Duke University School of Medicine

Radiation Therapy Certificate Program

Student Academic and Clinical Handbook

Last Revised 10/27/26

TABLE OF CONTENTS

PROGRAM MODEL & OVERVIEW

Table of Contents i

Mission 2

Core Values 2

Program Officials & Preceptors 2

Duke Health Radiation Oncology Department (Durham-Main Campus) (DUH) 2

Requirements 4

Transfer Credits 4

Course Progression 4

Grading System 5

Withdrawal 5

Financial Aid 6

Buckley Amendment 6

Arrt Examination Clearance 9

Graduation Clearance 9

Advisor/Advisee Responsibilities 9

Direct Supervision (Preceptors) 11

Trajecsys Policy & Procedures 11

Communications & Updates 12

Core Radiation Oncology Courses 14

Evaluation of Students' Performance 15

Program Progression 17

Competency Guidelines 18

Clinical Grading Policy 19

Missed Exams & Makeup Exams 19

Written Work Policy 20

Academic Integrity For Distance Learning 20

Radiation Protection Policies 22

Dosimetry Badge & Report 22

Laboratory Policies, Rules, & Guidelines 24
Pregnancy Policy 24
Radiation Safety Office 25
Health Insurance & Health Services 26
Communicable Disease & Immunization Policy 26
Infection Control Precautions 27
Nondiscrimination Statement 30
Professional Conduct 30
Drug & Alcohol Usage: 31
Use of Tobacco Products: 31
Attendance 31
Time Away From Duke 32
Holidays 32
Bereavement Time 32
Leave of Absence 32
Inclement Weather 32
Dress & Appearance 33
Cell Phones & Smart Watches 34
Duke ID Badge 34
Transportation & Parking 34
Fundraising 34
Outstanding Student Award 34
Change of Name or Contact Information 34
Student Employment 35
Meeting Room Resources 35
Designated Food & Drink Areas 35
Visitors 35
Grievances & Complaints 36
Procedure And Due Process 36
Academic 36
Discrimination & Harassment 36
Sexual Harassment 36
Grievances Involving Program Faculty, Clinical Staff, or Preceptors 37
Acknowledgement of Radiation Therapy Program Policies & Handbook 44
Statement of Confidentiality 45

Radiation Therapy Program Release of Information 47
Radiation Therapy Program 48
Voluntary Pregnancy Declaration Form 48
Duke University Radiation Therapy Program Receipt of Pregnancy Policy 49

All students will be promptly notified of any new or revised policies and procedures. Non-compliance could result in the student being sent home for the remainder of the day without credit.

PROGRAM MODEL & OVERVIEW

INTRODUCTION TO RADIATION THERAPY

This handbook outlines the philosophy and operational framework of the Radiation Therapy Certification Program. (**https://medschool.duke.edu/education/certificate-and-training-programs)** These guidelines enable radiation therapy students, instructors, and faculty to work together harmoniously by fostering a mutual understanding of each individual's responsibilities. Common goals, rules, and regulations are required to establish the rights and responsibilities of all parties. The policies contained within are intended to ensure that department operations will be consistent with its goals and responsibilities as a professional program.

The faculty of Radiation Oncology is dedicated to assisting each student in achieving the goals of the radiation therapy educational program. The faculty encourages the students to reach their full potential and are obligated to prepare therapists who meet safe standards of practice and are skilled in the science of radiation therapy.

The Radiation Oncology faculty adheres to the policies and information outlined in this handbook and reserves the right to make changes through action by the Educational Advisory Committee. Duke Health and Duke University Radiation Therapy Program are **pending accreditation** by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-2850
Phone: (312) 704-5300
Email: mail@jrcert.org
https://www.jrcert.org/

If a student finds the program is NOT IN COMPLIANCE with any of the Standards, they may contact the JRCERT.

Upon receiving written notification of a complaint, the Duke University Radiation Therapy Certificate Program will promptly iniatate a review and take approreiate action to address the issue. A formal written response detailing the resolution of the complaint will be sent to JRCERT within 10 business of receipt of the original complaint.

MISSION

The mission of the Duke Radiation Therapy Program is to provide the highest-quality education in standard and advanced techniques in radiation therapy technology. Through this education, the program seeks to develop critical thinking, communication, and technical skills necessary to deliver the best care. Upon completing the program, graduating students will receive a certificate and be prepared to meet the requirements for an entry-level position as a radiation therapist.

CORE VALUES

The Radiation Therapy Program embodies Duke's core values and provides the foundation for the development of the radiation therapy curriculum. This program's objectives align with Duke School of Medicine's clinical and educational missions and goals.
https://medschool.duke.edu/about-school

PROGRAM OFFICIALS & PRECEPTORS

Duke Health Radiation Oncology Department (Durham-Main Campus) (DUH)
Timothy Catalano: Program Director, MA R.T. (T) - timothy.catalano@duke.edu
Henry Diaz: Chief Therapist- Instructor, BSRT RT (T) - henry.diaz@duke.edu
Karibee Brumfield: Lead Clinical Preceptor R.T. (R) (T) - karibee.brumfield@duke.edu
Carli Scott-Preceptor/Instructor AAS R.T. (T) - carli.scott@duke.edu
Tyler Simpson-Preceptor/Instructor BSRT R.T. (T) - tyler.simpson@duke.edu
Cassie Conner-Preceptor/Instructor BSRT R.T. (T) - cassie.conner@duke.edu
Allison Womack-Preceptor AAS R.T. (R) (T)- allison.womack@duke.edu

Affiliate Sponsoring Institution:
Duke Raleigh Hospital (DRaH)
Allison Young, -Preceptor B.S., R.T.(T)(ARRT) allison.h.young@duke.edu
Brittany Williams -Preceptor B.S.R.T., R.T.(R)(T) (ARRT) brittany.williams@duke.edu
Crystal Crabtree Long, -Preceptor B.S., R.T.(R)(T) (ARRT) crystal.l.crabtree@duke.edu
Timothy Kelly, -Preceptor R.T.(R)(T) (MR)(CT)(ARRT) timothy.kelly@duke.edu

Affiliates for potential future student observation or rotations:
Duke Regional Hospital **(DRH)**
Duke Women's Center at Macon Pond
Duke Cary Radiation Oncology

PROGRAM GOALS and OUTCOMES

Goal # 1: Student will demonstrate Clinical Competence.
Outcomes:

- The student will demonstrate proper positioning skills for treatment and simulation.
- The student will demonstrate proper imaging techniques for treatment and simulation.
- The student will be able to execute a physician's treatment prescriptions and simulation orders.

Goal # 2: Student will develop Communication Skills.
Outcomes:

-The student will demonstrate the ability to communicate both orally and in writing clearly.
-The student will be able to provide patients with instructions for appropriate treatment and simulation procedures.
-The student will be able to communicate with healthcare professionals in the clinical setting effectively.

Goal # 3: Student will demonstrate Critical Thinking Skills.
Outcomes:

- The student will be able to identify an error in the treatment set-ups.
- The student will be able to identify an error in patient treatment charts.

ADMISSIONS

REQUIREMENTS

- Please note that only U.S. citizens or individuals with permanent resident status are eligible for admission.
- Board certified in radiography from ARRT—RT (R) by the program start date.
- An associate's degree or higher from an accredited college or university is strongly encouraged at the time of enrollment. Any major is acceptable. However, certificate-only radiographers are welcome to apply.
- **GPA:** Suggested **MINIMUM** 3.0 to apply.

After a student has been accepted into the Radiation Therapy Program, only college work earned at Duke may be applied toward the Radiation Therapy Certificate.

If the following courses were not part of the student's prior educational program, they are required for a solid foundation and to enhance the student's learning experience in radiation therapy coursework. They must be completed by the program start date.

These courses include the following:

- Medical Terminology
- College Algebra and/or College Physics
- College-level Human Anatomy & Physiology I and II (with labs).

TRANSFER CREDITS

As a one-year certificate program, our program does not accept transfer students from other radiation therapy programs. If an enrolled Duke therapy student requests to transfer to another radiation therapy certificate program that accepts transfer students, it is the student's responsibility to determine which courses are transferable to the new program.

COURSE PROGRESSION

Students must successfully complete the radiation therapy courses in a logical sequence. A complete course schedule is available below.

Fall Semester:

- Clinical Radiation Oncology
- Simulation & Treatment Techniques I
- RT Patient Care & Interactions
- Cross-Sectional Anatomy for Therapists
- Clinical Education I

Spring Semester:

- Simulation & Treatment Techniques II
- Research Methodology in Radiologic Technology I

- Radiation Therapy Treatment Planning & Dosimetry
- Radiation Therapy Physics
- Radiation Protection/Radiobiology
- Clinical Education II

Summer Semester:

- Radiation Therapy Registry Review
- Research Methodology in Radiologic Technology II
- Clinical Education III

Credit Hours: 36 hours

The student is responsible for following the certificate plan established by the radiation therapy program. Advisement will take place at the end of each semester. The students will receive over 1,000 hours of clinical time across Clinical Education I-III.
https://medicine.bulletins.duke.edu/

Textbooks: https://duke.ecampus.com/

Credit Hour Formulas
Semesters: 36 total credit hours
All didactic, lab, and clinical coursework are measured in credit hours. 1.5-hour didactic courses meet twice weekly and are worth 3 credit hours. A 1-hour didactic course meets once a week and is worth 1 credit hour.
One clinical day equals one credit hour. Three clinical days = 3 credit hours; 4 clinical days = 4 credit hours.
Fall: 8 hours x 3 (MWF) = 24; 24 hours x 14 weeks = 336 total hours.
Spring: 8 hours x 3 (MWF) =24; 24 hours x 14 weeks = 336 total hours
Summer: 8 hours x 4 (M-TR) = 32; 32 hours x 13 weeks = 416 clinical hours
~1088 total hours in clinic

GRADING SYSTEM

A minimum grade of C is required in each course of radiation therapy.

The scoring range for the Duke radiation therapy program is:

93 – 100%	= A
84 – 92%	= B
75 – 83%	= C
65 – 74%	= D
Below 65%	= F

Grade below C:
The student is responsible for recognizing the seriousness of any grade below "C" and should seek counseling from the instructor as soon as possible.

