



**COLLEGE OF MEDICINE
AND LIFE SCIENCES**

THE UNIVERSITY OF TOLEDO

**Radiation Therapy Program
Student Handbook
2025-2026**

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MISSION, GOALS & LEARNING OUTCOMES



University of Toledo

Mission

The University of Toledo improves the human condition as a public research university and academic medical center whose mission is to educate students to become future-ready graduates, cultivate leaders, create and advance knowledge, care for patients and engage our local, national and global communities.

College of Medicine and Life Sciences

Mission

To improve health in the communities and region we serve by educating and training excellent clinicians and scientists, providing high-quality patient care and conducting nationally recognized research.

Radiation Therapy Program

Mission

The mission of the University of Toledo Radiation Therapy Program is to educate exceptional entry level Radiation Therapists to provide high-quality patient centered care.

Goals & Learning Outcomes

1. Our students will demonstrate proficient communication skills.
 - Learning outcomes:
 - a. Students will demonstrate effective oral communication skills.
 - b. Students will exhibit effective written communication skills.
2. Our students will demonstrate critical thinking
 - Learning outcomes:
 - a. Students will analyze radiation therapy cases.
 - b. Students will analyze and provide a solution for a simulation/treatment scenario.
3. Our students will demonstrate professionalism.
 - Learning outcomes:
 - a. Students will demonstrate professionalism at clinic
 - b. Students will produce a plan for their professional career development.
4. Our students will be clinically competent entry level Radiation Therapists
 - Learning outcome:
 - a. Students will demonstrate correct image alignment
 - b. Students will demonstrate proficiency in simulation

Program Description & Application Process

University of Toledo Radiation Therapy Bachelor of Science Program

Career Description

A Radiation Therapist is a healthcare professional who along with other highly skilled healthcare professionals works in a Radiation Therapy department to treat cancer (and some non-cancer conditions). Typically, a Radiation Therapist operates a linear accelerator to deliver high energy radiation.

Essential Functions/Technical Requirements for a Radiation Therapist

Students should review the American Society of Radiologic Technologists Practice Standards/Scope of Practice for Radiation Therapists for a description of the functions/requirements of a Radiation Therapist. [Radiation Therapy Practice Standards](#)

The essential functions/technical requirements are not conditions of admission to the program but are indicators of the physical abilities and characteristics required to successfully complete the Radiation Therapy Program at the University of Toledo. Performing radiation therapy tasks require performing/assisting with patient transfers/lifting/moving patients.

The University of Toledo complies with the American with Disabilities Act of 1990/Amended 2008 ADA/504 and will ensure to make reasonable accommodations for students with disabilities who are otherwise qualified

Program Description.

- The first two years of the Radiation Therapy Program are prerequisite courses. The prerequisite coursework of the program may be completed on a part-time basis, however, once accepted into the professional track students must complete the program on a full-time basis.
- Admission into the limited-enrollment professional track (final two years) is competitive and requires completion of a formal program application process (see Program Application Process). Selection is based on academic performance, application materials, observation experiences, and interview evaluation.
- The professional track of the program requires adherence to the rotation schedule.
- Students in the professional track portion of the program must maintain a B- in all courses to remain in the professional track.

Requirements for Admission to the Radiation Therapy Program

Preprofessional Track (High School & Transfer Students)

- Minimum GPA if applying without test scores: 3.0.
- Minimum GPA and test scores if applying with test scores: 2.75-2.99 GPA and a 19 ACT or 1030 SAT score.
- Math placement test is required regardless of scores. Information regarding the math placement test is located here: Math Placement Testing <https://www.utoledo.edu/nsm/mathstats/placement/>

These admissions requirements will allow you to be a pre-Radiation Therapy major. You are not guaranteed a position in the professional track as spaces at our clinical sites are limited. After taking two years of pre- Radiation Therapy courses, you must *apply* to our competitive admission process for acceptance into the professional track. The professional track includes all RDON 3000 and 4000 courses, including hands-on clinical training.

Professional Track

To register for RDON 3000 and 4000 level courses you must be *accepted* into the Radiation Therapy Professional Track. To qualify, you must complete the following:

1. Must complete an application to the Radiation Therapy Professional Track.
2. Applicants must have a minimum GPA of 2.75 (on a 4.0 grading scale) at the time of application. The transcript must show that all required prerequisite courses in the Radiation Therapy plan of study will be satisfactorily completed by the end of the application semester. All of the pre- Radiation Therapy courses, except for RDON 1010 *Introduction to Radiation Therapy* may either be obtained at University of Toledo as a pre- Radiation Therapy major or may be transferred to University of Toledo. Applicants must have taken RDON 1010 at the University of Toledo.
3. Applicants must receive a minimum of a B grade in each of the following prerequisite courses:
 - MTH 1320 College Algebra
 - EXSC 2560 Human Anatomy and Physiology I
 - EXSC 2460 Human Anatomy and Physiology I Lab
 - EXSC 2570 Human Anatomy and Physiology II
 - EXSC 2470 Human Anatomy and Physiology II Lab
 - MTH 2600 Introduction to Statistics
 - EXSC 2580 Human Pathophysiology for Health Care
 - PHYS 1750 Introduction to Physics
4. Applicants must have 8 hours of shadowing\clinical experience documented in a radiation therapy clinic. The clinic sites visit will take place while the student is taking RDON 1010 *Introduction to Radiation Therapy*. The clinic visit is to be arranged by the Radiation Therapy Program officials.

Program Application Process

The following criteria are used for acceptance into the limited enrollment professional track of the Radiation Therapy program (last two years):

- Completion of Radiation Therapy Admission Application
 - The application period opens during the second half of the spring semester of the second year. The application deadline is 5 p.m. on the first Friday of the summer semester.
- Submission of résumé
- Overall minimum GPA of 2.75 (on a 4.0 grading scale) and satisfactory completion of all required pre-requisite courses with the minimum grade of a B in MTH 1320, EXSC 2560, EXSC 2460, EXSC2570, EXSC 2470, MTH 2600, EXSC 2580, PHYS 1750.
- Completion of observation hours
- Completion of observation written report
- Report from Clinical Preceptors during student observation hours
- Interview score
 - Candidates will be invited to interview at the end of the Spring semester
- Patient care experience
 - Not required, but recommended
 - Minimum of 25 hours of paid or volunteer documented patient care experience will count towards added points

Candidates will need to have the following submitted before matriculation:

- Clean BCI and FBI background check
- Clean 9-panel drug screen
- Clinic Clearance document – signed off by licensed healthcare provider (MD,DO,NP,PA)
- Annual Tuberculosis (TB) testing— a positive test requires a chest x-ray. Testing may be either:
 - Two step Mantoux tuberculin skin test (TST)
 - TB blood testing
 - [TB testing information from the CDC](#)
- Completed Hepatitis B vaccination series
- Positive antibody titers for Rubella, Rubeola, Mumps, and Varicella. If titers are not positive, vaccination must be completed
- Evidence of Tdap within last 10 years
- Annual flu vaccination
- COVID vaccine
- Proof of health insurance

The admission & application process are non-discriminatory.

[UToledo Nondiscrimination](#)

- The top 15 candidates will be notified regarding acceptance by the end of June
- Applicants who are not accepted may apply again during the subsequent application period

Graduation Requirements

To be eligible for program completion and conferral of the Bachelor of Science in Radiation Therapy degree, students must successfully meet the following requirements:

- Satisfactory completion of all professional track courses with a minimum grade of B- (2.7) or higher.
- Successful completion of all required clinical practicum experiences, including demonstration and documentation of competency in all procedures required by the American Registry of Radiologic Technologists (ARRT) Radiation Therapy competency requirements.
- Successful completion of the program Capstone Assessment with a minimum score of 84%.
- Successful completion of the comprehensive Program Final Examination with a minimum score of 84%.
- Compliance with all program policies, professional standards, and clinical requirements as outlined in the Radiation Therapy Student Handbook.

Upon successful completion of all program requirements, graduates are eligible to take the American Registry of Radiologic Technologists (ARRT) national certification examination in Radiation Therapy. Students may apply for the examination prior to graduation; however, eligibility to sit for the exam is contingent upon successful completion of all program requirements and degree conferral.

ARRT certification is a nationally recognized professional credential and is strongly encouraged to be obtained promptly following graduation. ARRT certification serves as the standard professional credential for radiation therapists.

Additional Information

- Clinic placements are arranged by the Radiation Therapy Program Officials.
- Clinic sites are located in Ohio, Indiana, and Michigan
- Students are not guaranteed placement at a specific clinic site.
- Students will do clinic rotations at multiple clinic sites.
- Students are required to have reliable transportation
- The program is an on-ground program, but some courses may be delivered in a synchronous virtual delivery. During the professional track, students should expect to attend didactic courses during daytime, afternoon/evening hours on both weekdays and Saturdays (lab). Clinical courses take place on weekdays.
- There will be additional expenses associated with the program including but not limited to background checks, immunizations/screenings, clinic management system, uniforms, and travel/housing to clinic sites (see Appendix: Additional Expense Estimation).
- Once accepted to the professional track the student must maintain a *minimum* of a B- for each professional track course.

Plan of Study for Radiation Therapy

First Term—Fall		Hours
ENGL 1110	College Composition I	3
MATH 1320	College Algebra	3
EXSC 2560	Anatomy & Physiology I	3
EXSC 2460	Anatomy & Physiology I Lab	1
PSY 1010	Principles of Psychology	3
Elective*		3
		16
Second Term—Spring		
ENGL 2950	Technical Writing	3
EXSC 2570	Anatomy & Physiology II	3
EXSC 2470	Anatomy & Physiology II Laboratory	1
PHIL 1020	Critical Thinking	3
COMM 2840	Interpersonal Communication	3
Elective*		3
		16
Third Term—Fall		
EXSC 2580	Human Pathophysiology for Health Care	3
PHYS 1750	Introduction to Physics	4
HEAL 3800	Death and Dying	3
	US Diversity	3
Social Sciences Core—SOC 1010	Introduction to Sociology	3
		16
Fourth Term—Spring		
RDON 1010	Introduction to Radiation Therapy	3
MATH 2600	Introduction to Statistics	3
HEAL 1800	Medical Terminology	3
PHIL 3370	Medical Ethics	3
	Non-U.S. Diversity	3
		15

Must apply for the limited enrollment professional track --Application deadline 5pm first Friday of the summer semester.

