

2009-2010
CARTI | UAMS Radiation Therapy Program
4 St Vincent Circle
Little Rock, Arkansas 72205

TO THE STUDENT IN RADIATION THERAPY:

Central Arkansas Radiation Therapy Institute Board of Directors and Staff welcome you to the *CARTI | UAMS Radiation Therapy Program*. Radiation therapy is a unique and challenging field in the health care profession. It is one in which the radiation therapist deals directly with the patient day to day as he/she is coping with a possible life threatening illness. It takes a very special person to provide this personal patient contact and manage the daily stress while maintaining clinical expertise. You are one of those special people. It is CARTI Staff's responsibility to help you as a student learn about the interesting career you have chosen and the important role it plays in the care of the patient.



CARTI is a not-for-profit, freestanding, radiation therapy center. Comprised of seven facilities in Arkansas, the main facility is located in Little Rock at St. Vincent Infirmary Medical Center, with additional Little Rock facilities on the campus of Baptist Health Medical Center and the University of Arkansas for Medical Sciences (UAMS). Other CARTI facilities are located in Searcy, Mountain Home, Conway, and North Little Rock. CARTI has the distinction of being the first freestanding radiation therapy center accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). In 1997, CARTI won the Governor's Award for Quality, again being the first and only healthcare organization to receive this prestigious award.

CARTI opened its doors in April 1976 and since then over 78,000 patients have received quality radiation therapy treatments. CARTI employs a variety of healthcare professionals, including ARRT-registered radiation therapists, medical physicists, dosimetrists, medical engineers, clinical social workers, oncology nurses, and a complete ancillary support staff. Twelve radiation oncologists staff the CARTI facilities. CARTI provides and maintains up-to-date radiation therapy equipment.

Organization for the CARTI School of Radiation Therapy began in the fall of 1976. The program's classroom and administrative offices are located at the CARTI St Vincent facility at West Markham and University Avenue in Little Rock. Upon completion of a self study and submission of the study to the Joint Review Committee on Education in Radiologic Technology (JRCERT), the CARTI School of Radiation Therapy was licensed by the state of Arkansas, Vocational Education Division, and accredited by the Committee on Allied Health Education and Accreditation in July 1979.

The program continues its accreditation by JRCERT and is licensed by the Arkansas State Board of Private Career Education. Program officials notify these agencies in advance of any changes in the content of the program and/or handbook.

CARTI graduates presently have a 95% first-time passing rate and a complete pass rate of 99% for the ARRT exam in Radiation Therapy. The 2000-01 academic year the program became a one-year bachelor's completion program co-sponsored by UAMS\CHRP. UAMS is a health sciences campus that offers professional programs to approximately 1,800 students in the four Colleges of Medicine, Nursing, Pharmacy, and Health Related Professions, and the Graduate School. The campus is located in west Little Rock with multiple clinical sites in central Arkansas and the rest of the state. The 14 departments of the College of Health Related Professions (CHRP) offer 17 programs in 16 disciplines in several locations around the state.

Systemwide, there are approximately 40 registered radiation therapists that operate the CARTI clinical areas. They teach and supervise the students on a one-to-one basis in practical application of clinical radiation therapy. CARTI's radiation therapy treatment equipment includes: seven (7) Varian Ximatron simulators, seven (7) Phillips CT units, and nine (10) Varian 2100 linear accelerators with MLC, BrainLab ExacTrac capabilities and a Novalis Tx for Radiosurgery . In addition, the students receive instruction on an ADAC treatment planning system, IMPAC Mosaik Record and Verify system, Electronic Portal Imaging system, Respiratory Gating, Digital Imaging system, Tomotherapy, Stereotactic Radiosurgery, Hyperthermia, and Brachytherapy with both HDR and LDR systems.

In addition to the above staff and networks, CARTI has highly skilled medical, professional and clerical personnel. Students have access to resources and personnel for utilization in case presentations, writing papers and preparation of projects.

The program houses a small reference library as well as drawing from the libraries of the physicians on staff and the hospital on whose grounds CARTI is located. For information about UAMS Campus library, refer to your CHRP handbook.

As you continue in your education of radiation therapy, you will acquire the skills, confidence and expertise needed to perform the functions of a radiation therapist. Personal and professional satisfaction will be obtained through the knowledge you acquire and the opportunities you take to learn during your educational experience. Your opportunities will grow as you continue in your life-long learning and education throughout your professional career. CARTI and UAMS\CHRP have attempted to put the best components together in its program. It is our goal to give you the best education and experience available in the area of Radiation Therapy.

CARTI's Mission Statement: *The mission of CARTI is to promote the highest quality radiation therapy and compassionate patient care, and to continue to improve our level of care through education and research.*

CARTI \ UAMS Radiation Therapy Program Mission Statement:

Our mission is to provide competent and compassionate entry level radiation therapists to meet the needs of today's changing healthcare community in an educational atmosphere of distinction.

This student handbook details policy related to radiation therapy students while in CARTI facilities.

Policies and program information stated in this handbook require continuing evaluation, review, and approval by program officials. All statements contained herein reflect policies in existence at the time this handbook was printed and are expected to remain effective throughout the program year. CARTI and program officials reserve the right to change policies at any time and without prior notice.

For policies not stated in the student handbook, program officials have the right to defer to the CARTI Administrative policies and \or for policies relating to the UAMS campus, please refer to your College of Health Related Professions Handbook and Catalog for guidance direction. All policies available for student review upon request.

For policies relating to the UAMS campus, please refer to your College of Health Related Professions Handbook and Catalog. These policies apply to those students registered with UAMS/CHRP. The Radiation Therapy Department Division Director identified in these guides will be referred in this handbook as the "Program Director".

Throughout this handbook, the CARTI\UAMS Radiation Therapy program will be referred as "the program".

**CARTI \ UAMS
Radiation Therapy Program**

PROGRAM OBJECTIVES

Our objective is to provide a quality educational program in radiation therapy.

In an effort to accomplish this objective, the program will:

- establish and maintain an accredited program in radiation therapy.
- provide program access to qualified individuals.
- provide qualified instructors who are current in their area of expertise.
- commit the financial resources necessary for development, improvement, and continuation of the program.
- continue updating and evaluating the effectiveness of the program through feed back from graduates and graduate employers, as well as ongoing program outcomes assessment.
- encourage the formation of a well-rounded personality which is necessary in the life of a professional person.
- provide the student with didactic and clinical education which will enable them to fulfill the job description of an entry level staff radiation therapist.
- provide and ensure quality service to radiation therapy patients.
- enable the student to grasp clearly and skillfully the technical and theoretical knowledge and practices necessary for competency as a graduate of a radiation therapy program.
- encourage an interest in and a desire for professional growth and life-long learning.
- provide a job placement assistance for students, hospitals, radiation therapy facilities and organizations.
- graduate educated, competent and compassionate, entry level radiation therapists who can practice within the code of ethics, the scope of practice and the practice standards.

