

Program Policies and Procedures

(Reviewed and Revised August 2012, for the Academic Year 2012 – 2013)

Agreement to Adhere to the Program’s Policies and Procedures

The student indicates acceptance of these policies and procedures by enrollment in the program. 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.

Policies Governing Student Continuation and Promotion

The student is responsible for observing the policies and procedures of the University of North Carolina (UNC) Hospitals Medical Dosimetry Program as they are announced in this document. The Program Director will assist the student with the details of the program and/or academic problems. This assistance does not relieve the student of his/her individual responsibility for meeting the requirements and observing the regulations of UNC Hospitals, the UNC Department of Radiation Oncology, and the UNC Hospitals Medical Dosimetry Program.

Right to Appeal

If formal discussions with the Program Director do not resolve the academic, disciplinary, or other action issue to the student’s satisfaction, the student has the right to submit a written appeal to the Medical Dosimetry Program Development Committee within 10 working days following the initial date of the issue. The appeal will then be directed to the UNC Department of Radiation Oncology Administrative Director. If the issue is not resolved to the student’s satisfaction, the student has 10 working days to submit a second written appeal to the Medical Dosimetry Program Development Committee. The appeal will then be directed to the UNC Department of Radiation Oncology Associate Chair. If the issue is still not resolved to the student’s satisfaction, the student has 10 working days to submit a third written appeal to the Medical Dosimetry Program Development Committee. The final appeal will be directed to a mediation committee, outside the department. This committee consists of the UNC Nuclear Medicine Program Director, the UNC Nuclear Medicine Chair, and a UNC Nuclear Medicine student. This is the final appeal process for the student.

Mission, Goals, and Student Learning Outcomes

Mission: To prepare clinically effective and efficient medical dosimetrists.

Goal: The student will be clinically competent.

Student Learning Outcome: The student will demonstrate beginning treatment planning skills.

Student Learning Outcome: The student will demonstrate advanced treatment planning skills.

Goal: The student will communicate effectively.

Student Learning Outcome: The student will demonstrate oral communication.

Student Learning Outcome: The student will demonstrate written communication.

Goal: The student will develop critical thinking skills.

Student Learning Outcome: The student will critique radiation therapy treatment plans.

Student Learning Outcome: The student will adapt treatment plans to non-routine situations.

Goal: The student will demonstrate professionalism.

Student Learning Outcome: The student will conduct him/herself in a professional manner.

Student Learning Outcome: The student will make ethically sound decisions.

Program Purpose

The purpose of the UNC Hospitals Medical Dosimetry Program is to fulfill its mission and goals through the completion of stated objectives. The program provides superior quality education with flexibility to accommodate expanding technological growth in radiation oncology and medical dosimetry clinical practice. The program maintains a liaison with other educational programs for support and collaboration to improve medical dosimetry education.

The student has the responsibility to make the most of available educational experiences, and once accepted, is obligated to abide by the policies and procedures of the educational program in medical dosimetry. The program does not discriminate on the grounds of race, color, sex, religion, marital status, national origin, or handicap.

Program Accreditation

The program is recognized by the Joint Review Committee on Education in Radiologic Technology (JRCERT). A current copy of the Standards for an Accredited Educational Program in Medical Dosimetry is available. Any questions about the program may be forwarded to either the Program Director or the JRCERT. The latter's contact information is:

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, Illinois 60606-2901
Phone: (312) 704-5300
E-mail: mail@jrcert.org

Program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) is also available via the JRCERT's Web site, jrcert.org.

The Sponsoring Institution

UNC Hospitals sponsors the Medical Dosimetry Program. All program functions, including administration, as well as didactic and clinical education, are coordinated and administered by UNC Hospitals and UNC School of Medicine personnel. The faculty and staff of UNC Hospitals, particularly UNC Radiation Safety, and the UNC School of Medicine lend support to the UNC Hospitals Medical Dosimetry Program as requested.

UNC Hospitals earned accreditation from the Joint Commission through 2014. No major clinical affiliations exist for the program.

Equal Opportunity

The program abides by the equal opportunity policies of UNC Hospitals. If the student has a question/concern about discrimination, he/she may contact the UNC Department of Radiation Oncology Administrative Director at (919) 445-5201.