FIFTH TERM—Fall Limited enrollment Professional Track

RDON 3130	Principles & Practice of Radiation Therapy I	3
RDON 3100	Radiation Therapy Physics I	3
RDON 3110	Imaging & Processing	3
RDON 3120	Pt. Care Management	2
RDON 3140	Sectional Anatomy	3
RDON 3150	Imaging & Practice La	1
		15

SIXTH TERM—Spring

RDON 3210	Introduction to Clinical Practicum	5
RDON 3200	Radiation Therapy Physics II	3
RDON 3230	Principles & Practice of Radiation Therapy II	3
RDON 3240	Principles & Practice of Radiation Therapy Lab	1
		12

SEVENTH TERM—Summer

RDON 3300	Clinical Practicum I	7
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EIGHTH TERM—Fall

RDON 4100	Radiation Biology	3
RDON 4110	Dosimetry	3
RDON 4120	Dosimetry Lab	1
RDON 4130	Clinical Practicum II	6
		13

NINTH TERM—Spring

RDON 4200	Quality Assurance & Operational Issues	3
RDON 4210	Senior Seminar in Radiation Therapy	3
RDON 4220	Clinical Practicum III	6
		12

Total Hours 122

Professional Track Requirements

- During the professional track, students should expect to attend courses and clinical experiences during daytime, afternoon, evening hours during both weekday and weekend hours (labs).
- The program is an on-ground program—but some courses may be delivered in a synchronous/live virtual meeting format.
- A GPA of a B- or better must be achieved in all professional track didactic and clinical courses in order to progress to the next level of courses. Students are allowed two attempts to attain the required B- in a professional track course.
- Students must adhere to the professional track rotation. If a student withdraws from a professional track course—they must withdraw from all of the courses for that semester and request reentry when that set of courses is offered again in the next academic year.
- National Certification Exam—after the satisfactory completion of all of the program/University requirements the student will be eligible to take the national certification exam administered by the American Registry of Radiologic Technologists (ARRT).

Clinical Requirements

- During clinical rotations, the student will assist in the planning and treatment process for patients at the clinical education facilities (See Appendix for a complete list of current clinic affiliates). These sites are located throughout Ohio, with additional facilities located in Indiana and Michigan. There are no guaranteed seats at a specific clinical education facility. Each student will rotate to a different clinic site each semester. Students are required to have reliable transportation.
- Progression to the ultimate level of competency is accomplished by requiring the student to proceed from simple to intermediate to complex levels of competency as well as completing written/practical objectives.
- All health requirements, including vaccinations, titers, and clearance documents, must be completed prior to entry to the professional track of the program and must be maintained for the duration of time in the program.
- A valid **American Heart Association (AHA) Basic Life Support (BLS) & AED Training for Healthcare professionals** (this *cannot* be an online only course) must be maintained throughout the professional track of the Radiation Therapy Program.

- Students are required to complete both **Radiation Safety and MRI Safety training**. These trainings are provided during professional track orientation and reviewed during clinic orientation.
- Students are required to maintain **health insurance** for the duration of the professional track of the program. Information regarding obtaining this insurance through the University [Health Insurance](#) . If you already have a health insurance policy equal to or exceeding the coverage available through UT—you will need to complete the online waiver.
- Students are required to have a **criminal background check** completed prior to entry to the professional track of the program.
 - The Program may utilize a third-party vendor to conduct these. The student is responsible for the cost.
 - A criminal history may limit clinical placement, taking the ARRT national certification exam and/or future employment. See here for questions regarding ethics and the ARRT exam [ARRT](#)
- Students are required to have a minimum of a **9-panel drug screening** completed prior to entry to the professional track of the program.
- Clinic facilities may require *additional* criminal background checks, drug testing, orientation/training, badges, and parking permits in order to be placed at their facility. The cost of requirements to attend clinic is the student's responsibility.

Students should review the American Society of Radiologic Technologists Practice Standards/Scope of Practice for Radiation Therapists [ASRT Practice Standards/Scope of Practice](#)

- Must be 18 years of age or older.
- A **radiation monitoring device** must be worn at all times while in lab or attending clinic.
- Adherence to all policies including program policies, The Health Insurance Portability and Accountability Act of 1996 ([HIPAA](#)), the American Registry of Radiologic Technologists (ARRT) [Standard of Ethics](#) , University of Toledo professional conduct guidelines [UT Conduct](#) , all state/federal guidelines and clinical facility policies and procedures.
- Must adhere to all radiation and MRI safety practices including ALARA.

Over the course of the professional track of the program the student will progress in their skills to ensure that by the completion of the program the graduate will be able to perform the duties of a Radiation Therapist as outlined in the [ASRT Practice Standards/Scope of Practice](#) to include *but not limited* to the following:

- Be knowledgeable about and proficient in utilizing Radiation Therapy treatment equipment.

- Adhere to all Radiation and MRI safety policies.
- Perform and document Radiation Therapy department warm-up and quality assurance checks for Radiation Therapy equipment and report any unsafe conditions.
- Protect patient confidentiality and privacy.
- Give appropriate patient level understanding descriptions of Radiation Therapy procedures.
- Verify informed consent has been obtained prior to performing any procedure.
- Assess patient condition.
- Construct immobilization and beam modification devices.
- Perform simulation, treatment planning/dosimetric calculations as prescribed by the radiation oncologist.
- Obtain required images for review/approval of the radiation oncologists for approval of treatment field.
- Monitor the patient and all accessory medical equipment.
- Deliver radiation therapy treatments as prescribed by a radiation oncologist (always under direct supervision of a *qualified* practitioner while a student)
- Recognize any errors in delivery of treatment and effectively communicate this information to the radiation oncologist and other members of the patient care team.
- Accurately document treatment and charges in the patient record.
- Assist in brachytherapy procedures.
- Participate in patient education, treatment follow-up programs and recording statistical data.

Accreditation

University of Toledo Accreditation

The University of Toledo is accredited by the Higher Learning Commission located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604.

(800) 621-7440 www.hlcommission.org Information regarding the latest award [HLC UT Letter](#)

Program Accreditation

The University of Toledo Radiation Therapy program is in the process of *applying* for programmatic accreditation through the Joint Review Committee on Education in Radiologic Technology (JRCERT). [JRCERT](#)

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Email: mail@jrcert.org

Phone: (312) 704-5300

Note: During the time the student is enrolled in the University of Toledo Radiation Therapy program there may be an accreditation site visit. The students will be required to attend the site visit.

GENERAL POLICIES

University of Toledo Policies

[Student Life Policies](#)

[Rule 3364-30-02 - Ohio Administrative Code | Ohio Laws](#)

- **Campus safety** [Office of Public Safety](#)
- **Emergency preparedness**
 - [What to do in the event of a TORNADO / SEVERE WEATHER](#)
 - [What to do in the event of a FIRE / FIRE ALARM](#)
 - [What to do in the event of an EVACUATION / SHELTER IN PLACE](#)
 - [What to do in the event of a MEDICAL EMERGENCY](#)
 - [What to do in the event of a BOMB THREAT](#)
 - [What to do in the event of a RADIATION EMERGENCY](#)
 - [What to do in the event of a CHEMICAL EMERGENCY](#)
 - [What to do in the event of a UTILITY \(POWER\) OUTAGE](#)
 - [What to do in the event of a GAS LEAK / ODOR](#)
 - [What to do in the event of a FLOOD](#)
- **Harassment**
 - [Harassment](#)
- **Communicable diseases**
 - [Communicable Disease Policy](#)
- **Substance abuse.**
 - [Substance Abuse Policy](#)

Students should review the University of Toledo Policies. [University Policy Website \(utoledo.edu\)](#)
Use the Menu to locate specific policies

Confidentiality of Student Official Records Policy

From the University of Toledo Confidentiality of student records (FERPA)--Policy Number:
3364-71-1

The university supports a student's right to confidentiality of their records. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, (the Act) is a federal law, which requires that a written institutional policy complying with the Act be established and that a statement of adopted procedures covering the privacy rights of students, be published. Reinforcing longstanding institutional policy, the Act and other laws require the University of Toledo to maintain the confidentiality of student educational records except as noted below. The university registrar is primarily responsible for the administration of this policy at the University of Toledo. Notification of this policy associated procedures, and students' rights under the Act is distributed annually to all enrolled students. This policy also conforms to the requirements of the Ohio Privacy Act, as amended

Review the full policy [FERPA Policy](#)

Professional & Ethical Conduct Policy

Professional conduct is expected from all University of Toledo Radiation Therapy Program students on campus, at clinics and at all times the student is representing the Program. Students will treat everyone--instructors, fellow students, other professional personnel, patients and visitors with consideration and respect. Conduct will influence the experience both on campus and at the clinic. A student may be dismissed from the University of Toledo Radiation Therapy Program for professional misconduct.

Students are required to adhere to

- [UT Code of Conduct](#)
- All program policies
- [ARRT Standard of Ethics](#)
- [HIPAA](#)—confidential information that is learned about a patient is to be regarded as privileged information.
- All policies at the clinical facilities

Academic Expectations

Students are expected to be punctual and prepared for class, lab, and clinic.

Student Resources and Online Services

Student Resources

Services for Students Online

Tuition

The student is responsible for being familiar with the tuition payment process and remaining in compliance with the policies.

[Tuition Fees](#) [UT Tuition](#)

Registration for Courses

The student is responsible for registering for all courses prior to the start of the semester. Students may not attend clinic without being registered for the course.

[Registering for Classes](#)

Financial Aid

The student is responsible for being familiar with the Financial Aid policies and procedures for the University of Toledo and remaining in compliance with the policies.

[UT Financial Aid](#)

Confidentiality

Students must acknowledge the importance of confidential information regarding a patient and/or their families (complete form). All information, both official and unofficial, is considered privileged information. Any Radiation Therapy student violating a patient's right to confidentiality may be permanently dismissed from the University of Toledo Radiation Therapy Program upon proof of such violation.