ACADEMIC STANDARDS

The candidate for admission must satisfy the requirements of graduation from a JRCERT accredited radiography program. The program does not grant advance standing nor will a student be admitted who is not a graduate of a JRCERT accredited radiography program.

Candidates for admission must also satisfy or be able to satisfy during the program the following additional academic standards that program officials have established:

1. Demonstrate an overall minimum 3.0 grade point average (GPA), based on a 4.0 system, from radiography education and a minimum 2.0 CGPA from all other college courses.
2. Maintain a minimum of 75% grade average in didactic coursework and clinical education components. Clinical grades are comprised of competencies, professional evaluations, labs and clinical testing.

PHYSICAL REQUIREMENTS

Students graduating from the program must be able to complete all components of their education as well as perform the essential job functions of an entry-level radiation therapist. Therefore, the program has defined the following physical requirements that all students in the program must be able to perform.

1. Be visually capable of reading and entering patient information in the treatment chart and dealing with any other visual aspects of patient treatment with either normal or corrected vision.
2. Demonstrate manual dexterity to operate and program the radiation therapy equipment by turning or setting required controls, moving dials and manually moving patient treatment tables.
3. Be able to hear oral communication given by the radiation therapy patient and the treatment team.
4. Be able to lift 25 pounds unassisted to approximately six feet from the floor or be able to lift the same amount to a height of six feet while standing on a stool.
5. Be able to push standard wheel chairs and stretchers from waiting areas to treatment rooms. Transport, move/assist in moving a patient from a stretcher, a wheelchair, onto a treatment table.

REQUIREMENTS | OUTCOMES FOR PROGRAM COMPLETION

Students graduating must be able to function as an entry-level radiation therapist within the scope of practice, using the standards of care and upholding the code of ethics. Upon program completion, the student\graduate must be able to:

1. Set up, deliver, monitor, record and maintain a planned, prescribed course of radiation therapy using oral and written communication skills, knowledge of human structure, function and anatomy, basic mathematical functions, applying correct beam shaping and altering devices while maintaining confidentiality.
2. Complete all clinical and didactic educational material while maintaining a minimum of 75% in all didactic education, clinical competencies, clinical testing, and professional ethics, conduct and technical evaluations.
3. Pass all clinical competency semester exams and all semester comprehensive finals with a minimum score of 75%.
4. Recognize malfunctioning equipment using knowledge of methods of calibration, quality assurance, daily machine warm up, understanding the functions of equipment and accessories while applying rules and regulations for radiation safety.
5. Verify the prescribed course of radiation therapy and recognize errors in computation and beam direction and recognize dose tolerances, clinical progress, and complications with knowledge of when to withhold treatments until consultation with physician.
6. Interact with patients and families concerning physical and psychological needs and recognize the physical and emotional stress exhibited by patients and families.
7. Provide basic patient care and cardiopulmonary resuscitation.

CARTI\UAMS RADIATION THERAPY PROGRAM GRADING SYSTEM

Listed below is the established grading system for the program. **Course grades are rounded to the nearest tenth of a percent.**

A	= EXCELLENT	94 or above	P	= PASS -NO GRADE GIVEN
B	= VERY GOOD	87 – 93	I	= INCOMPLETE
C	= AVERAGE	81 – 86	W	= WITHDRAWN
D	= POOR/PASSING	75 – 80		
F	= FAILURE	0 - 74		

ESSENTIAL PHYSICS CONCEPTS

These physics concepts will be included in the comprehensive final. All students must have a firm understanding of these concepts in order to graduate.

1. Inverse square law and its effect on beam intensity, monitor units, or treatment times.
2. Beam divergence and its effect on field size at the surface vs. at depth and the effect of changing SSD. Be able to calculate what gap would be at the surface when beams match at depth.
3. Skin sparing - the physics behind it and what will affect it.
4. Radioactive decay - Must be able to calculate decay correction factors, activity, dose rates, given initial activity (or dose rate), half-life, and time..
5. Calculation of dose at different depths and locations in the patient. Understand percent depth dose and TMR (or TAR's) - their definitions - should be able to calculate Dmax dose from tumor dose and vice versa and understand the effect of field size on the patient, beam energy, SSD, tissue density variations, and off-axis position.
6. Transmission through blocks, wedges and trays. Should be able to calculate the effect of blocking trays and wedges on MU and treatment times (given the transmission factor) and demonstrate an understanding of transmission of photons through attenuators such as blocks and compensators.
7. Demonstrate a general understanding of physical wedges and dynamic wedge - when and why they are used, how they effect the primary beam and dose distribution.
8. IMRT and IGRT – understand the basic concepts of IMRT and IGRT and the evolution from simple parallel-opposed fields, to conformal treatments, to IMRT and IGRT.
8. Radiation protection concepts - particularly time, distance, and shielding principles, door interlocks, personnel monitoring methods, and maximum permissible dose.
9. Beam weighting - be able to calculate the individual beam doses given a total dose and relative dose contributions (i.e. 3:2).

GENERAL POLICIES

The curriculum is based on didactic and clinical courses, objectives and outcomes. The Joint Review Committee on Education in Radiologic Technology (JRCERT) limits the program to a total class capacity of fifteen students. The following policies give direction while you are on the CARTI campus. Policies and program information stated in this handbook require continuing evaluation, review, and approval by program officials. All statements contained herein reflect policies in existence at the time this handbook was printed and are expected to remain effective throughout the program year. CARTI and program officials reserve the right to change policies at any time and without prior notice. For policies not stated in the student handbook, program officials have the right to defer to the CARTI Administrative policies and/or for policies relating to the UAMS campus, please refer to your College of Health Related Professions Handbook and Catalog for guidance direction. All policies available for student review upon request

Students in the one-year bachelor's completion program also will need to refer to your College of Health Related Professions (CHRP) Handbook for policies that also direct each policy subject.

ADMISSION/TUITION FEE REFUND POLICY:

Admission/tuition and book fees are due the first week of class for students on both tracks. Fees are subject to change without notice by action of the CARTI and/or UAMS/CHRP Board of Trustees.

Baccalaureate Track Students

Tuition and fees are paid directly to UAMS/CHRP. Payment for Fall classes is due during the first week of class. Arkansas state residents pay \$180.00 per credit hour. The non-resident rate is \$436.00 an hour. Tuition for the Spring and Summer semesters is due in January and May, respectively. In addition, there is a \$42 technology fee and a \$72.45 student health fee payable each semester. See UAMS/CHRP handbook for additional fees and schedules.