WITHDRAWAL

To formally drop a course, the student must follow the office policy outlined in the Duke University undergraduate bulletin and submit the request to the Registrar's Office
https://medschool.duke.edu/education/health-professions-education-programs/student-

services/office-registrar/student-services. The School of Medicine Bulletin outlines policies regarding registration, changes, refunds, withdrawals from individual courses, and withdrawals from the school, available at: https://medicine.bulletins.duke.edu/

If the student must withdraw from school before completing the semester, the student should officially withdraw by participating in an exit interview and getting a withdrawal form from the Office of the Registrar to receive a GRADE OF "W."

The program director and other required program personnel should sign the withdrawal form appropriately. If a student leaves the school or stops attending a class **without officially withdrawing, the student will receive a Grade of "F"** in the course(s) in which the student was enrolled. Refer to the Duke University undergraduate bulletin.

Any student withdrawing from a radiation therapy course for any reason must reapply for admission to the program, which is subject to review by the Advisory Committee. A student may be readmitted to the radiation therapy program only once.

Students who withdraw from the radiation therapy program will not be considered for readmission without having completed an exit interview before withdrawal**. It is the student's responsibility to schedule an exit interview.**

FINANCIAL AID

https://personalfinance.duke.edu/loans-graduate-professional-students/

BUCKLEY AMENDMENT

The Family Educational Rights and Privacy Act, also known as **FERPA** or the Buckley Amendment, is a federal law protecting the privacy of student education records. The law applies to all schools that receive funds under an applicable U.S. Department of Education program. In accordance with FERPA, Duke University generally permits students to inspect their education records and protects the information from disclosure to third parties without the student's consent. For more details, see the Office of the University Registrar's website at https://registrar.duke.edu/student-records-resources/ferpa.

Computer Technology

A personal computer and a personal cell phone are necessary tools for success in the program. There will be computers available in each clinical area and one classroom for students to use. A shared calendar is used to communicate the week's activities, assignments, and clinical rotations. All students receive a Duke email account to use during their time in the program.

Transportation Required

Students may rotate to a clinical site off the university campus, the Duke Raleigh Hospital Radiation Oncology Department. The student is responsible for reliable transportation to these sites.

PROBATION & DISMISSAL

Clinical Safety
Students who fail to meet the minimum expectations for clinical safety will be placed on clinical probation. Students placed on clinical probation for safety violations will be counseled and evaluated at least every two weeks in accordance with the clinical course objectives. Clinical probation will be removed if the student consistently performs at a minimum safe level of competency. If a student is placed on probation for clinical safety issues more than once during the program, they may temporarily lose access to the clinic pending further review.

Students on probation who fail to meet the course objectives with a minimum level of competence will fail the course, resulting in dismissal from the program.

Should the student desire to re-enter the program, they will be required to repeat the entire course curriculum.

INDIVIDUALS DISMISSED FOR LACK OF CLINICAL SAFETY WILL NOT BE READMITTED.

Other causes for probation, including but not limited to:

- Unprofessional behavior or performance, as defined by the clinical staff, preceptors, clinical coordinators, or program director.
- Attendance (including absences, tardiness, early departure, and makeup time infractions)
- Course grade less than "C"
- Written work grade less than "C"
- Late homework
- Lack of preparedness and organization
- Unprofessional appearance
- Non-program related problems that significantly interfere with didactic or clinical responsibilities.
- Improper notification for an absence.
- Failure to submit the required competency examinations during the end-of-session conference with the Program Director or *Clinical Preceptor*.
- Other (as specified in Duke University student handbook https://dukecommunitystandard.students.duke.edu/.

A probationary period of eight (8) weeks will be allotted for the student to demonstrate improvement in clinical areas or other areas of deficiency. The exact terms of the probation will be specified on the Radiation Therapy Program Student Contact form and during consultation. The terms will include the behaviors required to remove the probationary status. If the terms of the probation are not met, the student may be dismissed from the program.

A student whose academic performance is below 75% at midterm or whose participation in the course is inconsistent with policies stated in the Radiation Therapy Student Handbook will be placed on academic probation. No student will graduate or progress from one semester to another while on probation.

Causes for immediate dismissal, including but not limited to:

- If the student is deemed unsafe in the clinical setting or unsuitable for the radiation therapy profession, as determined by the evaluation method.
- Dishonesty
- Possession, use, or distribution of mind-altering substances in university or clinical areas or while attending meetings, seminars, or conventions as representatives of Duke University.
- Use of abusive or profane language.
- Being placed on probation a second time due to a lack of clinical safety or a third time for other probationary reasons.
- Disclosure of Confidential Information and HIPAA Violations.
- Assault and/or battery while acting as a representative of Duke University in any capacity.
- Failure to complete any course criteria specified in the course syllabus.
- Plagiarism.
- Submitting the same paper twice, purchasing a paper, or using work from another student, including any AI-generated paper creations.
- Any other reason stated in the Duke Radiation Therapy Student Handbook or undergraduate bulletin.

CLINICAL EDUCATION

ARRT EXAMINATION CLEARANCE

https://www.arrt.org/pages/earn-arrt-credentials/credential-options/radiation-therapy

Each graduate of the radiation therapy certificate program must complete the clearance procedures defined by the Radiologic Technology Program.

Clearance Procedure includes:

- Fulfillment of degree requirements for the Certificate in Radiation Therapy.
- A completed degree audit must be on file with the Program.
- Documentation by clinical faculty verifying completion of all clinical requirements, including the competency program; return of university and clinic identification badges, personal dosimeters with holders.
- The graduating student must also review and sign **all** dosimetry competencies before approval for the ARRT exam.
- Clearance from the Duke Business Office and Busar.
- Clearance from the Duke Library (no outstanding fees).
- Participate in the Pinning Ceremony unless prior approval is obtained from program officials.
- Clearance by the ARRT for any past judicial circumstances.
- Per ARRT requirements: ARRT Radiation Therapy Specific Requirements 4.2.1 General Patient Care: Candidates must be CPR certified to qualify for the ARRT exam.

GRADUATION CLEARANCE

All students must show clearance before the Program Director can process the required forms for the ARRT registry exam. This will involve completing all the necessary competencies and all other academic requirements. A few months prior to the end of the program, the registrar will notify the student to apply for graduation. They must complete this task within the specified time frame. During the first week of August, after the program term concludes, the Radiation Oncology Department will host a pinning ceremony and present the student with a certificate in recognition of their achievement.

The pinning ceremony occurs after all didactic and clinical work is completed, as required for the certificate in Radiation Therapy concentration. It will take place on the first Thursday of August. All students are required to participate in the rehearsal and the pinning service.

ADVISOR/ADVISEE RESPONSIBILITIES

Due to our anticipated small initial cohorts, the program director will serve as the primary academic advisor.

The advisor will assist the student to:

- Establish and evaluate students' academic and clinical objectives.
- Evaluate progress in the program.
- Maintain a student record for each advisee.

- Confer with the student as necessary to guide and assist with academic and clinical growth & development.

Students will:

- Complete the program curriculum to meet the requirements for the Radiation Therapy Certificate.
- Self-evaluate progress and objectives.
- Confer with the advisor as needed.
- Student must notify advisor of any changes to name, address, or phone number.
- Check Duke's email regularly, as recommended daily.
- Coordinate appointments with advisor, as necessary.

DIRECT SUPERVISION (PRECEPTORS)

All radiation oncology procedures will be performed under the direct supervision of a registered radiation therapist. The registered radiation therapist must be physically present for each therapeutic procedure and check each parameter before beam activation.

The following parameters constitute direct supervision by the registered radiation therapist:

- Review the patient's treatment chart to determine if the student has the didactic background to perform the procedure.
- Evaluate the patient's condition with the student's knowledge & abilities.
- Review the treatment set-up and machine parameters before energizing the treatment unit.
- Offer a constructive critique of the student's technique and patient interactions.

TRAJECSYS POLICY & PROCEDURES

All clinical documentation will be done through Trajecsys (The **TRAJECSYS** platform will be covered as a separate in-service before clinicals begin). An initial registration and demo will occur during the first week of orientation. All clinical exams, competencies, and evaluations will be documented in **TRAJECSYS.** The competency list is located in the student's **TRAJECSYS** platform. This electronic system will contain student competency test forms and staff evaluations for the clinical settings. The forms are used to document clinical experience. Included are voluntary daily log sheets, a competency record sheet, and tally sheets to track treatments and simulation procedures. The **TRAJECSYS** logbook also consists of a form for students to record their success in competency testing. This form will help students track their competency and monitor their progress throughout the semester.

Clock In/Out

The student will clock in at the beginning of the clinical day and clock out at the end of the day. The student can clock in and out using a clinical site computer or a personal device with GPS location enabled.

Time Exception

If the student cannot clock in or out, the student may submit a time exception through **TRAJECSYS**. The student is responsible for clocking in and out, and the time exception should only be used in extenuating circumstances. A program official will investigate any excessive use of the time exception or unusual entries. Submitting a time exception that is not accurate will constitute falsification of records. Clocking in after the scheduled clinic start time will constitute tardiness. It is unacceptable for anyone to clock in or out on behalf of a student.

Daily Log of Exams
The student will record competency exams of procedures performed to verify and document the volume and variety of procedures. Information entered into **TRAJECSYS** includes the date, number of instances, type of procedure, repeats, participation level (observed, assisted, or performed), and any necessary comments. All performed competency activities must be documented on the log sheet daily; however, observed and assisted activities can be recorded by the end of the week. This documentation can be printed for the student's records after graduation.

Trajecsys End of Semester Requirements
All evaluations must be submitted before the final grade deadline, or the student will receive a failing grade or an incomplete for the course. At the end of each clinical course, **students must ensure the following are completed and submitted by the due date listed in the course syllabus:**

- Clinical Time Approval by Clinical Coordinator or Program Director
- Clinical Exam Log Approval by Clinical Coordinator or Program Director
- Clinical site evaluation of student (Mid-Term and Final)
- All required clinical competencies for the semester
- Completion of the site orientation checklist

*** NOTE**
Some of the general patient care competency requirements will be covered didactically and practiced in the Patient Care and Interaction course. Students can also take these competency tests during the program at the designated clinical areas or sites. Competency forms for these areas are located in **TRAJECSYS**.

COMMUNICATIONS & UPDATES

The student will be assigned a Duke email address and should review their emails, as well as Trajecsys communications, for daily announcements and updates.

