



Student Handbook 2009-2010



Bellevue College
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www.bellevuecollege.edu

For more information about the bachelor of applied science degree in radiation and imaging sciences, please contact the BAS program office at (425) 564- 2316, or visit us at www.bellevuecollege.edu/bas.

BC reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled Vietnam veteran. For further information, please visit www.bellevuecollege.edu/equal.asp.

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Introduction

Welcome to Bellevue College (BC) and the Radiation and Imaging Sciences program. This program focuses on higher education for imaging professionals who possess a certification in their specialty along with the required prerequisite courses. Students in the program can obtain a Bachelor of Applied Science degree in the concentration of their choice. The BAS is a career-oriented bachelor degree developed specifically to meet the career advancement needs of practicing professionals like you. This is the only program of its kind in the state and among only a few in the nation.

The 90 credit degree completion program is for certified professionals and graduates of programs in radiologic technology, diagnostic ultrasound, radiation therapy, or nuclear medicine. Regardless of which specialty area you are in, the four degree concentrations offer you the opportunity to select a path that is geared toward your professional goals.

- Radiation and Imaging Management (RAIM) – for students who wish to lead radiation and imaging departments and clinics.
- Radiation and Imaging Technology (RAIT) – for students seeking advanced technical expertise leading to additional certification.
- Radiologist Assistant (RADA)
- Medical Dosimetry (DOSM)

Importance of Your Student Handbook

Your success is important to us, and we have developed this handbook to guide you and provide specific information on the policies, curriculum and expectations of the program. **It is the responsibility of each student to study the handbook and to know its contents.** All students are required to complete the agreement form (last page of handbook) and return to the BAS program manager acknowledging receipt of handbook and agreement to abide by the policies set forth in the handbook. In general, the Radiation and Imaging Sciences program follows the policies and rules established by the college. However, because this is a bachelor degree program, some policies differ from the college. Please use the policies and procedures identified in this handbook to guide you through the program.

People to Contact

The Bachelor of Applied Science program office is located in room A251. The telephone number is (425) 564-2316. You may also contact, the Program Chair, Ron Radvilas at (425) 564-2507 or the Program Manager, Cindy Walker at (425) 564-3170. The Program Chair and Program Manager regularly contact students via email. Please make sure they have your current email address so you don't miss any important announcements. Your instructors will provide their contact information at the beginning of each quarter.

About the Radiation and Imaging Sciences Bachelor of Applied Science Program

History

In 2005 the Washington State Legislature approved development of four pilot applied bachelor degree programs at Washington community and technical colleges to expand access to bachelor degree education and better serve the state's workforce needs. As the only college in the state with well-respected programs in the fields of radiologic technology, radiation therapy, diagnostic ultrasound and nuclear medicine, BC determined that it was best suited to offer a bachelor of applied science degree in the radiation and imaging sciences. This degree would provide a relevant education in a field where no bachelor degree pathway currently exists, and it would address a critical demand for managers and advanced technologists in a field that is expected to grow by up to 35 percent by 2012.

In April 2006, the State Board for Community and Technical Colleges selected BC as one of the four colleges to proceed with development of a BAS program. The Higher Education Coordinating Board approved the college's degree request on July 27, 2006. In December 2006, the college received authorization from the Northwest Commission on Colleges and Universities to offer the bachelor degree program. BC staff has spent two years working with industry professionals, the University of Washington and many college departments and faculty to develop the curriculum and build an exemplary program that will serve the urgent need for supervisors, managers and advanced technologists in the radiation and imaging sciences field.

Radiation and Imaging Sciences BAS Program Goals

The bachelor of applied science in radiation and imaging sciences provides a formal education to enhance your career development opportunities. Specifically, the goals are to:

- 1) Create an affordable educational pathway for radiation and imaging technologists and graduates of radiation and imaging technical programs to complete a bachelor degree program without having to leave the state;
- 2) Offer the opportunity for radiation and imaging technologists to broaden and advance their skills to adapt to substantial changes in their field, including continuous advances in technology and the emerging interrelation of different technologies;
- 3) Develop a well regarded bachelor degree program that will create a conduit for graduates who wish to enter a master's degree program;
- 4) Contribute to the attainment of the state's higher education and regional economic development goals in a high-growth industry sector by creating a better career ladder for health care technologists with the likelihood of earning higher lifelong wages;

Radiation and Imaging Sciences BAS Program Objectives

- Every BAS graduate will learn critical thinking, communication and other general education concepts that will augment advanced courses and/or practice in radiation and imaging sciences.

- Every BAS graduate will be prepared to pursue employment in relation to their chosen concentration.
- Graduates of radiation and imaging technology programs and working technologists will have an avenue to obtain a baccalaureate degree in their field within the state of Washington at a reasonable cost and without having to leave their communities.

Management and Technology Concentration Goals and Objectives

Goals

The bachelor of applied science in radiation and imaging sciences provides a formal education to enhance your career development opportunities. Specifically, the goals of the management and technology concentrations are to:

- 1) Provide an avenue for working radiation and imaging technologists and graduates of programs in the radiation and imaging sciences to gain the skills that will allow them to become effective supervisors and managers;
- 2) Offer the opportunity for radiation and imaging technologists to broaden and advance their skills to adapt to substantial changes in their field, including continuous advances in technology and the emerging interrelation of different technologies;
- 3) Prepare employees who can fill the critical unmet demand for hospitals and clinics to have appropriately educated technology team supervisors and managers and advanced technologists;

Concentration Objectives

- Every BAS graduate will gain a core of knowledge and skills in the essentials of health care business and management that will enable them to become effective supervisors and managers or advanced technologists.
- Graduates concentrating in advanced radiation and imaging technology will learn new complex technologies to achieve advanced certifications that allow them to provide services in crossover or emerging technology fields and increase their utility to their employers.
- Graduates concentrating in radiation and imaging management will learn in-depth management and organizational theory concepts to enable them to be effective health care administrators as well as to provide the basis for advanced studies in health care management.
- All graduates will gain a broad understanding of the four imaging and therapy modalities to become more effective leads and managers.

Student Learning Outcomes

A graduate of the radiation and imaging sciences bachelor degree program with a concentration in Management or Technology will be able to:

- Function in a supervisory or management role in a radiology department or imaging clinic.

- Demonstrate an understanding of finance, legal issues, human resources, and leadership as they pertain to the field of health care and particularly radiologic science and medical imaging.
- Demonstrate the breadth and depth of the educational preparation through the completion of a capstone project.
- Have the necessary preparation to pass national certification examinations in their chosen elective focused courses.
- Evaluate legal, ethical and economic issues that pertain to the graduate's professional field.
- Discuss the planning and implementation of a new medical imaging or therapy venture, including capital costs, operating revenue expectations, staffing, marketing, and contracting.

Radiologist Assistant Concentration Mission and Goals

Mission

The mission of the Bellevue College radiologist assistant concentration is to academically and clinically prepare students to become registered radiologist assistants who deliver high quality patient care under the scope of practice identified by the ARRT and the state of Washington.

Goals

The bachelor of applied science in radiation and imaging sciences provides a formal education to enhance your career development opportunities. Specifically, the goals of the radiologist assistant concentration are to:

- 1) Students will gain the knowledge and skills that will allow them to become competent radiologist assistants.
- 2) Provide an environment and curriculum that requires the students to use problem solving skills.
- 3) Prepare students to accept life-long learning as an integral part of a career.
- 4) Prepare students to become "patient focused" health care team members.
- 5) Offer a program that earns and maintains the support of radiologists in Washington.

Concentration Objectives

- Demonstrate a clear understanding of the role of a radiologist assistant in its support of radiologists.
- Radiologist assistant students will gain core knowledge and skills identified by the ARRT.
- Students will evaluate and participate in research activities.
- Students will demonstrate proficiency in presentation techniques.
- Students will gain a core of knowledge that will prepare them to assume leadership roles.

Student Learning Outcomes

A graduate of the radiation and imaging sciences bachelor degree program with a concentration in radiologist assistant will be able to:

- Function as a radiologist assistant in a hospital or imaging center.
- Have the required education to pass a nation certification exam.
- Demonstrate a commitment to continued competency through life-long learning.
- Demonstrate sensitivity to the physical, cultural, and emotional needs of patients through effective communication, competent patient assessment, continuous patient monitoring, and advanced patient care skills.

Accreditation Status

Bellevue College is accredited to offer two-year degrees by the Northwest Commission on Colleges and Universities. The college has been granted candidacy at the baccalaureate degree level. In October 2009, BC will undergo a full scale evaluation as part of its candidacy for becoming fully accredited as a bachelor degree institution. Once that status is granted, it will be retroactive to include the class expected to graduate in June 2009.

There is no separate professional organizational accreditation for the bachelor degree program.

Getting Started (And Finished)

Advising and Registration

As a continuing student at BC you will receive an online registration appointment when it is time to register for your next quarter's classes. The program chair or program manager will assist you in choosing courses to register for each quarter.

The BC online Degree Audit system is used to track student plans and completion of the program. Each student should become familiar with the features of the degree audit system.