Credit hours

Fall 2008 – 18 hours

Spring 2009 – 18 hours

Summer 2009 - 10 hours

Certificate Track Students

Tuition is \$3,000.00 for the entire program, payable to CARTI. The full amount is due the first week of class.

REFUND POLICY:

Students officially withdrawing or terminated from the program may be eligible for a refund based on the length of time in the program. Students on the BS track, please check with the UAMS/CHRP Registrar or refer to your UAMS/CHRP handbook to determine the procedure for refund.

Students of the Certificate track will be eligible for refund based on the following scale:

- terminating BEFORE the end of the first clinical rotation are eligible for 75% refund.
- terminating BEFORE the end of the Fall Semester are eligible for 50% refund.
- terminating BEFORE the end of the Spring Semester are eligible for 25% refund.
- terminating AFTER the start of the Summer Semester are not eligible for a refund.

CARTI Program Textbook policy is:

Expense of the radiation therapy textbooks is separate from tuition and currently costing approximately \$500.00. All books must be purchased by the first day of school. Students may elect to have CARTI order these texts for them or they may purchase them on their own. A complete textbook list and fee schedule is provided in the New Student Information Packet.

**TEXT BOOK LIST
2009 - 10**

BOOK	AUTHOR	COURSE
Radiation Therapy Physics 3 rd edition	Hendee, William	Physics I, II and III
Principles & Practice of Radiation Therapy 3 rd edition	Charles Washington Dennis Leaver	Oncology I and II Patient Care, Principles & Practices I, II and III
Primer of Medical Radiobiology, 2 nd Edition	Elizabeth L. Travis	Radiobiology
Portal Design in Radiation Therapy 2 nd edition	Bryon Dasher	Oncology I & II
RECOMMENDED TEXT		
Radiation Therapy Workbook 3 rd Edition	Julius Armstrong	Radiation Therapy Review

TRANSFER STUDENT REQUIREMENTS

The program may accept students for transfer who meet the following minimum requirements:

1. A 2.0 (on a 4.0 scale) Cumulative Grade Point Average (CGPA) based on all college and university coursework (excluding remedial courses) completed at regionally accredited institutions.
2. Only courses in which a grade of C (2.0 on a 4.0 scale) or higher was earned are accepted in transfer to meet prerequisite and/or graduation requirements.
3. The college transcript will list prerequisite courses accepted in transfer and all professional and concurrent courses completed while enrolled in the UAMS\CHRP.
4. Departments reserve the right to disallow credit for coursework from regionally unaccredited institutions or courses completed more than seven (7) years before the date of anticipated entry into the program.
5. Acceptance will not exceed the capacity set by JRCERT.
6. That previous education received is based on the same grading system and that the student has maintained a grade average of 75%.
7. The student must have covered the same didactic and clinical education as CARTI \ UAMS students at the time of entry.
8. Transfer from one program to the other must be within a two week time frame and all education missed in the transfer must be made up at the end of the program year.
9. Student must be transferring from a JRCERT accredited program.

PHYSICAL EXAMINATION

Due to the high exposure rate to many illnesses and for the protection of the patients as well as the students and staff, a physical examination and a negative drug test are required to complete registration to the program. A physician of the student's choice and expense may complete the physical examination. Physical exam must be obtained no more than 60 days prior to the start of fall classes and results provided to program officials no later than the first week of school.

PROFESSIONAL IMAGE

- The radiation therapy student will be interacting with patients on a one-to-one basis during their clinical education. Often the word "student" is associated with incompetence. Therefore, patients may be reluctant to have students perform even the most minimal portion of their treatment set-up. Additionally, a large portion of cancer patients is from an older generation, which has difficulty understanding the newer fashion attire of today.
- Because of these perceptions by the cancer patient, it is the professional opinion of the program officials that students portray a specific type of professional image acceptable at all times. Therefore, the students must comply with the CARTI Dress Code Policy (See Policy for complete rulings). Below are some of the rules directed to the clinical area personnel:
- The uniform consists of pants, tops, jacket, and clinic shoes.
 - Pants:**
Navy scrub - any style. Scrub pants with elastic at the ankle are not recommended.
 - Tops:**
Navy scrub top, any style with sleeves. If a V-Neck scrub top is worn, an undershirt is required.
 - Jacket:**
Navy matching jacket must button, snap or zip in front and have pockets. The jackets must be available to the student at all times.
 - Shoes:**
White clinic shoes or white athletic shoes with socks\hose . Shoes may have a small amount (20%) of color (navy, black, gray only).
- You are required to wear your uniform and official CARTI nametag during **all program hours**. Replacement nametags will be provided at an additional charge. Please refer to your College of Health Related Professions Handbook for information about your UAMS Identification Card.
- Uniforms and shoes must be clean, pressed and mended, as necessary.
- Hair must be worn in a professional manner and always neat and clean. If hair is longer than shoulder length, it must be worn pulled back, so that it doesn't fall on or near the patient when positioning or bending over the patient. Length of hair for men shall be no longer than the top of the collar. Extremes in hairstyles, such as cutouts or mohawks, are not permitted. Facial hair (beards and mustaches) may be worn if kept neatly trimmed.
- If earrings or studs are worn, they must be a matched pair with no more than two in each ear. Large or dangling earrings are not considered professional or safe in the treatment area. No other pierced jewelry or tattoos on any visible part of the body is allowed for women or men.

- No more than a total of three rings may be worn, with the maximum of two rings per hand. They should be small enough and of an appearance as to not interfere with equipment or job duties.
- Small necklace or chain may be worn on the inside the neckline of the uniform which does not interfere with equipment or job duties.
- A professional attitude should be portrayed at all times. Loud talking or laughing, or use of profane language is discouraged. Chewing gum is not permitted in the clinical area.
- The therapists will introduce the student to the patient. If the therapist fails to introduce the student, the student should introduce him or herself. The patient will be asked if he or she has a concern with the student being in the room. If the patient requests, the student may be asked not to participate. This situation occurs very infrequently but the patient's wishes and concerns must be respected.

The therapists have already earned the patient's trust by virtue of their credentials. Students on the other hand have not and therefore must take extra care to guard their professional image. The process of earning the patient's trust is one of the most important and rewarding things done as a therapist. The easiest and most successful ways to start this process is to make a good "professional" impression. Remember that unbecoming conduct in dress or speech will bring discredit to you and other members of the profession. Students who do not follow the above will be subject to disciplinary action.