The Radiation Oncology Business Office Suite mailboxes are used for communications, exam grades, and/or policy changes. Please check the mailboxes on class days.

COMPETENCY-BASED APPROACH

To meet the entry-level requirements for a career as a radiation therapist, students must demonstrate proficiency by completing a clinical competency program. The 12-month Duke University program is designed to provide a meaningful educational experience comprising three semesters of didactic and clinical education. Each student will rotate through as many clinical settings as possible, exposing the student to the widest variety of treatment modalities, equipment, examination protocols, and patient populations, including critical care, pediatrics, and geriatrics. Each semester, the student will participate in progressive clinical education, engaging in more advanced treatment and simulation techniques to demonstrate proficiency. Successful completion of each clinical education experience is required. The student will not be permitted to enroll in the following semester if they do not meet the competency requirements at the end of each semester. Upon completing the program, graduates are considered entry-level radiation therapists eligible for the ARRT registry examination.
NOTE: If the student has any questions regarding the validity of clinical assignment(s), they should contact the Program Director or a program official for assistance.

Within the practical aspects of radiation oncology, the clinical experience is structured to allow a systematic approach, reflecting the assessment of the affective, cognitive, and psychomotor domains, as outlined in lectures, laboratory demonstrations, and practicum. The student must demonstrate competency in all specific areas. These areas are general patient care, simulation procedures, dosimetry, treatment accessory devices, participatory procedures, and radiation therapy treatment procedures. Within these areas, ARRT requires competence in six (6) patient care activities, three (3) quality control procedures, treatment simulation for seven (7) anatomic regions, six (6) dosimetry experiences, fabrication of four (4) treatment devices, participation in three (3) infrequent/high-risk procedures, and eighteen (18) treatment procedures.
Detailed descriptions can be found here:
https://www.arrt.org/docs/default-source/discipline-documents/radiation-therapy/thr-competency-requirements.pdf?sfvrsn=10.

Although a student may successfully complete competency testing, continued performance of that procedure must be demonstrated and assessed through ongoing competency to meet the final or terminal competency requirements. A complete listing of these required and continued competencies is provided on upcoming pages. If a student fails to perform at any level of competency, they return to the laboratory for remedial instruction. Following the remedial instruction, the student will return to the clinical area or site where the deficiency was noted and practice the procedure until the clinical staff determines they are ready to complete competency testing. **SUCCESSFUL COMPLETION OF ALL COMPETENCY TESTS IS REQUIRED FOR GRADUATION.**

The program's first week will consist of a comprehensive review of the student handbook. During this orientation week, some linear accelerator time will be scheduled, allowing students to develop a feel for the hand pendant, machine parameters, and controls through hands-on experience in a patient-free environment. The preceptor can also provide an overview of the treatment console and competency expectations before clinic rotations begin. Moreover, a CT/SIM is available and will allow the student to receive a simulation orientation. The Duke Radiation Oncology department also has a dedicated MRI unit, where the student can observe its operation and procedures.

CORE RADIATION ONCOLOGY COURSES

The program's core radiation oncology courses are designed to introduce the student to the basic skills and equipment used to treat patients with ionizing radiation for various diseases. Particular emphasis will be placed on treating the most commonly experienced diagnoses with radiation therapy. The student will be introduced to aspects of patient care in the classroom and laboratory. The body mechanics of assisting patients in and out of wheelchairs, off and on stretchers, and onto the treatment couch will be demonstrated. During courses, radiation protection requirements will be discussed, and the student will gain an understanding of these principles before engaging in clinical involvement with patients. Dose calculations will be demonstrated. In addition to didactic & laboratory instruction, the student will tour the radiation oncology department for orientation and an overview of the facility. After this introductory period, the student will be ready for initial rotations in active patient radiation areas within the radiation oncology clinic.

Clinical Education I

When the therapy student reports for the first clinic rotation, the student's experience will primarily consist of observation for a few days or weeks in the clinic. Once the student has completed the equipment manipulation competency, they may be permitted to align the table and machine parameters under direct supervision. The student may also assist with transporting the patient, positioning patients for treatments under the direct supervision of a registered radiation therapist, and performing general tasks. As the student continues to learn in the clinical setting, the cognitive and psychomotor aspects of the student's education should enable advancement to perform basic treatment procedures. At this stage, the student should demonstrate a thorough understanding of the rationale of treatment fields and be ready to demonstrate competence through testing on basic protocols. During Clinical Education I, the student must demonstrate competency in a minimum of three basic treatment techniques and two patient care activities.

Clinical Education II

During the second semester**,** the student should progress to involvement in clinical objectives that are more complex in nature. The student is expected to perform basic patient care procedures, participate in simulations, recognize anatomy, construct and correctly utilize immobilization devices, and use treatment accessories. One equipment manipulation competency test is required and may include a machine warm-up procedure, provided the preceptor agrees that the student is ready for it. Progressively, the student will become more active in assessing patients, integrating theory with practical experience in all areas such as equipment, patient positioning, and treatment techniques. Clinical Education II requires competency in basic treatment techniques, patient care activities, simulations, treatment device fabrication, and basic dose calculations, along with continued competencies from Clinical Education I.

Clinical Education III

An emphasis will be placed on a higher concentration of clinical experience. The student will spend four days per week at the clinical facility, totaling 32 hours. At this point, the student is expected to expand their practice to include more complex radiation therapy procedures and simulations.

Clinical Time Obligations

Fall:	8 hours x 3 (MWF)
Spring:	8 hours x 3 (MWF)
Summer:	8 hours x 4 (MTWTH)

Estimated total clinic hours: ~1088

*** NOTE**
Learning during downtime. Some options:

- Practice machine controls and consoles to become more familiar.
- Engage with a therapist by asking questions related to radiation therapy.
- Ask to observe another machine.

After completing the required competencies, Final/Terminal competency tests will be conducted, including four treatments and two simulations. Completion prepares the student with a solid academic and clinical foundation to be a well-equipped "entry-level radiation therapist."

At the beginning of each course or semester, the student is given a course syllabus. The syllabus consists of course and clinical objectives, written assignments, and competency requirements for that semester. The purpose is to assist, remind, and demonstrate to the student the importance of familiarizing themselves with the equipment and case types in each clinical area, and to identify the specific requirements for the particular clinical course. The student will be introduced to this format during classroom lectures. The student will receive clinical evaluations of their overall performance at the midpoint and the conclusion of each rotation. Additionally, the student will meet with clinical staff or preceptors weekly to review their progress and receive guidance for continued development. These weekly status reports will be documented in **TRAJECSYS.**

EVALUATION OF STUDENTS' PERFORMANCE

The Clinical Instructor (a radiation therapist in good standing with the American Registry of Radiologic Technologists), clinical supervisor, clinical coordinator, and program director are responsible for completing the mid-term and final evaluation forms; however, the student must ensure that the appropriate preceptor completes the evaluation forms. After completion, the student can view it in **TRAJECSYS.**

To receive a passing clinical grade, the student must meet the minimum competency level in each section of the clinical evaluative tool. These evaluations will be stored in the **TRAJECSYS** Centralized Clinical Recordkeeping System for Health Education Programs. Program officials can access all assessments that are available to the student. The student will have read-only privileges within **TRAJECSYS**. The preceptor(s) are encouraged to discuss each clinical competency and evaluation with their student(s), offering constructive criticism to enhance student learning. The Clinical Supervisor MUST electronically sign the evaluations. The student should sign their competencies and assessments after reviewing and discussing with the preceptor.

The student is responsible for monitoring their progress and scheduling appointments with the Clinical Preceptor or Program Director to review and **sign the evaluations**. A student who fails to sign an assessment will not receive credit for that evaluation. Conferences will be scheduled at the end of each session.

Clinical grades include competency testing. A student who does not complete the required competencies for any semester will not be permitted to enroll in the next semester unless documented extenuating circumstances are provided and approved. Furthermore, a student who has not completed the minimum required competency evaluations at the end of the one-year certificate program will not be permitted to take the American Registry of Radiologic Technologists (ARRT) Certification Examination.

The Clinical Preceptor/Program Director assigns clinical rotation areas, and students cannot request specific machines or clinical areas. Students are expected to attend the clinical site or area designated by the program officials. Any request for clinical changes must be submitted in writing to the Program Director and will be evaluated by the faculty and clinical staff. However, the clinical preceptor or program director will decide the sequence of any reassignments. A student who changes clinical areas without written permission will be counted absent and required to make up the days attended at the unauthorized clinical site.

Program faculty will provide remedial assistance to a student who cannot obtain passing grades during clinical education. All instructors will have posted office hours, some of which may include in-person and/or virtual options. Failure to complete the required competency evaluations for any semester may result in an incomplete grade. Failure to complete the required competency testing by the beginning of the next semester may result in dismissal from the program.

In conjunction with the clinical preceptors, program director, and clinical coordinator, the daily clinical education experiences are planned based on the student's abilities and progress. Students will be scheduled for clinical experience as described in the handbook, typically three to four days per week each semester. The clinical coordinator, clinical supervisors, program director, and/or staff radiation therapists supervise students on a daily basis. These individuals collaborate in the clinical education of the student's training. The ratio of the clinical supervisor to students will never exceed 1:1. The ratio of registered staff, including radiation therapists, to students before achieving competency will also be 1:1.

As scheduling allows, laboratory sessions are incorporated into the following courses: Clinical Radiation Oncology, Patient Care, Simulation and Treatment Techniques, any Quality Control subjects, and Radiation Physics. The laboratory develops and tests skills the student learns in class by providing hands-on practice settings.

Objective evaluation forms that measure skills and competency will be used each semester to ensure students learn progressively. The competency evaluations reflect the exacting standards required of radiation therapists. The student must score 90% or higher to achieve a satisfactory grade.

During the Mid-Term (~8 weeks) and Final (~16 weeks), clinical preceptors will complete performance evaluations to track student progress in **Trajecsys**. However, a weekly status report conference will be encouraged for the student and preceptors to enhance the learning process. In addition, conferences are conducted at the mid-term and end of each semester to review and discuss students' progress, providing constructive feedback and utilizing their evaluations.