To access the system go to: www.bellevuecollege.edu/degreeaudit

Log in using your Student ID# and PIN

On the Academic Plan, you will find the courses your program advisor has recommended. The plan will be updated as a student progresses through the program. Special instructions are posted on the notes tab in the degree audit system

If you do not know your PIN, go to the BC Home Page and click on "My Online Services" and follow the links.

Not all courses are offered each quarter. Therefore, it is vital that you develop an educational advising plan with your program advisor to ensure that you can complete your course of study in the most efficient manner. If you need to make changes to that plan, please consult with your

advisor. The yearly course schedule is shown under the Program Information section of this handbook.

Financial Assistance

Financial aid is available to all eligible students, including federal, state and institutional grant funds, such as the Pell Grant, WA State Need Grant, BC Grant, federal student loan, or work study. To determine whether you are eligible for financial aid you will need to complete the Free Application for Federal Student Aid or FAFSA. To find out more information about financial aid, please visit the BC financial aid website at www.bellevuecollege.edu/financialaid/.

Please check with the Career Center in room B231 or at (425) 564-2279 and with the BC Foundation in room A102 or at (425) 564-2386 to investigate scholarship opportunities.

Many hospitals and clinics also offer tuition reimbursement for courses that enhance an employee's benefit to the workplace. Please check with your employer's human resources department to see if you are eligible for their assistance.

Program Costs

Tuition and fees for the upper division (300 and 400-level) courses offered in BAS program are tied to the same tuition structure as Washington state's regional colleges. Tuition for the program's required lower division courses (100 and 200-level) will be charged at the Bellevue College tuition and fee rate. Please check the BC website or the quarterly class schedule for a current tuition and fee schedule.

It is recommended that you have a computer and high speed internet connection in order to take advantage of Lecture Recording Software, a system used to record the courses for download which serves as a study aid in many of the BAS courses, as well as to access digital library resources. If you do not own a computer or want to use a computer while you are on campus, you can use the college's open computer lab in N201.

Professional Organizations

Participation in national and local professional organizations is strongly encouraged. Student membership in the American Society of Radiologic Technologist (ASRT) or American Association of Medical Dosimetrists (AAMD) is highly recommended.

Graduation Requirements

Any student in the radiation and imaging sciences bachelor of applied science program who has met the following criteria for graduation should make an appointment with the radiation and imaging sciences program manager to complete the application for graduation. The Degree Audit System will help you determine if you have met all of the program requirements.

- Demonstration of proficiency in intermediate algebra.
- National certification in radiologic technology, radiation therapy, nuclear medicine technology, or diagnostic medical sonography.
- Complete a total of at least 180 applicable college level quarter credits

- Maintain a minimum cumulative GPA of 2.00 in all coursework taken at BC
- Earn a cumulative GPA of 2.00 or better in all courses applied to the degree, including credits transferred from other colleges
- Achieve a minimum grade of “C” or better in all core program courses
- Complete at least 45 credits for the degree in residence at Bellevue College, of which 30 credits must be upper division.

If you are within two quarters of completing your program requirements, you should apply for graduation by meeting with the BAS program manager to complete a graduation application which will be submitted to the Evaluations Office. Deadlines for submission are: October 10 for winter quarter graduation, December 10 for spring quarter, March 15 for summer quarter and June 1 for fall quarter. The application form is at the graduation website at www.bellevuecollege.edu/enrollment/graduation/apply/.

Policies

Program Leave of Absence

Our goal is to have you complete your bachelor degree in a timely and efficient manner. To that end, every admitted student is required to enroll in and complete a minimum of one class per quarter, not including summer quarter, to maintain your status in the program.

If there is an exceptional circumstance that prohibits you from meeting this obligation, you must submit a written request to the program chair for a one quarter leave which states the reason you are requesting a leave. Please contact the program chair at least one month prior to the commencement of the following quarter to maintain your registration priority.

If you are unable to resume your studies after one quarter, you will lose your status as a matriculated student. It is recommended that you meet with the program chair immediately, if you are in danger of being dropped from the program. On a space available basis, it may be possible to gain readmission to the program, by writing a letter to the program chair stating your serious intention to complete the program in a timely manner.

Satisfactory Progress and Grading

Students must maintain an overall cumulative grade point average of 2.0 to remain in the program. Clinical courses are graded on a Pass/Fail basis. Minimum passing grade for all health science courses is “C”.

Each instructor will identify his/her grading procedure in the syllabus presented at the start of every course. If you have questions, about the instructor’s grading policy, please speak directly with the instructor. Generally, the following criteria is used for the assignment of grades.

A = 95-100	C+ = 77-79
A- = 90-94	C = 73-76
B+ = 87-89	C- = 70-72
B = 83-86	D = 65-69
B- = 80-82	F = 64 and below

Procedure for Applying for Credit by Examination for the Bachelor of Applied Science

Any student who believes that s/he may have competence in a particular area of study which would make taking a course redundant can apply to receive credit for that course by demonstrating competence in the subject area.

- The student must be currently registered at Bellevue College.
- The student must have completed ten quarter credit hours at BC.
- A fee equal to one-half the current tuition rate will be charged.
- Credits received and approved through examination will be posted on the student's transcript.

The student will:

- Obtain a copy of the syllabus for the course to be challenged.
- Write a rationale that explains how the student has met the individual requirements for the course.
- Submit a copy of all materials that the student has created which support the rationale and demonstrate competency in the subject.
- When applying for credit by examination, the student must pay the fee in advance at the Cashier's office and obtain a Certificate of Approval from the Student Services Center in B125. The student will include the certificate along with the information identified above to the instructor. After the student successfully completes the "examination", the instructor returns the completed form to the registration office for processing.

The BAS program chair and an instructor who teaches the course will evaluate the materials submitted and determine if the application for credit by examination is sufficient to merit granting credit. If the two agree that the requirements of the course have been met, the student will be granted credit for the course. If the application is insufficient to meet the course requirements, it will be returned to the student and no credit will be granted. The student may request reconsideration of the determination, once, by submitting additional material and a more complete rationale.

Alternatively, the student may request that s/he be allowed to take the final examination for the course and submit any projects or papers deemed necessary to demonstrate the s/he is competent in the subject area. In this case, the course instructor will determine if the student has met the course requirements sufficiently to grant credit.

Probation and Dismissal

The bachelor of applied science is a program for working professionals in the radiation and imaging sciences fields. By your letters of recommendation, you have already demonstrated your commitment to your field and desire for career advancement. That being said, there may be rare occasions when a student in the program does not live up to the high expectations of the program. The following information identifies the procedures in the event that a student does not adhere to academic and conduct related expectations.

A. Academic Probation and Dismissal

- 1) Any student who receives a "C-" in a bachelor of applied science concentration course will be placed on probation for the following quarter. The student must develop a plan with the

instructor's guidance to either retake the course the next time it is offered or perform work in the course where the "C-" grade was earned to improve the grade to a "C" or better. If the "C-" grade is not improved by the end of the quarter, the student will be dismissed from the program.

2) A student earning a *second* "C-" in a Radiation and Imaging Science course will be dismissed from the program.

3) A student earning a "D" in a Radiation and Imaging Science course may be dismissed from the program. The student must meet with the program director to determine their status in the program.

B. Conduct Related Probation and Dismissal

It is expected that students in the program will conduct themselves by professional standards at all times. In those rare instances where a student violates the BC Student Code or demonstrates inappropriate behavior in a classroom or clinical setting, the following procedure will be followed.

1) Unacceptable behavior will be identified, and the student will receive a written warning from a faculty member.

2) If the unacceptable behavior occurs a second time the student will be placed on probation. The student will be given a written letter outlining the unacceptable behavior and what steps are necessary to rectify the situation.

3) If the unacceptable behavior continues, the student will be dismissed from the program.

4) In certain circumstances, depending on the seriousness of the conduct, the student may receive further disciplinary action.

Every student has the right to appeal the disciplinary action. Please see the BC Student Handbook at www.bellevuecollege.edu/stupro/new_student/handbook.asp for the appeal procedure as well as a complete list of your rights and responsibilities.

Student Code, BC Policy 2050

For a complete description of the procedures under the Student Code, please see the BC Student Handbook at www.bellevuecollege.edu/stupro/new_student/handbook.asp.

Bellevue College is maintained by the state of Washington for the purpose of providing its students with appropriate learning programs which will facilitate the orderly pursuit and achievement of their educational objectives. The college is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons through policies which encourage independence and maturity.

The student is in the unique position of being a member of the college community and the community at large. Admission to the college carries with it the expectation that students:

- will respect and abide by the laws of the community, state, and nation;
- will adhere to college rules and regulations which assure the orderly conduct of college affairs;

- will maintain high standards of integrity and honesty;
- will respect the rights, privileges, and property of other members of the college community; and
- will not interfere with legitimate college affairs.

Bellevue College may apply sanctions or take other appropriate action only when student conduct interferes with the college's:

- primary educational responsibility of ensuring the opportunity of all members of the college community to attain their educational objectives;
- subsidiary responsibilities of protecting property, keeping records, providing services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights, freedoms, and responsibilities in this document are critical ingredients toward the free, creative, and spirited educational environment to which the students, faculty, and staff of Bellevue College are committed.

