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Students must abide by the following policy and procedures:

1. The School of Radiation Therapy at Cooper University Hospital
   Available on the cooper website (internet http://www.cooperhealth.org and intranet) and a copy given to the students during orientation
2. The Center for Allied Health Education
   Available on the cooper website (internet http://www.cooperhealth.org and intranet) and a copy given to the students during orientation
3. The Cooper Health System
   Available on the website (internet http://www.cooperhealth.org and intranet)
4. The Clinical Affiliate site
   Available on the clinical affiliate site website

**POLICY AND PROCEDURE MANUAL RECEIPT**

I acknowledge I have been given a copy of the School of Radiation Therapy policy and procedure manual and am aware that this information is also available on the [http://www.cooperhealth.org](http://www.cooperhealth.org) website. I further acknowledge that I will abide by the policies set forth herein.

I acknowledge my responsibility to be aware of and abide by these policies and have been advised that further explanation will be provided on request.

**Student Name:** _______________________________________________________

(Please Print)

**Student Signature:** ____________________________________________________

**DATE:** ______________________________________________________________

**PLEASE PRINT THIS PAGE, SIGN AND GIVE THIS FORM TO THE DIRECTOR**
GENERAL INFORMATION

HISTORICAL OVERVIEW

Cooper University Hospital’s reputation in the health care field dates from 1875, when the hospital was first incorporated. Dr. Richard M. Cooper recognized the growing need for a hospital to serve southern New Jersey. The first building opened in 1887. Through the many contributions of Dr. Cooper’s family and other devoted benefactors, new wings and services have been added over the years. The Anna Canning and Sarah Cooper wings together with the John Dorrance building served to make Cooper Hospital the largest in the state at the close of World War II.

In 1972 the Board of Trustees, led by Frank K. Kelemen, redefined the hospital’s mission. As well as a base for primary health care, Cooper became Southern New Jersey’s major referral center for the most complex levels of care. Cooper’s new facility, funded by private and governmental grants, is the result of the broad vision of Mr. Kelemen and the Board of Trustees in concert with the hard work and dedication of countless individuals. Cooper has become Southern New Jersey’s largest teaching hospital and at present is the clinical campus for the University of Medicine and Dentistry of New Jersey and the Robert Wood Johnson Medical School at Camden. On Monday, November 17, 2008, the new Pavilion lobby was opened to our guest and employees; in 2010 it was named the Roberts Pavilion for Joseph J. Roberts, Jr., former Speaker of the New Jersey General Assembly. The Pavilion houses, along with patient areas and conference space, a new reception area, gift shop, coffee shop and the Oasis Restaurant. There is also the Business Center and Health Resources Center for patients and their families. Cooper offers a wide range of modern major diagnostic and treatment services and serves Southern New Jersey as a Level-I Regional Trauma Center.

SCHOOL OF RADIATION THERAPY

The Education of Radiation Therapists has been ongoing as a clinical education center since the 1970’s. In 1983 Cooper University Hospital embarked on a program to expand its participation in education in radiation Therapy Technology through the sponsorship of a fully accredited School of Radiation Therapy Technology committed to addressing the field’s regional educational needs. This program has access to modern, state of the art, facilities that include: classrooms, conference rooms, library facilities, and a pleasant clinical environment. The curriculum and faculty present a broad cross-section of expertise in radiographic radiation oncology. Students assist Radiation Therapists performing a wide variety of procedures. As part of the medical team, in a large teaching environment, the student will interface with many other health care professionals. The School of Radiation Therapy maintains five clinical affiliations in addition to two Cooper departments.

THE RADIATION THERAPIST

The Radiation Therapist works as a team member with other therapists, physicians, physicists, nurses and various support staff. The therapist, who sees the patient on a daily basis, is a critical link in the patient care process. Besides the responsibility of operating some of the most sophisticated equipment in
medicine today, therapists must be able to observe patients’ clinical progress and recognize certain signs and symptoms experienced by their patients. With knowledge of practical psychology, therapists interact with patients to help alleviate fears and anxieties. To help minimize the emotional and physical effects of cancer on the patient, therapists work closely with physicians, nurses, social workers, and nutritionists, in order to deliver the best plan of care possible.

**CAREER OPPORTUNITIES**

Careers may progress in various directions such as administration, dosimetry, education, physics, and research. Possible employers include hospitals, clinics, private offices, industrial laboratories, research facilities, veterinary medicine offices, agencies, and commercial sales offices.

