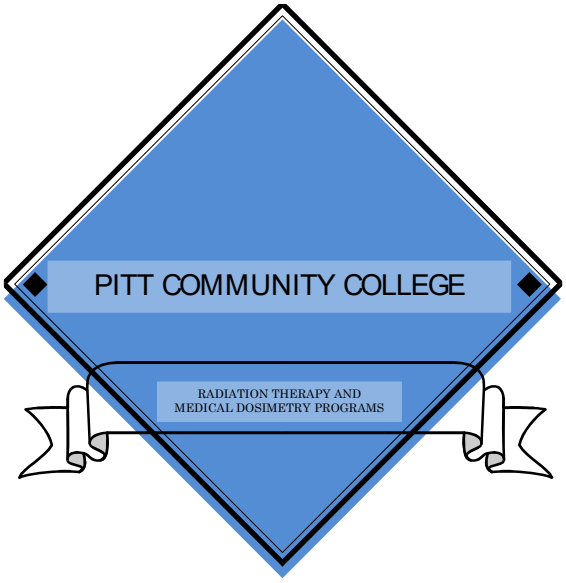
Pitt Community College
Health Sciences Division



Radiation Therapy
Student Handbook
2026-2027

Student Handbook
Revised June 8, 2026

In addition to the policies and schedules of Pitt Community College outlined in the PCC Catalog, Radiation Therapy Program students follow the student guidelines of the Health Sciences Division and the Radiation Therapy Program. This Radiation Therapy Program Student Handbook supersedes all previous handbooks and is published to provide the student with information about the College and the Radiation Therapy Program.

The policies presented in this edition of the Radiation Therapy Program Student Handbook are not to be regarded as an irrevocable contract between Pitt Community College and students. The Health Sciences Division and the Radiation Therapy Program reserve the right to change any policies or schedules at any time.

It is the policy of Pitt Community College not to discriminate against any person on the basis of race, color, handicap, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. Pitt Community College is an equal opportunity institution.

Formatting note: Times New Roman 12-point type font is used throughout this handbook to reflect information applicable to all Health Sciences Division programs. Arial 11-point type font is used to reflect information applicable to Radiation Therapy Program only.

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1.0 Health Sciences Division

1.1 General Information

In addition to the policies of Pitt Community College, health sciences students follow the student policies of the Health Sciences Division. These policies have been developed by the Health Sciences Division administration and faculty in an effort to provide an effective and safe learning environment and establish professional attitudes and conduct in the student. Each student is responsible for being aware of and abiding by the policies at all times.

1.2 Accreditation Information

Pitt Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Pitt Community College may be directed in writing to the SACSCOC at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Radiation Therapy program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Telephone Number: 312-704-5300
Email: mail@jrcert.org

Program effectiveness measures may be found by visiting the JRCERT website at www.jrcert.org.

Complaints Relating to Non-Compliance with JRCERT Standards

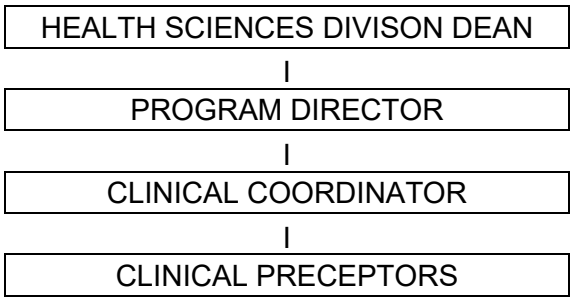
Any person who believes the Radiation Therapy in non-compliance with any of the JRCERT Standards is requested to take the following actions:

- Confer with the Program Director to gain information and express the perceived problem. If the compliance party still believes non-compliance exists, ask the Program Director to establish compliance. Should the problem not be resolved, the complaining part should
- Confer with the Dean of Health Sciences. Should the Dean no be able to resolve the problem, the complaining party should contact the JRCERT.

The program faculty takes every complaint or alleged non-compliance seriously. Each complaint will be thoroughly investigated and should the complaint be found valid, the program is dedicated to speedy resolution of the problem. In addition, it is the policy of the program to work closely and professionally with the JRCERT to resolve any reported non-compliance allegation.

2.0 Organizational Structure

PITT COMMUNITY COLLEGE
RADIATION THERAPY PROGRAM
ORGANIZATIONAL CHART



3.0 Mission

3.1 Health Sciences Division

Mission: The Health Sciences Division will provide quality health care programs that educate and empower graduates with the knowledge, skills, and behaviors to be competent and professional health care providers within their scope of duties.

Vision: The Health Sciences Division is committed to preparing the health professional of the future. Our knowledge, skill, and compassion for others is demonstrated to our students, influencing and preparing them to become the leaders of tomorrow while maintaining the level of quality care the health care industry demands.

Values: Commitment to serve our students, the health care industry, and the community is the cornerstone of the Health Sciences Division. We strive to attain the highest standards of excellence through assessment, accountability, and continuous improvement. We value the learning experience and the accomplishments that can be achieved through collaboration and service. We value diversity among our students, faculty, staff, and community and celebrate our differences. We value honesty and believe integrity is essential for long-term success. These core values provide the principles and standards for all we do, define our relationships with others, and are reinforced in our students, the health care industry, and ourselves.

3.2 Program Mission

Radiation Therapy is a dynamic, ever changing health sciences profession where entry as a graduate radiation therapist is only the beginning of a life-long learning process. Our mission, in conjunction with the mission of the College, is to empower our graduates with the knowledge, skills, and behaviors to be competent, caring, and professional health care providers within the radiation therapist scope of practice.

4.0 Curriculum Outcomes

4.1 Radiation Therapy Goals and Learning Objectives

Goal 1: Students will use critical thinking and problem-solving skills.

Student Learning Outcomes:
- Students will identify and reason out discrepancies during treatment setups.
- Students will demonstrate simulation skills.

Goal 2: Students will be clinically competent.

Student Learning Outcomes:
- Students will exhibit clinical treatment concepts through technical skills.
- Students will demonstrate conceptual understanding.

Goal 3: Students will communicate effectively.

Student Learning Outcomes:
- Students will effectively demonstrate oral communication skills.
- Students will effectively demonstrate written communication.

Goal 4: Students will model professionalism.

Student Learning Outcomes:
- Students will demonstrate professional behavior.
- Students will demonstrate an understanding of the ethics of radiation therapy.

5.0 Curriculum

General Education Courses:

SEMESTERS OFFERED	COURSE	TITLE (CREDIT HOURS)	PREREQUISITES
F,Sp,Su	ENG 111	Writing and Inquiry (3)	DRE 098 or ENG 095 or appropriate placement
F,Sp,Su	MAT 121	Algebra/Trigonometry I (3)	DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 or appropriate placement

Major Courses to be taken in the following prescribed order:

SEMESTERS OFFERED	COURSE	TITLE (CREDIT HOURS)	PREREQUISITES
Fall			
	RTT 210	Radiobiology (2)	None
	RTT 220	Radiation Therapy Orientation (2)	None
	RTT 221	Clinical Oncology I (3)	None

	RTT 233	Radiation Therapy Physics (2)	None
	RTT 240	RTT Clinical Education III (6)	None
Spring			
	RTT 121	Special Imaging (2)	None
	RTT 222	Clinical Oncology II (3)	RTT 221
	RTT 234	Clinical Dosimetry (2)	RTT 230 or RTT 233
	RTT 241	RTT Clinical Education IV (7)	RTT 238 or RTT 240
Summer			
	RTT 232	Radiation Therapy Procedures (2)	RTT 234 and RTT 241
	RTT 246	RTT Clinical Education V (6)	RTT 239 or RTT 241 or RTT 243 or RTT 244
	RTT 250	Radiation Therapy Capstone (1)	None

In order to apply:

Students must hold at least an Associate Degree. Must have completed a JRCERT accredited Radiography program and be ARRT certified in Radiography or eligible to sit for the exam at the time of enrollment.

6.0 Clinical Facilities

The Radiation Therapy program has approved JRCERT clinical education agreements with various facilities and geographical locations. Clinic placement is determined during the admissions process. A listing of approved JRCERT clinical sites can be obtained from the programs' website.

Students and faculty will follow the policies and procedures set forth by each clinical facility during the time the students are performing clinical practice.

A clinical facility has the right to refuse clinical practice experience for any student whose clinical performance is unsatisfactory or who is found to be in non-compliance with the personnel policies and procedures of the clinical facility. Students who are denied clinical privileges will be unable to complete clinical practice and will be dismissed from the program for failure to progress.

7.0 Expenses

Students should prepare for the following expenses while enrolled in the program:

- Tuition and Fees
- Malpractice Insurance (cost included with tuition and fees)
- Criminal Background Check/Drug Screen
- Textbooks
- Clinical Uniforms/Shoes
- Clinical/Laboratory Supplies
- Clinical Travel
- Physical Examination

- Required Immunizations
- Subscription Fees for Clinical Documentation Platforms
- CPR Renewal
- Dosimeter Service Fee - $65.00 per year
- Fetal Dosimeter Service Fee (If applicable) - $65.00 per year
- Replacement Dosimeter Fee - $32.10
- Dosimeter Return Postage Fee (distance students)
- Clinical Site Parking

All fees collected for the Instadose Dosimeter are paid to the service provider. The Instadose Dosimeter is property of Mirion Technologies.

Expenses associated with employment include ARRT Application. In addition, if a student has been convicted of a crime (misdemeanor or felony), the student may file a pre-application with the ARRT to obtain a ruling on the student's eligibility. There is an additional fee for this pre-application.

8.0 Admission

8.1 Admission Requirements

Application Criteria:

- Must have a minimum of an associate's degree (may be in progress at time program application is submitted; must be completed by start semester).
- Must have completed a JRCERT accredited radiography program.
- Must have a 3.0 GPA in discipline related coursework.
- Must hold ARRT certification in Radiography or be eligible to sit for the certification exam at the time of enrollment. If admitted as an eligible candidate, ARRT certification must be earned by the end of fall semester to continue in the program.

Minimum Prerequisites (not required to apply; must be completed prior to enrollment in the program):

- ENG 111 with a C or better.
- MAT 121 with a C or better.

Applications may be submitted from September 1, 2026 through 5 p.m. on March 1, 2027 for those applying for Fall 2027.

8.2 Re-Admission Policy

A student may enter the Radiation Therapy Program two times (initial entry is counted as the first entrance).

Students re-applying for admission will compete for space with all other applicants applying for the program and must re-apply through Health Sciences Admissions during the application process.

If accepted for re-admission, students will enroll in the first semester and earn a C or better in all courses for which credit was previously earned.

Re-entry students may be required to update admission and medical documentation, purchase textbooks, and/or an undated criminal background check and drug screening.

Students who left the program as a result of unsatisfactory performance may re-enter the program on probation and will remain on probation for at least one semester.

Students called to active-duty military service while enrolled in the Radiation Therapy will be re-admitted with the same academic status that he or she had when last attended.

8.2.1 Auditing Courses

Students may not audit RTT courses.

8.3 Transfer Policy

Transfer students are defined as a student currently enrolled in another Radiation Therapy program, in good academic standing, and eligible for progression to the next semester at the college from which they are transferring. Students that have been dismissed from a Radiation Therapy program due to unsatisfactory academic or clinical performance will not be considered eligible for transfer.

Transfer applicants must meet the same admission criteria required of all students applying for the program (refer to Section 8.1 Admissions Requirements). Transfer is contingent upon available space in the program.

Transfer credits are awarded according to the policy as stated in the college catalog. In some instances, course syllabi (including course description, outline, and/or competencies achieved) may be required in order to award transfer credit. All transfer students must complete at least 25% of the credit hours required for the Radiation Therapy program at PCC. Within the 25%, at least 12 credit hours must be major courses work with the RTT or DOS prefix. Credit by examination cannot be included in the 25% requirement.