At the end of each clinical rotation, the student must complete an evaluation of that clinical area/site and the preceptors' instruction to assess the effectiveness and completeness of the rotation. The evaluation may be submitted anonymously and shared with the preceptor after the

student graduates. Constructive and candid comments are welcome and encouraged. The radiation therapy faculty will review and discuss the feedback to identify potential areas for adjustments. By providing feedback, the student plays a crucial role in ensuring the success of this program.

PROGRAM PROGRESSION

Lecture and Didactic Testing
Classroom instruction is provided to prepare students for clinical education. An examination of the covered material follows this instruction.

Laboratory
Faculty will demonstrate positioning and other aspects of clinical radiation oncology in the treatment/CT-Sim labs and clinic facilities as scheduling permits.

Oversight
Students will work under direct supervision.

Clinical Competency Evaluations
Treatment categories include:

Brain	Head & Neck
Chest	Breast
Abdomen	Pelvis
Skeletal	Electron Fields

Simulation categories include:

Brain	Head & Neck
Chest	Breast
Abdomen	Pelvis
Skeletal	

Initial Competency Tests
Fall – Clinical Education I
Requirements: 6 total competency tests
- (3) basic treatment techniques
- (2) patient care activities
- (1) equipment manipulation competency

Continued Competency Tests & Anatomical Sites
Spring – Clinical Education II
Requirements: 14 total competency tests
- (6) basic treatment techniques
- (2) patient care activities
- (2) treatment simulation procedures
- (1) treatment device fabrication
- (1) QA Warm-Up competency
- (2) continued competency tests
- (6) Basic dose calculations *(Will be completed during Treatment/Planning Course)*

Summer – Clinical Education III
Requirements: 14 total competency tests
(5) radiation treatments
(2) treatment simulation procedures
(2) treatment device fabrications
(1) QA Warm-Up competency
(4) continued competency tests

Final/Terminal Competency Tests
For Clinical Education III, the student MUST PASS the six (6) required final/terminal competency tests. Each student will perform four treatment procedures and two simulations. The clinical supervisor, clinical coordinator, or program director will select these. The procedures will be selected from the treatment and simulation categories. The treatments and simulations are performed in different areas to demonstrate proficiency.

*** NOTE: All initial and continued competency tests must be completed before final competency tests may be performed. Final competency tests must be performed on actual patients and MAY NOT be simulated.**

General Patient Care
Students will perform competency testing in each of the following categories. Competency forms are in **TRAJECSYS**. Students will demonstrate competence in six (6) patient care activities.
(4) Vital Signs (blood pressure, pulse, respiration, temperature)
(1) Patient transfers - Using proper techniques
(1) Proper use of patient medical equipment (e.g., O_2 administration)

COMPETENCY GUIDELINES

A student may not perform competency testing until they have observed the treatment or simulation procedure in the clinical setting.

Student's competency testing is at the discretion of their preceptor. Discussions between the student and preceptor may indicate that the student is ready or needs more practice.

Under direct observation, the registered radiation therapist (RTT) observes the student's performance. During competency testing, the RTT will critique and approve the positioning, all machine settings, source-to-image distance (SID), and the use of appropriate treatment devices. At the treatment console, the student will set all machine parameters. The therapist will verify all parameters and allow the treatment to be delivered. This process will be repeated for each field until the treatment is completed. This includes all needed or prescribed imaging. After removing the patient from the treatment room, the RTT can complete the required forms using the electronic **TRAJECSYS** system.

A student may simulate a maximum of three competency tests, as outlined in the ARRT guidelines. This competency should be replaced with an actual competency if and when one becomes available. If a simulated competency is replaced with an actual treatment or simulation, another treatment or simulation may be substituted. The student may simulate three competency tests at the end of their clinical education to meet the requirements of the competency-based program. Final (terminal) competency tests MAY NOT be simulated. At the Main Campus Radiation Oncology Department, we anticipate that most treatments and simulations will be available for students to complete their required competencies.

Procedure for a Simulated Examination
The student must obtain a note from the clinical preceptor stating that the treatment was unavailable during rotation or semester.

The student treats a model or phantom, not a patient. In the event of a simulated treatment competency, the treatment machine will not be energized.

If the student does not achieve a minimum grade of 90%, they will return to the laboratory for remedial instruction and review the procedure in the textbook. The student will then be reassigned to the appropriate clinical area or site for additional practice under direct supervision.

Program officials must be notified of any failed competency to arrange remedial instruction. This notification may come from the student and/or the registered radiation therapist involved in the failed competency test, or be submitted to **TRAJECSYS**.

The competency test will assess proficiency in the following areas: patient care, room, and equipment preparation, identification of the patient (including procedure, pathology, and patient history), equipment operation, positioning and immobilization, correct usage of treatment accessories, and review and adjustment of positioning as indicated by the digital radiograph (DRR.)

Program officials can access the treatment chart (and portal imaging if applicable) to verify the competency testing.

CLINICAL GRADING POLICY

A minimum grade of 90% is required to pass all competency tests performed in the laboratory, clinical setting, or simulated. The program director and the clinical preceptor must be notified if the student does not pass the competency. A failed competency form is submitted via Trajecsys. The student will simulate the failed competency with the clinical preceptor or the radiation therapy staff. The student will retest in the clinic at the convenience of the clinical preceptor. Students may only retake a procedure twice.

FAILURE TO SUCCEED AFTER THE SECOND RETEST MAY RESULT IN DISMISSAL FROM THE RADIATION THERAPY PROGRAM.

MISSED EXAMS & MAKEUP EXAMS

Didactic
The student is expected to discuss any extenuating circumstances with their instructor, preferably in advance.

Makeup tests WILL NOT be given unless approved by the instructor in advance. The grade for missing an exam appointment is zero.

Students who arrive late on testing days WILL NOT be permitted to take the exam if another student has already completed the test and left the classroom. This will result in a zero for that exam and may be rescheduled at the instructor's discretion.

Any mid-term grade under a “C” may result in the student being placed on academic probation.

Any final course grade below a “C” requires the student's separation from the radiation therapy program. Re-entry into the radiation therapy program would require the student to reapply for admission to the following year's program.

All requirements listed within the course syllabus must be met before a final grade will be given.

WRITTEN WORK POLICY

All written assignments specified by the syllabus must be submitted. A 20% deduction will be applied to the earned score if it is submitted within five (5) school days after the original due date. Assignments will receive no numerical credit if submitted six (6) or more school days after the original due date. However, ALL assignments must be submitted to avoid an incomplete course.

Students who consistently submit late work (3 or more assignments/projects) will be placed on academic probation.

Plagiarism will result in dismissal from the program.

Students cannot submit the same paper for credit to different courses.

Duke instructors will set their own policies and guidelines regarding the use of AI assistance.

ACADEMIC INTEGRITY FOR DISTANCE LEARNING

Our program will offer a limited number of hybrid courses. Instructors may deliver some didactic lectures via distance learning, accompanied by examinations and other graded on-site exercises. All learners will experience classes in the same manner. A program official will proctor student exams in the classroom during computerized and paper examinations. Duke does not employ proctoring technology for its distance learning programs.

Our faculty development and learning technology groups created a guide to provide ideas on ensuring academic integrity. Other methods may include open-book examinations with a time-limited format.
https://lile.duke.edu/#:~:text=We%20work%20with%20faculty%20to%20develop%20digital%20courses,the%20effectiveness%20of%20innovative%20teaching%20approaches%20and%20technologies.

PROFESSIONAL ORGANIZATIONS

The program requires the student to join professional organizations to prepare for their careers. Participation helps prepare the student for future professional growth and development, affording them access to learning experiences through seminars, meetings, and publications. Information and enrollment will be handled during the first week of the orientation session.

The organizations include:

NORTH CAROLINA RADIOLOGICAL SOCIETY (NCSRT)
All students are encouraged to join NCACR and attend the annual educational conference if feasible.
https://www.ncsrt.org/

American Society of Radiologic Technologists (ASRT)
All students will join the ASRT as student members. Students are encouraged to apply for the Student Leadership Development Program. Some benefits include access to articles, journals, professional development opportunities, and registry exam courses. Assignments and review modules may be assigned from the student sections.
https://www.asrt.org/Login

HEALTH & SAFETY PRACTICES & POLICIES

CLINICAL SAFETY

RADIATION PROTECTION POLICIES

Clinical safety encompasses, but is not limited to, administering contrast media, performing radiation therapy procedures under direct supervision, being adequately prepared, and maintaining professional and interpersonal relationships with peers, clients, faculty, and staff of the clinical facility.

The student who is frequently unprepared and requires repeated correction or who fails to consult the instructor appropriately is considered unsafe in the clinical area and will be placed on clinical probation. In extreme circumstances, the student may be dismissed from the program. The primary consideration is the safe application of all aspects of radiation therapy, with direct supervision and progressively moderate guidance and direction.

The student will follow all radiation protection practices and policies for themselves, their coworkers, healthcare team members, the general public, and patients. This includes properly using personnel radiation monitoring devices, closing the door to the linear accelerator room during therapeutic procedures, and using and applying safety devices as necessary. Before observing or participating in a magnetic resonance imaging (MRI) procedure, the student must complete the MRI Environment Screening form and have completed an MRI safety module. If handling radioactive materials, proper safety protocols must be followed.

In addition, all appropriate institutional safety, fire, and infection control measures should be considered part of the student's responsibility in delivering safe and competent patient care.

As a student therapist, you are responsible for understanding these practices and policies so that they become an instinctive component of your professional expertise.

DOSIMETRY BADGE & REPORT

Dosimetry Badge

The dosimetry badge (personal dosimeter) is issued during the first week of orientation. The badge should be worn from the collar to the waist to provide exposure information and approximate whole-body exposure. It will be worn whenever the student is exposed to ionizing radiation during scheduled hours in the Clinical Facility or the Duke University radiation therapy laboratory. The assigned dosimetry badge must only be worn for Duke radiation therapy

program activities. You must wear a separate dosimeter if employed in a radiation field in another capacity. This badge should not be left in your vehicle, in areas of extreme heat, in direct sunlight, immersed in water, or taken through airport security checkpoints.

Dosimetry **badges need to be changed quarterly** at the direction of the department physicist assigned to badge exchanges or as directed by the program director. Delinquent pick-up or return may impact your clinical grade. Lost and/or damaged dosimetry badges must be reported in writing immediately to the *Clinical preceptor* or Program Director. The damaged badge must be returned to the program director within two (2) school days following the notification. The student may incur a vendor-determined replacement fee for the badge.

