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INTRODUCTION

The following general information regarding policies, procedures, and regulations has been prepared for the student entering the Radiation Therapy Program at Nassau Community College. It contains information specific to students in the Radiation Therapy Program.

Students are responsible to abide by all Nassau Community College policies and procedures available at http://collegecatalog.ncc.edu/current/policiesandprocedures/ and abide by the Student Code of Conduct in the Nassau Community College catalog, at http://collegecatalog.ncc.edu/current/.

This handbook contains extremely important information, it is the student’s responsibility to become familiar with the contents.

Any questions or concerns relating to the information in this handbook or the Radiation Therapy program at Nassau Community College can be addressed to the Program Director or Clinical Coordinator.

CONTACT INFORMATION

Program Director:
Carolyn Confusione
Carolyn.confusione@ncc.edu
516-572-9640 ex 26556
516-319-3675

Clinical Coordinator
Karen Santini
Karen.Santini@ncc.edu
516-572-9640 ex 26554
914-572-1868

Department Chair of Allied Health Science
Dr. Gary Klinger
Gary.Klinger@ncc.edu
516-572-9640
MISSION STATEMENT AND GOALS

The Radiation Therapy Program is a component of the Allied Health Sciences Department at Nassau Community College. It is dedicated to providing low cost, high quality education to prepare graduates for positions as entry level radiation therapists who possess the necessary knowledge and skills to deliver prescribed treatments safely and competently.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES.

In fulfillment of this Mission, the Radiation Therapy Program at Nassau Community College upholds the following goals:

**Goal:** Students will be academically and clinically competent radiation therapists.

Student learning Outcomes:
- Student will demonstrate academic competency.
- Student will demonstrate clinical competency.

**Goal:** Students will exhibit Professionalism as members of the healthcare team.

Student learning Outcomes:
- Students will demonstrate compassionate and ethical patient care
- Students will uphold the “Standards’ of the profession that must be maintained to comply with the levels stipulated by the accrediting bodies’ specific to Radiation Therapy, the ARRT and the ASRT.

**Goal:** Students will have critical thinking skills necessary to become radiation therapists that function independently within the scope of practice.

Student learning Outcomes:
- Students demonstrate correct interpretation and application of patient treatment plans.
- Student demonstrates critical thinking skills.

**Goal:** Students will have the communication skills necessary for proper job performance and towards the pursuit of lifelong learning.

Student learning Outcomes:
- Graduates demonstrate a commitment to lifelong learning.
- Students will demonstrate communication skills.
The purpose of Radiation Therapy Program at Nassau Community College is to fulfill its mission and goals through the completion of stated outcomes and objectives. The student has the responsibility to make the most of these educational experiences, and once accepted, is obligated to abide by the policies and procedures of Nassau Community College Radiation Therapy Program.

JRCERT PROGRAM ACCREDITATION

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Accreditation of an educational program provides students and graduates assurance that the educational program will provide them with the requisite knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. Programmatic accreditation requires programs to teach the entire curriculum developed by the professional society, the American Society of Radiologic Technologists (ASRT). The Joint Review Committee on Education assures quality and sets standards in education.

It is important for students to become familiar with these standards. A copy of the Standards for an Accredited Educational Program in Radiation Therapy is available online (http://www.jrcert.org/programs-faculty/jrcert-standards/) and from the program director.

The goals of these standards are to protect the student and the public, and to identify outcomes by which this program establishes and evaluates assessment policies and procedures for continuous improvement. The JRCERT monitors performance measures of programs and makes this information available to the public.

The Effectiveness Data for the Radiation Therapy Program at Nassau Community College is available via the JRCERT’s Web site, https://portal.jrcertaccreditation.org/summary/programannualreportlist.aspx and also on the Nassau Community College Radiation Therapy Program Web page http://www.ncc.edu/programsandcourses/academic_departments/alliedhealthsciences/radiationtherapy/default.shtml

The student has the right to report program infractions to the JRCERT:
JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-2901
Phone: (312) 704-5300
E-mail: mail@jrcert.org

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) is the world’s largest credentialing organization that seeks to ensure high quality patient care in medical imaging, interventional procedures, and radiation therapy. The ARRT certifies and registers technologists through administration of education, ethics and examination requirements.

Education Requirements for Radiation Therapy Certification and Registration
Radiation Therapy certification and registration candidates must have — within the past three years* — successfully completed a Radiation Therapy educational program that is accredited by a mechanism acceptable to the ARRT. Beginning on January 1, 2015, all candidates for certification and registration in Radiation Therapy must have earned an academic degree before becoming certified and registered. ARRT recognizes only accreditation agencies that are recognized by CHEA and/or USDE.

As part of their education, candidates must also demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures by completing the Radiation Therapy Didactic and Clinical Competency Requirements.

Ethics Requirements for Radiation Therapy Certification and Registration

The Standards of Ethics is listed on the ARRT website at: https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf. Every candidate for certification and registration must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." ARRT investigates all potential violations in order to determine eligibility.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military court martials as described below:

- Felony;
- Misdemeanor;
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do not need to be reported.

Additionally, candidates for certification and registration are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT), as well as any honor code violations that may have occurred while they attended school. Candidates may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program.

The ARRT maintains a registry of certified technologists in all disciplines of Radiologic Technology. The ARRT requires 24 hours of continuing education in a two-year period to renew certification. ARRT certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate continued qualifications in order to continue to hold the certification. For information on the ARRT and other eligibility requirements, contact the agency at: 1255 Northland Drive, Saint Paul, Minnesota 55120-1155. (651) 687-0048 OR http://www.arrt.org

PROFESSIONAL SOCIETIES

Students may join the AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGIST (ASRT) www.asrt.org

The ASRT is a professional membership organization representing the interests of radiographers, radiation therapy technologists and nuclear medicine technologists according to the purpose and goals stated in its by-laws. The American Society sponsors numerous educational programs for all ranks of technologists with a wide
range of professional and continuing education offerings. The ASRT developed and publishes the curriculum
guide for educational programs in Radiologic Technology and provides for periodic review of curricula in
Radiation Therapy. The ASRT maintains its headquarters at:
15000 Central Avenue,
SE, Albuquerque,
New Mexico 87123-3909.
The Practice Standards for Radiation Therapy is located on the ASRT website at:

The Sponsoring Institution
Nassau Community College sponsors the radiation therapy program. Nassau Community College is a member
of the State University of New York and is accredited by the Middle States Association of Colleges and
Schools. Nassau Community is a comprehensive full opportunity College, open to all qualified applicants. All
program functions, including administrative structure, organizational structure, didactic and clinical instruction
as well as clerical support services are coordinated by Nassau Community College faculty and staff.