CONFIDENTIALITY

All patient records and x-rays along with CARTI institutional information are considered confidential. These guidelines have been established by CARTI and will be discussed during orientation:

- Patient information is not to be discussed outside of CARTI. If discussion at CARTI concerns a patient, it must be limited to diagnosis, prognosis and set-up.
- Patient's chart or x-rays may not be removed or copied under any circumstance.
- Patient charts are not to be removed from designated areas, i.e. treatment, medical records, physics, etc. without proper authorization.
- Patient charts, records or x-rays cannot be placed in student lockers, left in the classroom, or kept overnight.
- If the student needs a patient chart for class work, they are to check the chart out at the machine if patient is on treatment.
- If the patient is not on treatment and the chart is in Medical Records, the student must request the Program Director or Student Clinical Coordinator to obtain the chart.
- If confidentiality is violated, this is reason for a third level offense in the Progressive Discipline Policy.

Additionally, during orientation the student will sign a Confidentiality Agreement. Student must also adhere to confidentiality policies as outlined in the CHRP handbook.

RADIATION BADGES

Radiation safety requirements are outlined by the Division of Radiological Health, Arkansas State Board of Health and therefore must be followed. Radiation monitoring badges are furnished for each radiation therapy student.

Students are required to wear his/her radiation badge at all times while in the clinical or radiation areas.

Failure to wear the badge must be reported to the radiation safety officer immediately. (See Progressive Discipline Policy). The care and treatment of these badges is the student's responsibility. Loss or damage to the film badge **must also be reported immediately** to the radiation safety officer or program official so that an appropriate plan of action can be taken to replace the badge.

At the beginning of the program year, students complete a form to request their previous radiation monitoring records. This record will be in the student's radiation monitoring file. The student, around April of each year, will sign an annual radiation badge report. The report will cover radiation exposure from January through December for the previous year. Since the exposure to radiation is minimum in radiation therapy, the radiation safety officer reviews bi-monthly monitoring reports and only reports exceptions to the program faculty and the student involved. The reports are kept on file by the radiation safety officer and are available for student review at any time.

DRUG FREE ENVIRONMENT

CARTI and UAMS support a drug free environment. A drug test will be scheduled for the student during the first week school and results sent directly to the program. Students who test positive at this time will be subject to dismissal from the program following the Progressive Discipline Policy. Cost of this test is covered by the lab fees.

Through out the remainder of the program, students must comply with CARTI's policy, as outlined below, and the UAMS\CHRP policy as outlined in the CHRP handbook for students in the bachelor's completion program.

If it is suspected that the student is under the influence of alcohol and/or other drugs during regular or extracurricular program hours, the Program Director and Medical Director will request the student be tested immediately using CARTI's established testing center. If the student refuses, they will be immediately dismissed from the program. CARTI will pay for the first test. If the student requests or requires additional testing, it is at the student's cost.

If the student tests positive for drugs, the program officials and student have two options:

1. The student can be dismissed from the program immediately, third level offense. (See Progressive Discipline Policy).
2. The student can request a leave of absence to obtain counseling and treatment. At the completion of treatment, the student must submit a letter from the treatment team that the student is drug free.

At that time, the program officials may elect to allow the student to re-enter the program under the Re-entrance Conditions policy. Additionally, the student must realize that staying drug free is a condition for completing the program.

SMOKING

To safeguard the health and well-being of patients and to avoid safety hazards in general, smoking is **prohibited** on the grounds of CARTI, in the CARTI building or vehicles. This includes break rooms, rest rooms, and stairwells. See Progressive Discipline Policy.

TELEPHONES/CELL PHONES AND TEXT MESSAGES

A student **may not access** their personal cell phones while in class or in clinical areas. This includes both voice and text messages. The ring function must be turned off at **ALL** times. Students may use designated areas during authorized times to send and receive calls or texts i.e. break rooms, offices, non-occupied workspaces and off stage areas. Please keep these calls and the call length to a minimum. Telephones located at each treatment machine are used for patient and interdepartmental communication only and should not be used for personal calls. Long distance calls, made from CARTI phones, are prohibited without prior approval from the program officials.

Use of the CARTI telephone and intercom system will be discussed during orientation.

PARKING

Appropriate parking areas for each CARTI clinical site will be outlined during orientation. Students are required to park at the St. Vincent's parking lot located on the north side of the building during didactic program hours.

PROFESSIONAL ORGANIZATIONS

Professional dues for the American Society of Radiologic Technologists, and the Arkansas Society of Radiologic Technologists are the responsibility of the student.

It is considered a vital part of the student's education to make them aware of the advantages and education that can be gained through belonging to their professional organizations. When possible the student will be able to attend either National or State meetings of the societies. As a professional person, the student should support and recognize their local, state and national organizations. The professional societies have a lot to offer the student and therapist if they are willing to put forth the effort needed to support these organizations.

STUDENT FILES

Official student files are kept in a CARTI program official's educational office located at CARTI St Vincent. UAMS\CHRP Registrar's office also maintains official files for students in the one-year bachelor's completion program. Student files contain admission records, health forms, references, previous transcripts, financial aid records, class grades, evaluations and any other pertinent information about the student obtained during the program year. Under the direction of the Program Director or Student Clinical Coordinator, the student is able to review his/her file at any time during the program year as well as at the monthly meetings with the Program Director or Student Clinical Coordinator. If information is requested on a student from an outside program or individual, the student must request that the information be released. Information in the student files will not be released to anyone, under any circumstances, without this written permission from the student.

STUDENT PERMANENT FILES

CARTI student files are kept locked and intact for a period of 5 years. After that time only the following information is retained in hard copy form indefinitely:

- Transcript (unofficial - not signed)
- Financial Aid information
- Admission forms
- Original grade sheets

If a transcript is requested, it will be accessed off the computer, signed, dated and marked with an official program seal.

STUDENT COUNSELING

Counseling for students is available through CARTI's Employee Assistance Program and the UAMS Student Mental Health Services for students in the bachelor's program (see CHRP handbook). Counseling of any nature is confidential between the counselor and the student, unless what is revealed is or has been a violation of a program rule, policy or safety of a patient, staff or student. If it is a violation, the counselor, student, Medical Director, and Program Director will meet to discuss the problem and try to resolve. In some cases, the Progressive Discipline Policy will be used.

INSURANCE

CARTI provides students with medical liability insurance and an Accidental Insurance policy, which includes medical expense, dismemberment and death benefits. Health insurance is not provided. Students in the one-year bachelor's completion program are required to file evidence of health insurance coverage with UAMS\CHRP each semester before registration is considered complete.

SCHOLARSHIP

In 1987, Mr. H.O. McKenzie contributed money to CARTI to be designated for supporting the education of radiation therapy technology students. Therefore, CARTI determined that the money should be used as a tuition assistance scholarship and established the H. O. McKenzie Scholarship Fund. This scholarship is to be awarded following the completion of semester one.