**ACCREDITATION**

Cooper University Hospital’s, School of Radiation Therapy maintains accreditation through:

**THE JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY**

20 NORTH WACKER DRIVE, SUITE 2850
CHICAGO, IL 60606-3182
(312)704-5300
E-MAIL: MAIL@JRCERT.ORG
http://www.jrcert.org/

AND

**THE STATE OF NEW JERSEY BUREAU OF ENVIRONMENTAL PROTECTION BOARD OF RADIOLOGIC TECHNOLOGY EXAMINERS**

PO BOX 415, TRENTON, NJ 08625-0415
(609) 984-5890
http://www.state.nj.us/dep/rpp/tec/index.htm

The Program also adheres to the educational and professional standards contained in:

**STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN THE RADIOLOGIC SCIENCES**

AND

**THE POLICIES AND REGULATIONS OF THE NEW JERSEY RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS**

* COPIES OF THE ABOVE DOCUMENTS ARE AVAILABLE FOR REVIEW IN THE PROGRAM OFFICE.
MISSION STATEMENT (revised 12-2009)
The mission of the School of Radiation Therapy at Cooper University Hospital is to educate and graduate competent entry level Radiation Therapists. Graduates will associate didactic education with clinical experiences and be well prepared to pass the national credentialing and state licensing examinations. The educational program will meet or exceed the standards of the national and state regulatory agencies.

PROGRAM GOALS (revised 06-2011)
The Program’s mission is measured by the degree to which the Program accomplishes the following goals:

Goal #1: Graduates will be clinically competent entry level Radiation Therapists.
   Student learning outcomes:
   1a. Students will apply patient set-up skills in clinical practice
   1b. Student will collect and record treatment delivery data and treatment doses delivered.
   1c. Students will demonstrate the ability to assess patients.
   1d. Students will practice radiation protection.

Goal #2: Graduates will possess critical thinking and problem solving skills.
   Student learning outcomes:
   2a. Students will adjust to non routine situations and achieve the desired patient care result.
   2b. Students will demonstrate clinical competency for high risk procedures.
   2c. Students will demonstrate problem solving and critical thinking skills

Goal #3: Graduates will have effective communication skills.
   Student learning outcomes:
   3a. Students will use effective oral communication skills with patients, clinical staff and classmates.
   3b. Students will practice effective written communication skills.

Goal #4 Graduates will exhibit professional and ethical attitudes and behaviors.
   Student learning outcomes:
   4a. Students will attend Tumor Boards and Grand Round conferences
   4b. Students will demonstrate the ability to receive constructive criticism
   4c. Students will understand the importance of professional growth and development and professional societies.

Goal #5: Program Effectiveness:
   Student learning outcomes:
   5a. Graduates will pass the ARRT examination on the first attempt
   5b. Graduates seeking employment will find employment.
   5c. Students will complete the program.
   5d. Graduates will be satisfied with their education
   5e. Employers will be satisfied with the graduate’s performance.

The program adheres to the following minimum standards:
1. Average course completion rates are not less than 75% over the past 5 years.
2. Average credentialing examination pass rates are not less than 75% over the past 5 years
3. Graduates are employed at a rate of not less than 75% within 6 months of program completion.
APPLICATIONS AND INQUIRIES

Application materials and the School of Radiation Therapy policy and procedures can be found on the website at: http://www.cooperhealth.org

Medical Education
Radiation Therapy
Click Here to print the School of Radiation Therapy application package
Click Here to print the School of Radiation Therapy policy and procedures

Inquiries regarding the program may also be directed to:

Cooper University Hospital
Ms. Karen Ljunggren, Director
School of Radiation Therapy
One Cooper Plaza
Camden, New Jersey 08103
ljunggren-karen@Cooperhealth.edu
(856) 342-2734 phone
(856) 968-8819 fax
(856) 342-2729 school secretary

ADMISSION REQUIREMENTS (revised 6-2011)

Applicants must be at least 18 years of age, be enrolled or a graduate of a JRCERT approved program in Radiography. They must be ARRT registered or registry eligible to apply. Registry eligible applicants will be granted provisional acceptance pending successful completion of their radiography program and ARRT examination within 90 days of graduation.

Applicants must also complete a one week (40 hour) observation rotation in a busy state of the art Radiation Therapy Department.

Admission is competitive and applicants are selected based on their academic record, letters of recommendation, a written statement based on their experience observing in a Radiation Oncology department, results of a mathematical skills analysis examination, and their in person interviews. The school must receive all application documents before an interview will be considered.

Placement of students in the clinical affiliates is at the discretion of the Admissions Committee. The number of applicants and their geographic location will be a factor in the placement process. The School reserves the right to change a clinical affiliate assignment at any time during the program.

The School will make the benefits and services of its educational program available to students without regard to race, creed, color, ethnic background, religion, sex, age, national origin, ancestry, atypical hereditary cellular or blood trait, genetic information, marital status, sexual preference, disability, handicap, service in the Armed Forces of the United States, or being a disabled veteran of the Vietnam era, except as otherwise permitted as law. All facilities are smoke and drug free. Acceptance into the program is contingent upon successful completion of a physical examination, criminal background check, and drug screening and documentation of immunization.
PRE-REQUISITES (revised 2009)

General education provides intellectual flexibility and a foundation to support lifelong learning. General education is essential in the development of professional radiation therapists.

1. ARRT Certification in Medical Radiography or registry eligible*

2. College level (preferred) or High School:
   a. Algebra
   b. Algebra II, or Geometry, or Pre-calculus Mathematics
   c. Computer Science
   d. Verbal and Written Communication

3. College level:
   a. Anatomy and Physiology with lab
   b. Medical Radiography School Physics

Applicants accepted into the program must pass the ARRT exam within 3 months of graduation from Medical Radiography School.