NON-DISCRIMINATION
Nassau Community College is committed toward ensuring that all students are given equal opportunity to
participate in its educational programs without regard to their race, national origin, ethnic background, gender,
sexual orientation, religion, disability, age, veteran status, or marital status (http://collegecatalog.ncc.edu/current/policiesandprocedures/additional_information/student_rights_responsibilities.html) If the student has a question/concern about discrimination, he/she may contact The College's Office of
Affirmative Action and Diversity which is dedicated toward ensuring that the College is in compliance with
all federal and state laws and regulations that prohibit discrimination and encourage equal opportunity and
treatment. This is including, but not limited to: Title VII of the Civil Rights Act of 1964; Title IX of Educational
Amendments of 1972; Age Discrimination Act in Employment of 1967; Americans with Disabilities Act;
Americans with Disabilities Act Amendments of 2008; Section 504 of the Rehabilitation Act of 1973, and the
New York State Human Rights Law. The Affirmative Action Office also ensures that the College community is
in compliance with its internal policies on Sexual Harassment, Bias and Discrimination, as well as the
Complaint Procedures for Review of Allegations of Discrimination/Harassment (all of which are available on
the College website, as well as at the Affirmative Action Office), and conducts investigations into allegations of
sexual harassment, bias and discrimination brought by members of the College community.

Any questions concerning the College's policies on sexual harassment, bias and discrimination, as well as any
allegations of noncompliance should be directed to:

Affirmative Action Officer
818 Administrative Tower
Nassau Community College
One Education Drive
Garden City, NY 11530-6793
516.572-7121 or 516.572.7747
ADVISING

Being housed within Nassau Community College allows the Radiation Therapy Program to offer students excellent supportive academic, behavioral, and clinical advisement. The radiation therapy program director, didactic and clinical instructors are available for pre admission advising as necessary. The admissions procedure is available through the College website (https://www.ncc.edu/admissions/apply/application_pdfs/Programs_Chart.pdf) any additional questions can be answered by the Admissions Office @ 516-572-7345 or the Allied Health Office @ 516-572-9640. Enrolled student have an orientation session prior to the beginning of the program and an advising session at the end of the each semester. The program director and didactic and clinical instructors are also available for individual academic, behavioral, and/or clinical advisement as needed.

Every didactic and clinical instructor must submit an academic progress through the NCCBanner System for each course and for every student. This will result in an early warning system to alert those students who may be in jeopardy. Additionally, the program director requires a weekly report from each clinical instructor regarding the progress of each student. Monthly behavioral and clinical evaluations must be completed by supervising therapist and signed by the student. The clinical instructor clearly defines in writing whether or not the student is where they should be clinically at the end of each month. This type of continuous communication allows for both informal and formal feedback between the student and the faculty, thus allowing essential advising between the program director and the student on academic, behavioral, and/or clinical issues.

PROFESSIONALISM & DISHonesty

The Radiation Therapy Program is committed to the education of students to become contributing members of the radiation oncology team who will provide safe and effective radiation therapy in both hospital and free-standing settings.

As a representative of the Radiation Therapy Program at Nassau Community College, it is essential that all students conduct themselves in a professional, friendly and courteous manner. Cooperation, consideration, and respect for others are fundamental behaviors of the health care professional. In addition, attributes such as motivation, good judgment, integrity, honesty and professionalism are as important to success in the program as they are in the post-graduate clinical setting. These behaviors are to be demonstrated in the clinical and classroom setting at all times.

Due to the overwhelming importance to provide the community with practitioners who are technically competent as well as professional, the faculty reserves the right, regardless of a student's academic performance, to dismiss the student from the program for behavior which has proven to be consistently unprofessional, or which endangers the health or safety of patients, staff, students, or others.

CONDUCT
• The NCC Student Code of Conduct as set forth in the college catalogue applies to the behavior of students in classroom and clinical courses. It is the students’ responsibility to familiarize themselves with these rules and regulations.
• Students are expected to observe the guidelines set forth in the directives issued by the New York State Department of Health, Bureau of Radiologic Technology, Ethic Guidelines of the ARRT & ASRT.
• Cheating or dishonesty of any kind will not be tolerated, and is cause for immediate expulsion from the Program.
• Students must abide by the standard rules and regulations of each hospital and clinical facility assigned.
• Students will address the staff and patients by their proper title and last name.
• Use of insulting, threatening or abusive language or gestures to staff, patients or fellow students will be considered grounds for probation or dismissal.
• Smoking, eating and drinking are permitted in designated areas only.
• Personal conversations and discussions are inappropriate and should be limited to off duty hours.
• Personal relationships with staff and patients are not appropriate.

CONFIDENTIAL PATIENT INFORMATION

HIPAA POLICY

The Health Insurance Portability and Accountability Act was enacted nationally in an effort to protect individuals’ rights to privacy and confidentiality. The Radiation Therapy Program at Nassau Community College is committed to maintenance of confidentiality based on our ethical, legal and moral responsibilities to protect the rights of patients. Students are oriented and educated in the general implications of HIPAA for patient care via several courses throughout the curriculum. Students first received instruction regarding HIPAA policy and procedures during orientation. Students must sign the HIPPA acknowledgement form and pass the exam covering HIPPA in order to continue in the program.

It is also the responsibility of clinical faculty of each clinical education site to orient students to the implications of HIPAA for that site as well as specific policies and procedures pertinent to their site during each clinical experience.

All students are required to observe HIPAA regulations, which will be clearly presented during orientation. Any disregard for HIPAA policies will result in immediate dismissal.