Jurisdiction

All rules herein adopted concerning student conduct and discipline shall apply to every student whenever said student is participating in a distance education class or event, or is attending a class, or is present in any college facility, or whenever said student is engaged in or present at any college-related activity whether occurring on or off college facilities.

Faculty members, other college employees, and members of the public who breach or aid or abet another in the breach of any provision of this chapter shall be subject to:

- Possible prosecution under the state criminal law;
- Any other civil or criminal liability for which remedies are available to the public; or
- Appropriate disciplinary action pursuant to the state of Washington Higher Education Personnel Board or the district's policies and regulations.

The college may carry out any disciplinary proceedings prior to, simultaneously, or following civil or criminal proceedings in a court of law.

Ethical Expectations

Students are expected to maintain a high standard of ethical behavior in the clinical education settings and in the classroom. Please see the section in the BAS student handbook on the BC Student Conduct Code; Appendix B, AAMD Code of Ethics; and Appendix C, Program Policies for Behavior in the clinic area.

- Students must abide by the standard rules and regulations of the college and the clinical education settings.
- Students must respect the patient's right to privacy and keep confidential the information relating to the patient. Students are expected to comply with HIPAA regulations. Failure to do so can result in dismissal from the Program.

When preparing case studies for classroom presentations or other reports, etc., it is mandatory that the student receive permission of the clinical supervisor to make copies of any patient-related material. Any copies of reports or films used for presentations must have the patient's name and clinical number covered, or any information which may identify a patient. This helps to ensure the patients right to confidentiality.

Grievance Procedures

We request that problems concerning the didactic portion of the program first be discussed with the program chair. The student has the right to utilize Bellevue College's Grievance Procedure. Please see the BC Student Handbook.

As a student at Bellevue College, you have the right to express and resolve misunderstandings, complaints or grievances concerning the conduct or performance of a college employee or a student; college services, processes or facilities; or grades or academic issues. BC Complaint Policy 1450 outlines the steps you may take to file a grievance or complaint. You are encouraged to try to resolve your complaint informally by speaking directly with the person with whom you have a grievance. If it is not possible to reach resolution, the policy identifies the steps you may take to help you resolve your complaint. The complete complaint procedure is located in the student handbook at the website listed in the above section.

BC also has an Ombudsman, Miranda Kato, to help you with concerns about racial discrimination or sexual harassment. You may contact her at (425) 564-2131 or mkato@bellevuecollege.edu.

Affirmation of Inclusion, BC Policy 4000

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at BC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Equal Opportunity in Education and Employment, BC Policy 4150

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. BC is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Student Services

As a student at Bellevue College, you are eligible for all the services offered by the college. The fees you pay entitle you access to the student computer labs, the library, counseling services, disability resource center, My BC, student clubs and programs, reading and writing labs, career placement services, and all other BC services. Please refer to the online BC Student Handbook at

www.bellevuecollege.edu/stupro/new_student/handbook.asp for a complete list of services and activities.

Services for Students with Disabilities

BC is committed to providing equal opportunity in accessing the benefits, rights and privileges of college services, programs and activities for every student. The college will provide reasonable accommodation for all students with documented disabilities. Please contact the Disability Resource Center in room B132 or at (425) 564-2498 for more information.

Bookstore

Information about the BC book store can be found online at www.BC.collegestoreonline.com/. During the opening week of each quarter, the bookstore maintains evening hours so that evening students may purchase their books. For your convenience, books can be ordered online.

Help With Your Studies

BC offers a variety of learning laboratories and services to help you with your studies and encourage success. In addition to the resources identified here, you will find additional information on the college website about the services available to you at www.bellevuecollege.edu/resources/computing/.

Lecture Recording Software

The BAS classroom instructors will be using software to record lectures so students can review course content while studying. The instructors will have the ability to record as they are lecturing in “live” classes as well as add recorded information to online courses. The recordings will be available via the internet and students may be able to download the recordings to a personal computer or iPod. The specific instructions for using the lecture recording software are available from the instructor.

Library Media Center

The Library Media Center (LMC) is located in Building D Room D-126. The phone number is (425)564-2252. An orientation to BC library services will be held each fall for BAS students. The LMC has been expanded to include books, periodicals and online materials that are relevant to the BAS program. You should be able to find most of the resources you need to perform research for your classes. For students who live out of the area, directions follow for ordering books by mail.

LMC staff assists students in finding print, online, and audiovisual materials to help them in their coursework. Librarians are available during all open library hours to help students with their research. Thirty computer workstations give access to the World Wide Web. Three additional computer workstations provide adaptive technology for students with special needs. The library home page, www.bellevuecollege.edu/lmc, has links to BC and local library catalogs, full-text online magazine, book, and image databases. Students have access to a wireless network using their personal laptops. The Media Center has laptop computers and network cards that students may borrow for use on campus. Other services include color photocopying, lamination, and media duplication. Study rooms are available for individual study or group discussions.

Online tutorials

Tutorials on using LMC resources are available at bellevuecollege.edu/lmc/research.html.

BC Library Media Center materials www.bellevuecollege.edu/lmc/catalogs.html

- The online catalog provides complete bibliographic information on all print, non-print and electronic materials.
- The online catalog will let you know if an item is not currently available to borrow. You can place a “hold” on the item and you will be notified when the material becomes available.
- You can review the list of all materials signed out to you by clicking on the Patron Info tab

Using/Borrowing LMC materials

- Circulation periods vary depending on the material. BCcirc@bellevuecollege.edu, or call 425-564-2252.
- Questions about media materials and equipment should be sent to BCmedia@bellevuecollege.edu or call 425-564-2001. Please refer to the separate procedure in the appendix of this handbook for requesting circulating materials via mail.

Accessing online databases www.bellevuecollege.edu/lmc/periodicals.html

- Online databases of periodical articles and books including electronic versions of books for the Baccalaureate Program are accessible anywhere you can get on the worldwide web.
- You will need the Student ID issued to you when you registered (95x-xx-xxx)
- You will be prompted for your last name. It is important for you to enter your last name as it appears on your registration. For example, delos Reyes not Delos Reyes, Van Eiss not VanEiss, Smith-Klein not Smith
- For questions, please contact BCref@bellevuecollege.edu or (425)564-6161

Access to the UW Health Sciences Library

BC has arranged for students in the BAS program to have access to the UW Health Sciences library. A group orientation to the UW Health Sciences Library can be arranged.

Circulating materials

- Students may use print materials on site.
- A borrower’s card may be issued to a student for a fee of \$100 for one year. This card will enable you to borrow print materials only.
- Photocopying is available at the Health Sciences Library for 15 cents per page.

Interlibrary loan

Students may borrow circulating materials through interlibrary loan initiated by the BC Library.

Online databases

- Access to online databases is limited to on-site use only at the Health Sciences Library.
- Students will be required to present a photo ID (e.g. driver’s license or BC ID card) in order to get a temporary net ID that will be used to access the online databases at the Health Sciences Library. There is no access to online databases outside the Health Sciences Library.
- Printing from online access is 10 cents per page.

Writing and Math Labs

The Writing Lab can help you with any of your writing assignments, regardless of the course. The lab has computers and printers for your use, and tutors and written resources are available to assist

you. For information regarding location and hours go to:
<http://bellevuecollege.edu/writinglab/default.htm>

The Mathematics Lab provides tutorial assistance for math students on a drop-in basis and computer-based tutorials that supplement classroom activities. For information regarding location and hours go to:
<http://scidiv.bcc.ctc.edu/mathlab/>

Computing Services Academic Support

Computing Services at Bellevue College offers many services to students. Please visit their website at: <http://ac.bcc.ctc.edu/> and familiarize yourself with the services available to you. The web site is specifically designed to assist students in finding access to many of the web resources available from Computing Services and from support units across the campus.

The Open Computer Lab, located in N250, has over 200 PCs and Macintosh computers available to all students. The hours of operation are located at the Computing Services website <http://ac.bcc.ctc.edu/>.

CLINICAL POLICIES AND PROCEDURES

Clinical Assignments

Students will be assigned to a specific clinical education setting (hospitals and clinics) by the Education Coordinator. Clinical assignments are determined by the educational needs of each student. *No student will be assigned to a center in which a significant other or a relative is employed in the department.* BC has clinical affiliations with many hospitals and clinics in the Puget Sound region and in certain locations in Eastern Washington and Oregon. If you are a distance student and intend to take a clinical course, please notify your program advisor at least one quarter in advance so that the college can arrange a suitable clinical internship with a facility in your area. In rare instances, it may not be possible to arrange clinical services in your geographic vicinity. If this is the case, you may be required to travel to reach a clinical facility, but every effort will be made to prevent that occurrence.

The college has contracts with each of the clinical education settings. To intern at a clinical education setting, a student must be registered for the appropriate clinical practice course. **Students must be registered for the specific clinical practice course prior to attending that course at the clinical education setting.** If a student attends a clinical practice course, and is not currently registered for that course, the student will be asked to leave the clinical education setting until that student is properly registered.