A committee comprised of the Medical Director, Program Director, Student Clinical Coordinator and a therapist will evaluate the scholarship applicant on a numerical system based on both clinical and didactic grades, absenteeism, financial need, personal leadership qualities, and willingness to be employed by CARTI, if offered a position. The categories will be weighed according to areas of importance. Application and evaluation forms used for a scholarship award can be obtained from the Program Director/Student Clinical Coordinator.

UAMS\CHRP Scholarships are available for students registered with UAMS. The CHRP student affairs committee awards this scholarship based on Need and Merit. Contact the CHRP Office of Student Affairs for additional information.

SECURITY

A secured area for personal items is provided at each clinical site. Student Clinical Supervisor at each clinical site will orient the student to this location. Lockers are provided near the auditorium for each student.

If you have "lost" something, please alert the program officials so a report can be completed and an investigation conducted. The student may be asked to complete forms and have interviews with security officials.

The Physics Administrative Assistant is responsible for security at CARTI St. Vincent. Security is provided by St. Vincent Infirmery Medical Center. If a student is in the building or has to come in after hours, he or she can request a St. Vincent Security Guard to walk them to their car or be at CARTI when they arrive. Student Clinical Supervisors at each clinical site are responsible for security and should be notified of any incidents. Also if a student observes a "stranger" in an unauthorized area, they should report it immediately to CARTI officials.

REPORTING INFECTIOUS OR COMMUNICABLE DISEASE

It is the student's responsibility to immediately report any suspected or confirmed infectious/communicable disease to the Program Director. The Program Director will consult with the program's Medical Director, the facility's Infection Control Officer and if necessary the State Health Department to determine action necessary to ensure the safety of CARTI patients, staff and students. CARTI Policy defines infectious and communicable diseases for all employees and students. This policy will be reviewed in orientation. A written release from a qualified physician will be required before returning to school.

Annual TB skin testing is mandatory for students and will be given during orientation. Additionally, students will also have the option of taking a Hep-B vaccine or signing a waiver. There is no fee for the Hep-B vaccine.

SAFETY AND EMERGENCY PROCEDURES

It is of major importance to CARTI to provide a safe and secure environment for its employees, patients and students. An overview of radiation safety and all safety policies (general staff and patient) will be discussed and reviewed during orientation. A copy of the CARTI Emergency Procedures manual is available and steps to accessing this manual will be discussed during orientation.

During orientation and in Patient Care classes, lectures and demonstrations will be conducted concerning the correct method of lifting and moving of patients and equipment. If the student is injured, causes injury to anyone else whether patient or staff or witnesses an injury, an incident/accident form must be completed immediately. This applies no matter how minor the incident may be. Variance Occurrence form is available at the nurse's station at each facility or from the Facility Manager. Additionally, the Physics department will conduct at least a 6-hour course in radiation safety.

ATTENDANCE

Each student is issued a card name badge that is used to document his or her educational hours. Instruction on the time clock program will be discussed during Orientation. Students will be responsible for clocking in before going to their assigned area, clocking in and out for lunch and clocking out before leaving each day. The Variance sheet is used to document vacation/sick time and any comp time the student may accrue. Recurrent failure to clock in or out will result counseling in a first level offense. Refer to the Progressive Discipline Policy. There is a \$5.00 student fee to replace lost time clock swipe cards.

EDUCATION HOURS

The CARTI\UAMS program provides 46 semester credits of professional hours in radiation therapy taken at the CARTI St Vincent facility. The curriculum consists of classes and clinical rotations held Monday through Friday each week.

During the first week of the program, class times may vary due to registration requirements. A class schedule with times will be distributed on the first day.

Beginning with the second week, semester 1 didactic classes will be held Tuesday, 7:45 - 4:40 p.m. and Friday from 7:45 a.m. - 1:00 p.m. Semester 2 didactic classes are held Tuesday, 7:30 - 4:40 p.m. and Friday from 7:30 a.m. - 1:00 p.m. Clinical education is Monday, Wednesday and Thursday. These hours will correlate with the facility's treatment day usually 7:00 a.m. - 4:00 p.m.

The student is allotted one hour for lunch. Students are required to clock out when leaving for a lunch break and clock in upon returning. From time to time, the student will be required to attend tumor board, lab, or classes during their lunchtime. If lunch cannot be scheduled at a different time, students are requested to take their lunch to class and may leave earlier than scheduled that same day. The time allotted to leave will be governed by the time spent in class, lab, or tumor board. Breaks may be taken twice a day. Common sense dictates the time for the break.

At all times, students must be at their assigned place. Students are not to leave or ask to leave before the end of their assigned time. If for any reason the student cannot be in the assigned area, the Program Director or Student Clinical Coordinator must be notified.

TARDY

Tardiness is **unacceptable** to all instructors and clinical staff in the program. Eight minutes past the appropriate start time is considered a tardy episode. Tardiness applies to both clinical and didactic hours and is tracked using the clocking system. Refer to the Progressive Discipline Policy.

CLASS CUTS

NONE

INCLEMENT WEATHER

The CARTI President\CEO invokes the inclement weather alert for the CARTI facilities. When possible, the CARTI management team will reach a decision on CARTI's hours of operation for the following day by 11 p.m. the evening before. Students should call 603-8866 at 5:00 a.m. to hear a recorded announcement about CARTI's status.

If the student is unable to get to the CARTI facility due to the weather, or will arrive late, they should leave a message for the Program Director and/or the Student Clinical Coordinator 30 minutes prior to the scheduled time. Vacation or comp time will be used for the absence. If the above procedure is followed, the absence will be excused.

ABSENCES:

An absence is any time a student is not attending regular scheduled program hours, either didactic or clinical. There are three types of absences: scheduled excused, unscheduled excused and unexcused. A **scheduled excused absence** includes holidays or any absence in which the student notifies the correct officials in advance using the appropriate procedure for the requested leave. An **unscheduled absence** is one in which prior approval using appropriate procedure has not been obtained. These may be excused with proper documentation upon return. An **unexcused absence** is one in which the student does not follow proper procedure or provide proper documentation upon return from an unscheduled absence. The appropriate procedure for requesting leave is identified in the sections below.

TIME OFF:

A student is allowed a total of three personal days during the 12-month program. This time may be used for vacation, birthday holiday, medical appointments, personal or family illness at the student's discretion. Up to two additional days are allowed for job interviews and two days allotted to attend ASRT chapter meetings in their home state, i.e. ArSRT. Students taking the Radiography Registry for the first time will be granted that exam day off. All time off must have the prior approval of Program Officials and proper documentation. Time off is not recommended during the last two weeks of the program year.

Students missing more than the allotted time will be subject to the Progressive Discipline Policy.

A request for leave form must always be completed when a student is not able to attend the program (for any reason) during the assigned period. Personal time for a day off requires a notification during the previous business day, while time longer than two days requires a two-day advance notice. All leave requests are subject to approval by the Program Director or Student Clinical Coordinator.