To be considered for transfer, students must complete the following steps:

- Complete an application for admission to the college.
- Submit official transcript from high school or high school equivalency diploma. Applicants with a bachelors degree are exempt.
- Submit official transcripts from all colleges/universities attended.
- Submit to the Program Director a letter requesting consideration for transfer in addition to a letter of recommendation from the program director at the transferring college. The letter of recommendation must state the student is in good academic standing and has passed courses with a “C” or better and is not on any form of academic or clinical probation or suspension.

8.4 Experiential Learning

The Health Sciences Division does not consider experiential learning or life experiences for transfer credit evaluation. However, students who evidence prior proficiency for a

course due to previous work or life experiences may apply for credit by examination. Contact the program director for more information.

8.5 Change of Major Policy

Health sciences programs have special admissions requirements. Until these requirements are met, students are enrolled at the college as an Associate in General Education (AGE) major or special credit student. Once accepted into a health sciences program, the major will be changed by health sciences staff. Accepted students are not required to submit a request for the change of major. Students will not be allowed to register for health sciences prefix courses until the major has been changed.

The health sciences major will be ended for the following:

- Applicants accepted to a health sciences program but do not enroll.
- Students who fail, withdraw, or are dismissed from a health sciences program.

In any of these instances, students choosing to take classes at the college in subsequent semesters must contact a student success advisor at 252-493-7245 to select an alternative major. In addition, students may also contact the AGE department at 252-493-7456.

8.6 Double Major Policy

Students who double major are taking classes for two different programs simultaneously. It is challenging for most students to double major while enrolled in any health sciences program because the course load is often too heavy and it is difficult to align the course schedule for two programs.

Students must receive approval from the program director to double major. Students unable to provide a career and educational plan that validates the need to double major will not be approved. The program director reserves the right to deny or rescind approval to double major for any student that demonstrates academic difficulty while enrolled in the program or does not follow the approved educational plan.

Students approved to double major must submit a "Request for Double Major Form" to the Admissions and Records Office. Request for Double Major Forms must be signed by the program directors of both programs.

8.7 Medical Examination/Immunizations

Students admitted to health sciences programs are required to have a physical examination to determine if they are physically and emotionally capable of performing the essential functions of the program and must submit a completed medical form. A record of immunizations, including, but not limited to, an annual Influenza vaccine must be included with the medical form. A medical or religious exemption for vaccines must be approved by the clinical site(s). PCC does not grant vaccine exemptions in lieu of the

clinical site(s) and does not guarantee vaccine exemptions will be approved by the clinical site(s).

Students will be required to have a follow-up medical form completed if any changes in physical and/or emotional health are noted while enrolled in the program.

Students are encouraged to keep copies of all medical information submitted. Copies will not be provided after submission to the college without a signed Medical Form Request.

8.8 Professional Licensure Disclosure Statement

Programs at Pitt Community College that prepare students for professional licensure/certification are designed to prepare a student to apply for applicable licensure/certification in North Carolina. Residents outside of North Carolina who desire to enroll in a course or program leading to professional licensure/certification may review the licensure disclosure to determine the status of a course or program in each state.

Professional licensure/certification disclosures may be found at www.pittcc.edu (search Professional Licensure/Certification) and indicate whether PCC:

– meets **state** educational requirements for licensure or certification
– does not meet **state** educational requirements for licensure or certification
– or a determination has not yet been made

Questions related to professional licensure should be forwarded to the program contact noted on the respective licensure disclosure.

8.9 Special Admission Considerations

Admission of applicants residing outside North Carolina to an online health sciences program or individual online health sciences courses is dependent on the College's ability to secure authorization from the applicant's state of residence and state for which clinical practice will be completed, if such authorization is required. Individuals interested in applying to online health sciences programs or courses who do not reside in an authorized state, should not begin the health sciences admissions process until authorization is verified.

Applicants unable to provide and maintain active appropriate documentation of legal presence in the U.S. are not eligible for admission to health sciences programs with competitive admission and/or health sciences programs requiring clinical practice at a facility in the U.S.

Clinical placements are not permitted in facilities positioned in geographic locations outside U.S. jurisdiction.

9.0 Progression

9.1 Evaluation and Guidance

9.1.1 Evaluation

Student evaluation begins prior to admission to the program when the application to enter the College, placement test scores, and high school and college transcripts are reviewed by the Admissions Office and Health Sciences Admissions Specialist.

Once enrolled into the program, a planned program for regular evaluation of each student's progress is instituted in the first semester and is ongoing until the student completes the program. Students are required to participate actively in the process of evaluation. Specific evaluation processes are outlined in each course syllabus.

9.1.2 Guidance

Students are assigned a faculty advisor to guide them in creating and meeting academic goals.

The faculty advisor is responsible for:

- Meeting with each student in order to create and discuss an academic educational plan and to set academic goals;
- Maintaining contact and assisting students with adhering to their academic plan, meeting curriculum requirements, and fulfilling academic goals;
- Assisting students with College policies and procedures;
- Preparing students for graduation through the completion of a graduation audit and guidance in making career-oriented decisions;
- Acting as the student's representative when needed and providing direction for additional campus resources; and
- To post office hours, showing when available for consultation with students.

Students are responsible for:

- Contacting their advisor each semester before registering for classes so the advisor can evaluate academic progress, review educational plan, and confirm completion of program requirements;
- Meeting with their advisor prior to program completion/graduation in order to have graduation audit completed.
- Maintaining regular class attendance and a strong GPA, seeking guidance from their advisor when additional campus resources are necessary.

The Student Services Division provides a variety of counseling services to students. Counseling services are available at no charge to every student from pre-admission through graduation. Counseling services provided include admission counseling, group counseling, academic counseling, personal counseling, and social counseling.

9.2 Academic Progression

A program grade point average of 3.0 is required for a student to enter and re-enter the program. A program grade point average of 2.0 is required to progress and graduate from the program. A student whose program grade point average falls below 2.0 at the end of any semester will be allowed one semester in which to raise his/her program grade point average to 2.0.

Students must have a grade of "C" or higher in all curriculum courses in order to progress through the curriculum and graduate.

The curriculum is designed so that each semester's requirements must be met before proceeding into the next semester.

In the event that physical or mental impairments exist or arise which may interfere with the performance of classroom, laboratory, and/or clinical activities, the student will be referred to a physician. A letter of treatment or medical clearance will be required before the student may progress further in the program. The student, program faculty, and PCC Office of Accessibility Services staff will jointly decide upon an individual plan of progression, including any applicable reasonable accommodations. Physical and/or mental impairments that do not respond to treatment within a reasonable period of time or reasonable accommodations may result in dismissal from the program. At any time, a faculty member may remove a student from clinical practice if the student demonstrates any behavior which is in conflict with safe patient care. Please refer to the Essential Functions (Section 12.1) to determine the skills and abilities necessary to function as a Radiation Therapy Program student.

Any student who has a positive drug screen after enrollment in the program, whether the drug screen is completed to meet a clinical requirement or for just cause (refer to Section 16.3), will be dismissed from the program. Refusal to complete a drug screen when requested or failure to complete a drug screen by the specified deadline will be treated as a positive result. Expense associated with the drug screen is the responsibility of the student.

Instruction and/or clinical experiences that must be suspended for extenuating circumstances (i.e., pandemic, inclement weather, etc.) may slow academic progression and result in a delay in graduation.

9.3 Grading System

LETTER	NUMERICAL EQUIVALENTS	QUALITY POINTS PER SEMESTER HOUR
A	93-100	4
B	85-92	3
C	78-84	2
D	70-77	1
F	Below 70 (failing)	0

9.3.1 Incomplete Policy

A temporary grade of Incomplete ("I") is issued at the discretion of the program director if the student is enrolled past the 75% point of the course and has a "C" or better in the class but needs more than one semester to complete the requirements of the course due to extenuating circumstances. Examples of extenuating circumstances include illness or injury requiring hospitalization or long-term recovery, natural catastrophe, or family emergency.

When an "I" is issued, the course requirements must be completed within a specified time frame determined by the program director. This time frame can be no more than eight weeks from the beginning date of the next academic term, including summer. Incompletes not finalized within the appropriate time frame will convert to an "F." An extension of the 8-week time frame may be made by the Dean of Health Sciences.

Because of incomplete work, a grade of "I" receives no grade or quality points.

A student receiving an "I" in a prerequisite course may not proceed to the sequential course.

9.3.2. Grade Awarded After Dismissal

A student dismissed from the program for an academic-related reason will be withdrawn from the course in which the dismissal occurred and any clinical course(s) for which the student is currently enrolled. A student may elect to complete any other courses in which the student is enrolled. However, the student will be unable to progress in the program in subsequent semesters.

A student dismissed for cheating or other types of misconduct will receive an F for the course in which the incident occurred and withdrawn from all other courses for which the student is currently enrolled.

Eligible students interested in re-applying to the program should refer to Section 8.2-Re-Admission Policy.

9.4 Withdrawal

9.4.1 Withdrawal Deadline

Students may withdraw from a course(s) by requesting a withdrawal from their advisor/instructor before the 75% point of the term. Student-initiated withdrawals will show on a student's transcript as an "OW".

Students may be withdrawn by the instructor for safety or violations that prevent them from continuing in the class.

Students who stop participating in a course and do not withdraw by the 75% point will receive the grade earned in the class. The final grade may be an A, B, C, D, F, P, R, IP, or I. Students should be aware that any missed class work will be counted in the calculation of the final grade. Students should refer to PCC's Incomplete Policy for more information on "I" grades.

Students may file an appeal to officially withdraw after the 75% point. Appeals must be submitted online and be accompanied by documentation in support of extenuating circumstances.

9.4.2 Exceptions for Withdrawal

Students wishing to officially withdraw after the 75% point of the term (or class) must file an appeal. Exceptions will be granted, with appropriate documentation, for the following reasons: Medical/Psychological, Legal, Safety Concerns, Military Obligations

9.4.3 Appeal for Official Withdrawals

If a student believes he or she has extenuating circumstances which justify an exception to the standard withdrawal policy, he or she may appeal to the Withdrawal Appeal Committee

- All requests must be received in writing and must include supporting documentation (i.e, drop/add forms, medical verification, military orders, etc.). Appeals received without the required form and proper documentation will not be considered.
- Appeals may be submitted at any point during the term up to the 12th week of the following term, as listed in the academic calendar. Appeals beyond this limit will not be reviewed. Students will receive a response to their appeal within 30 days of the submission date.
- Withdrawal procedures and add/drop deadline dates are widely publicized. Therefore, appeals based on a student's lack of awareness will not be reviewed.
- Appeals will be limited to a total of three (3) per student during his or her tenure at PCC.
- Approval of Appealed OW's will not count toward the limit of eight (8) withdrawals per student.
- All Appeals Committee decisions are final.

The Withdrawal Appeals Committee does NOT, under any circumstances, take phone calls or schedule appointments.