Under no circumstances is a student permitted at the clinical sites or laboratory without a current dosimetry badge.

A student who has **voluntarily informed** the Program Director and *Clinical Coordinator* (in writing) of her **pregnancy** will be issued a second dosimetry badge to be worn at the waist. Please refer to our Pregnancy Policy for additional information.

Dosimetry Badge Report

As a radiation therapist, records of accumulated radiation exposure will be ongoing throughout your lifetime. When employed as a radiation therapist, your employer will keep this record. This occupational radiation exposure is added to the record, which began when you were a student. If you were previously monitored for occupational radiation exposure, you should inform the Program Director.

The dosimetry badge report is kept on file in the Duke Radiation Safety Office. The program director will review each student's report and have the student sign the report during class time. All care will be taken to ensure that no PHI is viewed other than the student's own. A student may also review their account at: https://www.safety.duke.edu/radiation-safety/personnel-dosimetry

A student will rarely, if ever, obtain levels of exposure that would cause concern. The radiation therapy program adheres to the principle of minimizing radiation exposure to the lowest possible level, in accordance with the ALARA (As Low As Reasonably Achievable) principle. Radiation practices and policies are taught through various didactic and clinical courses and laboratory demonstrations. Verification that the student is in accordance with ALARA principles occurs through an ongoing review of each student's clinical practices, including shielding, remote handling devices, and adherence to the cardinal principles of radiation protection: time, distance, and shielding. A student may discuss their readings or concerns with the Program Director.

The student's radiation report must not exceed the maximum permissible dosage for occupationally exposed persons as established by state and federal agencies for radiologic health. Each student will be advised of radiation levels upon request or if a reading exceeds the limit set by the program. **If the quarterly badge reading exceeds 35 mrem**, the student will be counseled, and an investigation will be conducted with the Department RSO and the Program Director. **A student's exposure must be limited to 100 mrem annually.**

LABORATORY POLICIES, RULES, & GUIDELINES

- The term "laboratory" will refer to any equipment or area where students and instructors are engaged in learning, treatment, or simulation activities. The laboratory is available for students to use under the direct supervision of faculty.
- The student cannot radiate another person in the laboratory. The laboratory is for teaching purposes only and cannot be used for diagnosis or treatment.
- A student who exposes another person is subject to immediate dismissal from the program.
- Energizing the linear accelerator is only allowed with permission from program officials.
- All students and faculty will remain outside the room when an image is made.
- Personal dosimeters must be worn when in clinical areas.
- Each student is expected to return equipment and other teaching aids to their designated location.
- Food and drinks are not permitted in the laboratory.
- Quality assurance equipment should not be removed from the laboratory or classroom.
- A student using the laboratory outside the regularly scheduled laboratory times must ask for permission. The student is responsible for seeing that the overhead lights, safe lights, and the machine are turned off. Additionally, ensure that the area is locked and/or the doors are closed.
- A student will not be allowed to use or have their cell phone on while a patient is on the treatment table.

PREGNANCY POLICY

(See Chapter VIII, Reproductive Health of the Duke Radiation Safety Manual. https://www.safety.duke.edu/sites/default/files/radman.pdf

To protect against prenatal radiation exposure risks to the developing embryo and fetus, state and federal radiation protection regulations and the Duke ALARA (As Low As Reasonably Achievable) policy prescribe that the total dose equivalent to the embryo or fetus of a declared pregnant worker shall not exceed 500 millirem (5 mSv) during the period of gestation.

If a student becomes pregnant, the student may voluntarily declare the pregnancy. **The pregnancy declaration must be in writing and submitted to the Employee Occupational Health and Wellness (EOHW) by completing a confidential Declaration of Pregnancy form**. Once the declaration is made, the student will receive from the Radiation Safety Division (RSD):

- An evaluation of the radiation hazard from external and internal sources.
- Counseling regarding modifications of technique that will help minimize exposure to the fetus.
- A fetal dosimeter, if appropriate

The declared pregnant student will have several options based on their individual needs and preferences. The student may:

- Continue in the program as is without any changes.
- Continue the Program with modifications in the Clinical Assignments.
- Request a leave of absence from Clinical Assignments and/or the entire Radiation Therapy Program curriculum.

Pregnancy declaration can be withdrawn at any time by submitting a letter rescinding the previous declaration.
A student who has declared their pregnancy shall inform EOHW and the RSD if their pregnancy has ended for any reason.

A student cannot be considered a pregnant radiation worker if the written voluntary declaration is not submitted.

RADIATION SAFETY OFFICE

Chu Wang: Division Dir, Occ & Env Safety- OESO Radiation Safety
chu.wang@duke.edu
(919) 668-3187

GENERAL HEALTH GUIDELINES

HEALTH INSURANCE & HEALTH SERVICES

All students are required to maintain adequate medical insurance while enrolled at Duke University. The student must complete the enrollment or waiver process within the enrollment period. Failure to do so will result in delayed coverage or a charge for insurance the student does not need. Written proof of individual insurance is required before participating in clinical experiences.

Duke offers a Student Medical Insurance Plan (SMIP) in the Durham, NC, area designed to meet the needs of a student without insurance or inadequate insurance coverage. The student should review their insurance policy to ensure sufficient coverage.
https://students.duke.edu/wellness/studenthealth/insurance/

COMMUNICABLE DISEASE & IMMUNIZATION POLICY

North Carolina State Law (General Statutes § 130A-152–157) requires that all students entering college present a certificate of immunization that documents they have received all immunizations required by law. While your state or country of origin may have different immunization requirements, you must comply with North Carolina laws and Duke requirements.

Communicable Diseases and Substance Abuse:
https://students.duke.edu/wellness/studenthealth/

The following immunizations are required for Duke undergraduate students:

NAME OF VACCINE	DOSES REQUIRED
Hepatitis B (if born after 7/1/94 & for all health science students)	2 or 3 Doses, depending on the brand
Measles	2 Doses
Meningococcal ACWY (if born after 1/1/2003)	1 Dose (after 16th birthday)
Mumps	2 Doses
Polio	3 Doses (if younger than 18 years old)
Rubella	1 Dose
TD/DTAP/TDAP	3 Doses (one TDAP in the last 10 years)
Varicella (if born after 4/1/01 and for all health science students)	2 Doses or positive IgG titer

In accordance with the Duke School of Medicine's Influenza Vaccination Policy, it is a requirement to receive an annual vaccination against Influenza, or to comply with the policy

through a granted medical or religious exemption. The student will need to be compliant during the yearly Fall flu vaccination period.

A student who wishes to receive additional vaccines, such as HPV and Meningitis B, or needs clearance for shadowing and volunteering should wait until after October 1 to schedule an appointment with Student Health.

HEALTH SCIENCE STUDENTS SHOULD REFER TO THEIR RESPECTIVE IMMUNIZATION FORMS, WHICH CAN BE ACCESSED BY CLICKING THE "STEPS FOR IMMUNIZATION COMPLIANCE."
https://students.duke.edu/wellness/studenthealth/immunizations/**.**

All radiation therapy students are required to provide proof of the following:

- Up-to-date immunization records.
- Current, valid, and signed physical exam documentation on program form. The physical will provide reasonable assurance that the student can perform the duties required of a student radiation therapist.

Technical standards /worker characteristics of a radiation therapist.
See Addendum A.

Each student must follow standard precautions established by the Centers for Disease Control and Prevention (CDC).

A student exposed to a communicable disease at the clinic site through any source, such as needle sticks, patient contact, or contact with contaminated supplies, must immediately inform their clinical supervisor, clinical preceptor, or program director. The student must also complete all paperwork required by the clinical site or affiliate.

If a student contracts any communicable disease while enrolled in the program, they must inform the Program Director. After review by program officials, they may be removed from clinical assignments and /or the classroom. This decision will be based on the advice of medical experts. The student must provide the Radiation Oncology Department with proof that they are no longer contagious before returning to the program.

INFECTION CONTROL PRECAUTIONS

Standard precautions for infection control are essential in the health field and must be used whenever exposure to blood or bodily fluids is possible. Standard precautions will also protect oneself from other infectious organisms. Adherence to the universal precaution guidelines listed below could save your life: Handle all patients' blood and bodily fluids as if they are potentially infectious.

- **Wash hands** before and after all patient or specimen contact, even when gloves are used.
- Use procedures that minimize spraying, splashing, spattering, and generation of droplets of infectious material.
- **Gloves** should always be worn when there is potential contact with blood and body substances.
- Wear a **gown**, apron, surgical caps or hoods, and shoe covers when possible; splashing with blood or body substances is expected.

- Wear protective **eyewear and mask** if splattering with blood or body substances is possible.
- All garments should be removed as soon as possible if penetrated by potentially infectious material. Please do not take them home to wash. Notify your clinical supervisor if contamination occurs.
- Place used syringes immediately in a nearby impermeable container. **NEVER RECAP, REMOVE, OR MANIPULATE THE NEEDLE IN ANY WAY.**
- Place contaminated sharps in appropriate containers.
- Treat all linen soiled with blood or body substances as infectious.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas that may be exposed to blood and bodily fluids.
- Store food and drink in areas not susceptible to exposure to blood or other potentially infectious materials.
- Specimens of infectious materials should be appropriately labeled and placed in leak-proof containers.
- All equipment and working surfaces should be decontaminated after contact.
- Only students wearing a properly fitted TB mask are permitted to provide patient care to active TB patients with the permission of the assigned clinical facility.

If an exposure incident occurs (i.e., a needle stick, splash of blood, or exposure to body fluids), immediately flush the affected area with soap and water and flush mucous membranes with water or a saline solution. Immediately after washing or rinsing, notify your clinical instructor or preceptor and complete an incident report at the clinical facility. Make a copy of this report to submit to the program director for permanent placement in student files.