NON-ACADEMIC STANDARDS/ESSENTIAL FUNCTIONS revised 6-2011

Radiation Therapy students are required to practice in a dynamic and fast paced clinical environment. Students are required to become competent in the performance of patient positioning and radiation treatment delivery involving the use of precision treatment units and simulators, under diverse physical and stress conditions. The student will be required to achieve a level of theoretical understanding and physical application so as to enable problem solving and sound decision-making in an accurate, safe and timely manner. Applicants may request accommodations for disabilities under the Americans with Disabilities Act.

Applicants are required to meet the following requirements for program admission:
1. Be able to perform repetitive motor movements, which include excellent eye-hand coordination.
2. Stand for extended periods of time.
3. Communicate effectively with others using oral and written means.
4. Work quickly with a high degree of accuracy.
5. Must be able to read fine print, see computer monitors, and operate sophisticated equipment.
6. Perform repetitive bending, squatting, pushing and pulling maneuvers.
7. Be able to push, pull or lift moderate weight (up to 150 lbs) with assistance.
8. Operate effectively under direct and indirect supervision.

CLINICAL OBJECTIVES AND CLINICAL COMPETENCIES

Each student will be assigned a clinical rotation schedule. The students and clinical staff are given a Clinical Education Plan that includes clinical objectives, the evaluation process and evaluation forms. Students must complete all ARRT clinical competency requirements, and requirements of the program in order to graduate.
Tuition may change from year to year. Tuition for the program from September 2011 to August 2012 is $11,000.00. This does not include books or any other cost of living expenses.

The school is approved by a state for financial aid using Stafford loans. Applications may be made online at www.fafsa.ed.gov or can be obtained at your bank. Students are also eligible for Veterans Benefits. Application forms can be obtained from the Bursar (856 342-3277).

Tuition payments are due in September, January, and May. Check or money orders should be made payable to: CUH School of Radiation Therapy.

See the Center for Allied Health Education Policy & Procedures Handbook for more information.

COURSE WITHDRAWL/TUITION REFUND (revised 1-2011)

See the Center for Allied Health Education Policy & Procedures Handbook for more information.

FINANCIAL AID

The School, through the Center for Allied Health Education, participates in a limited number of financial aid programs including Stafford loans, Pell Grants, and Veterans Benefits. Most programs require students to complete various applicable financial disclosure forms for the purpose of establishing need. Applications should be done online at www.fafsa.ed.gov. For information regarding financial aid programs please contact Sherri Glemser, Financial Aid Bursar at (856) 342-3277 after you complete the online forms. The FAFSA school code is 015857. Students are advised to explore all avenues of financial assistance including outside agencies, state and local resources.

See the Center for Allied Health Education Policy & Procedures Handbook for more information.

TRANSFER STUDENTS

The order in which the didactic and clinical education is scheduled is unique to every Radiation Therapy Program. Therefore School of Radiation Therapy at Cooper University Hospital does not accept transfer students.

UNIFORMS

Students must provide their own uniforms. See the dress code policy for additional information.

BOOKS

Students are responsible for the cost of all books and other course related materials.

LIVING EXPENSES

Students are responsible for their own living accommodations, meals.
GRADING SYSTEM / SCALE (revised 7-2011)

Reports of academic and clinical progress are given to each student at the completion of each semester. These grades are part of the students' permanent record. Students are required to maintain a cumulative grade point average of 3.0. Passing grade for all non-clinical weighted courses is a grade of “C”. Course grades are calculated from evaluations, participation, attendance and assignments. Course grades are recorded as letter grades based on the scale below. Quality points are assigned to each letter designation for the purpose of calculating grade point average. Pass/fail courses require a grade of “pass” for successful completion.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Range</th>
<th>Achievement</th>
<th>Numeric grade/Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95-100%</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>90-94%</td>
<td>Very Good</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>85-89%</td>
<td>Good</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80-84%</td>
<td>Average</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>75-79%</td>
<td>Satisfactory</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>70-74%</td>
<td>Poor</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>69 &amp; below</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

P = pass
W/P = withdraw/passing
F = fail
W/F = withdraw/failing

Students who earn a 3.5 GPA or higher will be named to the academic honors list for that term. Students who earn a 4.0 GPA will be named to the high academic honors list for that term.

See the Center for Allied Health Education Policy & Procedures Handbook for more information.

COURSE UNITS (revised 6-2011)

Grade-point average (GPA), the grade earned in each course is subject to weighting, by multiplying it by the number of course units. Thus, a "B" (three grade points) in a three course unit point class yields 9 "course units". Course units earned are added together, then divided by the total number of course units a student has taken, to get the GPA.