Advising

The UNC Hospitals Medical Dosimetry Program Director and (didactic and clinical) instructors are available for recruitment and pre-admissions advising as necessary. The admissions procedure for the program includes an extensive advising session. The enrolled student has an orientation advising session at the beginning of each semester. The Program Director and (didactic and clinical) instructors are also available for individual student advising as needed. Each didactic instructor will provide mid-semester feedback to the student, and the Program Director will meet individually with each student to discuss his/her progress through the curriculum.

Absences

A general course schedule will be given to each student at the beginning of each semester. The courses currently offered are required curriculum studies.

Due to the nature of the program's curriculum, class attendance and timeliness are mandatory, with the exception of student/family illness or attendance of professional meetings/seminars. These exceptions will constitute an excused absence and the student is to make up any missed didactic work. Class absences are excused only by the didactic instructor or Program Director; any absence regarding professional meetings/seminars must be approved in advance.

Excessive tardiness is subject to corrective discipline, in the form of probation and/or dismissal. Excessive tardiness is defined as more than three instances of lateness in a semester. After four instances, the student will be placed on formal probation. Any five instances in a semester will result in dismissal from the program.

Grades

To be eligible for a Certificate in Medical Dosimetry, the student must satisfactorily pass all courses in the UNC Hospitals Medical Dosimetry Program curriculum. If the student's academic and/or clinical performance is considered to be unsatisfactory, the student will be placed on formal probation. In order to

remove the probationary status, the student must make at least 80% on subsequent assignments during the next semester and complete any remedial work/examinations as required by the didactic instructor and approved by the Medical Dosimetry Program Development Committee. Should the probationary status go unremoved, the student will be dismissed from the program. To satisfactorily pass a course means that the student earns a grade of at least C. To satisfactorily pass a course in which the student makes C-, the student must complete any required remedial work/examinations as required by the didactic instructor and approved by the Medical Dosimetry Program Development Committee.

Any student making a grade of D in any one course will automatically be dismissed from the program.

If the student is dissatisfied with any didactic and/or clinical grade during the course of the year, he/she has the right to appeal. Please see the **Right to Appeal** section in this document.

Code of Conduct

Expulsion or suspension, or lesser sanctions, may result from the commission of any of the following offenses:

Academic cheating, including (but not limited to) unauthorized copying, collaboration, or use of notes/book on examinations, and plagiarism (defined as *the intentional representation of another person's words, thoughts, or ideas as one's own*).

For academic cheating, suspension is the normal sanction for the initial offense, unless the Committee determines that unusual mitigating circumstances justify a lesser sentence.

The furnishing of false information, with the intent to deceive, to members of the UNC Hospitals community who are acting in the exercise of their official duties, forgery, falsification, and/or fraudulent misuse of UNC Hospitals documents, records, or identification cards will result in expulsion from the program.

It is noted that a sanction against a student may also result in the student being dismissed from the program. For example, if a grade of F is given in a course in which the student has admitted cheating, he/she will be dismissed from the program.

Every student has the right to appeal any infraction of the Code of Conduct. Please see the **Right to Appeal** section in this document.

Dismissal from the Program

In addition to academic ineligibility to complete the program, the student may be dismissed for inappropriate professional attitudes and/or actions, as described in the American Association of Medical Dosimetrists (AAMD) Code of Ethics, and the Practice Standards established by the profession. These Standards are important professional standards for the student preparing to deliver a high standard of healthcare delivery and service.

A student may be judged unacceptable for continuation in the UNC Hospitals Medical Dosimetry Program when he/she has displayed a lack of professionalism with respect to other students, patients, faculty, and/or staff.

The UNC Hospitals Medical Dosimetry Program reserves the right to dismiss a student from the program when the student does not, in its judgment, demonstrate sufficient promise to justify continuation of study in the UNC Hospitals Medical Dosimetry Program.

If the student is dismissed from the program, he/she has the right to appeal, as stated in this document.

Readmission

A student who withdraws from the program must reapply and go through the admissions process again.

Use of Illegal Drugs

Students, faculty, and staff of UNC Hospitals are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the Hospitals community who violates that law is subject both to prosecution and punishment by civil authorities and to disciplinary proceedings by the UNC Department of Radiation Oncology. Disciplinary proceedings against a student, faculty member, or staff member will be initiated when the alleged conduct is deemed to affect the interests of UNC Hospitals.

Health Program

Students in the UNC Hospitals Medical Dosimetry Program are under the healthcare program of UNC Hospitals. It is mandatory that the student carry a hospitalization insurance policy to cover any necessary operations or special services that may be required during his/her education.