EMERGENCY PREPAREDNESS & CAMPUS SAFETY

Emergency Preparedness:
https://prepare.duke.edu/

Campus Safety:
https://police.duke.edu/duke-health-system-security/duke-university-hospital-security/

INCIDENT & ACCIDENT REPORTING & DOCUMENTATION

Within 24 hours of an incident or accident occurring at Duke University or a clinical facility, the student must submit written documentation to the Radiation Therapy Program faculty. If program faculty are unavailable, the incident or accident documentation should be submitted to the department chair's administrative assistant. The information included in this documentation should include the following details: Who, Why, What, Where, When, and Witness information, as applicable.
https://students.duke.edu/get-assistance/report-an-incident/
https://facilities.duke.edu/safety/incident-injury-accident-reporting/

MALPRACTICE INSURANCE

Duke University and Duke University Health System retain a CERTIFICATE OF LIABILITY INSURANCE for Allied Health Students. The student name will be added to the policy maintained by the Insurance Manager and Clinical Risk Management.

GENERAL PROGRAM POLICIES & GUIDELINES

University policies for retention and progression apply to radiation therapy students, except in instances where specific Radiation Therapy Program **standards supersede university standards.**

The Director and program officials have the authority and responsibility to refuse admission or to dismiss any student from the Radiation Therapy Program if unusual and unique circumstances indicate that the student is not qualified for radiation therapy.

NONDISCRIMINATION STATEMENT

Duke is committed to encouraging and sustaining a learning and work community free from prohibited discrimination and harassment. The institution prohibits discrimination based on age, color, disability, gender, gender identity, gender expression, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status, in the administration of its educational policies, admission policies, financial aid, employment, or any other institution program or activity. It admits qualified students to all the rights, privileges, programs, and activities generally available to students.

Sexual harassment and misconduct are forms of sex discrimination prohibited by the institution. Duke has designated the Vice President for Institutional Equity and Chief Diversity Officer as the individual responsible for coordinating and administering its nondiscrimination and harassment policies. The Office for Institutional Equity is located in Smith Warehouse, 114 S. Buchanan Blvd., Bay 8, Durham, North Carolina 27708. Phone: (919) 684-8222.

Additional University Policies can be found at:
https://registrar.bulletins.duke.edu/about/policies

PROFESSIONAL CONDUCT

The student must understand that they represent Duke University, the radiation therapy department, and the profession as a whole. The student will follow the healthcare system onboarding process that will be made available to them during the first week of the orientation session. The Radiation Oncology students are not employees of the institution and, therefore, are not eligible for benefits. Students will be covered under the Duke University Health System-Allied Health Students liability insurance policy and are bound by the institution's rules and regulations, as they will encounter patients during the institution's program.

The student must abide by the rules of the radiation oncology program, in addition to those established by Duke Health, and, if applicable, the clinical institutions where they may rotate for observations. Each student is responsible for reading, understanding, and adhering to these rules.

The student will conduct themselves in a professional and dignified manner at all times. Students will minimize congregating in groups in patient areas and keep noise levels to a minimum to avoid disturbing others in the clinic.

A student arriving in the clinical facilities under the influence of controlled substances, including alcohol, will be sent home. This may result in dismissal from the program.

https://medschool.duke.edu/education/health-professions-education-programs/student-wellness/code-professional-conduct

DRUG & ALCOHOL USAGE:

The program supports a drug and alcohol-free environment in all aspects. A student may be tested for reasonable cause. If the student is suspected of intoxication with questionable or inappropriate behavior, the student will require an immediate alcohol (breath or blood) and/or drug test at the student's expense. Impairment may lead to dismissal from the program. https://policies.duke.edu/policy/drug-and-alcohol-policies/

USE OF TOBACCO PRODUCTS:

See Undergraduate Bulletin page: https://registrar.bulletins.duke.edu/

ATTENDANCE

A student is expected to attend all scheduled classes, clinical, and laboratory sessions.

Clinical Obligations—Students will follow the Duke SOM calendar for holidays, with some modifications that will be discussed during the first week of orientation sessions.

A student is expected to arrive on time for the beginning of class and clinical sessions and leave at the scheduled end time. Extra-curricular observations, outside of scheduled clinical program time, may be allowed with approval from the program director or preceptor.

All missed clinical or laboratory time must be made up on a day-for-day basis. A clinical absence form must be submitted on the first class day following the absence.

The course instructor must be notified in advance of the class or lab session if an absence is expected.

The student is responsible for informing the assigned clinical area preceptor if they will be missing any time. The student must also notify the Clinical Coordinator and/or Program Director of the Radiation therapy program of any time missed. Information regarding missed clinical time is kept in the student's file. Verification of makeup time must be in writing and signed by the clinical supervisor. This verification document must be presented to the Clinical Coordinator or Program Director.

A student who misses a clinical or didactic lesson day or expects to be tardy must call the appropriate clinical area and the *Clinical Preceptor* and/or Program Director at least thirty (30) minutes before the start of the clinical time. Three (3) tardy incidents equal one (1) absence.

Tardiness is <u>any</u> time after the clinic's scheduled starting time. If students fail to follow the proper call-in procedure, their clinical grade will be adjusted in accordance with the clinical grading policy outlined in the clinical syllabus. The **Trajecsys** system for clinical record-keeping will be used for "clocking in and out" during clinical assignments and will be explained during orientation and in the clinical competency section.

A passing grade in clinical education is required to pass the course. Students must attend all clinical lab activities, including Practice Labs and orientation rotations through any healthcare area or facility.

All clinical absences requiring makeup time must be *<u>completed by</u>* the end of the semester. If this does not occur, the student will receive an *<u>incomplete (i)</u>* for the clinical course grade. After the student completes the required makeup time, the "i" may be replaced, and a clinical grade may be given. The student must make provisions to change the "i" to a *<u>minimum of a "c" letter grade before they are allowed</u> <u>to enroll in the following semester</u>*.

Make-up time must be scheduled with the clinical supervisor of the appropriate clinical site or area, the program director, or the clinical preceptor. All clinical days missed must be made up at the clinical site or area where they were missed.

TIME AWAY FROM DUKE

Holidays

Due to the program's brevity, please note that time away from the clinic is minimal. Clinically, students will not engage in class or clinical education on hospital holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr.'s Birthday, Juneteenth, and Memorial Day. Students must be present on all other holidays unless the program director has approved them in advance. The program will adhere to the School of Medicine calendar for grading and finals of didactic courses. The student will still need to complete their clinical rotation, fulfill the required competencies, and practice areas of focus as determined by the preceptor.

Bereavement Time

Bereavement time must be approved by the Clinical Coordinator and /or the Program Director.

Leave of Absence

If unforeseen circumstances in a student's life, external to the program, interfere with the student's academic progress, the student should discuss this with the program director to address the concerns and determine the appropriate course of action.

INCLEMENT WEATHER

If all classes at Duke University are canceled, students are not required to attend class or clinical that day. School closings are announced on local radio stations and TV stations. DUKE also offers optional text message alerts. Inclement weather closings are not the decision of the Program Director or the Clinical Coordinator. Please note that all deadlines, due dates, and online lessons remain in effect unless otherwise notified.

DRESS & APPEARANCE

Uniforms & Lab Coats
For clinical days on campus, the radiation therapy uniform for students consists of a scrub suit of professional appearance, in any shade of grey or teal. The uniform should be clean and properly fitted. A clean lab jacket can be worn over it. Undergarments should not be visible through the uniform.

During didactic days on campus, the program may allow students to dress more casually than is typically required. On these occasions, students are still expected to present a neat appearance and are not permitted to wear clothing that is ripped, disheveled, athletic, or similarly inappropriate. A student who fails to meet the program's standards will be required to take corrective action, including leaving the premises to change clothing.

Shoes
Shoes must be clean and have clean laces. They must not have open toes or heels. Clogs, flip-flops, sandals, and canvas shoes are not allowed. Sneakers with color brand logos are acceptable.

Jewelry
Jewelry could be a safety hazard and interfere with aseptic techniques. A watch that measures seconds is considered part of the uniform. Jewelry that could interfere with patient care, such as long necklaces or loose bracelets, and sharp rings that could cut or puncture a patient or treatment device, may need to be removed or not worn in the clinic. Duke Health, Duke University, or any Clinical Affiliates are not responsible for lost or stolen jewelry, money, or other personal items.

Body Piercings
It is acceptable if covered and not visible, and poses no harm to self or patients.

Tattoos
They are acceptable if they are non-offensive and not culturally or sexually graphic. If they are deemed inappropriate, you will be asked to cover them.

Sweater
A sweater may be worn over a uniform, but should be worn under the jacket or lab coat. It must be clean, free of offensive images or wording, and a solid color. Hoodies are not acceptable. (The Student ID must be visible.)

Hair
Hair must be clean and well-groomed. Extreme hairstyles and hair colors should be avoided. Hair accessories must be sized appropriately. Beards and mustaches should be trimmed neatly and professionally.

Personal Grooming
Maintaining personal cleanliness, including regular bathing, the use of deodorant, and proper oral hygiene, is essential. Moderate makeup is acceptable, but perfume, mild cologne, and/or shaving lotion are unacceptable. Nails must be clean, well-trimmed, smooth, and reasonably short. A natural, clear-colored nail polish may be worn if it is not chipped or cracked. No long prosthetic nails allowed.

CELL PHONES & SMART WATCHES

Cell phones are not to be used during class and must be put away and placed in silent mode. If the instructor sees a cell phone, the student may be asked to leave the class. Repeat infractions could result in probation or dismissal from the program. Smartwatches are NOT to be used in the clinical area except during emergencies. Students are not permitted to make or receive personal phone calls in the clinic except in emergencies, which should be cleared through the clinical preceptor.

The clinical preceptor must be notified if a student has an emergency that may require contact at the clinic. The decision is at the preceptor's discretion. Students should discourage any outside contact during clinical hours, except in the event of an emergency.

DUKE ID BADGE

An ID badge must be obtained from the Duke Services Office at the Duke Medical Center. It is to be worn and visible at all times with the uniform and jacket/lab coat. This badge must be returned to Duke Health faculty at the end of the program or upon demand.

TRANSPORTATION & PARKING

Each radiation therapy student is solely responsible for transportation to and from the university and any facility used for clinical education. Students are to park in designated areas only with a parking permit from the Duke Parking Office. This permit must be returned to Duke Health faculty at the end of the program or upon demand. Additional information will be provided at orientation.

FUNDRAISING

Fundraising opportunities proposed for educational enhancement will be reviewed by the Program Director.

OUTSTANDING STUDENT AWARD

A student may be selected as a recipient of the annual outstanding student award. Criteria for selection include leadership, cooperation, and contribution to the radiation therapy program and Duke University. Clinical preceptors and faculty will vote on this award before the pinning ceremony.