Substance Abuse

Abuse of either drugs or alcohol during the program can be cause for permanent dismissal from the program following due process procedures. If the University of Toledo Radiation Therapy Program officials are required to remove a student from a clinic facility for substance abuse, the University has the right to remove the student temporarily or permanently from the program. UT Policies: [3364-30-02 Policy on Alcohol and Substance Abuse](#)

(full policy reviewed during the Orientation to the professional track)

Health Requirements

Radiation Therapy patients are often immune compromised, and we do not want to jeopardize their health. Additionally, the clinic affiliation agreements have requirements regarding health assessments and vaccinations in place required to attend their facilities. Note that while the University may have some vaccination exemptions, the clinics are not required to accept students not meeting their health requirements. The program cannot guarantee clinic placement for

students not adhering to the health requirements. The full list of requirements is located in the Clinic Rotation Guidelines & Policies.

Radiation Therapy Grading Scale

Grade	Percentage	GPA
A	95 -100%	4.0
A-	90 - 94%	3.7
B+	87 - 89%	3.3
B	84 - 86%	3.0
B-	80 - 83%	2.7
C+	77- 79%	2.3
C	73 - 76%	2.0
C-	70 - 72%	1.7
D+	67 – 69%	1.3
D	63 – 66%	1.0
D-	60 – 62%	0.7
F	0 -59%	0.0

- A GPA of 2.7 (B-) or better must be achieved in *all* professional track didactic and clinical courses in order to progress to the next level of courses.
- Grades will only be changed in the event of incomplete grades or faculty/clerical error.
- Students are allowed two attempts to attain the required B- in a professional track course.
- Students must adhere to the professional track rotation. If a student withdraws from a professional track course—they must withdraw from all of the courses for that semester and request reentry when that set of courses is offered again in the next academic year.

Academic & Clinical Improvement Policy

The Radiation Therapy Program is committed to early identification and support of students who are experiencing academic or clinical difficulty. Students whose performance falls below program standards will receive timely formative feedback, structured advising, and, when appropriate, an Academic and/or Clinical Improvement Plan. Students must maintain a minimum grade of B- (80%) in all professional track courses and demonstrate safe, competent clinical performance to remain in good standing in the program.

Academic At-Risk Identification

A student will be identified as academically at risk if:

The student earns below 80% (B-) at midterm in any professional track course; or

A faculty member submits an academic concern through the Navigate 360 system.

Clinical At-Risk Identification

A student will be identified as clinically at risk if:

The midterm clinical evaluation indicates performance below expected level;

A Clinical Preceptor identifies concerns regarding clinical performance, progression toward competency, or professionalism; or

The student demonstrates unsafe clinical practice.

Clinical at-risk status may be identified at any time during the semester.

Academic Improvement Procedures

1. Midterm Meeting

The student will meet with a Program Official (Program Director and/or Clinical Supervisor) to review performance concerns.

2. Academic Improvement Plan (AIP)

A written Academic Improvement Plan will be developed outlining:

Areas of deficiency

- Required corrective actions
- Timeline for improvement
- The plan will be signed by the student and Program Official.

3. Referral to Support Services

- Students may be referred to appropriate University of Toledo academic support resources as needed.

4. Failure to Meet Minimum Grade Requirement

- A student who earns below a B- (80%) in any professional track course will be unable to continue in the Radiation Therapy Program for that academic year.
- The student must withdraw from all Radiation Therapy courses for that semester.
- The student may request consideration for reentry the following academic year in accordance with program policy.
- If readmitted, the student will be required to repeat the course in which the minimum grade requirement was not met. Each course in the professional track may be repeated one time.
- Readmission is not guaranteed and is dependent upon space availability and program approval.

Clinical Improvement Procedures

1. Clinical Feedback & Evaluation

- Students receive ongoing formative feedback throughout clinical experiences to support skill development and professional growth.
- Formal midterm and final clinical evaluations are conducted to assess performance, progression toward competency, and professional behavior.

2. Identification of Clinical Deficiency

- If, at midterm or at any time during the semester, a student demonstrates performance below expected level or unsafe clinical practice, a meeting will be scheduled with the Clinical Supervisor.

3. Clinical Improvement Plan (CIP)

- A written Clinical Improvement Plan will be developed outlining:
 - Specific clinical deficiencies
 - Required corrective actions
 - Expectations for safe and competent performance
 - Timeline for reassessment
- The plan will be signed by the student and Clinical Supervisor.

4. Reassessment & Outcome

- The student's clinical performance will be reassessed within the established timeframe.

- Failure to demonstrate the required improvement or maintain safe clinical practice may result in removal from the clinical setting and may result in ineligibility to continue in the Radiation Therapy Program.

Due Process

Students may utilize the College of Medicine and Life Sciences grievance procedures as outlined in the Radiation Therapy Student Handbook.

Academic Dishonesty

A University of Toledo Radiation Therapy student found cheating in any course is subject to dismissal from the program. (Dismissal from the program does not mean automatic dismissal from the University). **Review:** [University of Toledo Academic Dishonesty Policy](#)

Cheating is defined (but not limited to):

1. Plagiarism
2. Copying from another individual
3. Submitting AI generated research papers
4. Giving answers during test situations
5. Bringing answers to a test situation
6. Forging competency evaluation forms
7. Forging or misrepresenting actual clinic hours.

Reentry Policy

Eligibility for reentry or reapplication to the program is based on the previous reason for dismissal or withdrawal. Reentry is at the discretion of the Program Director and/or the Dean/Associate Dean of the College of Medicine & Life Sciences.

- Reentry is not guaranteed. Reentry is dependent both on the previous reason for dismissal/withdrawal and is limited by program capacity.
- A student requesting reentry into the University of Toledo Radiation Therapy program must submit a letter to the Program Director requesting permission to return to the program. The letter must address the reason the student was not able to complete the program initially and what plan the student has made to successfully complete the program if they are allowed to return.

- Additionally, a student who is returning to complete the University of Toledo Radiation Therapy Program must demonstrate competency by passing:
 - A course final exam with a B- or better for any Radiation Therapy didactic course for which more than one year has elapsed.
 - A clinical competency with a B- or better for the last clinical rotation they completed.

Conference Attendance

The Radiation Therapy Program Director recommends that the students attend and participate in local, regional and/or national conferences that pertain to the field of Radiation Therapy. Students that would like to attend a conference that is held during scheduled class or clinical time must obtain permission from the Program Director prior to registering to attend the event. Proof of attendance must be submitted to the Program Director within one week of the event.

Safety Policies [University Hazard/Safety](#)

Chemical

Federal law requires that all individuals must be notified regarding hazardous chemicals in the workplace. Part of orientation at clinic includes a review regarding the location of the Safety Data sheets for hazardous chemical located at the clinic facility. Although increasingly rare in Radiation Therapy Departments, some of the hazardous chemicals may include processor chemicals. [Safety Data Sheets--OSHA](#)

Radiation Safety

The University of Toledo Radiation Therapy Program adheres to all state and federal laws, rules and regulations and guidelines in regard to exposure to ionizing radiation.

- It is mandatory that all Radiation Therapy students attend a Radiation Safety Training session prior to the start of the professional track of the program.
- Students and lab faculty are provided with a radiation monitoring device that is to be worn at all times when participating in a lab course or at a clinic education facility

The following rules have been established for your protection against ionizing radiation while you are enrolled in the professional track of the Radiation Therapy Program. Failure to adhere to the rules may result in dismissal from the program.

1. Radiation Monitoring Device: No student will be allowed to participate in a lab or clinical rotation without wearing their radiation monitoring device. It is the student's responsibility to turn the badge into the Academic Clinical Supervisor as required.
2. The radiation monitoring device report will be available on campus in the Program Director's office within 30 days from when the report is generated for a designated period and then will be in the program files.
3. Under no circumstance will a radiation therapy student permit themselves, a fellow student or any other non-patient human serve as a patient for exposure to ionizing radiation.

Per the University of Toledo : Personnel Radiation Monitoring Procedure

No: HM-08-023: Students working in clinical settings involving ionizing radiation are subject to the same occupational radiation exposure limits as other workers in those settings. The Federal government has defined annual dose limits as follows:

Body Part	Dose Limit
Whole Body	5,000 mrem
Lens of Eye	15,000 mrem
Extremities, shallow, any organ	50,000 mrem
Declared Pregnant Worker (9 months)	500 mrem

Level 1 Exposures:

A Level 1 exposure occurs when an individual exceeds 10% of the quarterly or annual dose limits and, depending on the individual's dose history and job duties, may trigger an investigation by the Radiation Safety Office.

Level 2 Exposures:

A Level 2 exposure occurs when an individual exceeds 30% of the allowable quarterly or annual limit. A Level 2 Exposure will trigger an exposure investigation by the Radiation Safety Office to determine any contributing factors. Additionally, each individual shall receive one hour of re-training whenever the individual receives in excess of 30% of the allowable occupational dose measured over one calendar year.

[Radiation Monitoring & ALARA levels](#)

The Radiation Therapy Program Adheres to the Radiation Safety Policy established by the University of Toledo Medical Center’s Radiation Safety Officer which states:

University of Toledo

SUBJECT: Personnel Radiation Monitoring Procedure No: HM-08-023

PROCEDURE STATEMENT

All personnel routinely working with or around sources of ionizing radiation that are likely to receive 10% of their allowable occupational limits shall wear dosimeter badges approved by the Radiation Safety Office.

Such dosimeters shall be worn throughout the campus and are to remain in predetermined locations when personnel leave the institution. Dosimeter badges are collected monthly. Reported personnel exposures are reviewed monthly, quarterly, and annually by the Radiation Safety Officer to determine if an ALARA investigation level has been reached. ALARA is an acronym for As Low As Reasonably Achievable, which means making every reasonable effort to maintain personnel exposures to ionizing radiation as far below the dose limits as practical.

PURPOSE OF PROCEDURE

To monitor all radiation exposure in the occupational environment and ensure compliance with all regulations.

Students working in clinical settings involving ionizing radiation are subject to the same occupational radiation exposure limits as other workers in those settings. The Federal government has defined annual dose limits as follows:

Body Part	Dose Limit
Whole Body	5,000 mrem
Lens of Eye	15,000 mrem
Extremities, shallow, any organ	50,000 mrem
Declared Pregnant Worker (9 months)	500 mrem

Level 1 Exposures:

A Level 1 exposure occurs when an individual exceeds 10% of the quarterly or annual dose limits and, depending on the individual’s dose history and job duties, may trigger an investigation by the Radiation Safety Office.