9.4.4 Criteria for Appeals

- Death in the student's immediate family (parent, sibling, offspring, spouse)
- Unforeseen medical incapacitation of student or immediate family member
- Illness or injury of the student of such severity or duration that competent medical authority certified that completion of the course is/was precluded

- Family circumstance of such severity that the student's presence is/was required away from school and precluded completion of the course
- Involuntary call to Military Duty - orders must accompany appeal
- Legal obligations and/or circumstances that prohibit student from completion of the course

9.4.5 Limit on Number of Withdrawals

All Pitt Community College students will be limited to eight (8) withdrawals while at PCC. Students who wish to withdraw from a course after reaching this limit will need to file an appeal. (Refer to section regarding "Exceeding OW Limits and Effects on Academic Standing")

9.4.6 Exceeding OW Limits and Effects on Academic Standing

Once a student has accumulated eight (8) official withdrawals, the student will be classified as Ineligible for Official Withdrawal, where he/she will be ineligible for further official withdrawals. Any instructor initiated withdrawal will be equated to an F in the course. Students who wish to be reclassified as Eligible for Official Withdrawal must do one of the following:

- Repeat and successfully complete a course with a C or better final grade for which the student previously received an official withdrawal. Students will be eligible for one additional official withdrawal for each OW course they repeat and pass with a grade of C or better.
- Complete 3 consecutive semesters of six (6) credit hours or more with a 100% pass rate.
- Not enroll at PCC for 6 consecutive semesters (2 years). Students in this category must reapply for admission and upon readmission they will revert to Eligible for Official Withdrawal Status and may now accumulate up to an additional eight (8) official withdrawals.

If an additional official withdrawal is obtained for a student who has regained eligibility to withdraw, the student will again revert to Ineligible Official Withdrawal Status, and once again have to complete one of the previous stipulations to regain Eligible for Official Withdrawal Status.

9.4.7 Re-admission after Withdrawal

A student who withdraws from the program is not guaranteed re-admission to the program. A student who withdraws from the program must meet eligibility criteria to re-apply and follow the re-admission guidelines outlined in Section 8.2.

9.5 Good Academic Standing

Good academic standing is defined as a student who is currently enrolled in the Radiation Therapy Program, passing courses with a C or better, and not on academic or clinical probation or suspension.

10.0 Attendance

10.1 Class/Lab Attendance

Pitt Community College attendance applies. Students are expected to be in attendance for all class meetings. This attendance policy is stated in the Pitt Community College catalog and individual course syllabus.

Makeup Policy: Students must notify the instructor within 24 hours of the test time to receive their scheduled time for makeup. Failure to comply will result in a grade of zero.

10.2 Clinical Attendance

Students are required to attend all clinical experiences. In addition to all patient-care situations, clinical experiences include all alternate experiences scheduled for clinical days.

When a student is going to be absent from clinical practice, she/he must notify the instructor prior to the scheduled clinical time. It is the student's responsibility to call and talk with the instructor in person either at the office or at the clinical facility and notify the area of his/her rotation. Failure to comply will result in a 10-point penalty (to be deducted from the rotation evaluation) and an alternate make-up date will be assigned. If the student is unable to reach an instructor immediately, a message should be left with a staff member in the Radiation Therapy program. The student must continue calling until he/she has spoken directly with his/her instructor.

Please understand that it is the student's responsibility to contact the instructor personally prior to the absence and discuss the situation with him/her before the scheduled meeting time.

Any student, who works 11-7, 12-8 or any other night shift prior to a clinical day will be asked to leave the clinical area and will be required to make the day up at the end of the semester.

It is the program faculty's discretion to decide upon when make-up dates and scheduling of time for make-up of clinical education is assigned. When a student misses additional clinical days scheduled for any one course the situation will be evaluated to determine the measures necessary for successful completion of the course requirements.

10.3 Illness/Injury During Clinical Attendance

If a student becomes ill or is injured during clinical practice, the student should notify his/her clinical instructor and proceed as directed. Students will not be treated in the clinical area. All costs involved in medical treatment are the responsibility of the student.

10.4 Inclement Weather

The program follows the schedule of the College during times of inclement weather. Announcements will be made via PCC Alerts and Messaging (refer to Section 18.6), radio, and television as to the closing of the College. However, students should exercise personal judgment concerning highway conditions regardless of College announcements, particularly those commuting to outlying areas for clinical practice. Students should notify the clinical coordinator and clinical facility of their absence during times of inclement weather.

10.4.1 Health Sciences Clinical Rotations and Remote Learning

In the event the PCC is closed due to inclement weather or an emergency, Health Sciences students participating in *remote learning* or *clinical rotations* may be permitted to continue with scheduled clinical activities when appropriate. Continuation of clinical rotations will depend on the geographical location of the clinical site and the proximity of the storm or emergency conditions relative to the College. Clinical rotations may proceed if conditions at the clinical site are deemed safe and the clinical partner remains open. Final decisions will be made in consultation with program faculty, clinical site leadership, and Dean to ensure student safety and compliance with program and accreditation requirements.

When time is missed due to inclement weather, makeup days will be added to the semester to ensure that students receive the full contact hours of instructional time required for each course.

11.0 Evaluation

11.1 Class/Lab Evaluation

The Radiation Therapy program provides a course syllabus that identifies course requirements that evaluates student learning.

11.2 Clinical Evaluation

The Radiation Therapy program provides clinical evaluations for each course based on the syllabus given at the beginning of each semester.

11.3 Clinical Probation/Dismissal

In the clinical areas, the clinical instructors use their professional judgment in determining if a student is incapable of performing patient care or presents a threat to the health and safety of the patients. A student may be placed on clinical probation or dismissed from the program for reasons which include, but are not limited to the following:

- Unprofessional behavior and/or appearance.
- Performance (verbal or written) that threatens the health and safety of the patient, student, peers, clinical staff, and instructor.
- Unprepared for medication administration, medical errors, and medication administration without instructor approval.
- Unsatisfactory clinical practice.
- Texting during clinical time/patient care for personal use.
- Utilizing clinical computers to access the internet for personal use.
- Violation of College's Student Code of Conduct Policy.

It is the program director's decision whether the situation warrants clinical probation or dismissal from the program.

The clinical instructor who places a student on clinical probation will meet with the student and the clinical coordinator prior to the next scheduled clinical session to complete a written Performance Improvement Plan (PIP). The PIP will state the conditions of the probation and deficiencies which must be corrected. Failure to comply with a clinical probation PIP will result in an **F** for the clinical course.

A student that is dismissed from the program may request a hearing. Refer to 20.0 Health Sciences Appeal Process.

11.4 End-of-Course Evaluations

End-of-course evaluations are an important part of the College's efforts to improve teaching and learning. At the end of each semester, students are expected to provide feedback on the quality of instruction for each course. Responses are anonymous and do not contain any identifying information that would allow the responses to be tracked back to individual students. Faculty may require each student to validate completion of all end-of-course evaluations.

12.0 Clinical Guidelines

12.1 Essential Functions

Essential functions are those considered to be necessary or fundamental to performance of a job. In postsecondary education, the student's job is to learn and participate in an

academic environment and the clinical environment as well. The student, with or without reasonable accommodation, must possess these essential functions.

Physical Demands

- Sit on a chair.
- Push and pull routinely.
- Be able to make color distinctions.
- Lift 20-50 pounds occasionally and 10-25 pounds frequently.
- Be independently mobile within a building and between buildings.
- Travel to and from clinical placements, fieldtrips, and assigned locations off campus.
- Show sufficient balance to protect and assist patient(s).
- Demonstrate strength, agility, and flexibility to manipulate and position a patient.
- Have endurance and attention to actively engage in 7 hours of patient treatment or classroom activities each day, 4 days a week.
- Reach and grasp overhead, in front of the body, to the sides and down.
- Demonstrate fine motor coordination/dexterity to be able to grasp, handle, hold, cut, push, pull, and feel.
- Identify and respond to changes in temperature in modalities and in the patient.
- Work in confined spaces such as assisting patients in a bathroom or working in an office with several people.
- Have full use of hands, wrists, shoulders, and work standing on feet 80% of the time.
- Distinguish audible sounds.

Communication Skills

- Audibly communicate with clarity in person to exchange accurate information on a one-to-one basis, in a small group, large classroom setting, or large group.
- Produce at least one method of legibly written communication in standard and organized English such that 80 words can be produced in 20 minutes.
- Use therapeutic communication: attending, clarifying, coaching, and facilitating, and using and responding to nonverbal communication.
- Communicate effectively, efficiently and appropriately with peers, faculty, supervisors, other professionals, patients, and their significant others.
- Demonstrate sufficient observational skills to collect data on patient performance, and assure patient safety during treatment activities.

Personal Traits

- Work within clinical environments, which involve exposure to persons with physical and mental disabilities; and to pain, grief, death, stress, communicable diseases, blood and body fluids, toxic substances, noxious odors and irritating particles.
- Work with a diverse patient population including persons of various ages, ethnic, racial, religious, alternative lifestyle, and socioeconomic backgrounds without prejudice or repulsion.
- Conduct oneself in accordance with professional ethics.
- Exhibit teamwork skills and a spirit of cooperation and respect for peers, faculty, supervisors and other professionals, patients and their significant others.
- Work around others and alone.
- Modify behavior/performance in the classroom or the clinic after feedback from the instructor or clinical supervisor.

- Show problem-solving ability sufficient to organize and complete multiple tasks accurately and within assigned periods.
- Independently initiate routine job tasks.
- Respond independently and quickly to an emergency.
- Demonstrate competency in clinical judgment and safety precautions.
- Maintain poise and flexibility in stressful or changing conditions.
- Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.
- Interpret instructions furnished in oral, written, diagrammatic or schedule form.
- Carry out detailed, simple to complex written or oral instructions.
- Comprehend medical records, documents, evaluations, manuals, journals, instructions in use and maintenance of equipment, safety rules, and procedures.
- Interact compassionately and effectively with the sick or injured.

Please notify the Office of Accessibility at 252-493-7595 or talk to your instructors privately if you have a need for a disability-related accommodation. It is the student's responsibility to request reasonable accommodations if needed.

Accommodations prescribed by the Office of Accessibility are specific to the classroom and testing environments.

12.2 Professional Guidelines

The following are professional guidelines that all students are expected to follow at all times during clinical practice. The student will:

- Comply with all policies of the College, Department, and clinical facilities, state and federal laws, and the Patient's Bill of Rights.
- Follow the Department dress code.
- Keep patient information confidential. Discussion of patient information will take place only in clinical conferences or in private conversations with clinical instructors. Failure to comply with agency confidentiality policy will result in immediate dismissal.
- Be punctual in arriving to the clinical facility and report to the clinical instructor when leaving the clinical area.
- Report patient situations accurately, regardless of reflection upon self. If the situation requires an incident report, the student will complete the report according to the clinical facility's policy.
- Ask for supervision and assistance when needed and as directed.
- Utilize time efficiently and constructively.
- Demonstrate self-confidence in administering patient care.
- Complete all written work on time.
- Interact professionally with College faculty, clinical instructors, and members of the health care team, patients, and peers.
- Address all clinical instructors, members of the health care team, patients, and peers with their appropriate title.

- Perform self-evaluation of attainment of clinical practice objectives.
- Administer IV push medications at the discretion of and in the physical presence of their instructor.
- Avoid the use of tobacco products and unregulated nicotine products (i.e., e-cigarettes).
- Avoid the use of profane or obscene language and unprofessional behaviors.
- Avoid chewing gum.
- Avoid texting during clinical time/patient care for personal use.
- Avoid utilizing clinical computers to access the internet for personal use.
- Avoid blogging, posting personal status updates, and engaging in online activities during clinical hours unless intended for appropriate clinical and research purposes.

12.3 Student Appearance

Students are representatives of the College, Radiation Therapy Program, and medical imaging profession. Students are expected to dress and conduct themselves in a manner which will reflect dignity of the profession and be good examples of cleanliness and health.

The purpose of these guidelines is to define the image of professionalism and to promote student and patient safety, comfort, and professional impression. This policy balances the expectations of professionalism with student desires for comfort and individual expression.