In addition, students should not discuss personal problems with patients or staff at assigned clinical rotations. Students should be mindful of conversation with patients and staff at all times.
SMOKE FREE/TOBACCO-FREE ENVIRONMENT

For safety and health reasons, all students must abide by the NCC smoking policy. Students are responsible for knowing and abiding by the smoking policies set forth by each clinical site. Smoking is only permitted in designated areas and students should be mindful of not smelling like smoke when reporting to clinic.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted on the college campus or clinical premises at any time. Drinking or being intoxicated will lead to immediate dismissal.

DRUG POLICY

Nassau Community College has a vital interest in maintaining a safe, healthy, and efficient educational environment for its students. Being under the influence of a drug or alcohol while in class or clinical setting is prohibited and will result in immediate dismissal from the program.

BIAS, DISCRIMINATION & SEXUAL HARASSMENT POLICIES

Bias & Discrimination: Nassau Community College is a broadly diversified institution, committed to recognizing diversity and pluralism of values and beliefs on campus. The College condemns bias and all other acts of hatred and violence. Furthermore, the College condemns all forms of bigotry, discrimination, harassment, physical violence and/or any form of abuse based on race, ethnicity, national origin, disability, age, gender, or sexual orientation.

Sexual Harassment: It is the policy of Nassau Community College to establish an environment in which the dignity and worth of all members of the institutional community are respected. In keeping with this principle, the sexual harassment of students or employees is considered unacceptable conduct and will not be tolerated. Nassau Community College will aggressively investigate any allegations of sexual harassment.

Sexual Harassment is a serious violation of campus policy and can result in disciplinary action. Sexual Harassment is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where grades or educational progress are made contingent upon submission to such conduct, or where the conduct has the purpose or effect of interfering with the individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment.

For further information see the College Catalog or contact the Affirmative Action Officer/Section 504 Coordinator at (516) 572-7747, Tower 818
WORKPLACE HAZARD

Students will be provided with a comprehensive orientation which will cover workplace hazards. A Review of Health and Safety Policies and Procedures Forms will be completed by each student for every clinic.

In the event that the student is concerned with workplace hazards, harassment, communicable diseases, or substance abuse, he/she should contact the program director of faculty immediately. The program director will work with the facility to ensure the safety of the student.

INFECTIOUS DISEASE POLICY

Students Exposed to Infectious Disease:

- Must report the exposure to the Clinical Supervisor and the Program Director.
- If disease-specific immunity cannot be demonstrated by laboratory studies, the student must absent himself for the incubation period.
- If the condition becomes clinically evident, the student may not return to the program until written medical clearance is obtained.

Students Who Have, or Suspect They Have, an Infectious Disease:

- Students who suspect they have a potentially infectious condition must see their physician for a diagnosis before returning to the program.
- The absence must be reported to the Program Director.
- The student may not return to the program until written medical clearance is obtained.

Any student withholding information concerning his or her health status, as it applies to communicable diseases, either for the pre-admittance physical or while enrolled in the program may be dismissed for unethical behavior.

Failure to observe the above policy can result in grave threat to patients, classmates, staff and others and is grounds for DISMISSAL.

EMERGENCY PROCEDURES AND SAFETY

During program orientation, the student will be educated in emergency procedures/safety orientation/Medical Emergencies/ HIPPA. Students are tested on this material and must receive a 75% passing grade in order to enter the clinical setting. Students are required to acquaint themselves with the routine radiation and electrical safety rules practiced by the assigned facility. When the student begins their clinical rotation an orientation is done by the clinical instructor addressing these policies and procedures specific to each clinic. The policies and procedures include, but are not limited to, the following

Hazards: Fire, electrical/chemical emergencies
Emergency Preparedness

Medical Emergencies

Radiation Safety

HIPAA

Review of Health and Safety Policies and Procedures forms are completed documenting the students understanding of these policies and procedures.

**Any incidence involving students will be reported immediately to the Program Director**

**EMERGENCY PREPAREDNESS AT NCC**

Nassau Community College has taken steps to support our campus community during times of heightened concern. Nassau Community College (NCC) has developed a comprehensive Emergency Response and Recovery Plan (ERRP) which outlines the organization and procedures the College will implement before, during, and after a campus emergency. The College also has an Emergency Response Team made up of key campus personnel responsible for developing, overseeing and implementing the College’s emergency response and recovery procedures. In addition, the College has identified and equipped strategic command centers, from which the Emergency Response Team (and outside emergency response agencies), will coordinate and oversee the College’s emergency response and recovery procedures during an emergency. Students are encouraged to visit the Emergency Preparedness site at [http://www.ncc.edu/aboutncc/ourpeople/administration/environmentalhealth/emergencyprocedures.shtml](http://www.ncc.edu/aboutncc/ourpeople/administration/environmentalhealth/emergencyprocedures.shtml)

**NCC Alert System**

Nassau Community College has partnered with Rave Mobile Safety to provide members of the campus community with a quick and efficient means of receiving emergency notifications. This system is called NCCAlert. NCCAlert will allow you to quickly receive emergency communications and other important announcements via text, e-mail and voice message.

As a current employee or registered student you are automatically enrolled in this new system.

**DISABILITY STATEMENT**

Nassau Community College is committed to providing reasonable accommodations to students with appropriately documented disabilities, and to the letter and spirit of the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. Appropriate accommodations are designed to ensure students with disabilities have an equal opportunity to participate in all Nassau Community College programs, activities and services.

DISABILITY RELATED CONCERNS: If you have a physical, psychological, medical, or learning disability that may have an impact on your ability to carry out the assigned coursework, I urge you to contact the Center for Students with Disabilities (CSD), Building U, (516 572-7241,TTY(516) 572-7617. The counselors at CSD will review your concerns and determine reasonable accommodations you are entitled to by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. All information and documentation pertaining to personal disabilities will be kept confidential.
All information and documentation pertaining to personal disabilities and/or diagnoses is strictly confidential.

CELLULAR AND PERSONAL ELECTRONIC DEVICE USAGE POLICY

To ensure the safety, protection and privacy of patients, staff and students, while continuing to provide high quality education, it is the policy of the Radiation Therapy Program at Nassau Community College to restrict the use of personal cell phones and other hand-held devices during clinical hours. For patient safety and equipment integrity reasons, cell phones and other hand-held personal devise use is restricted. Nassau Community College and all clinical affiliates have a responsibility to ensure the privacy of patients, visitors, staff and students, and to ensure the integrity of proprietary information.