Policy Regarding the Pregnant Student

The Nuclear Regulatory Commission’s (NRC) regulations (in 10 CFR 19.12) “Instructions to Workers” require that licensees instruct individuals working with licensed radioactive materials in radiation protection as appropriate for the situation. 10 CFR 20.1208 “Dose to an Embryo/Fetus” requires licensees to “ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of declared pregnant woman, does not exceed 0.5 rem (5 mSv).” Section 20.1208 also requires licensees to “make efforts to avoid substantial variation about a uniform monthly exposure rate to a declared pregnant woman.” A declared pregnant woman is defined in 10 CFR 20.1003 as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.

As discussed in NRC Regulatory Guide 8.29, exposure to any level of radiation is assumed to carry with it a certain amount of risk. In the absence of scientific uncertainty regarding the relationship between low dose exposure and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as dose increases. At the occupational dose limit for the whole body, 5 rem (50 mSv) per year, the risk is believed to be very low.

The magnitude of risk of childhood cancer following “in utero” exposure is uncertain, in that both negative and positive studies have been reported. The data from the studies “are consistent with a lifetime cancer risk” resulting from exposure during gestation, which is “two to three times that for the adult

(NCRP Report No. 115, Ref. 2).” There is also some risk of congenital malformations if the exposure to the embryo occurs during the period (first trimester) of major organogenesis. The NRC has reviewed the available scientific literature and has concluded that the 0.5 rem (5 mSv) limit specified in 10 CFR 20.1208 provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit to total lifetime risk of leukemia and other cancers associated with radiation exposure during pregnancy. This dose limit is also below the threshold generally associated with congenital malformations. For a pregnant worker to take advantage of the lower exposure limit and dose monitoring provisions specified in 10 CFR Part 20, the worker must declare her pregnancy in writing to the licensee. The regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus. A separate written declaration should be submitted for each pregnancy.

UNC Hospitals Medical Dosimetry Program Pregnancy Policy

A student will not be considered pregnant unless she voluntarily discloses her pregnancy in writing to the Program Director. If the student chooses not to voluntarily declare her pregnancy in writing to the Program Director, she is putting the embryo/fetus at risk and the program and UNC Radiation Safety will be unable to provide the appropriate steps to protect the embryo/fetus.

When the student voluntarily declares her pregnancy, UNC Radiation Safety will be notified immediately so the student may be counseled by the Radiation Safety Officer, Program Director, and medical physicist and enrolled in the appropriate monitoring procedure. The pregnant student will ultimately make the decision on the option she wishes to choose to continue her education. The student will be given three options: first, she may continue the program with no modifications; second, she may continue the program with modifications of didactic coursework and/or clinical rotations, with the understanding that requirements must be made up by the time of graduation. The program may alter the clinical education plan for the student to maintain compliance with the exposure limits. The student will have the opportunity to complete the missed clinical experiences, at such time as it is deemed safe and appropriate for her. Finally, if the student becomes sick or ill during the pregnancy, she will be given the option to re-enroll with the following class at the point in time she left the program. She may withdraw her declaration in writing at any time.

Each female student will receive a copy of the Pregnancy Policy during program orientation.

Safety Procedures

Only you can make your experience a safe one. Most accidents are caused by unsafe acts of the person involved. Because of the nature of some of the activities at the hospital, it is of vital importance that each student become well-acquainted with the hazards involved in the operations of this department to protect him/herself, his/her coworkers, and his/her patients, and to effectively safeguard hospital/university equipment and property.

It is important that you observe safe practices, keep your clinical area clean, and actively participate by suggesting improvements that will help make your clinical experience a safe one.

In the case of an accident, incident reports must be filled out and forwarded to the department Administrative Director immediately. Should the incident involve a patient, the patient is not to be sent

away until seen by a physician. Appropriate care must be administered and the incident report should be signed by the involved patient. The Program Director is to be informed immediately, even if the incident appears to be of minor significance.

Incident Reports

All incidents involving patients, visitors, students, or faculty/staff must be documented via a written incident report on forms provided.

Patient/Visitor Incident

Where real or potential injury occurs, medical attention must be provided immediately. All involved persons must inform the Clinical Supervisor as soon as possible. In the event a student is involved, the Program Director should be notified. A patient incident report form is to be filled out by the student and given to the Clinical Supervisor.

