program is located in the Hartford Building, 11360 Mountain View Avenue, Suite A, Loma Linda, CA.

3.7 Student International Mission Service

Students for International Mission Service (SIMS) is a Loma Linda University Program that exemplifies the University's commitment to global service, incorporating international service opportunities into academic curriculum in order to 1) prepare health professions students for a career of effective global service and 2) promote the health of global communities. SIMS' mission is to provide LLU students with high-quality service-learning opportunities that empower them to become caring, competent, and socially responsible health professionals who value service as a lifelong process. Participants work in underdeveloped areas around the globe in communities with limited or no access to health care and health education.

This Program is right for you if:

- You care about the world around you
- You value service
- You want to experience another culture
- You are open-minded, flexible, and very adaptable
- You are independent and can take initiative
- You are ready to learn

SIMS Programs are designed to help you grow both personally and professionally. SIMS invites you to immerse yourself in another culture, experience health care in a new setting, and deepen your understanding of yourself and the world.

3.8 Discount Tickets

Discount tickets are available at the Office of Student Affairs, Student Service Center, 11139



Anderson Street, Loma Linda, CA. No checks, ATM (debit), or credit cards accepted at this time. Students may charge to their student account or pay with cash. For students to charge, they must be currently enrolled and have their student IDs at the time of purchase. Employees pay with cash only. Examples: Disneyland, Car Wash, Magic Mountain, San Diego Zoo, Raging Waters, etc.

3.9 Library Services

The library's mission is to provide students with relevant resources and supportive services to further their academic success, as well as provide them with skills to continue that success as practicing health-care professionals.

Information about the library (hours, borrowing privileges, etc.) and electronic resources are available on the library's Web site library.llu.edu. Computers are provided in the library for accessing electronic resources and any computer with an Internet browser may access available resources.

A log-on ID and password are required for off-campus access to subscription databases. Wireless access to the campus network is available throughout the library. Please visit the Web site and the library.

To ask questions, the campus extension of the reference desk is 44588, from off-campus dial (909) 558-4588. The University identification card is used as the library card and is needed for all library services.

Refer to the Student Handbook for information on all of the library services available on campus.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: University Policy REVISED: September 24, 2013 POLICY: Sexual Harassment POLICY NUMBER: 5
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1.0 PURPOSE

The purpose of this policy is to notify the student of the University’s policy for sexual harassment.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Sexual Harassment

Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University, and threatens the careers, educational experience, and well-being of students, Faculty, employees and patients.

Relationships involving sexual harassment or discrimination have no place within the University. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individual students, Faculty, employees, patients and the University community as a whole. When, through fear of reprisal, a student, Faculty member, employee or patient submits, or is pressured to submit, to inappropriate sexual attention, the University’s ability to carry out its mission is undermined.

Sexual harassment is especially serious when it threatens relationships between teacher and student, supervisor and subordinate, or clinician and patient. In such situations, sexual harassment exploits unfairly the power inherent in a Faculty members, supervisor's or clinician's position. Through grades, wage increases, recommendation for graduate study, promotion, clinical priority and the like, a person in a position of power can have a decisive influence on the future of the student, Faculty member, employee or patient.

While sexual harassment most often takes place in situations of a power differential between the persons involved, the University recognizes that sexual harassment may occur between persons of the same University status. The University will not tolerate behavior between members of the University community, which creates an unacceptable environment.

3.2 Prohibited Acts

No member of the University shall engage in sexual harassment. For the purposes of this policy, sexual harassment is defined as inappropriate sexual advances, such as requests for sexual favors, or other verbal, or physical conduct of a sexual nature. Harassment is considered to have occurred if:

- (a) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, Program or activity;



- (b) Submission to or rejection of such conduct by an individual is used as a basis for an educational, employment or clinical decision affecting an individual;
- (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic, work, or clinical performance or of creating an intimidating, hostile, or offensive environment for learning, work or therapy;
- (d) There are inappropriate or unwanted sexual approaches.

The complete policy can be found in the Student Handbook.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: University Policy REVISED: September 24, 2013 POLICY: Jury Duty POLICY NUMBER: 6
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1.0 PURPOSE

The purpose of this policy is to notify the student of the University's policy for jury duty.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Jury Duty

A student receiving a summons for jury duty should submit a copy of the summons to both the Clinical Coordinator or Program Director as soon after it is received as possible. If the student is required to serve, clinical time will be granted for each hour served up to eight hours per day.

If the time served is less than four hours, the student is expected to return to the clinical assignment for the remainder of that day unless the driving distance involved is excessive. Court verification of jury duty served must be submitted to the Program's Clinical Coordinator immediately following the jury duty obligation.

Please do not ask the Faculty or Program Director to write a letter excusing you from jury duty. You may ask the Court for a postponement or to schedule an alternative date for jury duty, if you wish.

The Program can supply the student with a letter verifying their student status, if needed.



Loma Linda University School of Allied Health Professions Department of Radiation Technology Radiation Therapy Certificate Program	CATEGORY: University Policy REVISED: September 24, 2013 POLICY: Funeral Leave POLICY NUMBER: 7
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1.0 PURPOSE

The purpose of this policy is to notify the student of the University's policy for funeral leave.

2.0 DEFINITIONS

None.

3.0 POLICY

3.1 Funeral Leave

Students will be granted up to three days off in the event of a death in the immediate family or spouse's immediate family.

Immediate family includes spouse, children, parents, brothers, sisters, foster parents and legal guardians. Any additional time needed will be taken from the student's flex time.

Students are advised to discuss their needs with the faculty. It is up to the discretion of the faculty to extend funeral leave for immediate family, and to include funeral leave for other extended members of the family.

Guidelines for the University and School are to be followed. See Student Handbook.