- Students are not permitted to use their cell phones, iPods/IPADS or other personal electronic devices during clinical hours.
- Students are not permitted to text message while class is in session or in the clinic.
- Students are not permitted to use the camera and recording function of a cell phone at all while in clinic.
- Permission must be obtained to record lectures during class at Nassau Community College by the individual professor.
- Students who do not adhere to this policy are subject to corrective action up to and including dismissal from the program.

Personal Cell Phones

Students are not to use personal cell phones while class is in session or assigned to the clinic. Students are to make any personal calls/text messages during free time and not in patient areas. If an emergency necessitates the use of a cellular phone, the phone call may not be made in patient care areas or any public area where a conversation can be overheard. Students are responsible for informing friends and family members of this policy.

Camera/ Recording Equipped Cellular Devices

To ensure the privacy of patients, visitors and employees, as well as to ensure the confidentiality of all records, etc., camera-equipped and recording devices belonging to students must be turned off during clinical hours and may not be used at any time during clinical hours.

PARKING
All students must inquire from clinical student supervisors the location of allocated parking. Students should never use designated patient parking or emergency parking areas. There are no exceptions. It is the students’ responsibility to register their car and obtain the necessary parking permits from security for each hospital/clinical rotation, as well as at the NCC campus.

Prior to registration for the Radiation Therapy program accepted students are instructed on contacting the New York State department of Health regarding the

COURSE REQUIREMENTS, GRADES & GRADUATION REQUIREMENTS

- Correct sequence of major and related courses as published in the College Catalog must be followed to be eligible for graduation from the Program, including observance of all prerequisite and co-requisite requirements

- Grading policy will be explained and outline in the Syllabus at the beginning of each course.

- In order to advance to the next semester a student must maintain at least a Grade of "C" in all phases of each Radiation Therapy Program professional course (didactic and clinical components).

- Failure to obtain a minimum "C" grade in any Radiation Therapy course or AHS101 will result in dismissal from the program.

- Failure to obtain a minimum "C" grade in Anatomy and Physiology (AHS 131 & 132) will necessitate repeating the course. If a passing grade is not obtained in both courses before the commencement of the fall semester of the second year, the student will be dismissed.

- Students are responsible for notifying the Program Director immediately upon failure to attain a minimum grade of C in such required courses.

- Unless otherwise stated by individual instructors of Radiation Therapy courses make-up examinations will be given for missed major examinations and 10 points will be deducted from the grade obtained.

READMISSION

Students dismissed from the Radiation Therapy program who feel the dismissal was unwarranted, have access to the normal grievance procedure as outlined in the Nassau Community College Catalogue.

- First year students who are dismissed due to failure in one didactic course may apply to the program following the procedure for new candidates. It is expected that appropriate remedial work will have been done in the intervening year. Reapplying does not guarantee readmission into the program.

- The students’ other academic and clinical progress will be evaluated.
• Second year students who are dismissed due to failure in one didactic course may petition the Advisory Committee for readmission in the following academic year. It is expected that appropriate remedial work will have been done in the intervening year. Clinical grades must average higher than a B from previous semesters to be considered for re-admittance.

• Students who fail more than one didactic course, or who fail a clinical course, will not be considered for readmission.

• No student may be readmitted more than once.

ASSIGNMENT TO AFFILIATING CLINICS AND HOSPITALS
The Program Director and Clinical Coordinator will assign students to clinical sites. The schedule will reflect equal experience for all students enrolled in the program.

MALPRACTICE INSURANCE
Coverage for student is mandatory and arranged through the College. The fee for this insurance is included in the bill from the Bursar's Office.

CRIMINAL BACKGROUND CHECK

• The student must complete a criminal background check through Certified Background check, https://www.certiﬁedbackground.com

• The student is responsible for the cost of the search.

• The criminal background check must be completed prior to the student beginning his/her first clinical experience.

• The criminal background search will encompass the student’s records from the state of New York. In the event that a student has moved from another state to the state of New York, within the last twelve months, a background check, at the student’s expense, will be conducted in both states.

• If the background check indicates the student has a criminal conviction, he/she will first be given the opportunity to refute the record.

• Should the conviction record stand the student may be prohibited from taking part in the Radiation Therapy program.
Any student with concerns regarding violations/convictions are encouraged to complete Ethics Review Pre-Application at [https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf](https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf) to determine their ethics eligibility prior to enrolling in or during their educational program.

**HEALTH FORMS**

All students must have a physical examination, including laboratory work, and must submit a completed health form to Student Health Services to receive clearance as a condition to attending any clinical session. Clearance from Student Health Services must be presented to the instructor during the junior year on or before October 1st. Yearly updated health clearance is required.

Written proof of health clearance may be required by a clinical affiliate prior to commencement of an assigned internship. All students must retain a copy of their final submitted health form and must bring a copy to each clinical affiliate on the first day of each assigned clinical rotation.

Students may also be required to comply with further or additional health clearance requirements imposed by an assigned clinical affiliate (Copies must be kept by the student and one given to clinical coordinator faculty at Nassau Community College).

It is mandatory for all students to fill out the emergency contact form and the clinical orientation form provided at the end of the Radiation Therapy Student Handbook. These forms are also available on BlackBoard and must be completed for each and every clinic rotation.

**NO STUDENT WILL BE PERMITTED TO ENTER THE CLINICAL SETTING WITHOUT A COMPLETED HEALTH FORM.**

**DIRECT SUPERVISION OF STUDENTS**

According to the directives of the New York State Department of Health, students in Radiation Therapy programs must be under the direct supervision of a licensed radiation therapist until such time as the student graduates and obtains a temporary license. A qualified radiation therapist must review the procedure, evaluate the condition of the patient, be present during the conduct of the procedure and review and approve the procedure. Students may perform any and all aspects of the patient set-up consistent with their level of achievement under such direct supervision.

During Nursing and Physic rotations students must be under direct supervision of a qualified practitioner when preforming patient related task.