12.5 hours of lecture per semester = 1.0 course unit
18.75 hours of lecture per semester = 1.5 course units
25 hours of lecture per semester = 2.0 course units
31.25 hours of lecture per semester = 2.5 course units
37.5 hours of lecture per semester = 3.0 course units

8 hours of clinical per week = 1.0 course units
16 hours of clinical per week = 2.0 course units
24 hours of clinical per week = 3.0 course units
32 hours of clinical per week = 4.0 course units
40 hours of clinical per week = 5.0 course units
ATTENDANCE (revised 2010)

Scheduled clinical and didactic classes are mandatory. Scheduled time off is generally as follows:

- Fall break (Thanksgiving) 3 days
- Winter Break (Christmas Eve day to the day after New Year’s Day)
- Spring Break (Easter) 2 days
- Memorial Day 1 day
- Summer Break (July 4th) 3 days

In addition there are 10 days for all scheduled and unscheduled absences. There is no “make-up” time. Students exceeding 10 absences may be dismissed from the program. Students are encouraged to view the additional 10 days as “insurance” days and only use them when absolutely necessary. Time-off requests must be submitted in advance and in writing to the Director for approval.

See the Center for Allied Health Education Policy & Procedures Handbook for more information.

BREAKS

Students are scheduled for various rest breaks during the normal day. Didactic breaks are indicated on the class schedule. Clinical breaks are scheduled by clinical faculty and are generally a fifteen minute break in the morning, a 30 minute break at lunchtime, and a fifteen minute break in the afternoon.

CANCELLATION OF CLASSES AND CLINICAL

Cancellation of class or clinical shall be determined by the Director or designate, and are not counted as absences. Cancellation notification will be sent via e mail, text messages, or a voice mail message placed in the voice mail of the Director by 6:00 am on the day of school closure (856) 342-2734.

BEREAVEMENT ABSENCES

Students are granted a maximum of three (3) absences for the death of an immediate family member. Immediate family members are considered to be: Father, Mother, Spouse, Brother, Sister, Child. Students will be granted a maximum of two absences for the death of an extended family member. Extended family members are considered to be: Grandparent, in-law. Special permission may be granted to attend funeral services for other than those described. All bereavement absence requests are to be in writing and authorized by the Program.
**JURY DUTY**

All students summoned for jury service will be excused after presenting appropriate documentation.

**DISABILITY**

Students enrolled in the program are expected to perform all of the non-academic/essential function. In the event a student is injured or develops a condition which affects his or her physical performance, careful consideration must be given by the student regarding his or her ability to complete the required skills in each area. Students must successfully complete all clinical competencies and course work must in order to graduate from this program.

**LEAVE OF ABSENCE**

It is not the policy of the school to grant leaves of absence. In the event of extreme situations the program officials will determine the terms and conditions of leaves. Due to the potentially serious consequences of interrupting didactic and clinical education, these breaks in the educational process are discouraged.

**LEAVE OF ABSENCE-Military**

All students summoned for Military service will be excused after presenting appropriate documentation.

**GENERAL CONDUCT**

The School of Radiation Therapy requires students enrolled in the program to be professional in appearance and in behavior.

*See the Center for Allied Health Education Policy & Procedures Handbook (appendix One) for more information.*

**CHEATING AND PLAGIARISM**

*See the Center for Allied Health Education Policy & Procedures Handbook for more information.*

**DISCIPLINARY PROCEDURES**

*See the Center for Allied Health Education Policy & Procedures Handbook for more information.*
PARKING (revised 2005)

There is a fee for parking. Students must park where they are assigned. Students may not opt to park in a non student lot and pay the daily parking fee.

*See the Center for Allied Health Education Policy & Procedures Handbook for more information.*

CONTACT INFORMATION

E mail it the school’s primary method of communication with all students. Students are required to keep the program informed of all contact information including address, phone number(s), name, e mail address, etc. on a timely basis.

IDENTIFICATION

Students are required to wear Cooper University Hospital identification badges. Badges are obtained on the first day of the program during orientation. There is a fee to replace lost or negligently damaged badges. Some clinical affiliate sites may require their own identification badge. Students must also wear a Cooper University Hospital identification patch on all clinical uniforms and lab coats.

DRESS CODE (revised 2010)

The School of Radiation Therapy requires students enrolled in the program to be professional in appearance and in behavior. It is the policy of the School of Radiation Therapy to establish standards of dress, grooming and appearance. While the School understands that dress and appearance is often a matter of personal taste, students must be mindful of safety as well as the School’s professional image. Personal appearance should reflect a neat, professional, businesslike image and should be appropriate for the students learning situation. This policy applies to all school related functions and events, such as pre admission physical, orientation, didactic and clinical days, other education programs and job fairs that a student attends as a representative of Cooper University’s Hospital School of Radiation Therapy. Students must also follow the Cooper University Hospital Employee dress code and health system rules and the dress code policy and procedure of the clinical affiliate site.

**Clinical and Didactic Dress Code:**

1. Solid navy blue uniform, including uniform scrubs. Navy top and bottom must match in color and material. Hospital issued scrubs are not acceptable.
2. White, navy, black or beige socks or stockings (ankles must be covered).
3. Clean white or black leather duty shoe or sneaker (preferably for school use only)
4. White or Navy lab coat or (uniform) warm up jacket.
5. Official school patch must be securely attached on the left sleeve of all uniforms, lab coat, and (uniform) warm up jackets. (ie sewn).
6. Hospital issued identification badge (clearly visible) and radiation monitor (film badge) MUST be worn at all times.
7. Tattoos must be completely covered and never visible.
8. Jewelry should be minimal. Watches must be small and practical for the health care professional. Earrings are only permitted in the ear lobe. No more than two small earrings on each ear (preferably one). No other visible body piercings are permitted.
9. Undergarments may not be visible (including short sleeve and long sleeve tee shirts, etc). Cell phones are not permitted on your person while at clinical. Cell phones must be turned off during didactic class. Use of a cell phone including texting while in class or clinical is not permitted.