If you have enrolled in a clinical course, please be aware that you will be a student in the workplace setting rather than an employee. To that end, there will be specific expectations for your behavior and performance. At least twice during the quarter you will be evaluated by a clinical instructor based on the clinical objectives identified for your course. All students must be directly supervised until they have been evaluated for competency by the clinical instructor.

The presence of students in the clinical facility must in no way alter the routine work or schedule of the department or inconvenience the patient or staff. Dependability, punctuality and performing at a clinically acceptable pace by the student are essential for the successful completion of the clinical education assignment.

Students registering for clinical practicum courses are required to complete a personal background check that is acceptable to the medical institution serving as their practicum site. Students must satisfy all requirements of the practicum site prior to beginning the internship.

Clinical Education Setting Concerns

Student problems in the clinical education settings should be addressed as soon as possible. We request that the student first discuss the matter with the clinical supervisor. If this does not resolve the problem, it should be taken to the clinical coordinator and then to the program chair. The student has the right to utilize Bellevue College's Grievance Procedure. Please see the BC Student Handbook.

Travel and Parking at the Clinical Education Sites

Travel to and from the clinical education settings and/or travel between didactic classes and clinical education settings is the responsibility of the student. Any costs incurred for transportation to and from the clinics are the responsibility of the student. Bellevue College provides reduced fare bus passes to its students.

Some clinical affiliates provide free parking for students. Check with your clinical supervisor regarding parking availability. Parking at many of the clinical settings is difficult and expensive; at such sites, students are encouraged to use public transportation.

Safety Policies

- Students are required to acquaint themselves with routine radiation safety procedures as covered during clinical orientation and hospital safety regulations.
- Incidents involving students will be reported immediately to the clinical supervisor and clinical coordinator. All costs due to an injury incurred while in an educational status are the responsibility of the student. Therefore, students are strongly advised to carry their own health insurance.
- Gross or willful negligence in the use of radiation or the handling of radioactive substances, which endanger the health of students, workers or patients, could result in immediate dismissal.

Radiation Safety Monitoring

Students who do not have a TLD Badge supplied by their employer will be provided one by the program for the purpose of "occupational" radiation monitoring. The badge should be worn at all times while in the clinical education setting. The physical location of the badge on the body should be in accordance with the policy of the clinical education setting (usually chest region).

- The badges are to be used only in the clinical setting.
- The badges should NEVER be left in the treatment room.
- A safety report is required if you leave your badge in a treatment room and it becomes accidentally exposed. The last time this occurred, the radiation safety officer at the clinical education center required two new badges for testing purposes. Should this happen, you will be charged for the two or more new badges.
- If you do not already have a badge, the program pays the cost for your first badge and quarterly monitoring. For badges supplied by the program, the student will have to pay for any damaged or lost badge. The cost is approximately \$20 per badge. Badges not turned in at the end of the quarter are considered lost badges. The program receives a quarterly Occupation Radiation Exposure Report. For reasons of confidentiality (SSN) the reports are kept in the program director's office. However, a student may at any time request to view his/her report. In addition, the student will be notified by the program director should the student's badge reading reflect an exposure that is at or greater than the notification levels provided by the monitoring company.

Health Care Policy for Students

Health insurance is not provided for any student by the College, the Program, or any clinical education setting.

Injuries incurred during clinical education assignments are not covered by the State Department of Labor and Industries Worker's Compensation for students. All related costs are the responsibility of the student.

It is strongly recommended that students obtain their own medical and/or accident insurance.

Tuberculin Test Requirement

The State of Washington Department of Social and Health Services require all hospital employees to have a Mantoux tuberculin test unless the employee has had prior positive reaction to the test. A Mantoux skin (PPD) test will be done upon entry into the Program and each subsequent year thereafter. The student must provide documentation of testing to the clinical coordinator within the first week of the fall quarter.

Immunization Requirements

The clinical education settings require specific immunizations or proof of immunizations for the protection of the student. The student is required to provide proof of immunizations prior to participating in clinical practice courses at the clinical settings. These immunization policies may change at any time; therefore, the Program will provide the student with the most current requirements as determined by the Health Science, Education and Wellness Institute of BCC in collaboration with the clinical education settings.

Hepatitis B inoculation is strongly recommended for all students. The following information is specific to Hepatitis B inoculation.

Hepatitis B Vaccine Information

The Disease: Hepatitis B is a viral infection caused by hepatitis B virus (HBV) which causes death in 1-2% of patients. Most people with hepatitis b recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some May develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer.

The Vaccine: Hepatitis B vaccine is produced from the plasma of chronic HBV carriers. The vaccine consists of high purified, formalin-inactivated hepatitis B antigen (viral coating material). It has been extensively tested for safety in chimpanzees and for safety and efficacy in large scale clinical trials with human subjects. A high percentage of healthy people who receive two doses of vaccine and a booster achieve high levels of surface antibody (anti-HBs) and protection against hepatitis B. Persons with immune-system abnormalities, such as dialysis patients, have less response to the vaccine; but over half of those receiving it do develop antibodies. Full immunization requires three doses of vaccine over a six-month period, although some persons may not develop immunity even after three doses. There is no evidence that the vaccine has ever caused hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

Possible Vaccine Side Effects: The incidence of side effects is very low. NO serious side effects have been reported with the vaccine. A few persons experience tenderness and redness at the site of the injection. Low grade fever may occur. Rash, nausea, joint pain and mild fatigue have also been reported. The possibility exists that more serious side effects may be identified with more extensive use.

If you have any questions about hepatitis or the hepatitis B vaccine, please ask.

Communicable Disease Policy

Communicable disease policies are for the protection of the patient, employee and student. Please check with your clinical education center for the institution's communicable disease policy. In addition, the student must become familiar with any communicable disease policy in effect at Bellevue College.

It is the responsibility of the student to notify the clinical coordinator of any exposure to or contraction of communicable disease.

Communicable/infectious diseases will include but are not necessarily limited to the following:

CHICKEN POX/HERPES ZOSTER/SHINGLES
DRAINING LESIONS
HEPATITIS
HIV+/AIDS
INFLUENZA
MEASLES/MUMPS/RUBELLA
SALMONELLA/SHIGELLA
TUBERCULOSIS

Injuries During Clinical Educational Rotations

Students who are injured during a clinical education rotation must report the injury to the Clinical Supervisor or appropriate clinical education department personnel. An incident report will be completed by the student. It is highly recommended that the student carry health and/or accident insurance. Neither the hospitals, nor the program, nor the college are responsible for any costs incurred by the student for injuries received at the clinical education settings. If the student receives emergency care, the student will be billed by the hospital.

Liability Insurance

Each student in a health science program is required to pay a yearly fee in addition to the basic tuition rate to cover the cost of a liability insurance policy carried by BC.

Pregnancy and Family Leave Policy

The purpose of this Pregnancy Policy is to provide information to students in the Radiation and Imaging Sciences Bachelor of Applied Science degree program and certificate programs to help them make decisions regarding radiation exposure during pregnancy. Appropriate radiation safety practices help assure that radiation exposure to the student and her fetus are kept as low as reasonably achievable. This policy applies only to pregnant students in clinical education courses.

The U.S. Nuclear Regulatory Commission in its Regulatory Guide 8.29, *Instruction Concerning Risks From Occupational Radiation Exposure*, states:

“In the absence of scientific certainty regarding the relationship between low doses and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation can cause biological effects that may be harmful to the exposed person and that the magnitude or probability of these effects is directly proportional to the dose. To avoid increasing the incidence of such biological effects, regulatory controls are

imposed on occupational doses to adults and minors and on doses to the embryo/fetus from occupational exposures of declared pregnant women.”

Voluntary Disclosure

Students in the program who have a confirmed diagnosis of pregnancy have the option to inform the clinical coordinator or program chair of their pregnancy. It is the student’s responsibility to make the **declaration** of pregnancy so that the program can officially recognize the pregnancy in order to make accommodation for the student in clinical education courses. These services cannot be provided to a pregnant student who does not choose to declare her pregnancy.

Counseling and Monitoring

When a student has declared that she is pregnant, the radiation safety officer at the clinical education center will provide counseling to the student concerning exposure and risks. A second appropriate radiation monitor will be furnished to the pregnant student to monitor the dose of fetal radiation. Pregnant students may be restricted to safe exposure activities to minimize their risk. Pregnant students will be excused from performing specific procedures where there is an increased risk of radiation exposure (such as prostate seed implant).

Leave of Absence

Due to health concerns, if the student is unable to continue in the clinical portion of the program, she must provide a letter from her physician stating that fact. A leave of absence for maternity purposes will be available to all female students. The length of the leave will be determined individually for each student requesting such leave based on information supplied by her physician. The request for leave, dates of leave and expected date of delivery should be made in writing no later than the seventh month of pregnancy.

Return to the Program

Students not returning to the program within six weeks of their delivery date may lose their eligibility in the program and may need to reapply for admission. Because a new cohort of students begins the program each year, readmission may be dependent upon the availability of clinical education slots and program capacity. The program chair and clinical coordinator will work with the student to provide any reasonable accommodation.