**Under no circumstances will students perform unsupervised, patient related tasks.**

If any condition exists which constrains direct supervision, the student is obligated to report it to the Clinical Supervisor and to program faculty immediately.

**CLINICAL EDUCATIONAL HOURS**

Students enrolled in the Radiation Therapy Program complete approximately 2200 hours of supervised clinical education before graduation.
Each student will be assigned to four clinical affiliates during the twenty-four month program.

For the safety of students and patients, not more than ten (10) clinical hours shall be scheduled in any one day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. Hours exceeding these limitations must be voluntary on the student’s part.

- The student will be assigned to at least two clinical facilities for the first year (fall, spring and summer sessions).
- The student will be assigned to at least two clinical facilities in the second year (fall, spring and summer sessions).
- Hours will vary depending on learning objectives such as quality assurance and morning warm ups. All students must participate in morning warm ups at each clinical rotation.
- Assignments are based on educational objectives, chosen to ensure that students will have a wide variety of exposure to diverse radiation therapy treatment techniques. Clinical rotations sites will not be revised for reasons of geographic proximity, or personal convenience.

By signing this handbook, students are acknowledging that they are responsible for travel and full attendance at their assigned clinic during the course of the program.

**CLINICAL ASSIGNMENTS FOR FIRST YEAR STUDENTS**

First-year students are required to attend the clinical Orientation program on campus and to meet specifically stated objectives/ pass examinations before they are allowed to enter the clinical facility. Failure to do so will result in dismissal.

- Upon successful completion of Orientation, each student will be assigned to a clinical facility which he/she will attend on Tuesdays and Thursdays from 8am-4pm, unless otherwise instructed by the clinic. Clinical facility will be switched at the beginning of the spring term and will be attended throughout the first summer.
- Students will be assigned to their clinical facility for a period of no longer than three weeks during winter intersession.
- Students will attend second clinical facility for thirteen weeks, five days a week, during the summer session.
- Students will be allowed one week (5 clinical days) vacation during the summer session if no time is owed (down days). Students must notify clinical student supervisors when vacation time will be taken.
• Down days must be made up prior to taking any vacation time.
• Students can bank up to five extra days to carry over into the following semester.
• Students must complete one full week of nursing by the end of the junior year.

**CLINICAL ASSIGNMENTS FOR SECOND YEAR STUDENTS**

• Students will be assigned to one clinical facility from September to beginning of spring term and another clinical facility from spring term to August.
• Second-Year students attend assigned clinical facilities on Mondays, Wednesdays and Fridays from 8am-4pm for fall and spring semesters.
• Students will be assigned to the clinical facility for a period no longer than two weeks during winter intersession.
• Students will be assigned to the clinical facility for thirteen weeks, five days a week, during the summer session.
• One full month of dosimetry will be completed in the summer at assigned clinical facility and no vacation time will be granted during this rotation.
• Students are allowed a two week vacation (10 clinical days) during the summer session provided no time is owed.
• Students will be allowed one day for job interviewing/resume review on campus during summer session.

**ATTENDANCE AND PUNCTUALITY**

Attendance policy in class is set by instructors and included in syllabus.

The presence of students in the clinical facility must in no way alter the routine work schedule of the department or inconvenience the patients or staff, therefore dependability and punctuality are essential. All students will be expected to adhere to the clinical schedule developed. All students must arrive at the assigned clinical area/specific machine on time (at least five minutes before the assigned hour).

• No student will be allowed to have clinical assignments on hospital holidays, weekends, evenings or nights.
• Students are not allowed to earn more than forty hours of clinical time in one week.
• Only full eight-hour days are given credit - no partial days are allowed.
• Students may not work through lunch hours in order to leave clinic early, except in extraordinary circumstances. This must be approved by the clinical student supervisor and Program Faculty.
• Students must take a break of at least 30 minutes. Under no circumstances are students allowed to work more than five hours straight without a break.

It is the student’s responsibility to notify either clinical student supervisor or assigned machine therapist when they are unable to attend clinic. Students must speak to a person as early as possible, preferably before 8am or the start of their clinic hours. Texting or leaving messages is not an acceptable form of notification and will result in disciplinary action. Clinic absence must be reported to program faculty the following day on campus.

An excess of three days absence in any one semester will be sufficient reason to have student’s participation in the therapy program reviewed for possible probation.

No student will absent himself/herself from his/her clinical schedule for the purpose of studying for examinations.

Students must sign in and out daily on designated clinical attendance sheets which serve to document both arrival time and presence in clinic. A clinical supervisor/senior radiation therapist must sign out student EACH DAY on said attendance sheet as well. Failure to do so will result in lost days. Sign out time must be accurate; student is not docked time if sent home early by clinic.

Students shall not be used as a substitute for clinical, instructional, or administrative staff at any time; students shall report any violation, request to violate or attempted violation of this provision to the Program Director immediately.

Punctuality is essential so as not to inconvenience clinical staff, instructors and classmates. The student will be considered late if he or she appears after the assigned time without notification. The student will be considered absent and unexcused if he or she does not appear within thirty (30) minutes of the assigned time without notification. Students who enter the clinic late may be sent home at the discretion of the clinical supervisor. Three episodes of lateness during any rotation will result in a disciplinary action.

Make up Days

• Make-up days cannot be scheduled on hospital holidays, weekends, evenings or nights.
• Make-up days cannot be scheduled on a College Holiday when Administrative Offices are closed.
• Student is required to inform the clinical supervisor and honor his/her commitment to appear on scheduled make-up day.
• Make-up days will be no more nor no less than eight hours.

Accruing Extra Time

• Students may not accrue more than five (5) days extra time (bank days) except in extraordinary circumstances approved by the Program Director.
SEVERE WEATHER POLICY

If a student fails to report to clinical site due to severe weather conditions, he/she will not receive credit for that day. Student is responsible to call and inform clinical student supervisor of absence as early as possible. If a clinical affiliate has a delayed opening, student will report at stated delayed time and leave at the regularly scheduled time unless told to leave earlier due to weather conditions. Student cannot stay in clinic past 4:30 pm unless cleared by faculty at Nassau Community College. Students should check NCC website to check for delayed openings or campus closures whenever in doubt.