Student Incident

In the event that a student is injured or suspectedly exposed to a communicable disease, the student is to notify the Program Director. The student is to obtain a release form from a physician before returning to the clinical area. A copy of this release form is to be maintained in the student's record.

National Certification Examination

Students who successfully complete the curriculum may be eligible to take the national certification examination offered by the Medical Dosimetrist Certification Board (MDCB), through Route 1. Successful completion of this program does not guarantee the student is eligible to take this examination since the MDCB reviews the applications and determines eligibility for the examination.

Questions regarding eligibility should be directed to the MDCB (mdcb.org). It is the responsibility of the student to apply for the certification examination. Applications usually take 90 days to process.

Before a student enrolled in the UNC Hospitals Medical Dosimetry Program can be certified as eligible to apply for the medical dosimetry examination or receive his/her certificate, he/she must fulfill the following requirements and obligations to UNC Hospitals:

1. The student must have successfully met the academic requirements of the program as established by the grading system and academic standards of the program.
2. The student must have his/her fees and any fines accumulated paid in full before he/she can receive credit for his/her courses.
3. A student that has exceeded his/her allowable personal days (up to 40 hours), must make compensation for this extra time. This will involve clinical assignments after the scheduled date of completion. Refer to the **Absences** section of this document.
4. The student must have completed all projects and required work before he/she will be allowed to officially graduate.

5. The student must return all property (i.e. books, keys, identification badges, etc.) or remit financial compensation for lost property.

*The entering student will graduate twelve full months following the entrance date, provided he/she has met the full requirements.

Release of Student Records

The student must sign a consent form to release his/her student records if he/she wants faculty/staff to provide verbal or written recommendations. Faculty may need to refer to student records to make recommendations. All student records are released under the federal guidelines of the Family Educational Rights and Privacy Act (FERPA). Student records are maintained in a locked file cabinet. Students wishing to review any appropriate records should make an appointment with the Program Director. Students are encouraged to do such if they have any questions regarding their progress in the program.

Protocol for High Dose Exposure

If a student feels that he/she has received a high radiation dose exposure for any reason, the student should immediately contact the Program Director. The student should NOT wait. An emergency reading will be done by UNC Radiation Safety. Please refer to the UNC Hospitals Radiation Safety Manual, which will be reviewed during program orientation. UNC Hospitals film badges are read quarterly. When radiation reports come to the Department, they are posted in the M and B level break rooms.

Health Insurance Status

For students to maintain their own health, it is necessary for them to have adequate health insurance coverage. Students are responsible for the expenses associated with illnesses and/or injuries. Clinical sites will provide emergency care, but are not responsible for the expenses associated with that care. Each student must provide proof of health insurance at the time of matriculation.

Program Development Committee

The Program Development Committee for the UNC Medical Dosimetry Program consists of the following people:

Robert Adams, EdD, CMD, RT(R)(T) – Program Director, Assistant Professor

Kathy Burkhardt, MS, DABR – Director of Clinical Physics and Dosimetry

Mark Kostich, CMD, RT(T) – Medical Dosimetrist

Joel Tepper, MD – Medical Director, Radiation Oncologist, Professor

UNC Medical Dosimetry Student

*As needed, other departmental members may be asked to attend meetings for specific input.

The Program Development Committee assists the Program Director with updating and enforcing various policies, curriculum changes, grading practices, textbook changes, and any other program-related matters. When it is impossible to gather a majority of members together, written notification and/or suggestions for any major problem changes and/or updates is provided and feedback is requested.

Refund Policy

Because there is no associated tuition with the program, if a student withdraws from the program before the semester ends, he/she is not entitled to a refund.

Student Maltreatment

The UNC Hospitals Medical Dosimetry Program has a “zero tolerance” policy for maltreatment of any student. Maltreatment is defined as any of the following behaviors:

1. Public humiliation
2. Threats of physical or psychological harm
3. Requirements to perform personal service for another individual
4. Limiting opportunities, grades, or any other activities because of gender, race, religion, or sexual orientation
5. Sexual advances, remarks, or innuendos
6. Offensive racial or religious remarks or actions

In order to be sure that these activities do not occur, the following will be observed:

1. The policy will be disseminated to all current and new students/employees.
2. There will be an annual discussion of maltreatment with employees at faculty/staff meetings.
3. Any individual who experiences or observes evidence of others not following this policy is obligated to report this to the Program Director, Clinical Supervisor, attending physician, or Administrative Director. The Program Director will make an independent decision based on the situation as to whether the action is best reported to a higher level.