Level 2 Exposures:

A Level 2 exposure occurs when an individual exceeds 30% of the allowable quarterly or annual limit. A Level 2 Exposure will trigger an exposure investigation by the Radiation Safety Office to determine any contributing factors. Additionally, each individual shall receive one hour of re-training whenever the individual receives in excess of 30% of the allowable occupational dose measured over one calendar year.

Exposure Reports:

All Level 1 and Level 2 exposures are reported to the Radiation Safety Committee or the X-ray QA Committee quarterly and annually.

Age Related Considerations:

For individuals under 18 years of age, the annual occupational dose limit is 10% of the limit for adult workers.

PROCEDURE

1. To initiate dosimeter badge service, contact the Radiation Safety Office at 419-383-4301.
2. To ensure accurate radiation exposure monitoring, the individual will wear the dosimeter badge on the front of the body, in the area of the main torso, anywhere from waist to neck as determined by the Radiation Safety Office. When wearing a lead apron, the dosimeter shall be worn outside of the apron at the neck. All individuals who have been assigned ring badges shall wear them on the dominant hand unless it interferes with a sterile field.
3. Dosimeters are exchanged by the Radiation Safety Office monthly unless otherwise specified.
4. Special use dosimeters may be requested from the Radiation Safety Office.
5. All lost dosimeter badges must be reported to the Radiation Safety Office so that a replacement badge may be issued.
6. Dose estimates will be performed by the NVLAP approved monitoring company for all unreturned badges and reviewed by the RSO.
7. When dosimeters are not in use, they will be kept in an area at background radiation levels within the department, usually on an approved badge board location. Dosimeters should never leave the hospital.
8. All dosimeters must be returned to the Radiation Safety Office by no later than the 8th of the following month so that they can be sent out to be read.
9. Individual departments will be charged a late fee of \$10.00 per month for up to 2 months for any dosimeter badges that are not returned by the designated deadline. The fee charged to the individual departments will cover the cost that is incurred by the Radiation Safety Office for an unreturned dosimeter badge and the cost incurred for estimated dose reports that must be generated by the monitoring company for unreturned dosimeter badges. This fee has been approved by the Radiation Safety Committee and the X-ray QA Committee.

10. It is the responsibility of each department to ensure that personnel return their dosimeter badges monthly. In the event that an individual repeatedly fails to return an assigned dosimeter badge, that individual will be reported to their department and the appropriate committee for a determination of disciplinary action.

11. Dosimeter reports will be promptly reviewed by the Radiation Safety Officer following receipt. Dosimeter reports will be presented to the Radiation Safety Committee and the X-ray QA Committee by a member of the Radiation Safety Department quarterly and annually.

12. The Radiation Safety Office shall provide an annual report to each individual monitored under rule 3701:1-38-14 of the Ohio Administrative Code, of the dose received in that monitoring year if:

(a) The individual's occupational dose exceeds one millisievert (one hundred millirem) TEDE or one millisievert (one hundred millirem) to any individual organ or tissue; or

(b) The individual requests his or her annual dose report.

13. Any exposure greater than the exposure limits established in the Ohio Administrative Code 3701:1-38 will be reported in writing to the Ohio Department of Health within 30 days.

Effective Date: 1/01/2016

Review/Revision Date: 01/01/2019

01/03/2022

10/10/2024

03/26/2025

MRI Safety Policy

- All students in the University of Toledo Radiation Therapy Program will attend an MRI Safety Training session and complete the MRI screening form prior to the start of the professional track of the program.
- If the student has any changes that will impact the MRI screening form the student is required to complete a new MRI screening form and submit it to the Program Officials.
- In the event that an MRI contraindication is identified in the screening process--students are not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

Pregnancy Policy (Voluntary Notification)

Should a student suspect pregnancy, it is recommended that they report it immediately to the Program Officials. Reporting a pregnancy is *voluntary* on the part of the student. The student is required to read [Regulatory Guide 8.13 Possible Health Risks](#)

Failure on the part of the student to notify the Program Officials (in writing) of an existing pregnancy shall absolve both the University and the clinical education facilities of any responsibility from an assignment to a radiation area.

The student is requested to:

1. Complete and submit the “Declaration of Pregnancy Form” (see FORMS section) to the Program Officials.
2. Students have the following options:
 - a. Leave of absence.
 - b. Withdrawal from clinical rotations with continued participation in didactic instruction
 - c. Continue full-time in the program
3. The student will be issued a fetal monitoring device.
4. The student may choose to **withdraw the declaration of pregnancy at any time by submitting the request (in writing) to the Program Officials.** The fetal monitoring radiation badge is to be returned if the student withdraws the declaration of pregnancy.
5. A vacancy will be held for the student for a maximum of six weeks after delivery (barring any verifiable extenuating circumstances).\
6. If the student has been placed on a medical leave--as for any medical leave from the program, the student is required to submit a healthcare provider’s release with no restrictions in order to return to the clinical portion of the program.
7. The student should refer to the Reentry Policy.
8. All program requirements must still be met in order to graduate.

Additional Information Regarding Ionizing Radiation/Pregnant workers

[Ionizing-radiation/pregnant-workers](#)

NCRP [Report No. 116: Limitation of Exposure to Ionizing Radiation](#) recommends an effective dose limit for radiation exposure to a member of the general public of 100 mrem/year (1 mSv/year) and an equivalent dose limit for the fetus of an occupationally exposed individual of 50 mrem (0.5 mSv) per month during the pregnancy.

The Nuclear Regulatory Commission (NRC) [Standards for Protection Against Radiation \(10 CFR 20\)](#) require licensees to limit exposure to the embryo/fetus of an occupationally exposed individual to 500 mrem (5 mSv) or less during pregnancy **for a declared pregnant worker** who is exposed to radiation from licensed radioactive materials ([10 CFR 20.1208](#)) including [radionuclides](#). Under NRC's definitions ([10 CFR 20.1003](#)), **a declared pregnant worker is a worker who has voluntarily informed the employer, in writing, of the pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant worker withdraws the declaration in writing or is no longer pregnant.**

Email

All email communication with the Program Officials is to be from a University of Toledo email account.

Social Media

The University of Toledo Radiation Therapy Program adheres to the **University of Toledo College of Medicine and Life Sciences (COMLS) Learning Environment and Faculty Professionalism Policy (3364-81-04-018-00)**. Students are expected to uphold the highest standards of professionalism in all settings, including digital and social media environments.

Postings on social media are treated as if the statement was made in a public space and may carry legal and professional ramifications. This includes posts regarding patient care, clinical experiences, or portrayals of colleagues, faculty, clinical staff, or healthcare institutions.

Postings made by others (friends, followers, or third parties) on a student's page may also reflect negatively on COMLS and the Radiation Therapy Program. Students are responsible for monitoring their own social media presence and removing inappropriate or unprofessional content.

As clinicians-in-training, students are strongly discouraged from using social media platforms, blogs, or other public forums to convey clinical, medical, or scientific opinions. Doing so may result in disciplinary action under University and Program policies.

To comply with federal and state privacy laws, including HIPAA, posting any patient-related information on social media is strictly prohibited.

Radiation Therapy Program-Specific Expectations

In addition to the COMLS policy:

Students may never post about patients, patient cases, or clinical encounters in any form, even if identifying information is removed. Posting photographs or videos taken within clinical facilities, including treatment areas, simulation rooms, control areas, or any affiliated site, is strictly prohibited. Students may not share clinical schedules, treatment details, workflow information, or internal operations of clinical sites. Public complaints, negative commentary, or disparaging remarks regarding patients, clinical sites, staff, faculty, or the University are considered unprofessional conduct. Students are expected to exercise sound professional judgment in all online activity and should be mindful that future employers frequently review social media presence during hiring processes. Failure to adhere to these standards may result in disciplinary action, up to and including dismissal from the program.

Radiation Therapy Program Classroom Policies

- Students are expected to attend all classes and/or lab sessions on a regular basis.
- Engaging in all class activities is part of participation.
- In-class assignments will be given on a regular basis. If you do not attend a class session or you leave class early you will not receive the points for that day's "in class assignment". These assignments vary in point value. The student will be given a copy of the material for *study purposes* only.
- Students are expected to be punctual. If a student is going to be tardy for the assigned class-time, it is requested the student wait until the first break to enter class.
- All assignments are due at the beginning of class unless instructed otherwise.
- **Late work:** Late work is not accepted. The only exception is if there are verifiable extenuating circumstances.
- **Absence:** if for some reason you must miss a class session
 - a. During the first few weeks of class, you must contact the instructor to prevent automatic withdrawal from a course for non-attendance.
 - b. Contact your instructor prior to class time if you are going to be absent. If a situation occurs during your travel to class and are unable to call—contact the instructor *within 24 hours* of your absence.
 - c. Excessive absence may result in dismissal from a Radiation Therapy class. Dismissal from program classes may result in dismissal from the program.
 - d. In the event of an absence, you must
 - Make arrangements to submit assignments.
 - Make arrangements to obtain class material.

Make-up of exams/quizzes: each student will be allowed to make-up ONE exam/quiz as long as the instructor is contacted within 24 hours of the absence. The **final exam** is **exempt** from this policy. The exam/quiz must be made up prior to the next class session—unless there is a *verifiable extenuating circumstance* where this is not possible. [UT missed class](#)

- **Cell phones/Computers**—are to be put away unless the instructor indicates to utilize them for class.

Distance Education

- While the University of Toledo Radiation Therapy Program is an on-ground program—some courses may be offered in a synchronous distance education format (the course will meet at the posted times with all students participating using Blackboard) or a blend of in-person/synchronous distance education.
- The program will use Blackboard requiring the students to log-in with their UTAD account information for any synchronous distance course
- The students must keep their cameras on at all times during the Blackboard portion of a course.
- Assessments
 - a. General Policy: exams will be taken on-campus in a proctored environment.
 - b. In the event an exam is going to be taken on Blackboard—the students will be required to use Respondus Lockdown Browser and Monitor

Grievance/Due Process

The University of Toledo Radiation Therapy Program is committed to fair, timely, and professional resolution of student concerns. Students are encouraged to address concerns promptly using the appropriate pathway outlined below.