Medical Dosimetry Concentration Mission and Goals

Mission

The mission of the Bellevue College medical dosimetry program is to provide a strong didactic education in medical dosimetry that advances the student's knowledge and develops current clinical skills to prepare graduates to become medical dosimetrists with the necessary knowledge and skills to plan treatments safely and competently and deliver quality patient care. The medical dosimetry program affirms the Bellevue College mission, vision and core values by placing the needs of students first and supporting and promoting the excellence of their efforts.

The program goals and outcomes to support this mission are:

Dosimetry Concentration Goals:

Goal One: Upon completion of the program, graduates will have the ability and skills to:

- Demonstrate a clear understanding of medical dosimetry in its support of radiation oncology.
- Design treatment plans for three-dimension conformal radiotherapy.
- Design treatment plans for intensity modulated radiation therapy.
- Design treatment plans for brachytherapy treatments.
- Perform hand calculations to verify plan accuracy.
- Effectively communicate with an interdisciplinary radiation oncology team.

Outcomes:

1. Admitted students will complete the program.
2. Students will complete the program in a timely manner.
3. Graduates will pass the certification and/or licensure examination once they have completed their mandatory on the job training.
4. Graduates will be employed as a medical dosimetrist in training within six months of graduation from the program.
5. Employers of the program's graduates will be satisfied with graduates' skills and abilities.
6. Program graduates will be satisfied with their didactic and clinical preparation for employment as a medical dosimetrist.

Goal Two: Provide educational activities which support optimal critical thinking, problem solving and communication skills.

Outcomes:

1. Students will demonstrate effective critical thinking and problem solving skills.
2. Employers will be "very satisfied" or "satisfied" with the graduates' ability to apply critical thinking and problem solving skills appropriately.
3. Program graduates will be "very satisfied" or "satisfied" with their ability to apply critical thinking and problem solving skills in the execution of their job responsibilities.
4. Employers will be "very satisfied" or "satisfied" with the graduates' ability to communicate effectively with supervisors, peers and patients.
5. Program graduates will be very satisfied or satisfied with their ability to communicate effectively in the workplace.

Goal Three: Provide a learning environment that encourages students to engage in professional growth.

Outcomes:

1. Students will join the professional organization.
2. Graduates will continue to participate in a professional society.
3. Students who don't possess a baccalaureate degree will be encouraged to pursue the remaining courses to earn a bachelor of applied science degree in radiation and imaging sciences.

ETHICAL EXPECTATIONS

Students are expected to maintain a high standard of ethical behavior in the clinical education settings and in the classroom. Please see the section in the BAS student handbook on the BC Student Conduct Code and closely review the AAMD Code of Ethics; and Program Policies for Behavior in the clinic area.

- Students must abide by the standard rules and regulations of the college and the clinical education settings.
- Students must respect the patient's right to privacy and keep confidential the information relating to the patient. Students are expected to comply with HIPAA regulations. Failure to do so can result in dismissal from the Program.

When preparing case studies for classroom presentations or other reports, etc., it is mandatory that the student receive permission of the clinical supervisor to make copies of any patient-related material. Any copies of reports or films used for presentations must have the patient's name and clinical number covered, or any information which may identify a patient. This helps to ensure the patients right to confidentiality.

AAMD Code of Ethics

Preamble

The purpose of the American Association of Medical Dosimetrists (AAMD) Code of Ethics is to establish an ideal of professional conduct to which members of the Medical Dosimetry profession should aspire. The Code of Ethics expresses the moral values of the AAMD. While, by itself, the AAMD cannot create or reform moral character, it may at least inform a conscience. Such a code also signals the organization's moral commitment to those who depend upon its members for services. In any profession, the test of moral seriousness depends upon personal compliance with ethical standards.

As Medical Dosimetrists, our primary objective is to use our training, experience, skills, and talents for the benefit of society. To this end, we recognize our professional relationships with and obligations to the:

1. *Patient.*
Although never directly responsible for prescribing medical procedures, the health and welfare (even life) of many patients may directly depend upon the skill and dedication with which Medical Dosimetrists carry out their work.
2. *Employer or Client.*
As professionals, Medical Dosimetrists have the obligation to act as faithful agents for their employers or clients and to devote their skills and talents to further the legitimate aims of their employers. In turn, they have the right to expect due professional consideration from their employers or clients.
3. *Fellow Medical Dosimetrists.*
Medical Dosimetrists should contribute to the advancement of their profession and should avoid all practices which detract from the stature of Medical Dosimetry.

In furtherance of the principles stated in this preamble, the AAMD has adopted this Code of Ethics.

Principles of Ethics

The following principles represent goals to which all Medical Dosimetrists should aspire:

1. Medical Dosimetrists are obliged to uphold the honor and dignity of their profession by exhibiting sound moral character and the highest degree of competence in their work.
2. Medical Dosimetrists must be honest and forthright at all times in their dealings with employers, clients, and patients. Remuneration expected should be consistent with the type and quality of service provided.
3. Patient privacy must be respected and confidentiality of patient information must be maintained.
4. Medical Dosimetrists should strive continually to improve their knowledge and skills and participate in programs that lead to the improvement of the Medical Dosimetry profession and the health of the community.
5. Collegiality, openness, and mutual respect shall characterize the relationships among Medical Dosimetrists.
6. Medical Dosimetrists should conduct their affairs in a manner consistent with standards of excellence.

Reference: <http://www.medicaldosimetry.org/about/ethics.cfm>

POLICIES FOR BEHAVIOR IN THE CLINIC AREA FOR STUDENTS AND DOSIMETRIST/PHYSICIST

1. Whenever a student is in the clinical area, he/she is to be under the direct supervision of a CMD and/or medical physicist.
2. During clinical assignments students should be viewed as members of the Radiation Therapy Treatment Planning Team and be provided with the opportunity to perform tasks within their level of ability. It must always be remembered that the clinical assignments are for educational purposes. Students are not to replace paid personnel during any portion of the clinical education program. In addition to participating in direct treatment planning and patient care, students may be asked to perform other dosimetrist-related tasks such as assisting in QA of on treatment patient records, perform backup of treatment planning information, keeping dosimetry area neat and organized.
3. Treatment plans generated by the student must be checked by the supervising dosimetrist/physicist before the patient is treated. This includes all aspects of plan and electronic medical record.
4. Students should be encouraged to attempt to run first line hand calculations and treatment plans. The treatment plan and calculations should be carefully checked and initialed by the supervising dosimetrist/physicist.
5. Any behavior on the part of a student which results in an unsafe condition for the patient, staff or student should be immediately corrected by the supervising dosimetrist/physicist.
6. Discussion of patient specific treatment planning variables and set-ups by the student and staff should not take place in front of the patient. This includes student questions regarding staff's correction of student.
7. Any injuries involving a student during the clinical assignment should be written up as an accident report and must be reported to the clinical preceptor and educational coordinator/program chair.
8. All problems which cannot be resolved by discussion between the staff and the student should be first communicated to the clinical preceptor and then to the program chair.

9. The student is to provide the supervising dosimetrist/physicist with his/her attendance form. The dosimetrist/physicist will initial the form and return it to the student. At the end of each quarter the student will give the attendance form to the clinical supervisor.
10. Students will receive two written performance evaluations each school quarter. Please refer to the student clinical rotation schedules for exact dates. The evaluation should be completed and returned to the clinical preceptor the last day of the scheduled rotation.
11. Any questions that arise as to staff or student responsibilities should be brought to the attention of the clinical preceptor and/or educational coordinator.

EXAMPLES OF INAPPROPRIATE BEHAVIOR

Any student may be disciplined or discharged for just cause which may include, but is not limited to, the following breaches of standards for reasonable conduct:

1. Excessive absenteeism or frequent tardiness.
2. Reporting to school or clinic under the influence of intoxicants or drugs.
3. Harassment or discrimination of employees or students (e.g. sexual, racial, cultural or age).
4. Refusal to accept adjustment of clinical assignment at the direction of the clinical supervisor or program chair.
5. Continued failure to follow safety regulations; gross or willful negligence in the use of radiation or the handling of radioactive substances.
6. Is, by his/her own admission, or has been found guilty of theft.
7. Soliciting of gifts, gratuities or tips. Selling or soliciting in the clinic or hospital.
8. Releasing or failure to prevent the release of confidential information (HIPPA regulations).
9. Abuse, misuse, waste or destruction of hospital or BCC property.
10. Unauthorized operation of equipment.
11. Possession of or use of weapons in the hospital or on school premises; or physical violence, threats of harm or abusive conduct.
12. Personality difficulties: inability to get along with employees, other students or with patients.
13. Establishing a social relationship with a patient who is on treatment.
14. Conviction of any felony during the program that would prohibit a person from working in healthcare.
15. Dating a clinical staff member or a fellow student at the assigned clinic could result in the student being reassigned to a different clinical setting.

Standards for an accredited educational program in Medical Dosimetry

Complaints of Non-compliance

If a student believes that the Program is in non-compliance with the JRCERT Standards, that student has the right to contact the JRCERT. Any complaint will be recorded, and the JRCERT and the program will reply in a timely manner.