Students will comply with these guidelines, which are minimum standards for professional dress and appearance appropriate for today's quality healthcare workplace environment. Students will also adhere to dress standards established by the clinical facilities and Department as appropriate for the job duties and profession. Faculty and clinical instructors reserve the right to determine at its discretion what is and is not appropriate workplace attire and to address issues as they arise.

Name badges (and identification badges, if required by a clinical facility) are essential to dress as they identify students to patients, patient's family members, visitors, and members of the healthcare team. Students are required to wear their badges at all times while in clinical practice. Badges must be worn above the waist and displayed so that the information noted on the badge is always visible (not covered or reversed). Badges should not be covered with pins, ornaments, stickers, or any other objects. Clinical instructors may prohibit a student from participating in clinical practice without their badge(s).

Personal hygiene is critical to the professional appearance and perception of a healthcare professional. Particular attention should be given to skin, fingernails, hair, bathing, proper oral hygiene, and use of deodorant as needed. Students must keep their hair clean, well groomed, and away from the face in an orderly fashion that does not present a safety hazard. Beards, mustaches, and sideburns are to be neatly trimmed and groomed. The use

of excessive makeup and strong fragrances should be avoided. Artificial nails are not permitted. Offensive or inappropriate tattoos must be covered. For the purpose of this policy, inappropriate means any tattoo deemed by faculty to be inconsistent with the standards of a professional quality health care program.

Student uniforms should only be worn while performing clinical practice and while traveling to and from the clinical facility. The uniform may not be worn at any other time except while on the College campus. The student uniform shall consist of a uniform pantsuit (as specified by faculty). Females may choose to wear a uniform dress (as specified by faculty), which shall be no shorter than mid-knee. All students are required to wear a lab jacket during any clinical activity not requiring a uniform, as outlined in the program syllabus. All uniforms should be clean, fit properly, be in good repair, and pressed or ironed as needed. Students must wear appropriate undergarments to avoid an unprofessional appearance. Leather (other than shoes) and sheer garments should be avoided.

Low-heeled clean leather or sneaker style shoes, are required for all students as outlined in the program syllabus. No extreme colors. Shoes should be clean, in good repair, and coordinated with the dress attire. Open toed shoes, casual foot wear, and beach foot wear is not permitted. White, black, or gray socks (depending on uniform color) are required to be worn with uniform pantsuits. White or neutral color hosiery is required to be worn with uniform dresses. Uniforms should not be worn outside the clinical arena, e.g. shopping, restaurants, etc. Nail polish is not to be worn in the clinical arena.

Jewelry and accessories should be kept to a minimum. Excessive jewelry and accessories can create an unsafe environment and distractions. Jewelry and accessories that are distracting in size and number are to be avoided. Only one (1) pair of stud earrings in earlobes is allowed. Offensive jewelry and accessories are not permitted. Facial, tongue, and other visible body piercings, except for earrings are not permitted. Fashion headwear should be avoided.

Students should not wear hooded sweatshirts, sunglasses, or hats inside clinical facilities unless for medical reasons. The use of cell phones, earphones, headphones, IPODS, etc. is not permitted in the clinical areas.

Please note that some clinical facilities may alter or create more stringent guidelines than those outlined in this policy. In these instances, those requirements must be met in order to proceed with clinical practice rotations.

12.4 Impaired Thinking

Impaired thinking constitutes a risk to patient safety. Impaired thinking is evidenced by an inability to make appropriate judgments and carry out functions in relation to the delivery of patient care. Impaired thinking may be the result of fatigue, anxiety, sleep deprivation, medication use, illegal drug use, alcohol use, etc.

Any faculty member, clinical instructor, or representative of the Health Sciences Division who determines that a student is exhibiting evidence of impaired thinking will ask the student to leave the clinical area. The student may be given a clinical absence and/or unsatisfactory clinical grade depending on the situation, placed on clinical probation, and/or dismissed from the program.

12.5 Student Health Reporting Policy

All students must notify the clinical coordinator of any and all contracted diseases or health problems that might or could jeopardize the health of others.

12.6 Infection Prevention & Control: What Students Need to Know

Students will adhere to Pitt Community College's and clinical agency policies and procedures related to infection control and potential blood borne pathogen exposure.

Keeping yourself and your patients safe is one of the most important parts of working in any healthcare environment. Infection prevention isn't just a policy — it's something you practice every day during your clinical rotations. Here are the key things you'll be expected to do and understand.

Why Infection Prevention Matters
Infections can spread quickly in healthcare settings, especially to people who are already sick. By following simple safety steps, you help protect patients, families, visitors, and your healthcare team. Your actions make a real difference.

1. Clean Hands = Safe Care
Hand hygiene is the most effective way to stop the spread of germs. You should clean your hands:

- Before and after touching a patient
- After touching equipment or surfaces
- After removing gloves
- Anytime your hands feel dirty

Use alcohol-based hand sanitizer when your hands aren't visibly soiled, and soap and water when they are.

2. Cover Coughs and Sneezes
Good respiratory etiquette helps prevent the spread of illnesses like flu, COVID-19, and other respiratory infections.

- Cough or sneeze into your elbow or a tissue
- Wear a mask when required
- Encourage patients to do the same

3. Use the Right Precautions
You'll learn two main types of precautions:

- **Standard Precautions:** Used for *every* patient, every time
- **Transmission-Based Precautions:** Extra steps for germs that spread more easily (like Contact, Droplet, or Airborne precautions)

These precautions help you choose the right protective equipment and behaviors for each situation.

4. Personal Protective Equipment (PPE)
PPE protects you and your patients. You'll practice how to put it on (don) and take it off (doff) safely. Examples include:

- Gloves
- Gowns
- Masks or respirators
- Eye protection

Using PPE correctly helps prevent accidental exposure.

5. Keep the Environment Clean
A clean space is a safer space. You'll help by:

- Wiping down equipment
- Keeping your workspace tidy
- Following your site's cleaning and disinfecting procedures

Even small actions help reduce the spread of germs.

6. Speak Up About Safety
If you see something that could cause an infection — or if you think a patient may have a healthcare-associated infection (HAI) — tell your instructor or the clinical site staff right away. Reporting concerns helps keep everyone safe.

12.6.1 Infection Control Exposure Protocol

Because of the nature of the health care profession, students participating in required clinical education experiences will find themselves at risk for exposure to infectious diseases. **It is essential that all students carry health insurance to cover health care expenses incurred in treatment following exposure to infectious diseases. Health insurance may be required to perform clinical practice at some clinical sites.** The college and clinical sites are not responsible for a student's health care expenses incurred in treatment following an exposure. Students are not covered by worker's compensation benefits.

Any student who has an exposure to blood or body fluids of a patient should (1) wash or irrigate exposed areas immediately with soap and water and (2) report the incident immediately to the clinical instructor. Exposure includes percutaneous injury with a contaminated sharp object (needle, lancet, broken slide, etc.) and exposure of mucous membranes or open skin lesions to blood or body fluid of a patient.

It will be the student's responsibility to advise his/her clinical instructor and clinical coordinator immediately when an exposure has occurred and complete the following steps.

Step 1. Student should complete an incident report form according to the guidelines of the clinical facility in which the exposure occurred.
Step 2. The clinical coordinator will notify infection control staff at the clinical facility who will assess the situation and make appropriate recommendations, including any required testing and/or medical treatment. Student must comply with all recommendations. Any expenses associated with testing and/or medical treatment are the responsibility of the student.
Step 3. The clinical coordinator must fill out a report and forward to the Assistant Vice President of Student Support verifying that an exposure has occurred. The report should document if medical intervention is warranted. This report must be submitted within 48 hours of the date of incident.
Step 4. The Assistant Vice President of Student Support (or designee) will follow up with the student.

There are treatment options shown to prevent health care workers from having a conversion to HIV+ following an exposure to HIV. This treatment may prevent the student from getting sick. Students should receive treatment within two hours of exposure.

12.7 General Safety Guidelines

Safety for patients, students, employees, visitors, and property is always the first consideration in healthcare.

Emergency Alerts. All NC healthcare agencies are converting to a plain language alert system. Refer to each healthcare agency's emergency management guide for alert guidance and emergency phone numbers.

Type of Alert	Example of Plain Language	Announcement	Code Name
Emergency	Fire/Alarm	Facility Alert + Fire/Smoke Alarm + Descriptor + Location	Code Red
Security	Missing Infant/Child	Security Alert + Missing Person + Descriptor (Infant/Child) + Location	Code Pink
Medical	Medical Emergency	Medical Alert + (Type of Emergency Incident) + Descriptor + Location	Code Blue

Fire Safety. Three elements required to start a fire are heat, fuel, and oxygen. Only equipment that is in immediate use is allowed in the hallway. All other equipment is to be stored in a designated storage area. Firewalls separate the building into smoke compartments. Each stairwell is a smoke compartment. Remember smoke kills more people than most fires. Do not use elevator during a fire.

When responding to alarms and drills, remain calm, listen for instructions, and make sure all hallways and means of egress (equipment) are cleared and unobstructed.

To respond to a fire, remember RACE:

R - Rescue anyone in immediate danger
A - Activate the alarm and call the emergency number
C - Close doors and window
E - Extinguish if possible/Evacuate if necessary

To use a fire extinguisher, always remember the acronym PASS:

P – Pull the pin
A – Aim at the base of the fire
S – Squeeze the handle
S – Sweep from side to side

Hazardous Materials. Chemicals are harmful if they enter the body by inhaling, swallowing, or through the skin. Chemical hazards can be:

- Physical – Physical hazards can cause a dangerous situation like a fire or explosion.
- Health – Acute health hazards hurt you rapidly, after a short exposure (i.e. poisoning and chemical burn). Chronic health hazards harm you more slowly, after a long term exposure (i.e. cancer and heart damage).

Safety Data Sheets (SDS) and labels are the best sources of information about a chemical's hazards and how to control them. Each department must maintain a current chemical inventory and an SDS for each chemical used or stored in their department.

All chemical containers within a department must have a label naming the chemical and an adequate hazard warning when a chemical product is transferred to a second container with proper label attached. Never assume that contents of an unlabeled container are

harmless and never use unidentified chemicals or containers. All chemicals should be stored in approved locations and disposed of properly.

Handling chemicals requires proper training and the use of PPE to protect yourself from exposure. If a chemical spill occurs on PPE, remove the equipment immediately. Properly rinse away chemicals spilled on other sources (i.e. floor, equipment, etc.).

Any student who may be exposed to hazardous chemicals should know how to use emergency eyewash equipment. For chemical splashes to the eyes hold both eyelids open and roll the eyeballs so water flows on all surfaces in the folds surrounding the eyeballs. A minimum of 15 minutes is recommended for initial first aid irrigation and dilution of a chemical splash to the eyes, face and body.

Immediately report chemical spills, leaks, or accidents to the clinical instructor. In the event of a significant chemical spill, you should avoid the area until "all clear" is announced. Trained personnel will respond. Departments nearby should prepare to receive re-routed traffic and be ready for evacuation or to assist if needed.

If a chemical spill/exposure happens in the community and the clinical facility is expecting to decontaminate and treat victims in the emergency department, external hazmat precautions will be initiated. Students should report to the clinical instructor.

Waste Management. Biohazardous waste or regulated medical waste includes blood or body fluids > 20 ml, microbiologic waste, pathologic waste (specimens, tissues, organs), bloody dressings and gauze, blood transfusion bags and tubing, materials used for cleaning blood spills if > 20 ml, and sharps containers used for syringe and needle disposal.

Unregulated waste includes plain IVs (those with no medications instilled and that can be emptied down the drain such as saline, D5, lactated ringers, potassium, and electrolytes) and empty IVs, vials, wrappers and syringes. An item is empty if it contains 3% or less of its original volume.