Courses

The UNC Hospitals Medical Dosimetry Program is designed to integrate classroom and clinical education throughout the professional year. The student is limited to no more than 40 contact hours per week. The student may voluntarily arrange or schedule additional contact time as necessary. The courses below must be taken in sequence, beginning with the Fall semester.

Courses

MD 500	Orientation to Radiation Oncology	1 hour
	This course provides the student with an overview of radiation therapy and its role in the management of cancer and allied diseases.	
MD 501	Introduction to Medical Dosimetry	1 hour
	This course is an introduction to medical dosimetry techniques at the UNC Department of Radiation Oncology. Includes treatment charts, patient information flow, and basic and irregular field calculations.	
MD 502	Medical Dosimetry Physics	3 hours
	This course teaches basic theories and calculations for radiation oncology.	
MD 503	Brachytherapy Dosimetry	2 hours
	This course teaches the physics of brachytherapy. Includes source characteristics, dosimetry systems, and dose calculations.	
MD 504	Research Methodology and Design Statistics I	3 hours
	This course is an introduction to basic research concepts and statistics. Development of a project begins.	
MD 505	Research Methodology and Design Statistics II	3 hours
	This course is a continuation of MD 504 with projects finalized.	
MD 506	Clinical Education I	6 hours
	This course is supervised in the UNC Department of Radiation Oncology in basic medical dosimetry and orientation to radiation oncology.	
MD 507	Clinical Education II	6 hours
	This course is supervised in the UNC Department of Radiation Oncology in intermediate medical dosimetry techniques.	

MD 508	Clinical Education III	6 hours
	This course is supervised in the UNC Department of Radiation Oncology in advanced medical dosimetry techniques.	
MD 509	Radiation Safety and Protection	1 hour
	This course is an introduction to the sources of radiation. Includes detection and measurements, source handling, surveys, maximum permissible doses, room design, and governmental regulations.	
MD 510	Anatomy for Radiation Oncology	1 hour
	This course teaches human anatomy with an emphasis on sectional anatomy and topography as it applies to radiation oncology.	
MD 511	Radiation Oncology Pathology	1 hour
	This course is an introduction to bodily responses to injury, including neoplasia, carcinogenesis, and staging/grading of tumors.	
MD 512	Special Topics in Radiation Oncology	3 hours
	This course teaches professional aspects of radiation oncology.	
MD 513	Radiation Biology	3 hours
	This course is an overview of radiation biology.	
MD 514	Clinical Radiation Oncology	3 hours
	This course is an overview of the different neoplasms in radiation oncology. The body is divided into sections for the content of this course.	
	<u>Total</u>	43 hours

The student is encouraged to seek counseling from the Program Director/didactic instructors on any problem that might interfere with acceptable academic and/or clinical progress. Failure to seek such counseling from any resources available to the student, and to establish communication on that matter with the Program Director, will disqualify the circumstances as valid reasons for poor performance and/or expression of attitudes. For specific or more involved counseling needs, the Program Director will direct the student to the appropriate resources.

Professional attitudes and actions, as set forth by the AAMD Code of Ethics, are as important as traditional academic standards in preparation to deliver a high standard of healthcare and service. A student may be judged unacceptable for continuation in the program, regardless of academic and/or

clinical standing, when he/she has displayed a lack of professionalism with respect to patients, students, and faculty/staff. Although the following is not totally inclusive, the student’s conduct at professional workshops, seminars, meetings, and professional organizations would also be considered. Although such activities may not be held on state property, the student is considered a representative of the program, hospital, university, and state while attending such functions and should conduct him/herself accordingly.

Clinical Overview

Clinical education provides structured and sequential clinical learning experiences for the student. When applicable, clinical courses are planned to coincide with or follow academic preparation. Due to the nature of the program, it is difficult to expose students all at once in a didactic setting to various principles regarding all clinical activities. Appropriate introduction and orientation are provided to assist the student with his/her clinical education. The student begins with basic concepts and builds on these to more complex and conceptual types of clinical medical dosimetry problems.