**When Nassau Community College is closed due to inclement weather students cannot report to clinic.**

ATTIRE

Students are required to wear the prescribed uniform while in the clinical facility and to maintain a professional appearance.

**Prescribed Uniform for Female Students**

- Female students must wear either a white uniform dress of reasonable length or white uniform pants and top. A white or blue three button knit shirt with a collar is acceptable. No white jeans are permitted.
- White athletic type or uniform shoes and socks must be worn and kept clean at all times.
- Long hair must be pulled back in a neat fashion. Long fingernails pose a health and hygiene hazard and are not permitted.
- Excessive jewelry and excessive use of cosmetics and bizarre clothing are inappropriate and not permitted.
- No visible tattoos or body piercings/body jewelry (or similar visible decoration) are permitted, with the exception of earrings of reasonable size and appearance.

**Prescribed Uniform for Male Students**

- Male students must wear a white uniform top. A white or blue three button knit shirt with a collar may be substituted for the uniform top.
- Pants must be a white uniform type. No white jeans.
• White athletic or uniform shoes and socks must be worn and kept clean at all times.
• Beards and mustaches must be neatly trimmed.
• No visible tattoos or body piercing/body jewelry (or similar visible decoration) are permitted, with the exception of earrings of reasonable size and appearance.

When wearing uniforms, please be mindful that white is a transparent color and care should be taken so that undergarments are not readily visible. In addition, please limit use of cologne and/or perfume.

Physics Rotation Attire- senior students rotating through physics are permitted to dress in professional attire with a lab coat. If a student prefers they may wear the uniform as described above with a lab coat.

Required Accessories
A name tag that includes the name of the school must be worn. It must contain the word "Student”. Radiation badges will be worn at belt level or on the right pocket below the waist.

Professional Appearance
Uniforms and shoes must be clean, and in good repair. Sweaters, if worn, must be white or blue.

Careful attention must be paid to personal hygiene when attending clinic. Underarm deodorant must be applied before arriving at clinic. Patients do not appreciate caregivers who appear unclean or have body odor. A student who reports to clinic out of uniform will be sent home by the Clinical Student Supervisor or program faculty. No clinic hours will be credited.

PREGNANCY POLICY
It is strongly recommended that all pregnancies or suspected pregnancies be reported to the Program Director. If the student decides voluntarily to declare the pregnancy, she must do so in writing. Only if this is done can program officials assist in limiting the dose to the fetus in the workplace.

The student who has declared her pregnancy will be counseled by a Radiation Safety Officer and the appropriate NCRP guidelines for the declared pregnant worker will be reviewed. The student who has declared her pregnancy may continue in the Radiation Therapy program if she chooses without modification. Time may be taken for delivery; which may extend the length of time the student will need to complete all the program requirements for graduation. All didactic courses and clinical requirements must be completed in order for the student to graduate.

If the student does not wish to continue in the program while pregnant, she may withdraw and be reactivated within two years following the conclusion of the pregnancy.

The declaration of pregnancy may be withdrawn at any time by a signed, dated, written statement of withdrawal which will be filed with the Radiation Safety Officer.
RADIATION MONITORING
The U.S. Nuclear Regulatory Committee (NRC) ensures that users of radioactive materials keep radiation exposures within its dose limits and as low as reasonably achievable (ALARA). The U. S. Nuclear Regulatory Commission, in its standards for protection against radiation, has requirements for:

- Dose limits for radiation workers and members of the public
- Monitoring and labeling radioactive materials
- Posting signs in and around radiation areas
- Reporting the theft or loss of radioactive material

The standards for protection against radiation are covered throughout the program and is available the U.S. Nuclear Regulatory Commission website [http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/](http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/)

All students must wear a personnel monitoring device from Nassau Community College at all times in the clinic. Some clinical sites will provide students with additional badges which must also be worn by the student. Students are responsible to turn in their monthly radiation badges to the clinical affiliates if supplied one, as well as the mandatory college radiation badges to the Clinical Coordinator of the program. Under no circumstance will a student participate in any clinic rotation without a film badge provided by Nassau Community College. Exposure reports will be available for review once processed. If a dose reading exceeds normal limits (>0.125 rem or >1.25 mSv per quarter) the student will be contacted by the Radiation Safety Officer clinical coordinator. In the event an accidental exposure occurs, the student must notify the program director regarding the incident immediately. The program director will work with the Radiation Safety Officer and make a plan of action for the event.

If the badge is lost, damaged, or the student has any other concerns, he/she should contact the clinical coordinator. Film badges are not to leave the clinical setting except when they are being returned to the college in exchange for a new badge.

If a student feels that he/she has received a high radiation dose exposure (exceeding normal limits of >0.125 rem or >1.25 mSv per quarter) for any reason, the student should immediately contact the program director. The student should not wait. An emergency reading will be done and the results and necessary actions will be discussed with the students by the Radiation Safety Officer.

GRIEVANCE POLICY
The procedure for grieving grades in any course, including the academic or clinical courses in the Radiation Therapy program, is detailed in the College Catalogue.

PROBATION
Students who violate a policy as stated in the Nassau Community College catalogue or the Radiation Therapy Student Handbook will be placed on probation. The reason for probationary status and the terms and duration of probation will be provided in writing to the student and a copy retained in the student’s file. Failure to satisfy
the terms of probation will result in appropriate disciplinary action, including the possibility of dismissal from the program.

**STUDENT APPEAL PROCESS**

The program has an equitable procedure for handling student grievances; it provides the student with the opportunity to have adverse actions taken by the program, reviewed by committees of the program. It also gives the student access for a final appeal to be made to a source external to the program.