Pharmaceutical waste includes medications partially administered in vials, ampules, leftover or unused, not given, or refused such as IV bags and tubing with medication remaining, oral medications, ointments and creams, physician samples, and narcotics.

You should follow the clinical facility's procedures for proper disposal of all forms of waste.

Sharps Safety. Sharps safety devices are designed for protection and, by law, MUST be used. Examples of sharps safety devices include needles and syringes used for intramuscular or subcutaneous injection, safety needles and lancets, phlebotomy devices, and IV safety catheters. Sharps should be discarded in a sharps disposal container or using an approved alternative method for home use.

Electrical Safety. One of the main causes of electrical fires and electrical related injuries is due to current overload. All extension cords and appliances that come from the factory with a ground plug that are used in the facility are required to have a continuous ground. This means that the ground prong must be in place. All extension cords used in a wet area are required to have a Ground Fault Circuit Interrupter (GFCI). A GFCI is a supersensitive, rapid action power switch that disconnects a circuit as soon as it detects current leaking to the ground. Electrical panels and equipment are required (OSHA) to have a minimum clearance of thirty-six inches of clearance in front of them. They also require a path of not less than two feet for access and egress.

Report any damaged equipment to your instructor as soon as you identify the hazard. Do not use tools/equipment that has been damaged.

Radiation Safety. Signs must be posted in rooms where radioactive materials are stored or used. Do not enter these rooms without proper supervision. Only properly trained individuals may handle or administer radioactive materials. When unattended, radioactive materials must be secured. Food should not be stored or consumed in areas where radioactive materials are stored or used.

Gas Cylinder Safety. Compressed gas cylinders (i.e., oxygen tanks) must be handled with extreme care – it's federal law. Gas cylinders must be clearly labeled for easy identification and must be secured with a chain or in a rack when stored. Only approved carriers may be used to transport gas cylinders during transport as these carriers are designed for this purpose. Limited quantities of gas cylinders should be stored in one location. Ready to use and empty tanks must be stored separately.

Magnetic Resonance Imaging (MRI) Safety. The magnet is always on in the MRI area. The closer one is to the magnet the stronger the magnetic field/pull becomes. Individuals with pacemakers and certain other metallic implants should not enter the MRI area. Oxygen cylinders and other metallic items should never be carried into the MRI area. **No one shall enter into the MRI area without the technologist present.**

Bomb Threat. In response to a bomb threat announcement, you should report to your clinical instructor and follow these guidelines.

- Immediately check your department or area for any items that do not belong.
- Call security to report anything found that could be related to the threat.
- Refer to clinical facility's policy or ask clinical instructor for instructions.
- Prepare to evacuate if directed.

Disaster. A disaster can change the way a clinical facility will deliver services. Examples of a disaster include an infectious disease outbreak, mass casualty incident, and weather related disaster. Students should follow the clinical facility's disaster plan as instructed.

Security Alert. A security alert is issued when there is an incident of civil or emotional upset that threatens the safety of patients, visitors, and staff. Potential reasons to activate a security alert includes, but is not limited to heightened emotional or behavioral response

even after de-escalation attempts, hostile/aggressive verbal communication, active shooter or visible weapons, physical altercations, hostage situations, and communication of threats.

Active Shooter. If an active shooter (armed intruder) is in your vicinity, follow these guidelines.

RUN – escape if possible
HIDE – if you can't escape
FIGHT – if you are confronted by the armed intruder
FOLLOW your healthcare agency's procedure
FOLLOW instruction by law enforcement officers

Missing Infant or Child. The first few minutes when an infant or child is missing are critical. Unless you are involved in a life-saving activity, search the area immediately. Report suspicious individuals carrying bags, bundles, infants or children to the clinical facility's security department. Quick, decisive action may result in finding the infant or child. Therefore, become familiar with clinical facility's policy.

12.8 Unsafe Practices

The Health Sciences faculty has both a legal and ethical responsibility to protect the public and health care community from unsafe practices. As a result of this obligation, students may be disciplined and/or dismissed from a program of study for practices which are deemed safety threats. Safety threats are those which threaten or have the potential to threaten the safety of a patient, a patient's family, another student, a faculty member, another health care provider, or themselves. Any faculty member or clinical staff who determines that a student cannot function at a safe level in clinical practice will notify the student to leave the area immediately and notify the clinical coordinator. The faculty member or clinical staff and clinical coordinator will discuss the situation and determine an appropriate course of action.

Any student denied clinical privileges by a clinical facility as a result of unsafe practices will be unable to complete the clinical portion of the program. A student who is unable to complete the clinical portion of a program will not be able to graduate.

12.9 Radiation Therapy Program Clinical/Lab Policy

Radiation Therapy students are required to wear their dosimeter during all clinical/lab activities. If a student arrives to clinical/lab without dosimeter, the student will not be allowed to stay and will be given an absence for the day.

Students must read their dosimeters between the 1st and 7th of each month. Students that have not read their dosimeter by the 10th of the month will not be allowed to attend clinic until it has been read. All missed time must be made up by the end of the semester.

The program's Dosimeter Policy is found in Section 21.7.

12.9.1 Radiation Dosimetry Reports

The radiation dosimetry report is located in the radiation therapy program director's office, Fulford 127. All reports are reviewed by the radiation therapy program director. If a questionable report is detected, the student will be notified immediately by the program director. Students must read their dosimeters between the 1st and 7th of each month.

12.9.2 Exceeding Exposure Limits

When a Radiation Therapy student/faculty exposure for a one month time period exceeds 100 mRems, the radiation therapy program director will give the student/faculty a Report of Radiation Exposure form to write a brief explanation of the circumstances causing the elevated exposure. Once the form is returned, the Radiation Therapy program director and student will meet to discuss safe radiation protection practices. The radiation therapy program director will then contact the Radiation Safety Officer for comments. Further action is based on the feedback from the RSO.

12.10 Pregnancy Policy

In accordance with NRC Regulator Guide 8.13, a pregnant student has the option of declaring her pregnancy or remaining undeclared. An undeclared pregnant student will continue in the program with no special consideration.

For the student that declares her pregnancy, a fetal monitoring badge will be ordered and monitored for maintaining fetal exposure below the 500 millirem (5 millisievert) limit. In addition, if a student receives 50 millirem (.5 millisievert) or more in a one-month time period the program director will meet with the exposed individual to review the circumstances resulting in the exposure. The student will be given a Report of Radiation Exposure form to write a brief explanation of the circumstances causing the elevated exposure. Once the form is returned, the program director will then contact the radiation Safety Officer for guidance.

Declared students will be allowed to remain in the program without modification. At any time after declaration of pregnancy, the student may withdraw her declaration by submitting a written statement to the program director.

If a student decides to declare her pregnancy, a Declaration of Pregnancy form is located in this manual. (See: 21.6) Form must be submitted to the program director.

12.11 MRI Safety Screening Policy

The program has established a safety screening protocol for students having potential access to the magnetic resonance environment. All students are required to complete a MRI safety module and Magnetic Resonance Imaging (MRI) Safety Screening Sheet to assure appropriate screening for magnetic waves and radiofrequency hazards. Any student with an electronic device will not be able to enter the MRI department. If a student has a foreign body and/or implant, clearance from the Magnetic Resonance Safety Officer is required. After the MRI Safety Screening sheet has been completed, if changes occur, notify the program director.

13.0 Graduation

13.1 Student Responsibility

Students are responsible for proper completion of the program, familiarity with all requirements of the curriculum, maintaining the grade point average required, knowing their academic standing, and meeting all other degree, diploma, or certificate requirements. Faculty advisors are available for assistance. However, the ultimate responsibility remains that of the student.

13.2 Graduation Requirements

Upon recommendation of the faculty and the approval of the College's Board of Trustees, the appropriate degree, diploma, or certificate will be awarded to students successfully completing the course requirements of the program. All students must:

- Complete course requirements as prescribed in the catalog of record.
- Earn a minimum of a 2.0 GPA in the required curriculum courses.
- Clear all financial obligations to the College.
- Complete at least 25 percent of credit hours required for the degree, diploma, or certificate at the College, of which 12 semester hours must be a major course with the appropriate departmental prefix designation for the degree or diploma.
- Apply for graduation by the posted deadline.
- Pay required graduation fees.

13.3 General Information

Students should meet with their advisors and complete their graduation checklists prior to registering for the students' last semester of attendance. Students must apply for graduation by the dates published on the College website in order to graduate at the end of their last semester.

In some cases, circumstances may warrant the substitution of a course for a course required for graduation. Substitutions must be approved by the student's advisor, the Dean, and the Registrar.

Students are eligible to graduate with honors if their major GPA is 3.50 the semester prior to graduation in the curriculum from which they are graduating.

Graduation exercises are held in May and December. Degree and diploma recipients are eligible to march.

Students pay for their caps, gowns, and diploma jackets. The College provides the degrees, diplomas, and certificates.

14.0 Credentialing and/or Licensure

All graduates are expected to successfully complete the American Registry of Radiologic Technologists Radiation Therapy Certification exam. After taking the boards and passing, the student's credential will be RT(T). If they already have a degree in Radiography, the student's credential will be RT(R)(T).

At this time, North Carolina does not require a licensure for the Radiation Therapists.

15.0 Legal and Ethical Standards

15.1 Code of Ethics

ASRT Radiation Therapy Code of Ethics

1. The radiation therapist advances the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
2. The radiation therapist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socioeconomic status.
3. The radiation therapist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions and acts in the best interest of the patient.
4. The radiation therapist adheres to the tenets and domains of the scope of practice for radiation therapists.
5. The radiation therapist actively engages in lifelong learning to maintain, improve, and enhance professional competence and knowledge.

15.2 Confidentiality and HIPAA

Patient confidentiality is critical for all health care providers and those in training. It is essential for preserving the trust that society has placed in all health care providers. Patient information, employee information, and clinical facility information is confidential. This is true whether the information is printed, written, spoken, or electronically produced.

Students may see or hear confidential information on:

- Patients and/or family members (such as patient records, conversations, and billing information)
- Medical Staff, Employees, Volunteers, Students, or Contractors (such as social security numbers, salaries, clinical information, billing information, employment records, disciplinary actions)
- Business Information (such as financial records, research or clinical trial data, reports, contracts, computer programs, technology)
- Third Parties (such as vendor contracts, computer programs, technology)
- Operations, Performance Improvement, Quality Assurance, Medical or Peer Review (such as utilization, data reports, quality improvement, presentations, survey results)

15.2.1 Examples of Breach of Confidentiality

Accessing information that you do not need to know to perform your job responsibility or services:

- Unauthorized reading of patient account information.
- Unauthorized reading of a patient's chart.
- Unauthorized access to information on adult children, friends or co-workers.

Sharing, copying, or changing information without proper authorization:

- Making unauthorized changes to an employee file.
- Discussing confidential information in a public area such as a waiting room, elevator, or cafeteria.
- Posting a picture of a patient on a social media site.
- Commenting on a patient on a social media site.
- Writing down, printing, copying, taking screenshots, or removing patient health information from the facility.

Sharing your User ID and password:

- Telling someone your password so that they can log into the computer system(s) to do their work or yours.
- Giving someone the access codes for employee files or patient accounts.
- Emailing confidential information by unsecure methods.

Leaving a secured application unattended while signed on:

- Being away from your computer while you are logged into patient information.
- Allowing someone to access confidential information using your username and password.

All students must abide by the Health Insurance Portability and Accountability Act (HIPAA) rules during all clinical experiences and activities with Pitt Community College. HIPAA rules provide federal protections for patient health information and gives patients an array of rights with respect to that information.

15.2.2 HIPAA Privacy Rule

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information. The Rule requires appropriate safeguards to protect the privacy of personal health information and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients' rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

The Privacy Rule protects most *individually identifiable health information* in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information "protected health information" or "PHI."