**GRADUATION**

Students satisfactorily completing the program will be awarded a Certificate of completion. Certificates, school pins, honors and awards are presented during commencement activities.

*See the Center for Allied Health Education Policy & Procedures Handbook for more information.*

**REGISTRATION & CERTIFICATION**

Students who successfully complete the program are eligible to apply to take the national registry examination administered by the American Registry of Radiologic Technologists. Graduates who plan to work in the State of New Jersey should apply for a State License in Radiation Therapy.

**PREGNANCY POLICY**

The following policy is to be observed by all pregnant or possibly pregnant students:

1) Consistent with the applicable federal statute, a student’s decision to declare pregnancy is voluntary. It is the policy of the Cooper Health System that formal declaration is defined as filing a completed, signed and dated Declaration of Pregnancy form to be submitted to the Radiation Safety Officer. A copy of the Declaration of Pregnancy Form is available in the Radiation Safety Manual. If she chooses not to declare her pregnancy, the Radiation Safety Officer will continue to ensure that she receives all normal occupational protections - the annual occupational dose limit of 5.0 Rem and all ALARA requirements will be in effect. All rights of declaration rest with the pregnant woman. The declaration of pregnancy may be withdrawn at any time by a signed, dated, written statement of withdrawal filed with the Radiation Safety Officer. In addition, all radiation workers have an individual responsibility to follow all Radiation Safety policies and procedures listed in the Radiation Safety Manual.

2. The Radiation Safety Officer shall counsel all declared pregnant individuals regarding federal, state and institutional law and protocol. A review of previous clinical assignments, dose history and other related considerations shall be discussed with the involved individual.

3. Additional radiation monitoring may be required during gestation.

4. Declared pregnant student may continue the program unabated or continue the didactic portion of the program and be granted a four week leave of absence from clinical. Missed clinical time must be made up at the scheduled completion of the program (generally the month of Sept).
Emergency messages to students during school hours should be directed to the Program office 856 342-2734 or 856 342-2729. Students are not permitted to use Program or clinical phones for personal use.

**Cell phones:** Cell phones are permitted in the classroom area only for emergencies and cell phone must be placed on vibrate. If a call is received and you must respond do so by leaving the classroom to respond to the call. Students not observing this protocol shall be asked to leave the class and return without their cell phone. Cell phones are NOT permitted in the clinical sites. The clinical education sites phone number should be used for emergencies.

**Computers:** Students may use computers in the Hospital Library.

**Cross-talk:** Cross-talk is unproductive verbal exchanges during class presentations/lectures. Students should be aware that innate talking during class is distracting to other students and faculty and has no place in the education delivery process. Faculty directed discussion is constructive and would be limited to subject related exchanges.
FACILITIES

Classroom facilities are available for the School or Radiation Therapy and are equipped with a large screen television with internet and PowerPoint, videoconferencing, blackboard, table, chairs, electronic imaging. Laboratories include treatment units, simulation machines, and dosimetry suite, which all conform to safety codes.

The UMDNJ Camden Campus Library at Cooper University Hospital is available for students use. Students will tour the library during orientation. See the Center for Allied Health Education Policy and Procedure handbook for more information about library services.

LOCKERS

Lockers are located in the Radiation Oncology Staff lounge and at each clinical affiliate site. Students will be assigned a locker at each location and must provide their own locks. Students are expected to maintain the cleanliness of the lockers. Students are required to use their locked locker for storage of all personal belongings, books, etc. that are not in use for class or clinical.

STUDENT RECORDS/TRANSCRIPTS

Student educational records, radiation monitoring reports, instructional materials, and other appropriate program materials are securely maintained in a locked cabinet in the locked office of the Director of the School of Radiation Therapy, or at the Hospitals secure off site storage facility. Student educational records are maintained in accordance with the Family Right and Privacy Act (Buckley Amendment). The Buckley Amendment was designed to establish the rights of students, to inspect and review their education records, prevent the release of educational records to third parties without permission of the student, and to provide guidelines for the correction of inaccurate or misleading data through formal and informal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office (FERPA) concerning alleged failures by the school to comply with the Act.

The school encourages graduates to continue their education beyond Radiation Therapy School. Verification of program completion and official transcripts are provided free of charge. Transcript requests must be made in writing, and include the name of the person or place that the student authorizes the transcript to be sent to. The School will not release records received from other schools or sources acquired for the admissions process.