Academic Grievances (Applies to course grades, instructional methods, classroom conduct, academic policies, or faculty-related concerns)

Students must follow this progression:

1. **Course Instructor** – Discuss the concern directly with the instructor involved.
2. **Program Director** – If unresolved, elevate the concern to the Program Director.
3. **Associate Dean, College of Medicine and Life Sciences (COMLS)** – If still unresolved, discuss the concern with the COMLS Associate Dean.
4. **University of Toledo Academic Grievance Process** – If resolution is not achieved at the college level, students may pursue formal resolution through the University of Toledo Academic Grievance Policy.

[UT Grievance Process](#)

Clinical Grievances (Applies to clinical site-related matters)

Students must follow this progression:

1. **Clinical Preceptor** – Address the concern with the Clinical Preceptor when appropriate.
2. **Clinical Supervisor** – If unresolved, elevate to the Clinical Supervisor.
3. **Program Director** – If still unresolved, notify the Program Director.
4. **Associate Dean, COMLS** – If resolution is not achieved within the program.
5. **University of Toledo Grievance Process** – Students may pursue formal institutional grievance procedures as outlined by the University.

[UT Grievance Process](#)

(The full University of Toledo Radiation Therapy Grievance Policy is located in the appendix).

Allegations of Noncompliance with JRCERT Standards

The University of Toledo Radiation Therapy Program is currently seeking initial accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Individuals who believe the program may not be in compliance with JRCERT accreditation standards ([JRCERT Standards](#)) must first attempt to resolve concerns by following the institutional and program grievance procedures outlined above.

If, after following institutional procedures, the concern remains unresolved, or if the individual believes the issue has not been properly addressed, allegations of noncompliance with JRCERT Standards may be submitted directly to the JRCERT. [Reporting Allegations to JRCERT](#)

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Email: mail@jrcert.org

Phone: (312) 704-5300

Inclement Weather

[University of Toledo Inclement Weather](#)

Clinic days

Inclement Weather

- Students are excused from attending clinic when campus is closed for inclement weather.

Holidays

- Students are excused from attending clinic on days the campus is closed for holidays.

General Concerns/Complaints

General concerns and complaints for non-grade issues that could negatively impact student wellbeing and program experience should be addressed by bringing the condition/situation to the attention of the Program Director.

Incidents

An *incident* is any event occurring outside of the normal occurrences. An incident is to be reported to the proper official(s) and the Program Officials. The appropriate procedures will be followed regarding any incident whether occurring on campus or at the clinical education facility.

Professional Track & Clinic Rotation Policies

Orientations

There are two mandatory orientations for the University of Toledo Radiation Therapy Program:

1. Professional Track Orientation— prior to the start of the professional track.
2. Clinic Orientation—prior to the first clinic rotation.

Some clinical education facilities require an additional extensive orientation process. The student is responsible for completing this process well in advance of the start of the clinic rotation. The student is responsible for any expenses associated with the orientation requirements.

Professional Track Dress Code

The student's appearance is the first impression others have of them and by reflection the impression of the University of Toledo Radiation Therapy Program. The student's appearance should reflect good personal hygiene and professionalism. The student is expected to be in appropriate attire at all times while at the lab, clinical education facility, on campus or representing the program.

- Maintain good personal and oral hygiene.
- No odor of smoking
- All attire should be clean, wrinkle free and fit appropriately
- Do not use products with fragrances.

Lab/Clinic

- Solid black scrubs with a plain solid white shirt (crew, mock or turtleneck) worn under the scrub top.
- Short white lab coat may be worn over the scrubs
- Picture ID (either the University picture ID or a picture ID required by the clinic facility)
- Clean closed toe/closed heel shoes worn with socks that cover the ankle (or hose).
- Radiation Monitoring Device
- A non-smart watch with a second hand
- Cell phone/smart watch—left in locker (*not* out at treatment area)
- Chewing gum is prohibited

Classroom

- Appropriate business casual attire with the white lab coat or the black scrubs with white top under the scrub top.

- Lab—appropriate program scrubs.

Note: The Program Officials reserve the right to make the final decision regarding *appropriate attire*. (Items not appropriate include but are not limited to are jeans, shorts, spandex, sweatshirts/hoodies, printed t-shirts, sandals, clogs, boots, or slippers)

Professional Functions

- Consult Program Officials regarding attire appropriate for the event.

- **Hair**

- A color that might appear naturally (no hot pink, blue, purple....)
- At clinic/lab hair that is long enough to drape onto a patient must be neatly pulled back/up.
- All facial hair is to be trimmed and neat.

- **Nails**

- No artificial or gel nails
- Nails neat, clean, and short
- Polish may be banned at some clinic sites—*if* allowed the color is to be clear, nude, or very light pink.

- **Jewelry**

- Limit jewelry to small earrings (in the ear lobe), wedding band & the non-smart watch with a second hand.
- No facial piercings (including tongue, nose, and eyebrow) with the exception of a micro nose stud (unless clinic policy contradicts this exception).
- No gauging
- Tattoos are to be covered

Clinic Facility Placement

- Refer to the Clinical Requirements section for a full list of requirements required of the student.
- The Clinic Education Facilities are located in Ohio, Indiana, and Michigan.
- Placement at a specific location is not guaranteed.
- Program Officials make the clinic facility arrangements.

- Students rotate to multiple locations during the course of the professional track in order to ensure a wide variety of clinical experience.
- The student is responsible for reliable transportation and housing associated with clinical placement.
- The student is responsible for the fee associated with the clinical management system utilized by the program.
- A criminal background check is required prior to the clinical portion of the professional track.
- Some clinic sites may require (at the student's expense):
 - Additional background checks and/or fingerprinting
 - Drug testing
 - Additional health testing & immunizations
 - Orientation
 - Parking fees

Criminal Background Checks/Drug Screening

A criminal background check and a minimum of a 9-panel drug screen is required prior to the student's first clinical placement.

Some clinical education facilities may require additional criminal background checks and/or drug screening and orientation sessions prior to placement at their facility. The student is responsible for having these completed by the deadline in order to be eligible to attend clinic.

CPR

A valid **American Heart Association (AHA) Basic Life Support (BLS) & AED Training for Healthcare professionals** (this *cannot* be an online only course) must be maintained throughout the professional track of the Radiation Therapy Program. A copy of the card must be submitted to the Program Director at the Professional Track Orientation.

Health

Radiation Therapy patients are often immune compromised, and we do not want to jeopardize their health. Additionally, the clinic affiliation agreements have requirements regarding health assessments and vaccinations in place required to attend their facilities. Note that while the University may have some vaccination exemptions*—the clinics are not required to accept students not meeting their health requirements. The program cannot guarantee clinic placement for students not adhering to the health requirements.

Health Requirements

- Clinic Clearance document – signed off by licensed healthcare provider (MD,DO,NP,PA)
- Annual Tuberculosis (TB) testing—a positive test requires a chest x-ray. Testing may be either:
 - Two step Mantoux tuberculin skin test (TST)
 - TB blood testing
 - [TB testing information from the CDC](#)
- Completed Hepatitis B vaccination series
- Positive antibody titers for Rubella, Rubeola, Mumps, and Varicella. If titers are not positive, vaccination must be completed
- Evidence of Tdap within last 10 years
- Annual flu vaccination
- COVID vaccine
- Proof of health insurance

Health Records

The student must provide a completed University of Toledo Health Requirement Form that will remain in the program files for the duration of the student's time in the program. All health requirements need to be kept up-to-date and documentation provided to the program officials.

The student is to maintain an additional copy of the form for their personal records to provide a copy to the clinical education facilities upon request.

Some facilities may require proof of titers for health documentation. In this event the student is required to complete this process (at the student's expense).

Health Insurance

Students are required to maintain health insurance for the duration of the professional track of the program. Information regarding obtaining this insurance through the University [Health Insurance](#) . If you already have a health insurance policy equal to or exceeding the coverage available, you may use that. Documentation of health insurance coverage is to be submitted to the Program Director at the Program Orientation.

Cell Phone/Computer Use

- No cell phone or other electronic device in the Radiation Therapy treatment area (not on the student, on the counter or in a personal bag)

- Obtain the department phone number for emergency contact purposes
- Students are to only use cell phones during their lunch break
- Computer use—student may only use department computers/electronics with appropriate permission.

Clinical Supervision

All clinical experience will be under the *direct* supervision of a *qualified practitioner* (an ARRT certified/registered Radiation Therapist with a minimum of two years of experience). A qualified practitioner is to accompany the student into the treatment room at *all* times

Schedule

There are scheduled clinic days. Students are to attend clinic on the assigned days only, unless otherwise directed by a Program Official.

The student is to contact a Program Official regarding their assigned clinic hours at their clinical education facility. Additionally, the student is to contact the program official in the event they are required to leave the clinical education facility prior to the assigned time.

Tardiness

Students are expected to arrive at their assigned clinical education facility with enough time to be prepared for the day and at their workstation at their assigned time. A student is considered tardy if their arrival is at *any* time beyond the assigned start time.

The Clinical Preceptor must be notified if the tardiness will result in being 15 minutes or more past their assigned start time.

Tardiness is considered excessive if there are more than two (2) occurrences in a term. Excessive tardiness will be reflected on the student's Clinic Evaluation.

Excessive tardiness will result in corrective action and could result in dismissal.

Sick/Personal Time Off

The student is allowed one day of release time per semester of clinical practicum. The release days are not cumulative and do not carry over. The student is to contact the Academic Clinic Supervisor to arrange this. The student is also responsible for notifying the Clinical Preceptor at their clinical site.

Clinic Absence

A student absent for a scheduled clinic day must inform the Academic Clinical Supervisor and the Clinical Preceptor at their clinical education facility *prior* to their scheduled start time.

Failure to report an absence will result in corrective action.

Absenteeism

Absenteeism is considered to be *excessive* if it involves more than two eight-hour days in a term. The student may use their one sick/personal time day off without making up this time.

Any days beyond the release day must be made up. Make up of missed clinic time is to be coordinated by the Academic Clinical Supervisor and the Clinical Preceptor at the clinic facility

Excessive absenteeism will result in corrective action.

Illness/Injury

Students attending clinic must not have any restrictions regarding patient care.