Examples of PHI may include:

- Demographic Information (names of patients, relatives, or employer, address, email, phone, fax)
- Dates (birth, service)
- Financial Information (Insurance, Bank Account Numbers, and Social Security Number)
- Personal Identifiers (Medical Record Number, Serial or Device Numbers, and Vehicle Identification Numbers, face and body photos, biometric identifiers such as fingerprints, unique physical characteristics such as a tattoo, unique diagnosis or procedural codes).

15.2.3 HIPAA Security Rule

The HIPAA Security Rule establishes national standards to protect individuals' electronic personal health information that is created, received, used, or maintained. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information.

- *Administrative Safeguards* are people-focused and include requirements such as training, polices, and appointment of a security officer.
- *Physical Safeguards* are mechanisms in place to protect hardware, software and data from fire flooding, unauthorized access, theft and other hazards.
- *Technical Safeguards* are technology to protect data and control access to the data through methods such as a required username and password for login.

15.2.4 Conclusion

Unauthorized use or disclosure of protected health information or unauthorized computer access may result in disciplinary action by the clinical facility and/or College, up to and including dismissal from the program, potential removal of students from clinical rotations, and negative impact on future employment. It may also result in the imposition of civil penalties under applicable federal and state law, as well as, professional disciplinary action as appropriate.

Students are responsible for reporting to the clinical instructor and clinical site supervisor any known or suspected violation of HIPAA policies, procedures, and requirements.

Students are responsible for completing all required HIPAA training as mandated by the clinical facility and/or clinical instructor.

15.3 Clinical Requirements

Clinical facilities may require criminal background checks, drug screenings, credit checks, professional license checks, and/or proof of US citizenship prior to or during participation in the clinical portion of a program. Pending the outcome, clinical facilities may deny a student the opportunity to complete the clinical portion of a program. A

student who is unable to complete the clinical portion of a program will not be able to graduate.

Criminal background checks, drug screenings, credit checks, professional license checks, and/or proof of US citizenship may also be required after graduation by examination boards, state licensing boards, and employing agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

Students are under a continuing obligation to disclose within two business days or prior to the next clinical rotation (whichever comes first) any changes in status related to these requirements that may arise or occur while enrolled in the program. This includes, but is not limited to, any criminal charges and/or convictions. Clinical facilities reserve the right to rescind clinical privileges based on changes in status related to these requirements.

Failure to disclose changes in status is grounds for dismissal from the program.

15.4 Nepotism and Conflict of Interest Policy

This policy is to promote fairness, objectivity, and professionalism within the Health Sciences programs by preventing actual or perceived conflicts of interest involving students and immediate family members employed at clinical education sites.

Policy Statement

Students enrolled in a Health Sciences Program must be evaluated and supervised in a fair and impartial manner. To avoid favoritism, bias, or the appearance of preferential treatment, students may not be directly supervised, evaluated, or assigned competency assessments by an immediate family member employed at a clinical education site.

Definition of Immediate Family

An immediate family includes, but is not limited to:

- Parent or stepparent
- Spouse or domestic partner
- Sibling
- Child
- Grandparent
- Legal guardian
- Any individual residing in the same household

Student Responsibility

Students are required to disclose any immediate family member employed at an affiliated clinical site prior to clinical placement or immediately upon becoming aware of such employment.

15.4.1 Clinical Assignment Guidelines

- The program will make reasonable efforts to avoid assigning students to direct supervision or evaluation by an immediate family member.
- Students may be assigned to a clinical site where a family member is employed; however, the family member may not:
    - Directly supervise the student
    - Complete clinical evaluations or competencies
    - Participate in disciplinary or grading decisions involving the student
- Alternative technologists, clinical instructors, or supervisors will be assigned when necessary.

15.4.2 Professional Conduct

Students are expected to maintain professional boundaries at all times during clinical education experiences. Any concerns related to favoritism, bias, or conflicts of interest must be reported to the Program Director or Clinical Coordinator.

15.4.3 Non-Compliance

Failure to disclose a conflict of interest or failure to adhere to this policy may result in corrective action in accordance with program policies and procedures.

16.0 Student Conduct

16.1 Cheating

The faculty have the responsibility for seeing that all students receive credit for work in which they have completed. All students are expected to be honest in all dealings with members of the staff and faculty of the College and staff members and patients in all clinical facilities. Students are also expected to report any observed instances of dishonesty to the instructor in charge. Failure to do so makes the observer as guilty as the one who is cheating. Students will not receive credit for work which is not their own.

For the online environment, it is expected that students will keep their username and password used to log into the LEARNING MANAGEMENT SYSTEM confidential and never allow anyone else to log-into the account. Sharing access or passwords for the LEARNING MANAGEMENT SYSTEM is considered a violation of academic integrity. When logging into the LEARNING MANAGEMENT SYSTEM, students should do so with the understanding and agreement to produce their own work, complete course activities themselves, and take course exams, tests or quizzes without the assistance of others and/or outside resources, unless specifically permitted by the instructor. Allowing others to complete course work or take exams, tests, or quizzes is considered cheating.

Sharing any course information or materials with current, past, or future students is strictly prohibited. This includes, but is not limited to, sharing copies of assignments, testing information, and information related to competencies.

Any faculty who discovers possible cheating or to whom cheating is reported will investigate the matter fully. If after careful consideration of all evidence, the faculty feels that cheating has occurred, the evidence will be presented to the Program Director who will review the information. If the Program Director concurs, the student will be dismissed from the program.

16.1.1 Plagiarism

Plagiarism, which is a form of cheating, is the use of someone else's words, writings, thoughts, or ideas without giving proper credit. Taking a section of a book or a magazine article and copying it essentially word for word without giving proper credit to the author is one example of plagiarism. The faculty who detects plagiarism will review with the student the circumstances which constitute plagiarism. The student will be required to re-submit the work to receive credit and the student's grade will be adjusted accordingly. A second instance of plagiarism during any time thereafter will be considered cheating and treated as such.

16.1.2 Artificial Intelligence

Artificial intelligence (AI) tools, chatbots, and paraphrasing tools (i.e., ChatGPT, Quilbot, Grammarly Premium, etc.) have increased in popularity. While AI tools may be useful in many ways, they conflict with academic integrity when used in the wrong way. AI tools should not be used to complete course assignments unless an instructor for a given course specifically authorizes their use; and then only in the ways authorized by the instructor. Unauthorized use of AI tools to complete course assignments will be considered cheating and treated as such.

16.2 Test Security

Test security is essential to maintaining the quality and integrity of the College's health sciences programs and obtaining reliable and valid scores for accountability purposes. Accordingly, the Health Sciences Division will take all necessary precautions to ensure the security and confidentiality of test materials so that every student gets the same chance to demonstrate their knowledge and skill without gaining an unfair advantage.

Test materials include but are not limited to computerized tests, paper tests, test booklets, answer sheets, and answer keys. No unauthorized person is allowed access to test materials. No person is permitted to share or exchange test materials with another person or agency without program director approval. No test materials may be duplicated, photocopied, or reproduced in any manner without program director approval.

Test security breaches come in many forms. Examples include but are not limited to:

- Intentionally using an incorrect login to take a test for someone else.
- Copying answers from another student's tests with or without their knowledge.
- Providing questions and/or answers to others.
- Utilizing a cell phone, web browser, or recording device to find answers or to record test items.
- Disseminating test materials to others via discussion or electronic means.

Anyone with evidence of a potential test security breach has a duty to immediately report it to the program director, health sciences dean, or other College administrator.

Should the College determine that any person has participated in a test security breach or that test materials have been compromised in any manner, purposely or otherwise, the College reserves the right to take appropriate action.

16.3 Drug/Alcohol Use

The Health Sciences Division intends to maintain a drug and alcohol-free environment. It is our belief that students impaired by use of mind-altering substances are harmful to themselves, the mission of the College and programs, the safe care of patients, the performance of the student role, and the well-being of fellow students. Students are prohibited from possessing, using, or being under the influence of alcohol, any illegal drug or mind-altering substances while at the College or any clinical facility, or while participating in any College class or clinical. Mind-altering substances are defined as any chemical, natural or manufactured, which when taken into the body may cause alterations of personality, emotion, cognition, or behavior. Mind-altering substances may also be more commonly referred to as alcohol, drugs, substances, or chemicals. Examples include:

- Use of any illegal drugs.
- Presence of blood alcohol content.
- Use of non-prescribed controlled drugs.
- Improper or excessive use of prescription or over-the-counter medication, which results in impairment.
- Use of other mind-changing chemicals, which results in impairment.

The following situations may indicate that a student is abusing mind-altering substances and should heighten the awareness of the faculty, clinical instructors, and other students to that possibility.

- Smelling of alcohol or other illegal drugs.
- Bringing on the premises or being in the possession of alcohol, illegal drugs, or other non-prescribed controlled substances.
- Behaviors associated with the use of mind-altering substances.
- Deteriorating patterns of performance or personal conduct.
- Information from a credible source which indicates a student is abusing mind-altering substances.

- An accident.
- Stealing or diverting medications.

The College may require a student to undergo a drug or alcohol test if the College has reasonable suspicion the student is under the influence of a mind-altering substance. Private clinical sites that grant access to health science students may require students to undergo a drug or alcohol test before the student is allowed access to the site. A clinical site may also require students to undergo a drug or alcohol test if clinical site personnel have reasonable suspicion that the student is under the influence of a mind-altering substance. A student's failure to undergo any drug or alcohol test, when requested under this policy, will be interpreted as a positive result. A positive result is grounds for dismissal from the program and may result in a student being banned from a clinical site by the clinical provider.

The College shall be relieved from any liability for taking a drug or alcohol test which shall be done by independent medical or laboratory personnel. Any expenses associated with testing will be the responsibility of the student. If there is reasonable suspicion a student is under the influence of a mind-altering substance while on a clinical site and is asked to undergo an alcohol or drug test, the College will work with the clinical site to coordinate the transportation of the student to the testing facility.

16.3.1 Important Information Concerning Drug Screening

This information applies whether the drug screening is required for clinical clearance or if a drug screen is requested for just cause.

What is a specific gravity urine test? A specific gravity urine test is one in which the specimen has been diluted in some way. It may occur intentionally by the donor adding something to the urine (adulteration) or by the donor drinking large amounts of liquid to flush the system (dilution). It may also occur unintentionally when the donor (fearing he/she may not be able to produce a specimen) drinks a lot of fluids prior to the drug test, resulting in over-dilution.

Why is specific gravity so important? Specific gravity urine tests are often followed up by a positive drug test. It is one of the two most often used ways to cover up a positive drug test. For this reason, a test result with a specific gravity comment will not be overlooked. Please understand that although you may have unintentionally diluted your specimen, this is a method often used intentionally by drug users. As a donor, you should avoid doing those things that could cause your urine test to fall below specific gravity limits.

How can I avoid a specific gravity urine test? Eat a good meal two to four hours before taking a drug test and limit your intake of fluids. A rule of thumb is one 12 ounce liquid (such as a can of coke) one hour prior to the drug test. If you normally consume more liquids in a day, curb your use for that day. It may also be a good idea to void (urinate) one or two times before taking the test to rid the body of excess fluids. The body is

constantly producing urine and it should not take you very long to produce a good specimen under this circumstance.
What will happen if I have a specific gravity urine test? You will be provided ***one*** opportunity to repeat the drug test. You must pay for the repeat drug test and complete it within a specified time frame. A second specific gravity urine test or failure to repeat the drug test within the specified time frame ***will be treated as a positive drug test result. A positive drug test will not be cleared for clinical rotations and result in dismissal from the program.***

Students not cleared for clinical rotations or dismissed from a program due to a positive drug screen must wait at least six months before applying or re-applying for a health sciences program. If re-applying for a health sciences program following a dismissal, all other re-admission requirements must be met.