If the student is unable to attend due to personal reasons, the student must notify a program official **30 minutes prior to the start of the program day.** Notification failure is considered an unexcused absence. If the student is hospitalized or absent due to a major illness, a written release must be obtained from a physician stating that the student is able to return to the program. A request for leave must be completed immediately upon returning.

HOLIDAYS: Designated holidays are: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, and Christmas. There will be a winter break around Christmas and New Year's week and a Spring break normally in March. See class schedules for exact dates for the observance of these holidays.

BEREAVEMENT: Students are allowed bereavement leave in addition to the five days cited above. Three days are allowed for the death of an immediate family member. The relationship of the deceased must be stated on the Request for Leave form.

Immediate family members are defined as: parent, spouse, child, grandchild, parent-in-law, sibling, sibling-in-law, grandparent, or grandparent-in-law.

In the event of the death of other family members, the student may use their personal days or comp time, subject to the approval of the program officials.

COMP TIME: Students are not allowed to exceed 24 hours of clinic time per week except under special circumstances. Therefore, students are not encouraged to stay past their assigned time. If for some reason the student would like to stay, they should alert the Program Director, the Student Clinical Coordinator and/or a clinical instructor for approval. Approval will be given only if the student will gain educational benefit from staying. Comp time will not be granted during the last two weeks of the program year.

If comp time is approved, the student should document on the Variance sheet before leaving. The amount of comp time must be recorded on the Variance sheet. The attending therapist must initial the Variance sheet to verify the student's time. Any comp time accrued must be used within the same week or the next available program day. Comp time acquired by attending educational meeting or volunteer activities after regular program hours may be saved for use at a later date. A student is required to complete a Request for Leave form for comp time 24 hours in advance and approved by a program official.

ILLNESS:

If a student becomes ill while attending the program, he/she is to report to the Program Director and/or the Student Clinical Coordinator who may consult a CARTI nurse to determine if the student should see a physician for immediate medical purposes. In the event of an emergency, authorized personnel must be notified and the appropriate procedures will be followed to care for the student.

EXTENDED LEAVE OF ABSENCE:

If the student requires an extended leave of absence due to personal reasons, they must submit the request in writing to program officials. A maximum of six weeks extended leave may be granted.

Program Officials will discuss the following options to continue the program:

- Modify or interrupt both clinical and didactic education.
- Modify clinical assignments only and attend didactic education.
- Complete leave of absence and consideration for reentrance into next year's Program

All missed assignments and clinical time would have to be made up before certificate of completion could be awarded.

Each request for leave is considered on an individual basis. Leave will be granted based upon program requirements and student's needs. Options for attendance, length of time granted and possible program modifications will be determined by factors that include:

- education can be made up within a reasonable time, including all clinical and didactic coursework
- current student status
- time of program year
- amount of coursework previously completed

PREGNANCY REPORTING

If the student is pregnant or suspected pregnant, the student has one of two options:

- Voluntarily inform in writing the Program Director/Student Clinical Coordinator and the Radiation Safety Officer about the pregnancy and expected date of delivery. This will provide information for additional monitoring and possible alteration in the student's clinical education following the extended leave procedure.
- Not to inform Program Director/Student Clinical Coordinator and Radiation Safety Officer about the pregnancy or suspected pregnancy. If the student chooses not to inform the above individuals in writing, the student will not be considered pregnant.

DISCRIMINATION STATEMENT:

It is CARTI\UAMS Radiation Therapy Program policy to provide an environment free from harassment. Students have the right to be educated in an atmosphere that does not discriminate based on creed, race, religion, color, sex, age, disability, national or ethnic origin, or any other protected characteristic as established by law.

CARTI\UAMS Radiation Therapy Program does not discriminate on the basis of creed, race, religion, color, sex, age, national or ethnic origin, or disability in its administration of educational policies, program or admission policies, or faculty and staff.

Program Director has overall responsibility for this policy and maintains reporting and monitoring procedures. All complaints concerning any policy, procedure, or action taken that warrants such discrimination should be addressed to the program director.

PROGRESSIVE DISCIPLINE

The following practices are not acceptable. Unacceptable practices are classified into three (3) levels according to the degree of severity. Each level carries a point value. Students accumulating a total of three points will be subject to dismissal from the program. This Progressive Discipline Policy is in effect any time the student is at the program or program related activities where they represent CARTI and the program.

First level offenses (1 point per occurrence) are practices which are subject to a verbal counseling at the first occurrence. The purpose of the counseling will be to impress upon the student the need for immediate corrective action. Any verbal counseling will become a permanent part of the student's record.

Examples of a first level offense include but are not limited to:

- Excessive tardies (more than five per semester)
- Excessive absenteeism over allotted days (more than two episodes per semester).
- Inappropriate attire, as defined in Professional Image.
- Recurrent incidents of losing, destroying or not wearing a film badge.
- Recurrent incidents of failure to return promptly after lunch, breaks or other periods of authorized absence.

- Minor property damage due to negligence or carelessness (less than 500.00).
Failure to follow any specific program policy or procedure at CARTI as determined by program officials. ie. Smoking and misuse of telephones
Failure to cooperate or maintain good relationships with faculty, therapists, physicians, fellow students, and CARTI employees, as determined by program officials.
- Inefficiency or lack of application of effort as determined by program officials.
(Example: not coming adequately prepared for class or sleeping during educational time)
- Recurrent failure to appropriately clock in and out.
- Failure to immediately/appropriately complete a Request for Leave Forms.
- Failure of a clinical rotation.
- Failure of a didactic class (Breast oncology, Chemotherapy, etc).
- Failure of any Final

Second level offenses (2 points each) are unacceptable practices that result in a written counseling that will become a part of the student's permanent record. Any second level offense constitutes probation from the program, as determined by program officials.

Examples of second level offenses include but are not limited to:

- An unexcused absence.
- Lying or misrepresentation of facts.
- Negligence or carelessness in performance in the clinical area, as determined by program officials.
- Failure to aid any patient or visitor if such service is within the normal scope of the student's ability.

Third level offenses (3 points each) include practices of such a serious nature that a first occurrence warrants immediate dismissal.

Examples of third level offenses include but are not limited to:

- Willful damage to property of CARTI
- Willful or negligent failure to render service to a patient that results in injury to the patient either physical or mental.
- Theft, misappropriation or unauthorized possession or use of property belonging to any CARTI employee, visitor, patient, physician, business associate or CARTI.
- Immoral conduct or indecency while at CARTI as determined by program officials.
- Unauthorized possession, falsification, use, copying or revealing of confidential information concerning CARTI patients, business or activities
- Intentional violation of a safety rule or practice.
- Possession of any weapon or potentially lethal instrument on CARTI property.
- Assault or fighting on CARTI property
- Insubordination to any program staff
- Possession or consumption of intoxicants or drugs while at school or reporting to school under the influence of drugs or intoxicants.
- Failure to pass any course
- Failure to immediately report suspected or confirmed communicable diseases to the Program Director.