To grieve decisions regarding status in the program other than grades, the procedure is as follows:

- The student will schedule an appointment with the Program Director within two weeks of the disputed action.
- If the issue is not resolved, the student will schedule an appointment with the Departmental Chair [Room E2225, (516) 572-9640 within two weeks of the meeting with the Program Director.
- The decision of the Departmental Chair will be communicated to the student within one week.
- If the student disputes the decision of the Departmental Chair, he/she may request, within two weeks of the meeting with the Departmental Chair, an appointment with the Divisional Dean.
- The decision of the Divisional Dean will be communicated to the student within one week, and will be considered final.
- If the published Standards of the Joint Review Committee on Education in Radiologic Technology have not been met, student should make contact with the JRCERT to report the perceived violation and to obtain advice. ([www.jrcert.org](http://www.jrcert.org))
- If after all internal institutional channels have been exhausted and the student feels the complaint is an allegation that the program is not maintaining compliance with the JRCERT accreditation standards, the student may refer to the JRCERT website for more information regarding Reporting of Allegations [http://www.jrcert.org/students/process-for-reporting-allegations](http://www.jrcert.org/students/process-for-reporting-allegations)
- A copy of the Standards for an Accredited Educational Program in Radiologic Sciences is provided to students during the Orientation program and can also be accessed on their Web Site at [http://www.jrcert.org](http://www.jrcert.org). The Joint Review Committee on Education in Radiologic Technology can be reached at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 or E-mail: mail@jrcert.org.

**STUDENT SERVICES**

Nassau Community College provides many help centers and Academic Support Centers which can be found in the college catalog [http://collegecatalog.ncc.edu/current/index.pdf](http://collegecatalog.ncc.edu/current/index.pdf)
Academic concerns and problems should be directed to the primary course instructor who can provide assistance, guidance and counseling on an individualized basis with respect to the particular course subject matter and recommend a remediation plan as appropriate.

Students may contact the Educational Counseling Center (ECC - Nassau Hall [Building M]
1st Floor, Room 19, Tel. (516.772.7141)

- to obtain learning assistance and help with juggling academic, personal, job and family demands.
- for assistance with improving study and time management skills.
- for assistance with dealing with test anxiety.

While college life can be an exciting time, it can also be stressful. For many students, addressing academic, social or emotional issues effectively enhances their ability to do better in school. The Psychological Counseling Center offers students psychological assessment, counseling, crisis intervention and referrals. All services are offered at no cost.

Health services are available to students for treatment of emergencies sustained while at school.

The A. Holly Patterson Library provides an information center containing NASCAT, Nassau’s networked library catalog, providing access to the College’s full range of materials from the World Wide Web. The New York State Library’s Novel project provides library users with a wealth of full-text journal and newspaper articles. Nassau Community College belongs to the State University’s SUNY Connect program that provides seamless access to a worldwide virtual library of information to any SUNY student, at any computer, anywhere. Students have access to Nassau Community Colleges’ library on campus and at http://library.ncc.edu

EVALUATION AND ASSESSMENT

Students are strongly urged to participate in evaluation exercises to assist the program officials in outcome assessment and improvement of the program.

COURSE AND FACULTY EVALUATIONS
Evaluation of courses and Nassau Community College faculty by the students will be carried out for all courses.

EVALUATION OF CLINICAL INSTRUCTORS
Students will evaluate clinical instructors throughout their clinical rotations.

OUTCOMES ASSESSMENT

Outcome assessment will be conducted on a continuous basis. The program officials will gather information for analysis. Outcome measures that do not meet benchmarks will signal a need for revision which will be addressed by the program officials and Advisory Committee.
CERTIFICATION ELIGIBILITY

Students who have graduated from the program are eligible to apply for the examination given by the American Registry of Radiologic Technology and also to apply for New York State Licensure. Any entering student who was ever convicted of a crime, or who received other than an honorable discharge from the Armed Services is strongly urged to contact the American Registry of Radiologic Technologists and the New York State Department of Health to determine if he/she is eligible for certification and licensure upon completion of the program.

LICENSURE & EMPLOYMENT IN NEW YORKSTATE

To be employed in New York State (NYS) as a radiation therapist upon graduation from the Radiation Therapy Program, student graduates must be licensed and registered to practice by the NYS Education Department, Office of the Professions.

In order to obtain a NYS license, applicants must pass an approved examination (ARRT) and be of “Good moral character” as determined under the NYS Education Law. Federal law limits the issuance of professional licenses, registrations and limited permits to United States citizens or qualified aliens. Accordingly, NYS applicants are required to provide information regarding their citizenship or alien status.

COURSE CATALOG

Radiation Therapy Technology (A.A.S.) - The Radiation Therapy program is a two-year (four semesters and three summer sessions) program leading to the Associate in Applied Science degree. Radiation Therapy courses are only offered during the day and students are admitted to the program during the Fall semester only. Graduates are eligible to take the American Registry of Radiologic Technologists examination to become Registered Radiation Therapists and obtain New York State Licensure. Radiation Therapists primarily treat cancer patients by applying ionizing radiation according to a radiation oncologist's prescription, using a variety of complex treatment techniques and equipment. The Radiation Therapy program combines technical and liberal arts courses given at Nassau Community College with off campus clinical education at various affiliated hospitals and free standing cancer centers. Students will rotate to four different clinical settings ranging throughout Manhattan, Queens, Nassau and Suffolk Counties. An additional $50 per student OSHA training fee for each clinical rotation may apply. Beginning with the Fall 2018 class, the Test for Essential Academic Skills (TEAS) will be required for all applicants to the Radiation Therapy Program. To be eligible for admission to the Radiation Therapy Program, candidates must meet academic requirements and be 18 years of age by the start of the first day of the first semester. All students are expected to follow the policies as set forth in the college catalogue and in the Radiation Therapy Student handbook
http://www.ncc.edu/programsandcourses/academic_departments/alliedhealthsciences/radiationtherapy/radiation_therapystudent_handbook.pdf

Students must be legally eligible for employment and licensure in the United States at the time of application, be of “good moral character” as defined by the New York State Department of Health applicable to the profession of Radiation Therapy
https://www.health.ny.gov/environmental/radiological/radon/docs/article_35.pdf

All accepted applicants must pass a criminal background check at the cost of the applicant. This program is accredited by the New York Department of Health and the Joint Committee on Education in Radiologic Technology (www.jrcert.org), JRCERT

20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606
Phone: (312) 704-5300
## PROGRAM OF STUDY

Total Credits: 70

### Summer Session
(Prior to First Semester)

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<tr>
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<tr>
<td>ENG 101</td>
<td>Composition I</td>
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<tr>
<td>MAT 109</td>
<td>Algebra and Trigonometry or equivalent</td>
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**Total Semester Credits**: 7