Students who have a communicable condition* may not report to clinic. In the event the student is not able to attend clinic the student is required to contact both the Academic Clinical Supervisor and site Clinical Preceptor prior to the assigned clinic start time regarding the absence.

Students with a communicable condition* are not to report back to clinic until they have been free from a fever for 24 hours and/or follow the *Return-to-Work* guidelines at their clinical education facility. Return to clinic clearance may require documentation from a healthcare provider indicating the student is no longer contagious or has restrictions.

Students that are put on medical leave by a healthcare provider are required to have a release to return to clinic without restrictions from the healthcare provider.

***Communicable conditions include**—but are not limited to upper respiratory infection, diarrhea, vomiting, fever, rash (on any part of the body), open sores (on any part of the body), boils, herpes (including cold sores), parasitic infestation, Strep or Staph infection, mononucleosis, hepatitis (any infectious viral, bacterial, parasitic, or fungal pathogen).

Vacations/Holidays

Students are given time off for all holidays recognized by the University of Toledo and/or the clinical education facility. The clinic rotations follow the beginning and ending dates of each semester.

Bereavement

A Radiation Therapy student will receive release time of up to three (3) days of regularly scheduled clinic time in the event of the death of an immediate family member. The student is to notify a Program Official in the event of such an occurrence.

Immediate family is defined as:

1. Spouse
2. Child/stepchild
3. Parent/stepparent
4. Sibling/stepsibling
5. Grandparent
6. Grandchild
7. Mother-in-law/Father-in-law
8. Any near relative residing in the same household.

The student may receive permission from the Program Director to be excused from the clinic to attend the funeral of another person to whom the student had been especially close. Documentation may be required to be submitted to the Program Director.

Leave of Absence

A leave of absence may be granted but only in exceptional circumstances. Arrangements must be made with the Academic Clinical Supervisor and approved by the Program Director.

Make-up time & Scheduling

All make-up time must be with the approval of the Academic Clinical Supervisor. Students are expected to attend clinic on the assigned days and not adjust schedules. Any changes are to be made only with prior approval from the Academic Clinical Supervisor. Students leaving before the end of their assigned work schedule must contact a Program Official.

Please refer to the full Make-up & Scheduling Policy in the appendix of the hard copy of the Student Handbook that is provided to students at the orientation to the limited enrollment professional track.

Professional Conduct at Clinic

- Professional behavior is expected of all Radiation Therapy Program Students.
- Students are expected to adhere to the [ARRT Ethics Requirements](#)
- Students will not divulge privileged patient information and will protect patient privacy. [UToledo HIPAA](#)
- Students are:
 - required to follow the policies and procedure of each clinical education facility to which they are assigned.
 - required to park their cars in the designated area at the clinical education facility to which they are assigned.
 - to adhere to the University of Toledo Radiation Therapy Program Dress Code
 - not allowed to accept gratuities.
 - to address patients by their proper name.
- Smoking is not allowed on campus or at clinic. **NOTE:** many clinical education facilities will send an employee/student home if they smell of smoke. If this occurs, this will count as an absence.

Substance Abuse

Abuse of either drugs or alcohol during the program can be cause for permanent dismissal from the program following due process procedures. If the University of Toledo Radiation Therapy Program officials are required to remove a student from a clinic facility for substance abuse, the University has the right to remove the student temporarily or permanently from the program. UT Policies: [Related Policies](#) (See appendix for full policy)

Employment

Radiation Therapy students may not take the place of qualified staff. Students are not allowed to accept payment for any of the clinical component of the program.

- **General employment:** students are required to adhere to the clinic and didactic schedule of the program. Students employed during the professional track of the program will do so on their own time. Adjustments will not be made for conflicts between work and the program schedule.
- **Employment as a non-registered Radiation Therapist:**
 - The University of Toledo discourages students from accepting employment as a non-registered Radiation Therapist. Students who accept employment in this capacity are at risk for potential lawsuits.
 - If a student chooses to be employed as a non-registered Radiation Therapist, they do so at their own risk. The University of Toledo, the Program Officials and any other program faculty are not responsible for a student working as an employed non-registered Radiation Therapist.
 - This work must take place during the student's time outside of program hours. The student's clinic and didactic program schedule will not be adjusted to accommodate this employment.
 - The student is considered an employee of the hiring institution and at no time may be identified as a University of Toledo student.
 - Hours spent working as a paid non-registered Radiation Therapist will not be credited as clinic hours.

Dismissals

The Program Director may dismiss a student from clinic for a specified period of time or permanently for the following reasons. This list includes but is not limited to:

1. Inability to maintain satisfactory levels of performance in the clinic.
2. When the health and safety of a patient is affected by the negligent, incompetent, unethical or illegal practice of the student.
3. Insubordination
4. Unprofessionalism
5. Excessive tardiness and/or excessive absence
6. Falsification of documents.
7. A combination of any of the above

Corrective Action Procedure

Corrective Action Notice

The procedure for addressing concerns regarding a student's performance/behavior are:

1. **Verbal warning**—for minimal offenses.
 2. **Written warning**—prior to a Corrective Action Notice
 3. **Corrective Action Notice** with meeting—offenses of serious nature or repeated infractions after receiving verbal/written warning.
 4. **Student Reply** to the Corrective Action Notice
 5. **Resolution** of a Corrective Action
- **Corrective Action Notice Documents** are located in the Forms section of the Radiation Therapy Program Student Handbook.
 - All documents regarding the Corrective Action Notice will remain in the students Radiation Therapy Program file for the duration of the time the student is in the program.

Situations leading to a Corrective Action include but are not limited to

1. Inability to maintain satisfactory levels of performance in didactic or clinic courses.
2. Inappropriate personal appearance.
3. Academic Dishonesty.
4. Negative relationships with classmates, Program Officials, or healthcare team member(s) at clinic.
5. Difficulty in establishing positive interactions with patients.
6. Unsafe clinical practice
7. Disrespectful or insubordinate behavior.
8. Unprofessionalism
9. Excessive tardiness and/or excessive absence
10. Falsification of documents.
11. Substance abuse
12. Violation of conduct/ethics codes.

Procedure for Corrective Action

1. A meeting is scheduled with the student and the Program Official(s).
2. Corrective Action Notice is reviewed.
3. Student is to submit written response to the Corrective Action Notice within three (3) business days. Student response is to include:
 - a. Student's perception of the problem.
 - b. Plan for addressing the issue.
4. Follow up meeting—at the end of the Corrective Action probationary period there will be another meeting to discuss the effectiveness of the student's actions to address the issue.
5. Resolution—a written report regarding the student's progress in resolving the Corrective Action concern will be drawn up, signed, and dated by the Program Official(s) and the student. Possible outcomes to the Corrective Action Notice:
 - c. Satisfactory resolution = notice resolved.
 - d. Behavior continues = the Program Official's recommendations will be followed. The recommendations can include:
 - Failure of the didactic/clinic course
 - Dismissal from the Program. In the event of dismissal from the program, a formal Dismissal meeting would take place with the Program Officials and the Associate Dean)

Forms

Radiation Therapy Pre-Professional Track Waiver

I acknowledge that:

- The last two years of the program is limited enrollment.
- In order to be eligible for the professional track, the student must:
 - Complete all of the requirements for submitting the application.
 - Have *all* of the prerequisite courses completed with the required minimum grade prior to acceptance into the program.
- Complete the following requirements to be eligible for admission into the professional track of the Radiation Therapy Program.
These requirements include:
 - Clean BCI and FBI background check
 - Minimum of a 9-panel drug screen
 - Clinic Clearance document – signed off by licensed healthcare provider (MD,DO,NP,PA)
 - Annual Tuberculosis (TB) testing— a positive test requires a chest x-ray. Testing may be either:
 - a. Two step Mantoux tuberculin skin test (TST)
 - b. TB blood testing[TB testing information from the CDC](#)
 - Completed Hepatitis B vaccination series.
 - Positive antibody titers for Rubella, Rubeola, Mumps, and Varicella. If titers are not positive, vaccination must be completed.
 - Evidence of Tdap within last 10 years
 - Annual flu vaccination
 - COVID vaccination
 - Proof of health insurance

Declination may impact ability to be placed at clinic/complete the program.

- Clinic placement is arranged by the Program Officials. A placement at a specific facility is not guaranteed. Facilities are located in Ohio, Indiana, and Michigan.
- There are costs associated with the program including but not limited to textbooks, clinical management system, reliable transportation, parking, housing, health insurance, uniforms, orientation training, clinical record keeping system and exam review conferences/web-based programs.

Radiation Therapy Pre-Professional Track Waiver Signature Form

I acknowledge that:

- The last two years of the program is limited enrollment.

- In order to be eligible for the professional track, the student must:
 - Complete all of the requirements for submitting the application.
 - Have *all* of the prerequisite courses completed with the required minimum grade prior to acceptance into the program.

- Complete the following requirements to be eligible for admission into the professional track of the Radiation Therapy Program.
These requirements include:
 - Clean BCI and FBI background check
 - Clean 9-panel drug screen (may only be offered 10-panel)
 - Clinic Clearance document – signed off by licensed healthcare provider (MD,DO,NP,PA)
 - Annual Tuberculosis (TB) testing— a positive test requires a chest x-ray. Testing may be either:
 - c. Two step Mantoux tuberculin skin test (TST)
 - d. TB blood testing

[TB testing information from the CDC](#)
 - Completed Hepatitis B vaccination series.
 - Positive antibody titers for Rubella, Rubeola, Mumps, and Varicella. If titers are not positive, vaccination must be completed.
 - Evidence of Tdap within last 10 years
 - Annual flu vaccination
 - COVID vaccination
 - Proof of health insurance

Declination may impact ability to be placed at clinic/complete the program.

- Clinic placement is arranged by the Program Officials. A placement at a specific facility is not guaranteed. Facilities are located in Ohio, Indiana, and Michigan.

- There are costs associated with the program including but not limited to textbooks, clinical management system, reliable transportation, parking, housing, health insurance, uniforms, orientation training, clinical record keeping system and exam review conferences/web-based programs.