CHANGE OF NAME OR CONTACT INFORMATION

Any changes to name, address, or phone number will be reported promptly to the Program Director.

STUDENT EMPLOYMENT

Students are not encouraged to engage in outside employment, but are not prohibited from working. However, any outside employment cannot interfere with their academic or clinical responsibilities. No special privileges are granted to students who work or participate in any outside activities or employment.

Any student accepting payment for duties assigned as part of their clinical experience will be immediately dismissed from the radiation therapy program.

MEETING ROOM RESOURCES

If you need to use any part of the building for a meeting, please arrange this with the University Facilities Office. The medical library is available for students to reserve a space.

DESIGNATED FOOD & DRINK AREAS

Food and drinks are prohibited in work console areas and laboratories. However, with instructor approval, refreshments may be allowed in classrooms and designated clinic areas, provided they are sealed and placed in the designated hydration stations.
https://policies.duke.edu/

VISITORS

Guests, including children, are not permitted in the classroom or the clinic.

GRIEVANCES & COMPLAINTS

PROCEDURE AND DUE PROCESS

ACADEMIC

A student dissatisfied with their grade will utilize the procedures for student grade appeal as outlined in Duke University policy. The policy is located on the University website at https://access.duke.edu/requests/grievances/.

DISCRIMINATION & HARASSMENT

Duke prohibits discrimination and harassment based on age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex (as assigned at birth), sexual orientation, or veteran status in its employment practices, educational programs, and activities. See the Policy on Prohibited Discrimination, Harassment, and Related Misconduct.

You have the right to raise a concern or submit a complaint regarding harassment or discrimination. You also don't have to follow any "chain of command" to do so — you can speak to anyone in OIE, an OIE Liaison, or any supervisor or manager in your department, program, or office about your concern. We are also happy to answer questions about Duke policies or discuss other concerns you may have. Of course, you can consult people or agencies outside of Duke at any time during the process.

SEXUAL HARASSMENT

https://policies.duke.edu/policy/sexual-misconduct-policy/

While Duke University's radiation therapy program does not intend to regulate students' consensual social interactions, conduct constituting sexual harassment will not be tolerated. Complaints of sexual harassment involving misuse of one's official position should be made orally and followed up in writing to the program director immediately.

Because of differences in students' values and backgrounds, some individuals may find it challenging to recognize their own behavior as sexual harassment.

Sexual misconduct refers to all forms of sexual- or gender-based harassment, sexual or gender violence, sexual exploitation, relationship violence (domestic violence and dating violence), and sex- or gender-based stalking. All forms of sexual misconduct—whether committed by a student, faculty, staff, or others—are prohibited at Duke. See the Policy on Prohibited Discrimination, Harassment, and Related Misconduct.

You have the right to raise a concern or submit a complaint regarding sexual misconduct. You also don't have to follow a "chain of command" to do so — you can speak to the Duke University

Police Department, anyone in OIE, an OIE Liaison, or any supervisor or manager in your department, program, or office about your concern. We are also happy to answer questions about Duke policies or discuss other concerns you may have. Of course, you can consult people or agencies outside of Duke at any time during the process.

If you believe you are being subjected to sexual misconduct by a Duke undergraduate, graduate, or professional student, don't hesitate to get in touch with the Duke Office.

GRIEVANCES INVOLVING PROGRAM FACULTY, CLINICAL STAFF, or PRECEPTORS

A student with an academic grievance with the program faculty will submit the grievance to the Program Director within three (3) days of the incident. If the grievance pertains to the Program Director, it must be forwarded to the Department Chief Administration Officer within three (3) days of the incident.

The program director will attempt to resolve the situation with the student and faculty members. If unable, the grievance will be forwarded using the appropriate link: https://medicine.bulletins.duke.edu/som-policies/appeals

Student Non-Academic Grievance Committee Guidelines
This policy can be found on the University website at https://oie.duke.edu/how-we-work/complaints-and-concerns/complaint-process/

A student with a non-academic grievance with clinical staff will submit the grievance to the Clinical Instructor within three (3) days of the incident. If the grievance concerns the Clinical Instructor or preceptor, it will be submitted to the Program Director.

The Clinical Instructor will meet with the student and clinical staff member within seven (7) days of the incident to resolve the situation. If the student is unable to resolve the situation, they will submit the grievance using the appropriate link above.

ADDENDUMS & FORMS

ADDENDUM A

Technical Standards & Worker Characteristics of a Radiation Therapist

Any student who becomes unable to perform the required functions listed below must contact the program director immediately to evaluate and determine an appropriate course of action.

The following are essential characteristics for the role of radiation therapist:

Visual Acuity

- Determine whether the gantry aligns with the parameters established by the treatment plan.
- Must be able to visualize numerical values projected by the range finder.
- Perform necessary procedures that may involve placing needles, catheters, or other localization devices to delineate a patient's anatomical structures.
- Read protocol and radiation therapy charts in the department.
- Perform data entry tasks using digital and computer terminals.
- Near-visual acuity and depth perception are required to examine digitally reproduced radiographs and ensure duplication of simulation DRRs. Additionally, patient vital signs are taken using medical devices, including thermometers and sphygmomanometers.
- Must be able to read units on a syringe.
- Must be able to work in dimly lit areas such as treatment vaults and CT/PET/MRI simulation suites.

Hearing Acuity

- Hearing must be sufficient to communicate with others.
- Distinguish phonetic sounds, either mechanically transmitted or from conversation, to perform treatment & simulation tasks in light-controlled areas.
- Hear and retain pertinent information to relay instructions.
- Listen to and respond to patient questions and review their clinical history.

Speaking Ability

- Speak clearly and loudly enough to be understood by someone in the radiation oncology department or on the telephone.
- Effective communication skills are essential for maintaining strong interpersonal relationships with patients and peers.

Digital Dexterity

- Grasp and manipulate small objects required to perform job functions.
- Perceive attributes of objects or materials, such as size, shape, temperature, texture, movement, or pulsation, through receptors in the skin, particularly those in the fingertips.
- Operate a variety of therapeutic and CT equipment.
- Arms and hands, or functional artificial limbs, are essential for performing radiation procedures and transferring patients.
- Legs and feet, or functional artificial limbs, are essential for maintaining balance, accomplishing required duties, and transporting patients.

Physical Ability

- Walk or stand for approximately 80% of a typical workday.
- Maneuver through congested area(s) or unit(s) to perform treatment & simulation procedures and to transport patients.
- Raise arm(s) while maintaining balance when positioning a patient, reaching over the table, and inserting custom treatment devices.
- Maneuverability in stairways, hallways, control rooms, hot labs, block rooms, and inclines.
- Push/pull medical equipment, lift treatment devices and accessories; transfer patients to and from units.
- Must be able to move quickly and work in confined spaces during patient emergencies.

Adaptive Ability

- Complete tasks or job functions within deadlines.
- Complete required tasks and functions under stressful conditions.
- Track and complete multiple tasks simultaneously.
- Perform independently with minimal supervision.
- Interact appropriately with diverse personalities.

ADDENDUM B

Descriptions of Courses & Program Progression - Semester Schedules

FALL SEMESTER

RADTHER- Radiation Therapy Patient Care & Interaction
A study of the physical and psychological needs of the radiation oncology patient and family. Including patient transfer techniques, interaction with the terminally ill, vital signs monitoring, administration of injections, pharmaceuticals, and contrast media, IV and tube maintenance, urinary catheterization, administration and interpretation of ECGs, emergency medical situations, infectious disease processes, universal precautions, and CPR certification. (3 CR)
Fall - T/Th TBD
Instructor: Catalano/Diaz

RADTHER-Clinical Radiation Oncology
The course examines the histopathology, etiology, and epidemiology of site-specific cancers. It also discusses prognostic indicators, including diagnosis, staging, routes of metastases, and the impact of these factors on fraction and total dose. The course content will also include discussions of established chemotherapy and surgical options for patients, while touching on new and emerging treatments. (3 CR)
Fall - T/Th TBD Zoom Hybrid
Instructor: Bollinger

RADTHER-Cross-Sectional Anatomy
This course reviews the widely used images in the IGRT aspect of radiation therapy treatment and examines radiographic pathology and disease progression. (3 CR)
Fall - T/Th TBD Face to Face
Instructor: Diaz and Staff

RADTHER-Simulation & Treatment Techniques I & II
Students demonstrate accurate simulation and treatment set-up/patient immobilization for basic to intermediate radiation therapy protocols in a laboratory setting. This hands-on course includes knowing the practical applications of radiation therapy, using appropriate immobilization devices, and situational awareness of patient needs vs physician orders. Mastery of basic concepts and technical aspects of radiation oncology. Topics include custom block, mold, and immobilizer fabrication, as well as intensified modulated radiation therapy (IMRT), stereotactic radiosurgery, intraoperative radiotherapy, and brachytherapy. Participation in lab simulation activities to reinforce routine simulation techniques. (1 CR)
Fall – Th; Spring – T TBD
Instructors: Simpson, Harth, Scott, Conner

SPRING SEMESTER

RADTHER- Radiobiology/Radiation Protection
An introduction to radiation biology. This course covers the biological effects of radiation, including mechanisms of DNA damage and normal tissue injury. The principal context is relevant to radiation therapy treatment. This course will also discuss the principles of radiation protection, dealing with major forms of ionizing and non-ionizing radiation, the physics and chemistry of radiation biology, biological effects of ionizing and non-ionizing radiations (lasers, etc.) at cellular and tissue levels, radiation protection quantities and units, medical health-physics issues in clinical environments, radiation safety regulations, and basic problem-solving in radiation safety. (3 CR)
Spring - T/Th TBD Hybrid/Zoom
Instructor: Cui

RADTHER-Radiation Physics
This course covers the basics of ionizing and non-ionizing radiation, atomic and nuclear structure, basic nuclear and atomic physics, radioactive decay, the interaction of radiation with matter, and radiation detection and dosimetry. (3 CR)
Spring - T/Th TBD
Instructor: Kowalski