16.4 Professional Activities

Students will conduct themselves as adults and in a manner, which will reflect positively upon Pitt Community College and the Program Name at all times while attending and/or participating in professional activities.

When the activity involves a professional conference, students must participate in the meetings and workshops, as well as other official conference activities. Students must abide by the rules of the conference, the hotel in which they are a guest, and the program during the course of the conference. Failure to do any of the above may result in a student being asked to leave the conference, appropriate disciplinary action taken by the College, and being denied future conference participation.

16.5 Laboratory Security

Equipment and supplies located in the laboratory are property of the College. Removal of the equipment and supplies from the laboratory without direct supervision and instruction by faculty or written consent from the appropriate College representative will be handled in accordance with North Carolina statutes.

Any damage to or mishandling of PCC property, including the equipment located in the laboratory, will result in disciplinary action.

16.6 Electronic Recording Devices

It is the policy of the Health Sciences Division that no electronic recording devices be used to record classroom or clinical practice experiences. Requests for appropriate accommodations from students with documented disabilities will be reviewed on a case-by-case basis.

16.7 Cell Phones and Other Electronic Devices

Cell phones must be set on silent mode during class and off during testing. Texting during class is not permitted. The use of cell phones, earphones, headphones, IPODs, etc. is not permitted in the clinical areas.
Cell phones and smart watches must be put away during all evaluations including tests and exams.

16.8 Netiquette

Netiquette is the rules of etiquette that apply when communicating on the Internet. Students are expected to follow these guidelines when communicating in the online environment, including the online classroom.

16.8.1 Security

A password is a secret word or expression used to access a computer system or network. It is designed to be known only to the user and protects the user's identity in an online environment. Students should:

- Never share a password.
- Change a password if someone else might know it and at other times as needed.
- Log out of account when done.

16.8.2 General Guidelines

When communicating online, students should:

- Treat others with respect.
- Address instructors with proper title.
- Use clear and concise language.
- Use correct spelling and grammar.
- Avoid slang terms such as "wassup?" and using abbreviations such as "u" instead of "you."
- Use standard fonts such as Arial and Calibri and use a size 12 or 14-point font.
- Avoid using the caps lock feature as it can be interpreted as yelling.
- Limit and possibly avoid the use of emoticons like ☺.
- Be cautious when using humor or sarcasm as tone is lost in online communications and the message may be taken seriously or offensive.
- Be careful with personal information about yourself or others.
- Do not send confidential information via email.

16.8.3 Email Netiquette

When sending emails, students should:

- Use a descriptive subject line.
- Be brief.

- Avoid attachments unless there is certainty the recipient can open them.
- Avoid HTML in favor of plain text.
- Sign messages with name and return email address.
- Think before sending an email to more than one person. Does everyone really need to see the message?
- Be absolutely sure a message is intended for everyone before clicking "reply all."
- Be absolutely sure a message authored by another person is intended to be passed on to others before clicking "forward."

16.8.4 Message Board Netiquette

When posting on message on discussion boards, students should:

- Submit posts that are on topic and within the scope of the discussion.
- Take posts seriously. Review and edit posts before sending.
- Be as brief as possible while still making a thorough comment.
- Always give proper credit when referencing or quoting another source.
- Be sure to read all messages in a thread before replying.
- Do not repeat someone else's post without adding something of your own to it.
- Avoid short, generic replies such as "I agree." Include why you agree or add to the previous point.
- Always be respectful of others' opinions even when they differ from yours.
- Express a differing opinion in a respectful, non-critical way.
- Do not make personal or insulting remarks.
- Be open-minded.

16.9 Social Media Policy

Students have a responsibility to maintain personal social networking and media sites (i.e. Facebook, Instagram, Twitter, Snap Chat, TikTok, LinkedIn, YouTube, etc.) in a professional manner. Any posts in a social network or media site used in a derogatory manner can be held against the student. Posts that threaten students, faculty, staff, and/or clinical facility employees/patients will not be tolerated and may result in disciplinary action including dismissal from the program.

Further, any social media accounts created that are associated with the College (i.e., the account includes the College name, College logos are posted to the account, etc.) require approval from the Division of Institutional Advancement's Media Relations Department.

16.10 Receipt of Gift Policy

The Health Sciences Division strives to be above reproach in all matters. This includes perceptions of fairness and objectivity. Faculty members in particular must not use their position, authority, or relationship with students to obtain uncompensated labor for their own personal or economic gain. They may not ask students to perform services unrelated to legitimate academic activities unless the student is adequately compensated for such

services. Faculty members must not solicit gifts or favors from students. They must not accept gifts or favors where they have reason to believe that such gift or favor is motivated by a desire to secure some academic advantage.

Therefore, Health Sciences Division faculty must not accept personal gifts beyond the small token of appreciation from students**.** In every circumstance, faculty members should avoid accepting even token gifts from students prior to submission of final grades for those students or completion of supervision.

16.11 Falsifying Documents

Falsifying documents involves altering, changing, or modifying a document for the purpose of deceiving another person. It also involves passing along copies of documents that are known to be false. Examples of falsifying a document include, but are not limited to:

- Altering or misrepresenting factual information.
- Stating false information when requested to provide truthful statements.
- Forging a signature, including copying and pasting.
- Knowingly using or distributing a fake document.

Falsifying documents will be considered a form of cheating and will be treated as such.

16.12 Tobacco Use Policy

Pitt Community College is a tobacco-free and smoke -free campus. Smoking is prohibited by students, staff, faculty, or visitors in/on all campus grounds; buildings; facilities; or property owned, leased, or operated by Pitt Community College. Smoking includes the use of cigarettes, cigars, all forms of e-cigarettes, and hookah. Smokeless tobacco use, including, but not limited to, chew, snuff, and dipping tobacco, is also prohibited in/on all college facilities and grounds.

16.13 Animals in the Learning Environment

Only animals designated as service animals are allowed in class or lab settings. Authorization from a clinical facility is required for service animals in the clinical environment. Therapy animals may be a part of class, lab and clinical learning, but should be authorized by the College's Office of Accessibility Services, Program Director, Dean and an authorized person if at a clinical facility.

17.0 Student Insurance

17.1 Medical Insurance

All students are strongly encouraged to carry hospitalization and medical insurance. Accident insurance is available through the College and information regarding this insurance may be obtained from the Student Services Division.

Some clinical facilities require students to carry hospitalization and medical insurance. If required, students must provide evidence of coverage upon request in order to proceed in clinical practice.

17.2 Malpractice Insurance (subject to change)

All health sciences students are required to carry student professional malpractice insurance through Pitt Community College. The College has arranged for a blanket coverage policy through American Casualty Company of Redding Pennsylvania. Some key points of this coverage are:

- Limit of Liability. Current coverage up to $2,000,000 for each claim to an aggregate total of $5,000,000 for all claims in any one year. The only exception is the Commonwealth of Virginia with current coverage up to $2,450,000 for each claim to an aggregate total of $7,350,000 for all claims in any one year.

- Methods of Payment. The annual premium will be added to the tuition to be paid during registration.

This malpractice insurance is mandatory for all students participating in a clinical experience without exception.

18.0 Student Guidance

18.1 Student Transportation and Housing

Students are responsible for their own transportation to and from the College and all clinical facilities. Student car pools are the responsibility of the individual student and not the responsibility of the College or program. Arrangements for transportation should be made prior to entering the program.

Living arrangements are also the responsibility of the individual student. All students must keep the College advised of their current address and phone number. For assistance in locating housing, contact the Student Services Division.

18.2 Student Employment

Employment during the course of study is strongly discouraged. The student who must work in addition to attending College should consider the effect that working may have on the grade point average. No absences or tardiness will be allowed for work conflicts.

If the student is employed by a facility, which is used as a clinical facility by the Health Sciences Division, the student should be aware that the nature of those responsibilities should in no way be related to their responsibilities as a student and the student uniform may never be worn while functioning in roles outside of clinical practice. The employing facility takes full responsibility for the student employee's actions while working and neither the Health Sciences Division administration and faculty nor Pitt Community College will be responsible for any student's activities while functioning in the role of an employee.

18.2.1 Service Work Statement

Students will not be used to substitute for clinical, instructional, or administrative staff. While students may assist faculty in didactic and laboratory sessions to share their knowledge and skills, they are not the primary instructor or instructor of record for any component in the curriculum. Students attending clinical sites are not to be used as substitutes for paid clinical staff. It is the clinical instructor's responsibility to direct all student activities and assure students gain experiences to reinforce competencies. Students may not receive any form of compensation in exchange for work they perform incidental to their clinical coursework or experiences. Students are not to complete clinical coursework while working as an employee at the clinical facility.

18.3 Student Health Services

The College maintains no health care facilities other than first-aid supplies and AED. First aid supplies are available in the office of the Health Sciences Dean (Fulford 103). AEDs are located throughout the Fulford and Herman Simon Buildings on both the first and second floors. The responsibility for medical services and associated costs rests with the student.

Emergency facilities are available at ECU Health Medical Center in Greenville. Students who do not have a local physician are encouraged to make contact with a physician who will treat them when they are ill prior to entering the program.

18.4 Reporting an Accident/Injury

A student involved in an accident/injury on campus, during class, clinical practice, or traveling to and from class or a clinical facility must report it to their instructor immediately. The instructor must complete and submit a Report of Student Accident/Injury form within 48 hours of the accident/injury and submit the form to the

Assistant Vice President of Student Support. The Assistant Vice President of Student Support (or designee) will follow up with the student.

If the incident (which could be an exposure) occurs at a clinical facility, the student must report the incident to their clinical instructor and clinical coordinator immediately. The student will be required to follow clinical facility protocols regarding reporting and medical intervention (if applicable).

All expenses associated with medical intervention are the responsibility of the student.

18.5 Learning Resources

Health sciences students are expected to consistently use outside resources in the learning process. The College has an excellent Learning Resources Center (LRC) on campus. The LRC provides students with current literature via professional journals, audiovisual learning resources, and current editions of the most relevant texts, reference books, and supplementary books. Health sciences students should consider learning resources of a clinical nature, which are more than five years old, outdated and not acceptable for use. Also available for use by health sciences students is the Laupus Health Sciences Library at East Carolina University.

18.6 Alerts and Messaging

PCC considers the safety of faculty, staff, students and other members of the campus community paramount. PCC Alerts and Messaging combines the College's various notification tools into a single system named PCC Alerts and Messaging. All students are encouraged to register for PCC Alerts and Messaging. Students may sign up via their myPittCC account. PCC Alerts and Messaging allows College administrators to send real-time information to the campus community via email, text message and other methods of communication. Subscribing to emergency text messages is free. However, your cell phone carrier may charge you to receive text messages. Please check with your phone company for details. Subscribers' cell phone numbers will remain confidential and will be used only for subscribed messages by the College.

18.7 Student Email Account Policy

Students will have access to their mypittcc email account as long as they are an active student at PCC. Access to that account will be lost when the student graduates or if the student is inactive for three semesters (doesn't take classes). Students should use their student email for PCC related business only. A separate email account should be used for personal use.

19.0 Student Organizations

19.1 Student Government Association

The Student Government Association (SGA) serves as the student voice on campus. All students are encouraged to join. Officers are elected annually and the SGA president serves as an ex-officio member of the Pitt Community College Board of Trustees. Activities supported by the SGA include multi-cultural activities, school cookouts, athletic events, leadership training and community projects. The activities of the Student Government Association are funded by student activity fees.