- Failure to follow additional monitoring requirements as assigned by the Radiation Safety Officer or program modifications after voluntarily notified by the student of pregnancy.
- Falsification of any program information
- Cheating on an exam.

STUDENT PROFESSIONAL CONDUCT:

The student is considered to be a mature adult whose attitude, conduct, and morals are compatible with the functions and missions of CARTI and UAMS as an educational institution, and with the ethical standards of his\her chosen profession. Each student is expected to comply with requests of program officials in the performance of his\her duties; to obey the laws of the city, state, and nation; and to refrain from conduct, as described in the progressive discipline policy, which would demean the ethics and integrity of his\her chosen profession.

The following is a description of the principle non-cognitive responsibilities of students in the program:

1. Come adequately prepared for class.
2. Attend all classes, laboratories, and clinical\field experiences, as scheduled, unless previous arrangements have been made with the instructor or program officials .
3. Request instructor\student conferences when needed.
4. Treat patients and co-workers justly and impartially, regardless of their sex or their physical, mental, emotional, political, economic, racial, or religious characteristics.
5. Maintain a non-biased, open point-of-view during class sessions.
6. Request and take makeup examinations, if permitted by the instructor, within the specified period of time for the given course.
7. Act as a favorable role model for your chosen health profession at all times.
8. Be responsible for the condition of the instructional area during and at the completion of a class session.
9. Refrain from smoking except in specifically designated areas during class or clinic sessions.
10. Maintain and arrange class material in a form that will be usable in the future as a professional reference.
11. Attempt to resolve concerns and questions in a courteous and informal manner, utilizing only when necessary grievance procedures according to the published rules.
12. Adhere to the student responsibilities required by the program in which enrolled.
13. Maintain academic integrity (see Academic Integrity Statement in your UAMS student handbook) by doing one’s own work.

PROBATION/DISMISSAL

CARTI and UAMS\CHRP reserves the rights to dismiss or probate a student at any time on grounds the program officials’ judge to be appropriate. Each student by his own admission to the program recognizes this right of the program. The continuance of any student on the program roster, the receipt of academic credit, graduation, and the granting of a degree or certificate rest solely within the powers of the program officials.

STUDENT GRIEVANCE PROCEDURE

The following procedures are required to initiate a grievance.

- I. A student will make a full statement in writing of any grievance or complaint to include allegations of non-compliance with any JRCERT Standard of Practice to the Program Director.

- II. Program Director will have three (3) business days in which to resolve the grievance and to furnish the student with a written decision setting forth such resolution.
- III. Should a student fail to agree with the decision of the Program Director, he/she may implement either of the following procedures within 5 business days:
- A. Student may submit a written appeal from the decision of Program Director to Medical Director who will resolve the grievance and furnish the student with a written decision within three working days, setting forth such resolution.
- or
- B. Make a request in writing to Program Director for a formal hearing before a Grievance Committee consisting of the following persons: Medical Director, Program Director, and a person chosen by the student who is on the staff at CARTI. Program officials will organize a formal hearing within 5 business days. Following such a hearing the Grievance Committee will make a recommendation in writing within three (3) business days of the hearing to the President of CARTI and to the student. If the student doesn't agree with the Grievance Committee's recommendations, he or she has three (3) business days to request in writing to have a private meeting with the President and CEO of CARTI. The President has five (5) business days to schedule such meeting. The President will review recommendations and accept, reject or modify such recommendations within three (3) business days of receipt from the Committee and/or meeting with the student.
- IV. It is the intent of this procedure that no grievance should be presented by any student except in the manner set forth above. In the absence of the Program Director, a student may request assistance from the Student Clinical Coordinator in formulating a grievance.

Such grievances should then be presented in the manner set forth above when the Program Director becomes available. In the event of an extended absence of the Program Director, a grievance may be presented directly to the Medical Director and if the Medical Director deems that an emergency exists, the Medical Director may attempt to resolve the grievance in the manner set forth above. If, however, the Medical Director determines that no emergency exists, the resolutions of the grievance shall be held in abeyance until the Program Director is available.

- V. If the complaint or allegation is concerning non-compliance of a JRCERT Standard and the above avenues prove unsatisfactory in the resolution of the grievance, the student may make a complaint in writing directly to the JRCERT. The JRCERT will respond following their policy and procedure number 80.000. JRCERT is located at 20 N. Wacker, Suite 2850, Chicago, IL 60606-3182. They may be contacted at (312) 704-5300.

WITHDRAWAL

Notice of withdrawal should be submitted to the Program Director in writing stating reasons and effective date of withdrawal. In the event that a student does withdraw for any reason, he or she must begin the program over again, exceptions are listed under Re-entrance Conditions.

RE-ENTRANCE CONDITIONS

A student may be considered for reentrance only if the all of following requirements are met:

1. His/her acceptance will not exceed the JRCERT approved program capacity.
2. The student was not previously dismissed from the program.
3. The student would not have missed more than two-weeks.
4. The didactic and clinical education that occurred during absence can be successfully completed.
5. The student maintained a 75% or greater in each course at time of withdrawal.
6. That the student agrees (if necessary) to extend the time in the program to cover time missed in order to complete program requirements.

COURSE EXAMINATIONS

Each course has a lead instructor and may have several class instructors. Class instructors are required to develop an examination consisting of the information he/she has taught. Examinations will be scheduled throughout the class hours. The class instructor will score each test and explain how the grade is compiled in the course grade.

Grades from these classes are used to calculate the final course grade which will be reflected on the transcript. Grades are recorded to the nearest tenth percent. If a student fails to maintain a 75% in each course, they are dismissed from the program.

At the end of each semester, a comprehensive final exam will be given covering all didactic information taught to that point in the program. Students must pass the comprehensive and physics sections of each semester final in order to advance to the next semester.

- In addition, a Clinical Semester Final will be given covering competencies completed to this point in the program.
- Failure of any final is a First Level Offense.

ACADEMIC INTEGRITY:

Instructors will remain in the classroom during examinations. Students will not be allowed to talk or leave the room for any reason. Cell phone usage or internet access is not permitted during class or examinations. A student caught cheating on an exam is considered a third level offense and the student will be dismissed from the program. Students are professionals and are expected to act as such, anything less is a disgrace to the profession, radiation therapy program and student.

RETAKE EXAMS

There will be not make-up of exams in the event of failure. The only exception to this would be failure of a Semester Final Exam.