Clinic Site	Phone Number	Clinical Instructors
UNC Department of Radiation Oncology UNC Hospitals 101 Manning Drive Chapel Hill, NC 27514	(919) 445-5495/6	Mark Kostich, Raina Erwin, Misty Lehman-Davis, Jackie Carter, Purvi Patel, Lesley Hoyle

Clinical Supervision

Because of the nature of medical dosimetry and the potential hazards of the profession, the UNC Hospitals Medical Dosimetry Program has documented its stand on student supervision:

All clinical experience in medical dosimetry shall be under direct supervision.

The program defines direct supervision as requiring a UNC Department of Radiation Oncology medical dosimetrist or medical physicist present while treatment planning is being done. The supervising person must check all planning procedures performed by the student before the treatment is given. All clinical staff and students are reminded to abide by the above policy while utilizing sound judgment in its application. Students, as well as supervising employees, are held responsible for their own actions. Students are reminded of direct supervision by the Program Director during class, clinical rotations, and meetings. Any question regarding supervision in selected situations should be directed to the Program Director.

Students may participate in and complete indirectly assisted procedures of all types. This is a necessity for satisfactory completion of the program. “Indirectly assisted” does not mean “without supervision.”

Moreover, the dedicated student medical dosimetry workstations are directly linked in with the UNC PLUNC dosimetry software. These dedicated student workstations are located in the UNC Department of Radiation Oncology. From the student workstation location, the student can work independently on

treatment plans in which he/she is already clinically competent. The student must always have access to and remain in communication with medical dosimetrists and medical physicists when working on “actual” cases. The student cannot work “indirectly assisted” until she has completed each specific clinical competency within that body site/treatment plan.

Clinic Attendance

Normal clinic hours are from 8:00 a.m. – 4:30 p.m. All other rotational times will be announced. On clinical days, the student is allowed one hour for lunch. The student is encouraged to utilize any inactive clinical time wisely.

In the event of adverse weather, the student is expected to be present for clinical unless the Chapel Hill bus service is not in operation. Students commuting, or students who do not have access to the bus service, should use their own judgment with regard to driving to the hospital. If the student feels he/she can safely make it to the clinic, he/she is encouraged to do so, even if he/she will be late. Any time missed will be considered as personal time. The student should call the Program Director and clinical instructor whether or not he/she will be able to get to the hospital.

In the event the student will be tardy or absent due to illness, the student must notify the Program Director of this tardiness or absence before 8:30 a.m. If the Program Director is not available, the didactic instructor or Clinical Supervisor should be notified by this time. Failure to do so will be considered an unexcused absence. This does not mean that it is within policy to call others than the three before mentioned.

In the event the student exceeds 40 working hours per week (didactic plus clinical hours), the student will receive compensatory time off within two weeks following the date of overtime. Any overtime should be recorded and reported to the Program Director within the two weeks after the overtime was accumulated. The student must remember that if his/her schedule permits a one-hour lunch period and he/she stays 30 minutes late, this is not overtime.

Medical dosimetry students are required to attend morning conferences (Tuesday – Friday at 8:00 a.m.) and weekly chart rounds (Friday at 12:00 p.m.) and any other announced meetings or educational sessions that the Program Director deems appropriate for student attendance.

Fall 2012

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:30	Clinic	Morning Conference & Sim Review	Sim Review	Morning Conference & Sim Review	Morning Conference & Sim Review
9:30 – 12:00		Class	Clinic	Clinic	Clinic
12:00 – 1:00	Lunch	Lunch	Lunch	Lunch	Lunch & Chart Rounds
1:00 – 2:30	Clinic	Class	Clinic	Class	Clinic
2:30 – 4:30					

Spring 2013

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:30	Clinic	Morning Conference & Sim Review	Sim Review	Morning Conference & Sim Review	Morning Conference & Sim Review
9:30 – 12:00		Clinic	Clinic	Class	Clinic
12:00 – 1:00	Lunch	Lunch	Lunch	Lunch	Lunch & Chart Rounds
1:00 – 2:30	Clinic	Class	Clinic	Class	Clinic
2:30 – 4:30					

Summer 2013

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:30	Clinic	Morning Conference & Sim Review	Sim Review	Morning Conference & Sim Review	Morning Conference & Sim Review
9:30 – 12:00		Clinic	Class	Clinic	Clinic
12:00 – 1:00	Lunch	Lunch	Lunch	Lunch	Lunch & Chart Rounds
1:00 – 2:30	Clinic	Clinic	Class	Clinic	Clinic
2:30 – 4:30					

Professional Behavior

Confidentiality in regard to all patients’ diagnoses, treatments, and records must be maintained at all times. The AAMD Code of Ethics is the model by which each medical dosimetry student is expected to conduct him/herself at all times. All medical dosimetry students are required to comply with pertinent departmental policies. Students are considered as part of the radiation oncology healthcare team and should be aware of the general emergency, safety, and patient-related policies.