See the Center for Allied Health Education Policy & Procedures Handbook for more information.
The following services and learning resources are available to students enrolled in the School of Radiation Therapy:

Learning Resources:
1. Classroom with state of the art audio visual equipment
2. Access to computers, hospital e mail and internet
3. Library services
4. Faculty available for additional help by appointment
5. Linear Accelerators and Simulators available for labs and practice
6. Continuing Education

Student Services:
1. Employee Assistance Program
2. Parking
4. Hospital Cafeteria
5. Private Lockers for storage of personal belongings
6. Hospital Security
7. Requesting accommodations for disabilities as defined by applicable federal and state laws.
8. Personal counseling with program faculty
9. Transfer Credits

See the Center for Allied Health Education Policy & Procedures Handbook for more information.

TRANSFER CREDIT

The School has an affiliation agreement with Widener University, Chester, PA. Students seeking information regarding transfer credit should contact Widener University

Widener University
Att: Emily C. Richardson, Ed.D.
Dean, University College
One University Place
Chester, PA 19013-5792
(610) 499-4334

COUNSELING

Counseling is available to all students enrolled in the program. Counseling may be provided by program faculty and or the Cooper University Hospital employee assistance program. In certain circumstances, counseling may be mandatory.
CONTINUING EDUCATION

Continuing education programs in the form of in-services, conferences, rounds, etc. are offered throughout the year for staff and faculty at each of the clinical education centers. When topics pertinent to the students’ education are offered, students will be scheduled to attend.

LIABILITY / MALPRACTICE

The Cooper University Hospital provides professional liability and malpractice insurance for students enrolled in this program.

LIBRARY SERVICES

See the Center for Allied Health Education Policy & Procedures Handbook for more information.

ADDITIONAL GENERAL SCHOOL/HOSPITAL POLICIES

See the Center for Allied Health Education Policy & Procedures Handbook for more information.

RADIATION SAFETY

Students must follow the Cooper Health System Radiation Safety Policy – ALARA program.

The program monitors and maintains student radiation exposure data. This information is monitored by the Schools Secretary, and maintained in a binder in the office of the program director (radiation monitoring reports will not be posted). This information is available to students within thirty (30) school days following receipt of data. Students initial when they have reviewed the reports.

In accordance with NJDEP/BRH Radiologic Technology Board of Examiners policies, students who leave or graduate may request cumulative record of radiation exposure

The Radiation Safety Officer is Edward Goldschmidt, MS, DABR (856)-342-2723.

BLOOD EXPOSURE POLICY

See the Center for Allied Health Education Policy & Procedures Handbook for more information.

HEALTH INSURANCE

See the Center for Allied Health Education Policy & Procedures Handbook for more information.
SAFETY POLICY AND PROCEDURES

Cooper University Hospital observes all federal, state and local safety, fire and Radiation Oncology regulations. During orientation, students will be instructed on procedures to protect the patient and themselves during all emergency situations. Students are not permitted to begin clinical or laboratory education until they have attended orientation.

STUDENT REPRESENTATIVE

Each year students select one person in their class who will represent their interests and attend Advisory Committee meetings. The representative is the student who receives the most voted in as secret ballot procedure during the first semester.

SECURITY/ESCORT

See the Center for Allied Health Education Policy & Procedures Handbook for more information.

CLINICAL AFFILIATES (revised 2010)

The School of Radiation Therapy has affiliation agreements with other New Jersey Hospitals. These affiliates provide the facilities and personnel for the clinical component of the educational program. It also enables the program to educate students from a large geographic area.

Each affiliate has a Clinical Education Coordinator and or Senior Clinical Supervisor, who is responsible for coordinating the clinical education at the facility. They schedule the student clinical rotations to ensure the student is exposed to all required clinical competencies, and program requirements. They are also a member of the Advisory and Admissions Committee. Radiation Oncologists at each site are board certified Physicians who participate in the clinical and didactic instruction. A certified Radiological Physicist provides support in treatment planning instruction and radiation protection counseling. All Clinical Coordinators and Clinical Supervisors are JRCERT approved, New Jersey State licensed and ARRT registered. Clinical Coordinators and Clinical Supervisors instruct and evaluate students.

1. Cooper University Hospital
   1 Cooper Plaza
   Camden, N.J. 8003
   Program Director: Karen Ljunggren, M.S., R.T. (R) (T) (CT)
   Clinical Coordinator: Mr. Alex Khariton, M.S., R.T.(R)(T)
   Senior Clinical Supervisor: Ms. Colleen Tegeler, R.T. (R)(T)
2. Cooper University Hospital
   Out Patient Center
   900 Centennial Blvd.
   Voorhees, N.J. 08043
   Clinical Coordinator: Mr. Alex Khariton, M.S., R.T.(R)(T)
   Senior Clinical Supervisor: Karen Cianci, R.T. (R) (T)

3. AtlantiCare, Cancer Center
   2500 English Creek Avenue
   Egg Harbor, NJ 08234-5549
   Clinical Coordinator: Ms. Kim McDonnell, B.S., R.T. (R)(T)
   Senior Clinical Supervisor: Frank Carpenter, R.T. (R) (T)

4. Cape Regional Medical Center
   Two Stone Harbor Blvd.
   Cape May Courthouse, N.J.
   Clinical Coordinator: Ms. Kim McDonnell, B.S., R.T. (R)(T)
   Senior Clinical Supervisor: Tara Royer, R.T. (R) (T)