19.2 Honor Societies

Gamma Beta Phi is a national honor, educational service organization chartered at the College in 1975. Students must have a minimum 3.0 GPA with at least 12 semester hours completed and must be in a degree granting program. The primary purpose of the society is to encourage scholastic efforts, reward academic merit, and to foster, disseminate and improve education through appropriate community service projects. Those eligible to join are sent invitations to an informational meeting during the first third of the fall and spring semesters.

Phi Theta Kappa is the largest honor society in American higher education. Phi Theta Kappa's mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. To be eligible for membership a student at PCC must complete a minimum of twelve hours of non-developmental course work and earn a grade point average of 3.75 or higher. Students must maintain a high academic standing throughout their enrollment in the two-year college.

19.3 Professional Organizations

- The American Society of Radiologic Technology - The American Society of Radiologic Technology is open for all student technologists. An annual fee is req
- uired and the student receives all official publications.
- North Carolina Society of Radiologic Technologists - The North Carolina Society of Radiologic Technologists is an organization for students and registered technologists.

19.4 Departmental Organizations

The Radiation Therapy program does not have program specific student organizations.

For a complete list of all student organizations, refer to the College catalog.

20.0 Health Sciences Appeal Process

The Health Sciences Review Board exists to provide a fair, consistent, and expedient process for resolving disputes between health sciences students and health sciences faculty which cannot be satisfactorily solved by the individuals involved. Appeals may arise out of decisions concerning program dismissal, disciplinary action, or any other matters related to the educational process with the exception of grades. Matters pertaining to grades are not heard by the Health Sciences Review Board.

Students should follow appropriate lines of communication when disputes arise. The organizational chart found in this handbook (refer to Section 2.0) will assist students in following the appropriate lines of communication.

20.1 Health Sciences Review Board

The Health Sciences Review Board shall consist of the Health Sciences Dean, who will preside as chair, and five Health Sciences Division faculty and/or staff members. No two faculty and/or staff members from the same academic program will serve on the Review Board simultaneously. The Health Sciences Administrative Assistant to the Dean or other designated administrative assistant will be present to take minutes. Health sciences faculty from the program involved in the dispute will not serve on the Review Board.

20.2 Voting Rights

With the exception of the Health Sciences Dean, all members of the Review Board are allowed one vote. As chair, the Health Sciences Dean does not vote.

20. 3 Appeal Procedure

The Health Sciences Review Board follows the following procedures in receiving and reviewing disputes and in handing down decisions.

1. The student must contact his or her advisor to review the procedure for the appeal within 24 hours of the dispute.
2. The student must complete a Health Sciences Appeal Request form within two working days of the dispute. Health Sciences Appeal Request Forms are available in the Health Sciences Dean's office located in the Fulford Building, Room 103 or by calling 252-493-7309. Group appeals require signatures by all who wish to be considered as part of the group. No retroactive inclusion into a group will be allowed.
3. The Health Sciences Division Dean will schedule the appeal hearing within three working days of the date on which the appeal was requested. (Student and faculty breaks are not considered working days. Appeals are not scheduled during student and faculty breaks.) The student may attend class while waiting for the appeal hearing. However, the student will not be allowed to complete testing or attend

lab, clinical, or any outside educational experience. The student will be counseled regarding consequent absence(s) from lab or clinical.

4. During the appeal hearing, the student(s) and faculty involved shall have the opportunity to be heard. Members of the Review Board will have an opportunity to ask questions in order to clarify any concerns. Group appeals must be presented by only one member of the group. Only individuals directly involved in the dispute may be present in the hearing room. Parents, spouses, and/or friends may not be present during the hearing. The appeal will be recorded for transcript purposes. Otherwise, no electronic recording devices are allowed.
5. Following the presentation of the appeal and in closed session, the Review Board will vote. Closed session discussions will not be recorded or transcripted. The decision is made by majority vote of the Review Board and is final. The student(s) will be contacted by email (mypittcc email account only) regarding the outcome of the appeal.
6. The student(s) may appeal the decision to the Executive Vice President of Academic Affairs and Student Development Services by following the appropriate "Written Student Complaints Policy" guidelines outlined in the PCC Catalog.

21.0 Student Agreements

21.1 Student Policy Agreement

I have read and received an explanation of, and understand the Radiation Therapy Program student policies as outlined in this handbook. I also understand that I must comply with and follow these policies during the period of my enrollment as Radiation Therapy Program student at Pitt Community College.

_____	_____
Date	Student Name (Print)
_____ ___	_____
Student ID #	Student Name (Signature)

21.2 Health Sciences FERPA Release

In general, the Family Educational Rights and Privacy Act (FERPA) of 1974, prohibits the access and release of student educational records without the student's written consent if the student is 18 years or older.

I hereby authorize Pitt Community College to release my academic record/transcript, date of birth, immunization/health records, criminal background check, drug screen results, and other information contained in my educational record to any agency for the purpose of clinical placement and/or any national or state examination board for which I may qualify for testing.

_____	_____
Date	Student Name (Print)
_____ ___	_____
Student ID #	Student Name (Signature)

21.3 Reference Agreement

I grant permission for the Radiation Therapy Program faculty to serve as a reference for me and discuss my academic and clinical progression and standing with any clinical facility, professional organization,* or educational institution. Purpose(s) of the reference are:

(1) Application for employment.
(2) All forms of scholarships or honorary awards.
(3) Admission to another educational institution.

Further, I hold Pitt Community College and its officers, faculty, and staff harmless from any discussion of my academic and clinical progression and standing with clinical facilities, professional organizations, and educational institutions.

I understand that I have the right not to consent to the release of my academic and clinical progression and standing. I have the right to receive a copy of any written reference upon request. This consent shall remain in effect until revoked by me, in writing, and delivered to the Program Director, but that any such revocation shall not affect disclosures previously provided by the Radiation Therapy Program faculty prior to the receipt of any such written revocation.

_____ _ _____

Date Student Name (Print)

_____ ___ _____ _

Student ID # Student Name (Signature)

*Professional organizations include, but are not limited to, ASRT and NCSRT.

21.4 Media Release Statement

I agree to allow Pitt Community College and/or agent contracted by Pitt Community College to video, photograph, or record my name, likeness, image, biographical information, voice, and/or statements.

I agree that such recordings, images, and statements may be used in whole or in part for publication, broadcast, multimedia production, Internet distribution, or illustration as deemed appropriate by Pitt Community College. I do not expect to be compensated in any way.

I also release Pitt Community College and its officers, faculty, and staff from any and all claims based on the use of such recordings, images, and statements and agree to hold Pitt Community College harmless from any and all claims by third parties, including any claim based on allegation of copyright infringement from my statements.

_____	_____
Date	Student Name (Print)
_____	_____
Student ID #	Student Name (Signature)

21.5 Requests for Occupational Exposure Records Release Form

Pitt Community College
Radiation Therapy Program
Request for Occupational Exposure Records Release Form

In accordance with the NC Regulations for Protection Against Radiation 15 A NCAC 11.1638, *Determination of Prior Occupational Dose,* employers will request a report of your occupational exposure history while attending Pitt Community College.

I, _____, hereby authorize Pitt Community College to release a report of my occupational exposure received while attending Pitt Community College.

Dates of Attendance _____ Program _____

Signature _____ Date _____

Printed Name _____ ID# _____

Witness _____ Date _____

21.6 Declaration of Pregnancy

Pitt Community College
Radiation Therapy Program
DECLARATION OF PREGNANCY

To: _____

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in _____ (only the month and year need to be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 500 millirem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter. In addition, I receive 50 millirem (.5 millisievert) or more in a one-month time period the program director will meet with me to review the circumstances resulting in the exposure. I will be given a Report of Radiation Exposure form to write a brief explanation of the circumstances causing the elevated exposure. Once the form is returned, the program director will then contact the radiation Safety Officer for guidance.

As a declared student, I will be allowed to continue in the program without modification. At any time after declaration of pregnancy, I have the right to withdraw my declaration by submitting a written statement to the radiation therapy program director.

_____
Signature

_____
Name Printed

_____
Date of Signature

21.7 Dosimeter Policy

Dosimeter Policy (Badge or Ring)

Loss of Badge

If at any time during the academic year the student loses or misplaces his/her dosimeter, there will be a fee for replacement. The student will not be allowed to return to clinic until his/her dosimeter has arrived and fees have been paid. All missed clinical time must be made up by the end of the semester.

If a student fails to return his/her dosimeter, a flag will be added to the student's college account. Once an account has been flagged, the student will be unable to graduate, register or request transcripts until the flag is removed.

Return of Dosimeter

All students, campus, or distance, must return their badges to their program director or the Administrative Assistant (Fulford 103) by the deadline provided by program faculty but no later than two (2) weeks of course completion or leaving the course/program.

Distance students are responsible for all postage fees when it is necessary to return dosimeters to the college. Dosimeters must be mailed in a padded envelope and insured for $70.

Dosimeters not returned by the due date will result in a hold being placed on the student's account until the dosimeter(s) are returned or the fees are paid. If after 30 days of notification to return the dosimeter(s), the dosimeter(s) has/have not been returned, it/they will be reported as lost and no refunds will be given.

Dosimeter Quality Assurance Exchanges

Periodically, Mirion Technologies, Inc. will request the return of dosimeters for quality review. When notice is received of an upcoming exchange . . .

 Students will be notified by faculty of the upcoming exchange. Faculty will coordinate the exchange with the students. The cost of shipping for QA badge exchanges will be covered by the college.

 Dosimeters not returned by the requested date will result in holds being placed on the student's account. If after 30 days of notification to return the dosimeter(s) for the exchange, the dosimeter(s) has/have not been returned, it/they will be reported as lost and no refunds will be given.

I the undersigned have read the above policy and hereby agree to its terms and conditions.

Signature: _____ Date: _____

Print Name: _____

21.8 MRI Screening Form

Pitt Community College
Magnetic Resonance Screening Form for Students

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves. This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

Student Name: _____ Date: _____

	Circle Yes or No
1. Have you had prior surgery or an operation of any kind? If yes to question 1, please indicate the date and type of surgery:	Yes / No
2. Have you had an injury to the eye involving a metallic object (e.g. metallic slivers, foreign body)? If yes to question 2, please describe:	Yes / No
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? If yes to question 3, please describe:	Yes / No
Please indicate if you have any of the following:	Yes / No
Aneurysm clip(s)	Yes / No
Cardiac pacemaker	Yes / No
Implanted cardioverter defibrillator (ICD)	Yes / No
Electronic implant or device	Yes / No
Magnetically-activated implant or device	Yes / No
Neurostimulator system	Yes / No
Spinal cord stimulator	Yes / No
Cochlear implant or implanted hearing aid	Yes / No
Insulin or infusion pump	Yes / No
Implanted drug infusion device	Yes / No
Any type of prosthesis or implant	Yes / No
Artificial or prosthetic limb	Yes / No
Any metallic fragment or foreign body	Yes / No
Any external or internal metallic object	Yes / No
Hearing aid	Yes / No
Indicate any other devices:	Yes / No

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should any of this information change, I will inform my program director.

Signature of Person Completing Form: _____ Date ___/___/_____

☐ The student has not identified any contraindications to entering MR Zone III or IV.

☐ The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

Form Information Reviewed By: _____ _____ _____ _____

Print name Signature Title Student Initials

Remember: The magnet is always on!

21.9 Pitt Community College Radiation Therapy Student Supervision Policy

All radiation procedures require direct physical supervision by a qualified practitioner during all aspects of the treatment. A qualified practitioner includes a registered radiation therapist, credentialed medical physicist, or licensed radiation oncologist.

Student Name: _____

Signature: _____

Date: _____