EFFECTIVE JANUARY 1, 2004

Adopted by: The Joint Review Committee on Education in Radiologic Technology: April 2003

The Joint Review Committee on Education in Radiologic Technology promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS-MD**.

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Statement on Assessment of Program Effectiveness¹

The Joint Review Committee on Education in Radiologic Technology (JRCERT) believes that the accreditation process offers a means of providing public assurance that a program meets standards and of stimulating programmatic improvement. The JRCERT **Standards for an Accredited Educational Program in Medical Dosimetry (STANDARDS-MD)** require a program to articulate its purposes; to demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing its purposes; and to provide assurance that it can continue to meet accreditation standards. A variety of assessment approaches in its evaluation processes strengthens a program's ability to document its effectiveness.

The JRCERT believes that assessment leads to programmatic improvement. The JRCERT does not prescribe a specific approach to assessment. That determination should be made by the program in terms of its own purposes and resources. Assessment is not an end in itself but a means of gathering information that can be used in evaluating the program's ability to accomplish its purposes. An effective assessment process provides information that assists program officials in making useful decisions about the program and in developing plans for its improvement.

The JRCERT expects programs to develop a system of planning and evaluation to demonstrate its effectiveness in relation to student achievement. The program is expected to describe and document student learning outcomes and the pursuit of academic excellence.

Introduction

The Standards for an Accredited Educational Program in Medical Dosimetry are directed at the assessment of program and student outcomes. Using these **STANDARDS-MD**, the goals of the accreditation process are to: protect the student and the public, stimulate programmatic improvement, provide protective measures for federal funding or financial aid, and promote academic excellence.

Each **STANDARD** is titled and includes a narrative statement, supported by objectives, describing the outcome required for compliance with the **STANDARD**. Selected key terms are underlined and defined in the Glossary to clarify the meaning. The definitions contained in the Glossary are considered a component of the **STANDARDS-MD** and, as such, must be satisfied to comply with the **STANDARDS-MD**.

¹

This Statement is based on a similar Statement developed by the Commission on Institutions of Higher Education, North Central Association of Colleges and Schools. The JRCERT acknowledges, with thanks, the permission of the North Central Association for its use.

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Standard One: Mission/Goals, Outcomes, and Effectiveness

The program, in support of its mission and goals, develops and implements a system of planning and evaluation to determine its effectiveness and uses the results for program improvement.

Objectives:

In support of **Standard One**, the program:

- 1.1 Has a mission statement that defines its purpose and scope.
- 1.2 Has written goals that outline what the program is designed to achieve.
- 1.3 Makes its mission statement and goals readily available to students, faculty, administrators, and the general public.
- 1.4 Develops and implements an assessment plan that identifies benchmarks for the measurement of outcomes in relation to its mission statement and goals and includes:
 - program completion rate;
 - clinical performance and clinical competence;
 - problem solving skills and critical thinking;
 - communication skills;
 - professional development and growth;
 - graduate satisfaction; and
 - employer satisfaction.
- 1.5 Documents outcomes consistent with each of the following JRCERT policies:
 - over the past five years, credentialing examination pass rate average of not less than 75% at first attempt; and
 - over the past five years, job placement rate of not less than 75% within six months of graduation.
- 1.6 Regularly solicits feedback from students, faculty, radiation oncologists, radiation physicists, graduates, employers, and other communities of interest.
- 1.7 Analyzes and uses feedback from communities of interest and outcome data for continuous improvement of its policies, procedures, and educational offerings.
- 1.8 Periodically evaluates its mission statement, goals, and assessment plan and makes revisions as necessary to achieve continuous quality improvement.

Standard Two: Program Integrity

The program demonstrates integrity in representations to communities of interest and the public, in pursuit of educational excellence, and in treatment of and respect for students, faculty, and staff.

Objectives:

In support of **Standard Two**, the program:

- 2.1 Adheres to high ethical standards in relation to students, faculty, and staff.
- 2.2 Has program faculty recruitment and employment practices that are nondiscriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, and national origin.
- 2.3 Publishes statements accurately reflecting the program's offerings.
- 2.4 Has due process procedures that are readily accessible, fair, and equitably applied.

- 2.5 Has a policy that assures timely and appropriate resolution of complaints regarding allegations of non-compliance with JRCERT **STANDARDS-MD** and maintains a record of such complaints and their resolution.
- 2.6 Regularly evaluates program policies, procedures, and publications and revises as appropriate.
- 2.7 Documents the continuing accreditation of the sponsoring institution.
- 2.8 Documents the continuing recognition of each clinical practice setting by applicable regulatory agencies.
- 2.9 Maintains JRCERT recognition of all clinical practice settings.
- 2.10 Maintains JRCERT recognition of all applicable faculty appointments.
- 2.11 Complies with requirements to achieve and maintain JRCERT accreditation.

Standard Three: Organization and Administration

Organizational and administrative structures support quality and effectiveness of the educational process.

Objectives:

In support of **Standard Three**, the program:

- 3.1 Has organizational and administrative structures that support the program's mission and student learning outcomes.
- 3.2 Establishes and maintains affiliation agreements with clinical practice settings.
- 3.3 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.
- 3.4 Assures an appropriate relationship between program length and the subject matter taught and the objectives for the degree or credential offered.
- 3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values.

Objectives:

In support of **Standard Four**, the program:

- 4.1 Maintains a master plan of education.
- 4.2 Follows a JRCERT recognized and accepted curriculum that prepares the student to practice in the professional discipline.
- 4.3 Provides a curriculum that promotes professional values, life-long learning, and competency in critical thinking and problem solving skills.
- 4.4 Provides a well-structured, competency based curriculum that supports the program's mission and goals.
- 4.5 Has a curriculum that reflects evaluation of affective, cognitive, and psychomotor domains.
- 4.6 Provides learning opportunities in current and developing medical dosimetry procedures.
- 4.7 Provides equitable learning opportunities.

Standard Five: Resources and Student Services

The program's learning resources, learning environments, and student services are sufficient to support its mission and goals.

Objectives:

In support of **Standard Five**, the program:

- 5.1 Provides classrooms, laboratories, clinical practice settings, administrative and faculty offices, and other facilities to support its mission and goals.
- 5.2 Has clinical practice settings that provide students with a variety and volume of procedures for competency achievement.
- 5.3 Reviews, evaluates, and maintains learning resources to assure the achievement of student learning outcomes and program goals.
- 5.4 Reviews, evaluates, and maintains student services to assure the achievement of student learning outcomes and program goals.

Standard Six: Human Resources

The program has sufficient qualified faculty and staff with delineated responsibilities to support program mission and goals.

Objectives:

In support of **Standard Six**, the program:

- 6.1 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.
 - Program Director:
 - Holds, at a minimum, a masters degree;
 - Is proficient in curriculum design, program administration, evaluation, instruction, and counseling;
 - Documents the equivalent of three years full-time experience in medical dosimetry and/or radiation therapy;
 - Documents one year experience as an instructor in a JRCERT accredited program;
 - Holds Medical Dosimetrist Certification Board certification or equivalent; if the program director does not meet this qualification, an educational coordinator is required.
 - Educational Coordinator:
 - Holds, at a minimum, a baccalaureate degree;
 - Is proficient in curriculum development, supervision, instruction, evaluation, and counseling;
 - Documents the equivalent of two years full-time experience in the professional discipline;
 - Holds Medical Dosimetrist Certification Board certification or equivalent.
 - Didactic Program Faculty:
 - Is qualified to teach the subject;
 - Is knowledgeable of course development, instruction, evaluation, and academic counseling;
 - Holds appropriate professional credentials, if applicable.
 - Clinical Preceptor(s):
 - Is proficient in supervision, instruction, and evaluation;
 - Documents the equivalent of two years full-time experience in the professional discipline;
 - Holds Medical Dosimetrist Certification Board certification or equivalent.
 - Clinical Staff:
 - Holds Medical Dosimetrist Certification Board certification or equivalent.
- 6.2 Documents administrative, faculty, and clinical staff responsibilities are delineated and support the fulfillment of the program's mission and goals.
 - Program Director:
 - Organizes, administers, reviews, develops, and assures program effectiveness;
 - Conducts on-going program assessment;
 - Participates in budget planning;
 - Evaluates and assures clinical education effectiveness;

- Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development;
 - Assumes the leadership role in the continued development of the program.
 - Educational Coordinator:
 - Cooperates with the program director in design and implementation of the curriculum.
 - Correlates clinical education with didactic education;
 - Coordinates clinical education and evaluates its effectiveness;
 - Evaluates students;
 - Cooperates with the program director in periodic review and revision of clinical course materials;
 - Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development;
 - Maintains current knowledge of program policies, procedures, and student progress.
 - Didactic Program Faculty:
 - Prepare and maintain course outlines and objectives, instruct and evaluate students, and report progress;
 - Cooperate with the program director in periodic review and revision of course materials;
 - Maintain appropriate expertise and competencies through continuing professional development.
 - Clinical Preceptor(s)
 - Is knowledgeable of program goals;
 - Understands the clinical objectives and clinical evaluation system;
 - Provides students with clinical instruction/supervision;
 - Evaluates students' clinical competence;
 - Maintains competency in the professional discipline and in instructional and evaluative techniques through continuing professional development;
 - Maintains current knowledge of program policies, procedures, and student progress.
 - Clinical Staff:
 - Understand the clinical competency system;
 - Support the educational process;
 - Maintain current knowledge of program policies, procedures, and student progress.
- 6.3 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.
- 6.4 Provides support services to meet all educational, program, and administrative requirements.
- 6.5 Provides program faculty with opportunities for continued professional development.
- 6.6 Evaluates didactic program faculty and clinical faculty performance regularly to assure instructional responsibilities are performed.