5. Capitol Health System
   446 Bellevue Ave.
   Trenton, N.J. 08607
   Clinical Coordinator: Mr. Shereen Whitehead, M.S., R.T.(R)(T)
   Senior Clinical Supervisor: Dawn Mullen, R.T. (R) (T)

6. St. Peters University Hospital
   254 Easton Avenue
   New Brunswick, NJ 08901
   Clinical Coordinator: Shereen Whitehead, B.S., R.T. (R) (T)
   Senior Clinical Supervisor: Merle Barnett, R.T.(R)(T)

7. Virtual Memorial Hospital of Burlington County
   175 Madison Ave.
   Mt. Holly, NJ 08060
   Clinical Coordinator: Ms. Barbara Breslin-Kappas, B.S., R.T. (R) (T)
   Senior Clinical Supervisor: George Ballinger, R.T. (R)(T)
   Senior Clinical Supervisor: Corinne Preston, R.T. (R)(T)
Curriculum

The curriculum for the School of Radiation Therapy at Cooper University Hospital is designed to provide students with the theory, technical skills and patient care techniques, which are essential for the simulation, treatment planning and treatment delivery by entry-level Radiation Therapists. Students will learn how to apply their knowledge and use a variety of equipment to deliver prescribed treatments of ionizing radiation.

The 12-month curriculum is as follows:

Fall Semester (September to December)
101 Orientation to Radiation Oncology
103 Radiation Therapy Patient Care I
104 Radiation Biology
105 Pathology I
106 Radiation Physics I
107 Principles and Practice of Radiation Therapy I I
108 Radiation Protection
109 Clinical Practice I

Winter/Spring Semester (January to April)
203 Radiation Therapy Patient Care II
205 Pathology II
206 Radiation Physics II
207 Principles of Radiation Dosimetry
209 Clinical Practice II

Summer Semester (May to September)
303 Radiation Therapy Patient Care III
305 Pathology III
306 Radiation Physics III (Quality Assurance)
309 Clinical Practice III
RTT 101  
Orientation to Radiation Oncology  
This course is an overview of the field of Radiation Oncology and its role in health care delivery system. The policy and procedures of the hospital and the program will be reviewed and explained. The professional responsibilities of the Radiation Therapist will be examined. This course will also include ethics in Radiation Therapy Practice and introductory law.

RTT 103  
Radiation Therapy Patient Care I  
This course explains procedures pertinent to patients with a diagnosis cancer. Emphasis is on routine and emergency care, handling seriously ill patients, special procedures, infection control, skin care, side effects, patient assessment and evaluation. Psychosocial aspects and communication will be explored.

RTT 104  
Radiation Biology  
This course will present basic concepts and principles of radiation biology. The effect of radiation on the body as a whole, and at a cellular level will be explained. The theory and principles of dose tolerance, time-dose relationships, fractionation and how this all relates to radiation therapy treatment delivery.

RTT 105  
Pathology I  
This course is a lecture series designed to explain the growth, cause and behavior of neoplastic conditions. The topics of epidemiology, etiology, prognosis, methods of treatment and adjuvant therapies are developed for each anatomic site. The Radiation Therapists patient care responsibilities will be explained.

RTT 106  
Radiation Physics I  
This course reviews the principles of x-ray production, beam characteristics and units of radiation so that an understanding of the application of these topics in Radiation Therapy treatment delivery is achieved. Modalities and their components, which are utilized in the production of photon and electron beams, are covered. This course will set the foundation for Radiation Physics II.

RTT 107  
Radiation Therapy Technique I  
This course is designed to introduce the student to what they see in Clinical Practice I, and will set the foundation for RTT 207 Principles of Radiation Dosimetry. It explains basic patient positioning, beam divergence and magnification, field blocking, immobilization devices, chart documentation, wedges, electrons, etc. The principles of computed tomography and imaging and processing in radiation oncology will also be presented. This course includes a lab, where the student will see the concepts presented in class demonstrated on treatment and simulation units using a phantom. Labs will include both instructor demonstration and student hands on practice.
RTT 108  
Radiation Protection  
This course reviews and explores the principles of radiation protection and radiation safety. It will differentiate the radiation health and safety requirements of federal, state, and accreditation agencies. It will also explain hospital specific radiation protection policy and procedures. Specific responsibilities of the Radiation Therapist are emphasized.

RTT 109  
Clinical Practice I  
This course provides a clinical experience where student learns the flow and routines of the particular department. The student will begin to develop basic equipment operation skills under the direct supervision of a JRCERT approved Clinical Supervisor. This practice includes a rotation in nursing and general patient care clinical competency testing will be accomplished during this course.

RTT 203  
Radiation Therapy Patient Care II  
Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109

This course is designed to build upon the information learned in RTT 103 Radiation Therapy Patient Care I and Clinical Practice I. It will review radiation treatment side effects, medications, chemotherapy, nutrition, patient education, staging, cross sectional anatomy, research methodology, and include CPR training.