Appropriate good taste, fashion, grooming, safety, and consideration for others should govern the appearance of all students. Neatness and cleanliness are evidence of concern for the patient, family, public, and each other.

The following should apply to all students:

Business casual attire is to be worn Monday – Friday, in the classroom as well as in the clinic.

Men:

- lab coats
- dress shirts with buttons and collars
- ties
- dress slacks, chinos

- dress shoes, loafers

Women:

- lab coats
- dress shirts, blouses
- dress slacks, chinos
- dresses (must be at least knee-length)
- shirts (must be at least knee-length)
- dress shoes, clogs

Unacceptable Attire:

- provocative attire
- evening wear
- tank tops, halter tops, tube tops
- off-the-shoulder tops
- midriff tops
- high heels
- t-shirts with logos
- denim jeans, shirts, skirts
- cutoffs
- athletic wear, pajamas
- spandex or lycra
- open-toed shoes
- sandals
- tennis shoes

The Program Director/didactic instructors, clinical instructors, and the Clinical Supervisor are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:

1. If questionable attire is worn, the Program Director/didactic instructor will hold a personal, private discussion with the student to advise and counsel the student regarding the inappropriateness of the attire.
2. If any obvious policy violation occurs, the Program Director/didactic instructor will hold a private discussion with the student and ask the student to go home and change his/her attire immediately.
3. Repeated policy violations will result in dismissal from the program.

If you question the appropriateness of the attire, it probably is not appropriate.

Official hospital identification badges must be worn on duty. If a student does not have his/her identification badge, he/she will be asked to leave the clinic.

Clean and pressed lab coats will be worn at all times, while working in areas of patient contact. Exceptions will be cleared by the Program Director due to extenuating circumstances (i.e. air conditioning breakdown).

Extreme hairstyles are unacceptable. Beards and mustaches must be neat.

Jewelry, fingernail polish, and other personal adornment should be worn with discretion. Artificial fingernails are not allowed.

Uncleanliness is not acceptable when reporting to the classroom or clinic. Good personal hygiene is a must (no offensive body odors, unclean hair, unshaven). It is at the discretion of the Program Director, didactic instructor, or Clinical Supervisor whether or not a student is in compliance with this policy. Should compliance not be met, the student will be asked to correct his/her wearing apparel and/or appearance. Any time missed from class or clinical will be considered unexcused time, or personal days may be used.

Students are reminded that these rules also apply on class days.

Personal Radiation Monitoring

Students are required to comply with the departmental policy regarding personal radiation dosimeters. The Program Director will obtain and review a copy of the departmental radiation exposure report. Radiation exposure reports are initially reviewed by a UNC Radiation Safety Officer. If a radiation reading is too high, the UNC Radiation Safety Officer will schedule a meeting with the Program Director, Administrative Director, and student. All radiation exposure reports are maintained in the student's permanent record at the UNC Radiation Safety office. When the student graduates from the program and needs his/her reports, UNC Radiation Safety has the individual records permanently.

CPR Certification

The American Registry of Radiology Technologists (ARRT) requires students to complete competencies requiring demonstration of cardiopulmonary resuscitation. In order to meet this requirement, all medical dosimetry students must attain and show evidence of CPR certification by either the American Heart Association or the American Red Cross. A copy of certification evidence will be maintained in the student's permanent record.

Competencies and Assessments

All clinical competencies and assessments must be completed for each clinical course as described in the clinical syllabi (MD 506, 507, and 508) in order for the student to complete a semester and ultimately graduate.

Although there is no assigned number of clinical competencies due each semester, the student's grade is calculated according to the competencies he/she does complete. An overall average for each competency will be calculated.

Letter grades are based on a 10-point grading scale

A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	Below 60

Note: In order to pass a clinical competency, the student must make an overall minimal score of 80%. If the student fails the competency on the first and/or second attempt, all the grades will be averaged and the score must still be at least 80%. If the student cannot make a grade of 80%, he/she must seek tutorial remediation with the Program Director.