If the student fails any Semester Final Exam, they are required to take a retest. The retest may be oral or written at the discretion of the instructor and program officials. Second chance failure constitutes removal from the program. After passing the second exam, the final score for that exam will be 75%, the lowest passing grade. All Semester Final Exam scores are weight-averaged together at the end of the program year. That grade is posted on the transcript under Radiation Therapy Review.

MAKE-UP EXAMINATIONS

Make-up examinations may be permitted with an excused absence. Quizzes cannot be made up. Arrangements must be made within two (2) academic days after the student's return to class, laboratory, or clinical assignment. If arrangements are not made as specified, a grade of zero (0) for the exam will be recorded.

RESEARCH PAPER/PRESENTATION

Students are required to submit either a research paper or presentation during the third semester. This required assignment prepares the student for additional learning and/or teaching for their professional responsibilities and career. Detailed information will be provided during Semester 1 which includes deadlines. Research papers or presentation topics must have prior approval of the program officials. Either are required to encompass some aspect of radiation therapy. The grade on the research paper or presentation will be counted part of Principles and Practices III. If the student elects to do both, the higher grade will be recorded.

INSTRUCTOR EVALUATION

Each student will be required to complete a Didactic Instructor Evaluation Form upon completion of each semester for CARTI. Student input is very important in continuing and maintaining our high standard of education. This evaluation enables the instructors to evaluate his/her teaching skills, tests and books utilized during the course. The program director, student clinical coordinator and the didactic instructors review the evaluations.

LIBRARIES

The CARTI \ UAMS Radiation Therapy Program has a limited up-to-date library, located next to the classroom. Books may be used on the premises, but may not be removed.

The CARTI \ UAMS students also have the privilege of using the staff physician's personal libraries and CARTI Employee Education library located on the first floor in the Education Room. If a student wishes to borrow a book from the Education Library, they are required to follow check-out procedures provided at this site. In addition CARTI students also have access to the libraries located at St. Vincent Infirmary (SVI) and on the campus of the University of Arkansas for Medical Sciences.

DIDACTIC EDUCATION

2009-10

CLASS	INSTRUCTOR	EXTENSION
Orientation to Radiation Therapy	Sheila Randolph, BSRT, R.T.T.	7621
	Debbie Tomlinson, M.A., R.T.T.	8866
Patient Care	Rhonda Garner, R.N., BSRN	3417
	Lisa Layton, R.N.	4512
	Mary Machen, LSW	7614
	Debbie Tomlinson, M.A., R.T.T.	8866
Principles and Practice of Radiation Therapy I, II, and III	Larry Berkley, M.S.	3254
	Cherie Cox, BSRT, R.T.T.	8865
	Sheila Randolph, BSRT, R.T.T.	7621
	Tawanna Smith, MA, R.T.T.	3432
	Debbie Tomlinson, M.A., R.T.T.	8866
	Jim Beaty, C.E.T.	3279
Oncology I, II and III	Sheila Randolph, BSRT, R.T.T.	7621
	Jennifer Lyons, BSRT, R.T.T.	8851
	Tawanna Smith, M.A., R.T.T.	3432
	Debbie Tomlinson, M.A., R.T.T.	8866
Radiation Physics I, II and III	Larry Berkley, M.S.	3254
	Paul Bruce, M.S.	3267
	Dale Campbell, M.S.	3255
	Joe Grant, M.S.	3269
	Scott Yakobian, M.S.	3204
Radiation Biology	Larry Berkley, M.S.	3254
	Doug Tanner, CMD	3292
	Christopher Pope, MD	
Quality Management	Debbie Tomlinson, M.A., R.T.T.	8866
Clinical Dosimetry	Gary Randolph Physics Staff	4504
Technical Radiation Therapy Labs	Sheila Randolph, BSRT, R.T.T.	7621
Program Summary	Sheila Randolph, BSRT, R.T.T.	7621
	Debbie Tomlinson, M.A., R.T.T.	8866

CARTI \ UAMS Radiation Therapy Program
PROGRAM CURRICULUM

Class 2009-10

DESCRIPTIVE COURSE TITLES	EQUIVALENT CREDIT HOURS	INDIVIDUAL CLASS TITLES	APPROXIMATE CONTACT HOURS
SEMESTER ONE - FALL			
ORIENTATION TO RADIATION THERAPY	1	HANDBOOK, INTRO TO RADIATION THERAPY ORIENTATION	16
PATIENT CARE	2	INFECTION CONTROL, NUTRITION, CHEMOTHERAPY, PATIENT ASSESSMENT, PHARMACOLOGY, PSYCHOLOGY	32
PRINCIPLE & PRACTICES I	2	CANCER MANAGEMENT, LAW, ETHICS, LYMPHATICS PRINCIPLES OF RADIATION THERAPY, CORPORATE COMPLIANCE	32
RADIATION ONCOLOGY I	3	PATHOLOGY, SKIN, RESPIRATORY, LYMPHOMA, BONE ENDOCRINE, HEAD & NECK, LEUKEMIA, SOFT TISSUE SARCOMA	48
RADIATION PHYSICS I	4	INTERACTIONS, BASIC PHYSICS, MACHINE THEORY OF OPERATION	64
CLINICAL PRACTICUM I & LAB	6	COMPETENCIES, PROFESSIONAL EVALUATIONS, SEMESTER CLINICAL FINAL AND LABS	392
SEMESTER TWO - SPRING			
RADIATION ONCOLOGY II	4	BREAST, GU, GYN, MALE REPRO, MAJOR DIGESTIVE ORGANS, CNS, PEDS, EMERGENCIES, BENIGN, PALLIATION	64
PRINCIPLES & PRACTICE II	2	IMPAC, CHART CODING, CROSS-SECTIONAL ANATOMY, TOPOGRAPHY	32
RADIATION BIOLOGY	2	RADIATION BIOLOGY	32
RADIATION PHYSICS II	4	TREATMENT PLANNING, DOSIMETRY CALCULATIONS, MEASUREMENTS, ELECTRON BEAM	64
CLINICAL PRACTICUM II & LAB	6	COMPETENCIES, PECT EVALS, DOSIMETRY LAB, SEMESTER FINAL	392
SEMESTER THREE - SUMMER			
PRINCIPLES & PRACTICES III	1	HUMAN RESOURCES, CHARGES QUALITY MANAGEMENT, EXHIBIT/ESSAY	16
RADIATION PHYSICS III	2	BRACHYTHERAPY, RADIATION PROTECTION\SAFETY	30
CLINICAL PRACTICUM III	5	COMPETENCIES, PECT EVALS, SEMESTER FINAL	336
RAD THERAPY REVIEW	2	ESSENTIAL PHYSICS CONCEPTS RADIATION THERAPY REVIEW	34
YEAR TOTALS	<u>46</u>		<u>158</u>