Standard Seven: Students

The program's and sponsoring institution's policies and procedures serve and protect the rights, health, and educational opportunities of all students.

Objectives:

In support of **Standard Seven**, the program:

- 7.1 Has student recruitment and admission practices that are consistent with published policies of the program and sponsoring institution.
- 7.2 Uses student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, and national origin.
- 7.3 Makes available to prospective students accurate information about admission policies, transfer credit, tuition and fees, refund policies, academic calendars, academic policies, graduation requirements, and student services.

- 7.4 Makes available to enrolled students accurate information about admission policies, transfer credit, tuition and fees, refund policies, academic calendars, academic policies, grading policies, graduation requirements, and student services.
- 7.5 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.
- 7.6 Provides student academic and clinical activities that are educationally valid and support attainment of student learning outcomes.
- 7.7 Safeguards the health and safety of students associated with educational activities through implemented policies and procedures in regard to workplace hazards, harassment, communicable diseases, and substance abuse.
- 7.8 Limits required clinical and academic involvement for students to not more than 40 hours per week.

Standard Eight: Radiation Safety

Program policies and procedures are in compliance with federal and state radiation protection laws.

Objectives:

In support of **Standard Eight**, the program:

- 8.1 Safeguards the health and safety of students associated with educational activities through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.
- 8.2 Has a pregnancy policy that is published and made known to accepted and enrolled female students that:
 - is consistent with applicable federal regulations and state laws;
 - includes notice of voluntary disclosure; and
 - provides options for student continuance in the program.
- 8.3 Assures that students use equipment and accessories, employ techniques, and perform procedures in accordance with accepted equipment use and radiation safety practices to minimize radiation exposure to patients, selves, and others.
- 8.4 Assures that all medical dosimetry procedures, other than fabrication of beam modifying and immobilization devices, are performed under the direct supervision of a qualified practitioner.
- 8.5 Assures that fabrication of beam modifying and immobilization devices are performed under the direct supervision of a qualified practitioner until a student achieves competency.
- 8.6 Assures that fabrication of beam modifying and immobilization devices are performed under the indirect supervision of a qualified practitioner after a student achieves competency.
- 8.7 Maintains documentation that learning environments are in compliance with applicable state and federal radiation safety laws.

Standard Nine: Fiscal Responsibility

The program and the sponsoring institution have adequate financial resources, demonstrate financial stability, and comply with obligations for Title IV federal funding, if applicable.

Objectives:

In support of **Standard Nine**, the program:

- 9.1 Has sufficient on-going financial resources to support the program's mission and goals.
- 9.2 Provides the program director an opportunity to participate in the budget planning process.
- 9.3 For those institutions and programs for which the JRCERT or a mixed accreditor serves as gatekeeper for Title IV financial aid, maintains compliance with USDE policies and procedures.

Glossary

Affiliation Agreement - A formal written understanding between an institution sponsoring the program

and an independent clinical practice setting.

Assessment - The systematic collection, review, and use of information to improve student learning, educational quality, and program effectiveness.

Assessment Plan - Provides direction for actions and is a way to determine progress. At a minimum, an assessment plan should include goals, evaluation criteria and benchmarks, outcomes, and a plan of action.

Clinical Practice Setting - A facility, which is recognized by the JRCERT and meets the standards of major cancer center as defined by the American College of Radiology (ACR), responsible for delivering clinical education and evaluation of clinical competency. A minimum of one clinical preceptor is designated at each site.

Clinical Preceptor(s) - One full-time equivalent clinical preceptor for every five (5) students involved in the competency achievement process.

Clinical Staff - The ratio of students to staff shall always be no more than 2:1.

Communities of Interest - Institutions, organizations, groups and/or individuals interested in educational activities in medical dosimetry.

Competency Based - Requires student attainment of a specified level of proficiency.

Credentialing Examination Pass Rate - The number of graduates who pass the Medical Dosimetrist Certification Board credentialing examination compared with the number of graduates who take the examination.

Direct Supervision - Student supervision by a qualified practitioner, who reviews the procedure in relation to the student's achievement and reviews and approves the procedure or final product prior to implementation with a patient. Any procedure directly performed on a patient requires the physical presence of a qualified practitioner.

Due Process - The formal procedure for resolution of a grievance or complaint that identifies timeframes for completion of each step and provides for a final appeal to a source external to the program.

Educational Coordinator - Required if the program director is not credentialed in medical dosimetry or has five or more clinical practice settings or more than 10 students enrolled in the clinical component.

Gatekeeper - An agency with responsibility for oversight of the distribution, record keeping, and repayment of Title IV financial aid.

Goals - Ends or results the program wants to achieve.

Indirect Supervision - That supervision provided by a qualified practitioner on the premises and available to assist the student. A qualified practitioner must be immediately available, in the department, when a medical dosimetry procedure is being performed on a patient.

Job Placement Rate - The number of graduates employed in medical dosimetry compared to the number of graduates actively seeking employment in medical dosimetry.

Learning Environment - Places, surroundings or circumstances where knowledge, understanding, or skills are studied or observed such as classrooms, laboratories and clinical practice settings.

Learning Resources - Media and reference materials utilized to support and enhance the educational program and scholarly activity. A variety of learning resources are available to programs and students; however, if a print library is a primary resource, the library must have a variety of materials published within the last five years. The JRCERT does not endorse any specific learning resource.

Master Plan of Education - Documentation of the entire course of study that includes at a minimum: didactic and clinical curricula, program policies and procedures, and strategies for assessing program effectiveness.

Medical Dosimetrist Certification Board or Equivalent - Certification by the Medical Dosimetrist Certification Board (MDCB) as a dosimetrist or the American Board of Radiology (ABR) or the American Board of Medical Physicists as a medical physicist.

Medical Dosimetry Procedures - Treatment planning, dose calculations, brachytherapy planning and procedures, quality assurance procedures, and fabrication of beam modifying and immobilization devices.

Mission Statement - A means to communicate an educational vision and purpose.

Mixed Accreditor - An accrediting agency whose responsibilities for accreditation include situations where the agency accredits the only educational program in an institution. Where there are multiple educational programs in an institution, the agency selected as the institutional accreditor.

Outcomes - Results, end products, or actual consequences resulting from the educational process. Outcomes include what the students demonstrated/accomplished or what the program achieved.

Program Completion Rate - The number of students who complete the program compared to the number of students initially enrolled in the program.

Program Length - Duration of the program which may be stated as total academic or calendar year(s), or total semesters, trimesters, or quarters.

Qualified Practitioner - A medical dosimetrist possessing Medical Dosimetrist Certification Board (MDCB) certification or equivalent.

Recognized and Accepted Curriculum - Professional curriculum adopted by the JRCERT Board of Directors following review and recommendation by the JRCERT Standards Committee.

Sponsoring Institution - The facility or organization that has primary responsibility for the educational program and grants the terminal award. A sponsoring institution must be accredited by a recognized agency or meet equivalent standards. Educational programs may be established in: community and junior colleges; senior colleges and universities, hospitals, medical schools, postsecondary vocational/technical schools and institutions; military/governmental facilities; proprietary schools; and consortia (two or more academic or clinical institutions that have formally agreed to sponsor the development and continuation of an educational program). Consortia must be structured to recognize and perform the responsibilities and functions of a sponsoring institution.

Title IV Financial Aid - Monies for education loaned or granted by the Federal government, e.g. Perkins loans, Stafford loans, PLUS loans, Pell grants, Supplemental Educational Opportunity grants and work-study programs. Programs participating in Title IV financial aid must: maintain financial documents including audit and budget processes confirming appropriate allocation and use of financial resources; have a monitoring process for student loan default rates; have an appropriate accounting system providing documentation for management of Title IV financial aid and expenditures; inform students of responsibility for timely repayment of Title IV financial aid.

Awarding, Maintaining, and Administering Accreditation

A. Program/Sponsoring Institution Responsibilities

1. Applying for Accreditation

The accreditation review process conducted by the Joint Review Committee on Education in Radiologic Technology (JRCERT) can be initiated only at the written request of the chief executive officer or an officially designated representative of the sponsoring institution.