RTT 205  
Pathology II  
Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109

This course is a continuation lecture series designed to explain the growth, cause and behavior of neoplastic conditions. The topics of epidemiology, etiology, prognosis, methods of treatment and adjuvant therapies are developed for each anatomic site. The role of the Radiation Therapist is detailed. This course will include neoplasia, an in depth study of normal and abnormal cell development.

RTT 206  
Radiation Physics II  
Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109

This course explores Radiation Therapy Physics. Topics include the structure of matter, properties of radiation, nuclear transformation, x-ray production, ionizing radiation, treatment units used in external beam treatment delivery, absorbed dose, dose distribution, and dose scatter.

RTT 207  
Principles of Radiation Dosimetry  
Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109

This course describes the process and factors which influence clinical treatment planning. Detailed didactic lecture and laboratory experiences will explain isodose distribution, contouring, radiobiologic considerations, dosimetric calculations, compensation and the clinical application of the treatment beam. The student will understand the importance of initial simulation to optimal treatment planning.
Emerging technologies will be introduced to the Students.

RTT 209
Clinical Practice II
Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109

This course is a continuation of Clinical Practice I where students begin clinical competency testing in simulation, treatment delivery, and dosimetry. Clinical competency testing should begin with common and routine patient set up procedures which have been presented in the didactic classroom. As the semester progresses, the student will begin to do more challenging patient treatment procedures. Clinical Competency testing is always performed under the direct supervision of a clinical instructor.

RTT 303
Radiation Therapy Patient Care III

This course is a continuation of RTT 203 Radiation Therapy Patient Care II that covers the technical considerations in advanced treatment planning and daily patient care. Focuses on the more difficult and elaborate approaches to Radiation Therapy. This course will include operational issues in Radiation Therapy such as quality management, human resource issues, Accreditation agencies, billing and reimbursement issues. This course includes a research forum in which students summarize for each other important clinical aspects of all phases of patient care in Radiation Oncology. An opportunity for students to both assess and demonstrate their knowledge of each topic presented.

RTT 305
Pathology III

This course is a continuation lecture series designed to explain the growth, cause and behavior of neoplastic conditions. The topics of epidemiology, etiology, prognosis, methods of treatment and adjuvant therapies are developed for each anatomic site. The role of the Radiation Therapist is detailed. The lectures are designed to incorporate student experiences in Clinical Practice and develop their critical thinking and problem solving skills to analyze complex issues and make informed decisions.
RTT 306  
Radiation Therapy Physics II– Quality Assurance  

This course explains the rationale and application of quality management and quality assurance (QA) procedures for radiation therapy. QA tests for megavoltage therapy equipment, simulation, and treatment planning systems will be studied and demonstrated. Legal and regulatory requirements, as well as the role and responsibility of the Radiation Therapist, will be explored. Computer information systems will also be discussed.

RTT 309  
Clinical Practice III  
This course is a continuation of Clinical Practice I & II where students demonstrate more advanced clinical competencies in the treatment and simulation. Clinical Competency testing is always performed under the direct supervision of a clinical instructor. Clinical Competency testing will be completed during this semester.
Program Administrators
Karen Ljunggren, M.S., R.T. (R) (T) (CT)  Wanda Casper, B.S.
Director  Secretary

Joan D’Antonio, R.N., B.S.
Director of Nursing Education and the Center for Allied Health Education

Program Faculty
Karen Ljunggren, M.S., R.T. (R), (T) (CT)
Tamara LaCoutore, M.D.
Lesley Hughes, M.D.
Noel Kramer, D.O.
Sucha Asbell, M.D.
Niraj Pahlagani, M.D
Ashraf Youssef, M.D.
Yan Chen, PhD
Jinyu Xue, PhD
Jimm Grimm PhD
Theresa Rolland, M.S.
Randy Burd, PhD.
Edward Goldschmidt M.S.
Raymond Croce, R.T. (R) (T)
Deborah Aguruso, M.S., R.N.
Alex Kharitan, M.B.A., R.T. (R) (T)

Clinical Education Coordinators
Barbara Breslin-Kappas, B.S., R.T. (R) (T)
Alex Khariton, M.S., R.T. (T)
Kimberly McDonnell, B.S., R.T. (R) (T)
Shereen Whitehead, B.S., R.T. (R) (T)

Senior Clinical Education Supervisors:
George Ballinger, R.T. (R) (T)
Donna Barnes, R.T. (R) (T)
Merle Barnett, R.T. (R) (T)
Frank Carpenter, R.T. (R) (T)
Karen Cianci, R.T. (R) (T)
Dawn Mullen, R.T. (R) (T)
Corinne Preston, R.T. (R) (T)
Tara Royer, R.T. (R) (T)
Colleen Tegeler, R.T. (R) (T)
DISCLAIMER STATEMENT

The preceding listings are current as of this publication date. The School of Radiation Therapy reserves the right to change tuition, policy and procedures, regulations, academic and clinical sites or courses described herein without prior notification. The provisions of this policy and procedure booklet are not to be regarded as an irrevocable contract between school and applicant. The student handbook, program information booklet and policies and procedures were combined to create this School of Radiation Therapy policy and procedure manual in June 2011.