### First Semester

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<tr>
<td>AHS 101</td>
<td>Introduction to Allied Health Sciences</td>
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<tr>
<td>AHS 131</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>AHS 180</td>
<td>Treatment Techniques</td>
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<tr>
<td>AHS 181</td>
<td>Radiology and Topographic Anatomy</td>
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<tr>
<td>AHS 261</td>
<td>Radiation Therapy Lecture I</td>
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<td>AHS 262</td>
<td>Radiation Therapy Clinic I</td>
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### Second Semester

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27 | Page
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<td><strong>AHS 168</strong></td>
<td>Introduction to Treatment Planning</td>
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<td><strong>AHS 263</strong></td>
<td>Radiation Therapy Lecture II</td>
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<td><strong>AHS 264</strong></td>
<td>Radiation Therapy Clinic II</td>
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**Summer Session**

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<tr>
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<td>Radiation Biology</td>
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<td><strong>AHS 134</strong></td>
<td>Applied Radiation Physics I</td>
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<tr>
<td><strong>AHS 266</strong></td>
<td>Radiation Therapy Lecture III</td>
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<td><strong>AHS 267</strong></td>
<td>Radiation Therapy Clinic IV</td>
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<td><strong>PSY 203</strong></td>
<td>General Psychology I</td>
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<td>Radiation Therapy Lecture IV</td>
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<td><strong>AHS 269</strong></td>
<td>Radiation Therapy Clinic V</td>
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<td><strong>AHS 135</strong></td>
<td>Applied Radiation Physics II</td>
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<td>Social Science Elective/ Humanities Elective</td>
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**Summer Session**

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<tr>
<td><strong>AHS 270</strong></td>
<td>Radiation Therapy Clinic VI</td>
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COURSE DESCRIPTIONS
See attached “Course Descriptions”

http://collegecatalog.ncc.edu/current/search/byabbreviation/index.html?type=abbreviation&abbreviation=ahs&search=

ACADEMIC CALENDAR
See current attached “Academic Calendar”

http://www.ncc.edu/aboutncc/calendars/academic_calendar.shtml

Please note schedule changes as listed on Academic Calendar

CLINICAL SITES
- Dr. Diamond/Advanced Radiation Centers of N.Y. (ARC)
- Good Samaritan Hospital Center (GSAM)
- LIJ/Center for Advanced Medicine (CFAM)
- New York Hospital Queens (NYHQ)
- Nassau University Medical Center (NUMC)
- New York Lagone Medical Center Tisch Hospital
- New York University Medical Center (NYU)
- NorthShore University Hospital (NSUH)
- South Nassau Communities Hospital (SNCH)
- Stony Brook University Hospital (SBUH)
- Southside Hospital (SSH)
- Winthrop University Hospital (WUH)
AGREEMENT TO ADHERE TO THE PROGRAMS POLICIES AND PROCEDURES.

The student indicates acceptance of these policies and procedures by enrollment in the Radiation Therapy Program at Nassau Community College. The program reserves the right to change these policies and procedures when in the best interest of the program. Upon implementation, the student will receive written notification of any changes. It should be noted that during orientation there is a review of the student handbook. Each student signs and dates a form that states that he/she understands all policies and procedures within the Radiation Therapy Program student handbook.

PLEASE REVIEW CAREFULLY BEFORE SIGNING

Failure of a student to observe the regulations in this handbook may result in lowering of the clinical grade, a letter being placed in the student's file, probation, and/or dismissal from the program.

I have read and understood the material contained in the Radiation Therapy Student Handbook, and agree to abide by the rules of the Radiation Therapy Program at Nassau Community College.

PRINT NAME ________________________________

SIGNATURE ___________________________ DATE ______________
The following is a basic guideline for student clinical expectations, all clinical requirement will be posted on Blackboard. In each clinic a Student Information Form and Review of Health and Safety Policies and Procedures Form must be completed within the first week of clinic.

**JUNIOR YEAR**

**NOTE: EACH SEMESTER YOU MUST COMPLETE THE REQUIRED NUMBER OF CLINICAL COMPETENCIES.**

**FALL SEMESTER**

1. Observe the general function of the Radiation Therapy Department.
2. Participate in preparing room
3. Participate in patient set ups
4. Complete all monthly behavioral and clinical evaluations
5. Complete 1 clinical participation log
6. Complete nursing rotation if applicable
7. Complete Level I Final Assessment Form

**SPRING SEMESTER**

1. Observe the general function of the Radiation Therapy Department.
2. Participate in room preparation
3. Participate in patient set ups
4. Complete all monthly behavioral and clinical evaluations
5. Observe machine warm up procedures
6. Complete 3 clinical participation log, which one must be a breast and prostate set up.
7. Complete nursing rotation if applicable
8. Complete Level II Final Assessment Form

**SUMMER SEMESTER I**

1. Prepare room for patients
2. Participate in patient set ups
3. Observe morning warm-up procedures for accelerators and simulation
4. Complete all monthly and behavioral evaluations
5. Complete 10 clinical participation logs, 2 VERT simulation.
6. Complete Level III Final Assessment Form
7. Nursing Rotation must be completed by end of Summer session I
SENIOR YEAR

FALL SEMESTER

1. Prepare room for patients
2. Preform patient set ups under direct supervision of licensed therapist
3. Assist with and preform morning warm-up procedures for accelerators and CT simulation
4. Complete all monthly and behavioral evaluations
5. Complete 4 clinical logs
6. Complete at least one module

SPRING SEMESTER

1. Prepares room for patients
2. Preform patient set ups under direct supervision of licensed therapist
3. Assist with and preform morning warm-up procedures for accelerators and CT simulation
4. Complete all monthly and behavioral evaluations
5. Complete clinical logs and simulation logs
6. Complete at least one module

SUMMER SEMESTER II

1. Prepare room for patients
2. Preforms patient set ups under direct supervision of therapist
3. Preforms morning warm-up procedures for accelerators and simulation
4. Complete all monthly and behavioral evaluations
5. Complete 10 clinical participation logs, 2 VERT simulations.
6. Completes the remaining modules for a total of 6
7. Complete one month physic rotation
8. Clinical Competence Form must be completed