Date: _____

Printed Name: _____

Signature: _____

Witness: _____

Program Official: _____

University of Toledo Radiation Therapy Program Student Handbook Acknowledgment

- I received a copy of the University of Toledo Radiation Therapy Program Student Handbook.
- During the *Orientation to the Professional Track* the policies in the Radiation Therapy Student Handbook were reviewed.
- I had the opportunity to have any of my questions addressed.
- I understand, accept, and agree to comply with the guidelines, policies, and procedures of the Radiation Therapy Program.
- I understand that throughout the course of the professional track of the program there are health requirements that must be completed, and health insurance coverage must be maintained during the course of the clinical portion of the program. Documentation of coverage must be provided to the Program Director.
- I agree to abide to changes in the program that may take place during the course of my time in the Radiation Therapy Program. Policy changes will be reviewed with me prior to implementation.
- I understand that during the course of my time in the professional track a Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation site visit may occur. I must be available to participate in this event.

University of Toledo Radiation Therapy Program Student Handbook Acknowledgment

- I received a copy of the University of Toledo Radiation Therapy Program Student Handbook.
- During the *Orientation to the Professional Track* the policies in the Radiation Therapy Student Handbook were reviewed.
- I understand, accept, and agree to comply with the guidelines, policies, and procedures of the Radiation Therapy Program.
- I understand that throughout the course of the professional track of the program there are health requirements that must be completed, and health insurance coverage must be maintained during the course of the clinical portion of the program. Documentation of coverage must be provided to the Program Director.
- I agree to abide to changes in the program that may take place during the course of my time in the Radiation Therapy Program. Policy changes will be reviewed with me prior to implementation.
- I understand that during the course of my time in the professional track a Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation site visit may occur. I must be available to participate in this event.

Date: _____

Student Name (printed)_____

Rocket # _____

Student Signature_____

Witness Signature: _____

Witness (printed): _____

Program Official (printed)_____

Program Official Signature_____

Voluntary Declaration of Pregnancy—Form

I, _____ hereby notify the University of Toledo Radiation Therapy Program Officials that I am pregnant with an expected delivery date of: _____.

- I have read and understand [Regulatory Guide 8.13](#)
- I have read the University of Toledo Radiation Therapy Program’s Pregnancy Policy found in the Radiation Therapy Program Student Handbook and Clinic Manual.
- I understand that I may submit a written request at any time withdrawing this Declaration of Pregnancy and will return the fetal monitoring device.

Printed name: _____

Signature: _____

Date: _____

University of Toledo Radiation Therapy Program Incident Report— Form

Student Name (printed): _____

Student Signature: _____

Date of Incident: _____

Location: _____

Description of the Incident:

Report filed with:

Police ___ Hospital/Cancer Center _____ Employee Health

Other: _____

Outcome:

University of Toledo Radiation Therapy Program Corrective Action Notice--Form

Student:

The above-named student has been evaluated and counseled regarding deficiencies specifically identified below. This is an official Corrective Action Notice to the student regarding the areas of improvement that must be completed in order to remain and progress in the Radiation Therapy Program.

Specific reasons for issuing the Corrective Action Notice:

Areas in which improvement is expected:

Recommendations:

Duration of the Corrective Action Notice period:

Date: _____

Student Printed Name: _____

Student Signature: _____

Witness printed name: _____

Date: _____

Witness signature: _____

Program Official/Signature: _____

Date: _____

Student Reply to the Corrective Action Notice—Form

The Student Response is required to be submitted within 3 business days after the receipt of the Corrective Action Notice.

Student:

Date:

I have been given a Corrective Action Notice and counseled regarding the situation bringing about this notice.

My perception of the Problem:

My awareness of the Seriousness of the Problem:

Steps I will implement to correct the Problem:

Student Signature: _____ Date: _____

Program Official Signature: _____ Date: _____

Resolution to the Student Corrective Action Notice—Form

Student:

Date:

Student documentation of measures implemented to address the issue:

Program Official documentation of student actions observed:

Statement of Resolution:

Student Signature: _____

Program Official/Signature: _____

Radiation Therapy Program Student Improvement Plan

Student Name: _____

Semester: _____

Date of Meeting: _____

Program Official: _____

Clinical Site (if applicable): _____

Type of Concern

- Academic
- Clinical
- Academic & Clinical

Reason for Plan

- Midterm grade below 80% (B-)
- Navigate 360 academic concern
- Midterm clinical evaluation below expected level
- Clinical Preceptor concern
- Unsafe clinical practice
- Other: _____

Identified Areas of Deficiency

Required Corrective Actions

Timeline for Reassessment

Reassessment date: _____

Follow-up meeting scheduled: _____

Outcome Upon Reassessment

- Improvement demonstrated — return to good standing
- Continued deficiency — further action required

Acknowledgment

I understand that failure to meet the minimum academic requirement of B- (80%) in any professional track course or failure to demonstrate safe and competent clinical performance may result in dismissal from the Radiation Therapy Program.

Student Signature: _____ **Date:** _____

Program Official Signature: _____ **Date:** _____



University of Toledo - Anatomy Lab Agreement and Signature Sheet

Students in the Radiation Therapy professional track will use the anatomy lab to study prosected donated bodies, plastination models, and Anatomage technology. All specimens and equipment must be treated with respect and care. By signing below, students acknowledge that they have read, understood, and agree to follow the lab guidelines:

Lab Guidelines:

1. Treat all specimens and models with respect and professionalism.
2. Handle all lab materials, models, and technology carefully.
3. Follow all lab rules, safety protocols, and instructor directions.
4. Always maintain professional conduct.
5. Understand that failure to follow these guidelines may result in disciplinary action, including loss of lab privileges.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Instructor/Program Director Signature: _____

Date: _____

Appendix



University of Toledo Radiation Therapy Program

Clinical Scheduling & Make-up Policy

Clinic Schedules:

- Students are expected to attend clinic on the assigned days/times and not adjust schedules.
- Any schedule changes are to be made only with prior approval from the Academic Clinical Supervisor.
- Students leaving before the end of their assigned work schedule must contact a Program Official.
- Students are not to attend clinic on holidays observed by the University.
- Students are only to participate in an activity at clinic that has been arranged by a Program Official.
- Students are covered by the University of Toledo liability policy only when they are participating in an official capacity arranged by the Program Officials

Make-up Time:

- All make-up time must be scheduled with the approval of the Academic Clinical Supervisor & Clinical Preceptor.
- Make-up time may not occur on a weekend, or holiday observed by the University.

With prior approval from the Program Officials time may be made up during:

- Fall Semester: After the end of the semester, up to Christmas Eve and following Holiday break, up until the start of the Spring semester.
- Spring Semester: During spring break, after the end of the semester, up until the start of the summer semester.
- Summer Semester: After the end of the summer semester, up until the start of the fall semester.

Reentry Policy

Eligibility for reentry or reapplication to the program is based on the previous reason for dismissal or withdrawal. Reentry is at the discretion of the Program Director and/or the Dean/Associate Dean of the College of Medicine & Life Sciences.

- Reentry is not guaranteed. Reentry is dependent both on the previous reason for dismissal/withdrawal and is limited by program capacity.
- A student requesting reentry into the University of Toledo Radiation Therapy program must submit a letter to the Program Director requesting permission to return to the program. The letter must address the reason the student was not able to complete the program initially and what plan the student has made to successfully complete the program if they are allowed to return.
- Additionally, a student who is returning to complete the University of Toledo Radiation Therapy Program must demonstrate competency by passing:
 - A course final exam with a B- or better for any Radiation Therapy didactic course for which more than one year has elapsed.
 - A clinical competency with a B- or better for the last clinical rotation they completed.



University of Toledo Radiation Therapy Program Grievance Policy & Process

The University of Toledo Radiation Therapy Program is committed to fair, timely, and professional resolution of student concerns. Students are encouraged to address concerns promptly using the appropriate pathway outlined below.

Academic Grievances (Applies to course grades, instructional methods, classroom conduct, academic policies, or faculty-related concerns)

Students must follow this progression:

5. **Course Instructor** – Discuss the concern directly with the instructor involved.
6. **Program Director** – If unresolved, elevate the concern to the Program Director.
7. **Associate Dean, College of Medicine and Life Sciences (COMLS)** – If still unresolved, discuss the concern with the COMLS Associate Dean.
8. **University of Toledo Academic Grievance Process** – If resolution is not achieved at the college level, students may pursue formal resolution through the University of Toledo Academic Grievance Policy.

[UT Grievance Process](#)

Clinical Grievances (Applies to clinical site-related matters)

Students must follow this progression:

6. **Clinical Preceptor** – Address the concern with the Clinical Preceptor when appropriate.
7. **Clinical Supervisor** – If unresolved, elevate to the Clinical Supervisor.
8. **Program Director** – If still unresolved, notify the Program Director.
9. **Associate Dean, COMLS** – If resolution is not achieved within the program.
10. **University of Toledo Grievance Process** – Students may pursue formal institutional grievance procedures as outlined by the University.

[UT Grievance Process](#)

(The full University of Toledo Radiation Therapy Grievance Policy is located in the appendix).

The full policy can be found here: [University of Toledo Academic Grievance Policy](#)

Additional Academic Policies may be found here: [University of Toledo Academic Policies](#)

Allegations of Noncompliance with JRCERT Standards

The *University of Toledo Radiation Therapy Program* is in the process of attaining accreditation from *The Joint Review Committee on Education in Radiologic Technology* (JRCERT).

JRCERT accreditation requires that the program demonstrate adherence to a set of standards. Copies of the current Standards are located in the Program Directors office. Additionally, the student/faculty may view the Standards at the JRCERT web page located at www.jrcert.org.

Individuals who believe the program may not be in compliance with JRCERT accreditation standards must first attempt to resolve concerns by following the institutional and program grievance procedures outlined above.

If, after following institutional procedures, the concern remains unresolved, or if the individual believes the issue has not been properly addressed, allegations of noncompliance with JRCERT Standards may be submitted directly to the JRCERT.

JRCERT

20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Email: mail@jrcert.org
Phone: (312) 704-5300



Substance Abuse Policy

Abuse of either drugs or alcohol during the program can be cause for permanent dismissal from the program following due process procedures.

If the University of Toledo Radiation Therapy Program officials are required to remove a student from a clinic facility for substance abuse, the University has the right to remove the student temporarily or permanently from the program.