RADTHER- Radiation Therapy Treatment Planning & Dosimetry
Demonstrate proficiency in external and electron beam treatment planning and calculations. Contrast and compare hand calculations with computer-generated calculations. Site-specific examples of treatment planning and dosimetry. Application of brachytherapy calculations, including source distribution and implant duration. (3 CR)
Spring - T/Th TBD Hybrid/Zoom
Instructor: Roehm

RADTHER-Research Methodology in Radiologic Technology I
Research methods and designs relative to radiologic sciences. This includes understanding how to develop research questions, design studies, determine appropriate statistical tests and methodologies, and analyze findings to contribute to advancements in radiologic technology—introduction to appropriate scientific journals and development of critical scientific reading skills and literature reviews. (2 CR)
Spring - T/TH TBD
Instructor: Rodrigues/Catalano

SUMMER SEMESTER

RADTHER- Radiation Therapy Registry Review
Capstone course of the program. Synthesis and application of didactic and clinical courses. Test-taking strategies and reviewing for the ARRT national certification examination. (3 CR)
Summer - Fri TBD Hybrid
Instructor: Staff

RADTHER -Research Methodology in Radiologic Technology II
Applying knowledge and skills learned in RADTHER -Research Methodology in Radiologic Technology I. Culminating with a group or individual project, a case study report suitable for publication. (1CR) Summer - Fri TBD
Instructor: Rodrigues/Catalano

RADTHER-Clinical Education I-III
The course consists of supervised clinical practice in performing radiation therapy and simulation procedures, with rotations that incorporate nursing, dosimetry, and physics in a clinical setting and/or an energized laboratory.
Fall - MWF & Spring - MWF 0800:16:30 (3 CR)
Summer - M-Th 0800:16:30 Staff (4 CR)

ADDENDUM C

GLOSSARY OF TERMS

COMPETENCY EVALUATION TEST:
The procedure used to assess a student's performance and knowledge.

COMPETENT:
The ability to function with limited supervision and assume the required duties and responsibilities.

CONTINUED COMPETENCY TEST:
A competency evaluation assessing ongoing competence in previously completed categories.

DIRECT SUPERVISION:
A registered radiation therapist is physically present throughout the entire examination or procedure.

FINAL/TERMINAL COMPETENCY TEST:
A series of six (6) random competency examinations from various categories used to demonstrate the student's overall competence. Upon successful completion, the student is considered competent as an entry-level radiation therapist and is eligible for registry.

INITIAL COMPETENCY TEST:
The first competency evaluation of a specific radiation procedure.

SIMULATED PROCEDURE:
The student uses a model or phantom (not a patient) to demonstrate proficiency in a specific treatment procedure if they cannot perform it on a patient in the clinic. The treatment machine will not be energized if a simulated treatment competency is performed.

TREATMENT SIMULATION PROCEDURES:
A radiographic/fluoroscopic or CT simulator procedure used to position a patient, identify isocenters, and delineate treatment parameters before initiating radiation therapy treatments.

Duke Radiation Oncology
Duke University School of Medicine

ACKNOWLEDGEMENT OF RADIATION THERAPY PROGRAM POLICIES & HANDBOOK

This comprehensive handbook was explained to students during a meeting held on

_____.

Program participants will receive a copy of any revised policy with a full explanation of changes.

I RECEIVED AND READ THE STUDENT HANDBOOK FOR STUDENT RADIATION THERAPISTS. I AGREE TO ABIDE BY THE CONDITIONS OUTLINED IN THE POLICIES AND REGULATIONS FOR THE RADIATION THERAPY PROGRAM.

_____
Student First & Last Name

_____ _____
Student Signature Date

_____ _____
Program Director/Program Official Signature Date

Duke Radiation Oncology
Duke University School of Medicine

RADIATION THERAPY PROGRAM
STATEMENT OF CONFIDENTIALITY

I agree to protect the confidentiality, privacy and security of patient, student, personnel, business and other confidential, sensitive electronic or proprietary information (collectively, "Confidential Information") of Duke University, Duke University Health System and the Private Diagnostic Clinic (collectively, "Duke") from any source and in any form (talking, paper, electronic). I understand that the kinds of Confidential Information that I may see or hear on my rotation and must protect include the following, among others:

- **Patients and/or family members** (such as patient records, conversations, and billing information)
- **Medical staff, employees, volunteers, students, or contractors** (such as social security numbers, evaluations, salaries, other clinical information, employment records, disciplinary actions)
- **Business information** (such as financial records, research or clinical trial data, reports, contracts, computer programs, technology)
- **Third parties** (such as vendor contracts, computer programs, technology)
- **Operations, performance improvement, quality assurance, medical or peer review** (such as utilization, data reports, quality improvement, presentations, survey results)

I AGREE THAT:

- **I WILL** protect Duke Confidential Information in any form and follow Duke policies, procedures, and other privacy and security requirements.
- **I WILL NOT** post or discuss any Duke Confidential information, including patient information, patient pictures or videos, and Duke financial or personnel information, on my personal social media sites such as Facebook or Twitter.
- **I WILL NOT** take photos of patients for personal use with my cell phone or similar methods.
- **I WILL NOT** post Confidential Information, including patient pictures, on Duke-sponsored social media sites without the appropriate patient authorization in accordance with management approval and Duke policies and procedures.
- **I WILL** complete all required privacy and security of Confidential Information training.
- **I WILL ONLY** access information that I need for my job or service at Duke.
- **I WILL NOT** access, show, tell, use, release, e-mail, copy, give, sell, review, change or dispose of Confidential Information unless it is part of my job or to provide service at Duke. If it is part of my job or to provide service to do any of these tasks, I will follow the correct procedures (such as shredding confidential papers using confidential Shred-it™ lock bins) and only access/use the minimum necessary information to complete the required task.
- When my work or service at Duke ends, **I WILL NOT** disclose any Confidential Information, and **I WILL NOT** take any Confidential Information with me if I leave or am terminated.
- If I must take Confidential Information off Duke property, I will do so only with my supervisor's permission and in accordance with Duke policies and procedures. **I WILL** protect the privacy and security of the information in accordance with Duke policies and procedures, and I will return it to Duke.

- If I have access to Duke's computer system(s), **I WILL** follow their Secure System Usage Memos, which are available from the System's Information Security Administrator(s).
- **I WILL NOT** use another's User ID (Net ID) and password to access any Duke system, and **I WILL NOT** share my User ID (Net ID) password or other computer password with anyone.
- **I WILL** create a strong password* and change it in accordance with Duke policies and procedures. I will notify the DHTS Security Office and change my password immediately if someone knows or uses my password. I will ask my supervisor if I do not know how to change my password.
- **I WILL** tell my supervisor and OIT or DHTS if I think someone knows or may use my password or if I am aware of any possible breaches of confidentiality at Duke.
- **I WILL** log out or secure my workstation when I leave the computer unattended.
- **I WILL ONLY** access Confidential Information at remote locations with consent from my supervisor.
- If I am allowed to access Confidential Information remotely, **I AM RESPONSIBLE** for ensuring the privacy and security of the information at ANY location (e.g., home, office, etc.),
- **I WILL NOT** store Confidential Information on non-Duke systems, including on personal computers/devices.
- **I WILL NOT** maintain or send Confidential Information to any unencrypted mobile device in accordance with Duke policies and procedures**.**
- **I UNDERSTAND** that my access to Confidential Information and Duke e-mail account may be audited.
- If I receive personal information through Duke e-mail or other Duke systems, **I AGREE** that authorized Duke personnel may examine it, and I do not expect Duke to protect it.
- **I UNDERSTAND** that Duke may take away or limit my access anytime.

I understand that my failure to comply with this Agreement may result in the termination of my relationship with Duke and/or civil or criminal legal penalties. By signing this, I agree that I have read, understand, and will comply with this Agreement.

_____

Student First & Last Name

_____ _____

Student Signature Date

Duke Radiation Oncology
Duke University School of Medicine

RADIATION THERAPY PROGRAM
RELEASE OF INFORMATION

I, _____, permit Duke University Radiation Therapy Program to share and exchange information with the staff of program clinical affiliates to which I may be assigned during my clinical education rotations. This may include information regarding immunizations, background checks, and drug screenings.

I understand that my consent remains valid as long as I am enrolled in the Radiation Therapy Program. I also understand I can revoke this consent at any time. However, revoking this consent would render me ineligible for clinical education and the Program.
I confirm that I understand the purpose and content of this form. My signature below indicates my consent.

_____
Student First & Last Name

_____ _____
Student Signature Date

_____
Witness First & Last Name

_____ _____
Witness Signature Date

Duke Radiation Oncology
Duke University School of Medicine

RADIATION THERAPY PROGRAM
VOLUNTARY PREGNANCY DECLARATION FORM

I verify by my signature below that:

1. I have voluntarily notified the Radiation Therapy Program faculty of Duke University of my pregnancy.
2. I have been advised by the Radiation Therapy Program faculty of Duke University about radiation safety measures.

According to the student handbook, once a pregnancy is declared in writing, I have the responsibility and right to ma lee one of the following choices:

A. To discontinue all clinical education at once.
B. To continue clinical education without modification.
C. To continue clinical education with modification.
D. Have the option to withdraw the declaration of pregnancy at any point in the pregnancy.

I choose option _____.
My calculated delivery date is: _____.
I was provided with a fetal monitoring badge on: _____.

_____
Student Printed Name

_____ _____
Student Signature Date

_____ _____
Radiation Therapy Faculty Name/Position Date

___ I voluntarily withdraw my previous declaration of pregnancy.

_____
Student Printed Name

_____ _____
Student Signature Date

_____ _____
Radiation Therapy Faculty Name/Position Date

10.22.26

DUKE UNIVERSITY
RADIATION THERAPY PROGRAM
Receipt of Pregnancy Policy

By my signature, I hereby state that:

I have received a written copy of the Program's Pregnancy Policy, and 1 am responsible for reading the document provided, for understanding it, and for abiding by the policies and procedures listed.

If I have any questions concerning these policies or procedures, I will discuss them with the Radiation Therapy Program Director, Clinical Coordinator, Faculty, or the appropriate Duke University personnel (i.e., Department Chair, Title IX office, business office, financial aid office, registrar's office, etc.)

This signed receipt for the pregnancy policy will be kept on file in the Student File at the Radiation Therapy Program office. This receipt confirms communication of this important policy.

Student Signature _____ Date _____

10.22.26

PAGE IS LEFT BLANK ON PURPOSE