[3364-30-02 Policy--Substance Abuse](#)



Medical Leave and Return to Clinic Policy

If a student is placed on a medical leave of absence, the student must obtain written clearance from a licensed healthcare provider prior to returning to the program. The documentation must explicitly state that the student is able to resume participation **without restrictions**, including full participation in all required clinical activities.

Students will not be permitted to return to the clinical component of the program until appropriate medical clearance has been received and approved by the Program Director or Clinical Supervisor.

Failure to provide the required documentation may result in a delay in clinical placement and progression within the program.



COLLEGE OF MEDICINE
AND LIFE SCIENCES

THE UNIVERSITY OF TOLEDO

Radiation Therapy Program Student Placement & Supervision Policy

The *University of Toledo Radiation Therapy* program adheres to all of the *Joint Review Committee on Education in Radiologic Technology (JRCERT)* Standards.

Standard 4—Objective 4.4 of the 2021 Radiation Therapy Standards mentions the 1:1 student to therapeutic device ratio at all clinical settings.

Standard 5—Objective 5.4 Assures that all radiation therapy procedures are performed under the *direct* supervision of a qualified practitioner.

The University of Toledo Radiation Therapy policy for Student Placement & Supervision requires that all clinical sites adhere to JRCERT Standard 4.4 and 5.4

Ratio of students to therapeutic device

- Only 1 student is to be assigned to a therapeutic device

Direct supervision of a student ensures that the qualified practitioner:

- Is physically present during the conduct of the procedure
- Reviews and approves the procedure and/or image.
- Understands that supervision of students over closed-circuit monitor(s) is *not* acceptable.
- The Radiation Therapist supervising a student must be an ARRT® registered Radiation Therapist (or equivalent) with 2 or more years' experience.

The *Clinical Preceptor* at the clinical education facility is to review this policy annually with the staff at their facility and have their staff sign an acknowledgement form that they have been made aware of this policy. This acknowledgement form is to be returned to the University of Toledo Radiation Therapy program officials and kept on file in the clinic sites folder.



**COLLEGE OF MEDICINE
AND LIFE SCIENCES**

THE UNIVERSITY OF TOLEDO

Clinical Facility: _____

Clinical Preceptor: _____ I

have been given a copy of the University of Toledo Radiation Therapy Program Policy for student supervision. I am reviewing this policy with the faculty/staff at my clinical facility.

Date: _____

Name

Signature

Position

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Make additional copies of this page as needed—return the signature page(s) to the University of Toledo Radiation Therapy Program officials



Radiation Therapy Program Academic & Clinical Improvement Policy

Policy Statement

The Radiation Therapy Program is committed to early identification and support of students who are experiencing academic or clinical difficulty. Students whose performance falls below program standards will receive timely formative feedback, structured advising, and, when appropriate, an Academic and/or Clinical Improvement Plan. Students must maintain a minimum grade of B- (80%) in all professional track courses and demonstrate safe, competent clinical performance to remain in good standing in the program.

Identification of At-Risk Students

Academic At-Risk Identification

A student will be academically at risk if:

- The student earns below 80% (B-) at midterm in any professional track course; or
- A faculty member submits an academic concern through the Navigate 360 system.

Clinical At-Risk Identification

A student will be identified as clinically at risk if:

- The midterm clinical evaluation indicates performance below expected level;
- A Clinical Preceptor identifies concerns regarding clinical performance, progression toward competency, or professionalism; or
- The student demonstrates unsafe clinical practice.

Clinical at-risk status may be identified at any time during the semester.

Academic Improvement Procedures

1. Midterm Meeting

- The student will meet with a Program Official (Program Director and/or Clinical Supervisor) to review performance concerns.

2. Academic Improvement Plan (AIP)

- A written Academic Improvement Plan will be developed outlining:
 - Areas of deficiency
 - Required corrective actions
 - Timeline for improvement
- The plan will be signed by the student and Program Official.

3. Referral to Support Services

- Students may be referred to appropriate University of Toledo academic support resources as needed.

4. Failure to Meet Minimum Grade Requirement

- A student who earns below a B- (80%) in any professional track course will be unable to continue in the Radiation Therapy Program for that academic year.
- The student must withdraw from all Radiation Therapy courses for that semester.
- The student may request consideration for reentry the following academic year in accordance with program policy.
- If readmitted, the student will be required to repeat the course in which the minimum grade requirement was not met. Each course in the professional track may be repeated one time.
- Readmission is not guaranteed and is dependent upon space availability and program approval.

Clinical Improvement Procedures

1. Clinical Feedback & Evaluation

- Students receive ongoing formative feedback throughout clinical experiences to support skill development and professional growth.
- Formal midterm and final clinical evaluations are conducted to assess performance, progression toward competency, and professional behavior.

2. Identification of Clinical Deficiency

- If, at midterm or at any time during the semester, a student demonstrates performance below expected level or unsafe clinical practice, a meeting will be scheduled with the Clinical Supervisor.

3. Clinical Improvement Plan (CIP)

- A written Clinical Improvement Plan will be developed outlining:
 - Specific clinical deficiencies

- Required corrective actions
- Expectations for safe and competent performance
- Timeline for reassessment
- The plan will be signed by the student and Clinical Supervisor.

4. Reassessment & Outcome

- The student's clinical performance will be reassessed within the established timeframe.
- Failure to demonstrate the required improvement or maintain safe clinical practice may result in removal from the clinical setting and may result in ineligibility to continue in the Radiation Therapy Program.

Due Process

Students may utilize the College of Medicine and Life Sciences grievance procedures as outlined in the Radiation Therapy Student Handbook.

Additional Student Resources

Resource
<u>Academic Testing Centers</u>
<u>Career Center</u>
<u>COMLS Diversity Resources</u>
<u>Counseling</u>
<u>Disability/Accessibility Services</u>
<u>Financial Aid--Health Science Campus</u>
<u>Food Pantry (utoledo.edu)</u>
<u>Health and Wellness</u>
<u>International Students</u>
<u>IT Help Desk (utoledo.edu)</u>
<u>Recreational Services</u>
<u>Public Safety</u>
<u>Student Advocacy (utoledo.edu)</u>
<u>Women Center</u>

The University of Toledo Radiation Therapy Program Clinical Affiliates

Site	Address	Distance From UTMC
Henry Ford – Jackson Paul Tejada Center for Radiation Onc	1102 E Michigan Ave, Jackson, MI 49201	1hr 26min (89.2 mi)
Mercy Health – Elyria Lorain Cancer Center	41201 Schadden Rd Suite 1, Elyria, OH 44035	1hr 27min (91.3 mi)
Mercy Health – Lima St. Rita’s/Allison Radiation Oncology	803 W Market St # 200, Lima, OH 45805	1hr 22min (81.3 mi)
Mercy Health – Perrysburg Perrysburg Cancer Center	12623 Eckel Junction Rd, Perrysburg, OH 43551	8 min (8 mi)
Parkview – Bryan Radiation Oncology Center	524 W High St, Bryan, OH 43506	1hr 7min (65.9 mi)
ProMedica – Adrian ProMedica Hickman Cancer Center	777 Kimole Ln #130, Adrian, MI 49221	52 min (30 mi)
ProMedica – Fremont Dorothy L. Kern Cancer Center	2390 Enterprise Dr, Fremont, OH 43420	43 min (39.2 mi)
ProMedica – Monroe ProMedica Monroe Cancer Center	800 Stewart Rd, Monroe, MI 48162	39 min (25 mi)
ProMedica – Perrysburg ProMedica Cancer Ctr Levis Commons	1620 Brigham Dr Suite 110, Perrysburg, OH 43551	20 min (6.1 mi)
ProMedica – Sylvania ProMedica Hickman Cancer Center	5200 Harroun Rd, Sylvania, OH 43560	18 min (10 mi)
Trinity Health – Chelsea Chelsea Hospital Cancer Ctr	775 S Main St, Chelsea, MI 48118	1hr 7min (68.3 mi)
University of Toledo Dana Cancer Center	1325 Conference Dr, Toledo, OH 43614	-
Wood County Hospital Maurer Family Cancer Center	960 W Wooster St #118, Bowling Green, OH 43402	34 min (21.3 mi)

The University of Toledo Radiation Therapy Program Expense Estimation

Item	Estimated Expense
<p>Tuition – per credit hour</p> <p><i>Professional Track – 60 total credit hours (Credit hour number by term)</i> <i>5th term: 16</i> <i>6th term: 12</i> <i>7th term: 7</i> <i>8th term: 13</i> <i>9th term: 12</i></p>	<p>Estimated cost per undergraduate credit hour (varies depending on residence):</p> <ul style="list-style-type: none"> • \$335.49 in tuition • \$49.60 in general fees, for a maximum of 12 credit hours (\$595.20) • \$5.20 in facilities fees, for a maximum 12 credit hours (\$62.40) • \$ 4.50 up to \$17.50, in technology fees — assessed by the student's college <p>other fees assessed per term</p> <ul style="list-style-type: none"> • \$6.50 special fee per student
Textbooks	\$1500-1610 for entire program (Bookstore cost)
University Scrubs (based on 2 tops/2 bottoms)	\$100 (fleece optional) Lab coats provided by COMLS
Clinical Management System (Exxat)	\$135 total (\$100 Prism/\$35 Approve)
Background Check – BCI&I & FBI	\$75
Drug Testing (Minimum 9-panel)	\$50
Medical Clearance Requirements (Vaccinations/Titers/etc.)	Varying Cost
CPR (AHA BLS+AED)	\$61 (\$37-Heartcode BLS Online/\$24-BLS Skills)
Professional Organization Student Membership	\$65 (ASRT-\$35/OSRT-\$30)
Potential additional expenses: travel to clinic sites/parking/housing	Varies

*Some clinic facilities may require additional expenses – background checks; drug screening; parking

Receipt of the University of Toledo Radiation Therapy Program Student Handbook

I acknowledge that:

- I have received a copy of the University of Toledo Radiation Therapy Program Student Handbook.
- A Program Official has reviewed the contents of this Student Handbook with me.
- I have had an opportunity to ask questions regarding the policies and procedures contained in the Student Handbook.

Date: _____

Student Name (printed): _____

Student Signature: _____

Program Official Name (printed): _____

Program Official Signature: _____