This process is initiated by submitting an application and self-study report, prepared according to JRCERT guidelines, to:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182

2. Administrative Requirements for Maintaining Accreditation

- a. Submitting the self-study report or a required progress report within a reasonable period of time, as determined by the JRCERT.
- b. Agreeing to a reasonable site visit date before the end of the period for which accreditation was awarded.
- c. Informing the JRCERT, within a reasonable period of time, of changes in the institutional or program officials, program director, educational coordinator, and clinical preceptor(s).
- d. Paying JRCERT fees within a reasonable period of time.
- e. Returning, by the established deadline, a completed Annual Report.

Programs are required to comply with these and other administrative requirements for maintaining accreditation. Additional information on policies and procedures is available from the JRCERT.

Program failure to meet administrative requirements for maintaining accreditation may lead to being placed on Administrative Probationary Accreditation and ultimately to Withdrawal of Accreditation.

B. JRCERT Responsibilities

1. Administering the Accreditation Review Process

The JRCERT reviews educational programs to assess compliance with the **Standards for an Accredited Educational Program in Medical Dosimetry**.

The accreditation process includes a site visit.

Before the JRCERT takes accreditation action, the program being reviewed must respond to the report of findings.

The JRCERT is responsible for recognition of clinical practice settings.

2. Accreditation Actions

JRCERT accreditation actions for Probation may be reconsidered following the established procedure.

JRCERT accreditation actions for Accreditation Withheld or Accreditation Withdrawn may be appealed following the established procedure.

All other JRCERT accreditation actions are final.

Procedures for reconsideration and appeal are published in the JRCERT Accreditation Handbook and are available upon request.

A program or sponsoring institution may, at any time prior to the final accreditation action, withdraw its request for initial or continuing accreditation.

Educators may wish to contact the following organizations for additional information and materials:
accreditation: Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

www.jrcert.org

curriculum: American Association of Medical Dosimetrists
One Physics Ellipse
College Park, MD 20740
301-209-3320
www.medicaldosimetry.org

certification: Medical Dosimetrist Certification Board
P.O. Box 51627
Albuquerque, NM 87181-1627
Toll-free (866) 813-MDCB or (866) 813-6322
www.mdcb.org

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20 North Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
(312) 704-5304 (Fax)
email: mail@jrcert.org
www.jrcert.org

Appendices

- Appendix A: Approval for Credit-by-Examination**
- Appendix B: Distance Education – Mailing Books to Students**
- Appendix C: Assumption of Risk Form**
- Appendix D: Declaration of Pregnancy Form**
- Appendix E: Agreement to follow policies and procedures in handbook**

BELLEVUE COLLEGE

Approval for Credit-by-Examination for the Radiation and Imaging Sciences Program (This form must be validated by the Cashier's Office before taking an Exam)

Student's Name _____ SID _____

Credit by Examination Course Request _____ No. of Credits _____

Examinations for credit in courses offered by Bellevue College may be taken under the following terms:

- The student must be currently registered at Bellevue College (BC).
- The student must have completed ten (10) quarter credit hours at BC.
- A student cannot receive credit by examination for a course if he or she has already completed a more advanced course in that subject area.
- Students are not allowed to take an examination for previously enrolled or audited courses at BC.
- If a student has already taken and failed an examination for credit, s/he may not repeat the examination.
- Credits earned by examination may be used towards the bachelor of applied science degree.
- Credits-by-examination are identified as such on the student's transcript and are not calculated into the GPA.
- Credit is allowed only for examinations in which the student has received a grade of "C" or better.
- The student must complete this Approval for Credit-by-Examination for and submit it to the BAS program chair along with the materials the student wishes to have evaluated for credit.
- If the request is denied, the form is signed by the BAS program chair and returned to the registration office. If the request is approved, the student is given the name of the examiner who will evaluate the student.
- The student must go to the Cashier's office and pay a fee equal to one-half the current tuition and fee rate before taking the examination. **HAVE THIS FORM VALIDATED**, or you will not be examined.
- The BAS program chair will arrange a time for the student, examiner and program chair to meet.
- After the student successfully completes the examination, the examiner completes and returns this form to the student. The student must return this complete form to the registration office.
- Student signature, below, signifies acceptance of these terms.

Student signature _____ Date _____

FOR COLLEGE USE ONLY:

BAS Program Chair: The student named above has requested credit by examination for the listed course. Please review the availability of an exam for credit and refer the student appropriately.

_____ NO available exam for credit.

_____ YES, the student has been referred to _____ for the exam.

BAS Program Chair Signature

Date

Examiner: Please review that this form has been validated by the Cashier's office before administering the exam. Sign below to verify that the student has successfully completed the examination, return the form to the student. You will receive a Certificate of Approval card from the Records Office to submit a grade. The credits will be posted on the student's transcript after the approval card is returned as "Credits Earned by Exam".

Examiner Signature _____ Date _____

Distance Education—Mailing Books to Students

In order to support the BC Distance Education Program the Library Media Center will mail books to enrolled students. This service will enable students in the program to utilize the Library Media Center's book collection in their studies, research, and leisure reading pursuits.

Patrons we will serve

- Students that are currently enrolled only in Distance Education courses.
- Must reside in the continental United States—excludes Alaska and Hawaii.

Lending

- We will only lend books.
- Books will be lent for the LMC standard of three weeks, with one renewal of three weeks.
- Students will be able to have a maximum of five books checked at any given time.
- The student is responsible for all books that they borrow from the LMC.
- Fines, damage, and lost replacement fees will be assessed as needed according to the current LMC's policies.

Filling a Students Request for Books

- Students will contact the LMC via email at BCcirc@bellevuecollege.edu in order to make a request.
- Student will give their student ID number, mailing address, and the titles of books needed.
- Verify that the student is only enrolled in Distant Education courses.
- We will retrieve the requested books and contact the student in regards to their availability.
- Checkout the requested books to the student. **Note:** the due date will be extended 4 days in order to account for mailing time.
- In Voyager Circulation, within the General Note section we will place a note identifying the books that are being mailed.

Mailing Procedures

- Books will be placed in an envelope/box and prepared to be mailed to the student.
- We will enclose a brief policy letter, list of books that are charged to student, and return label in the mailing package.
- Books will be mailed at library rate.

BELLEVUE COLLEGE
HEALTH CARE PROGRAMS

LIABILITY RELEASE-ASSUMPTION OF RISK FORM

I have read the attached statement about Hepatitis B and the Hepatitis B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of Hepatitis B vaccination as well as the risks of not receiving the vaccination. I do not wish to receive the vaccine series and hereby further release Bellevue College District No. 8, its officers, employees and agents from any and all liability, loss or damage that I may suffer or incur from whatever source in the event of any actual or potential exposure or infection due to my decision not to receive the vaccination.

STUDENT HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been advised of the importance of being vaccinated with hepatitis B vaccine from a licensed health care provider. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I want to be vaccinated with hepatitis B vaccine, I understand that I will need to receive the vaccination series from a licensed health care provider.

Printed Name of Student

Signature of Student

Date

Signature, Witness

Date

DECLARATION OF PREGNANCY FORM

While all students in the Radiation and Imaging Sciences program understand the need to adhere to correct radiation safety and protection policies in the clinical setting, this is especially important for the female student who might be pregnant. **Exposure to radiation may be harmful to the developing fetus;** therefore, female students should consider reporting a pregnancy as soon as possible.

- A. Declaration of pregnancy is **voluntary**; however it is recommended that the student report to the Program Director, in writing, any suspicion of pregnancy in order to be informed of the risk of exposure to an unborn child in as timely a manner as possible.
- B. If pregnancy is **declared**, the student will sign a “Declaration of Pregnancy” form. The student will agree to wear a fetal monitoring badge in addition to the whole body film badge and follow the recommendations of the Health Physicist (Radiation Safety Officer, or other radiation expert) to minimize possible exposure to the fetus.
- C. The student will have the option to continue in the program without modification in assignments, or the student may discuss alternatives in assignments with the Program Director, Clinical Coordinator, and/or Health Physicist.
- D. The student has the right to withdraw the Declaration of Pregnancy at any time. This withdrawal must be in writing.

I, _____, have read and understand the BCC Radiation Therapy Program Pregnancy Policy. I am declaring my pregnancy at this time.

Signature

Date

WITHDRAWAL OF DECLARATION OF PREGNANCY

I understand that by withdrawing the Declaration of Pregnancy that my occupational dose monitoring will revert back to that of a non-pregnant student. In addition, any modifications that have been made for my continuance in the program will no longer be in effect and I will no longer be eligible for any program modifications that are available to students who have declared their pregnancy.

I, _____, hereby withdraw my Declaration of Pregnancy.

Signature

Date

BELLEVUE COLLEGE
3000 Landerholm Circle
Bellevue, WA 98007-6484
Bachelor of Applied Science
Radiation and Imaging Sciences
Degree and Certificate Programs

I have read the Student Handbook and attended the orientation session.

I understand that neither Bellevue College, the Radiation and Imaging Sciences program nor any of the clinical education settings (e.g. hospitals and clinics) affiliated with the Radiation and Imaging Sciences program provide health care coverage for the students.

I understand that I am responsible for any medical care costs incurred by me due to illness or injury, even if the injury occurred during clinical education classes.

I understand that if I am injured at a clinical education center, the clinical education center will provide emergency medical care or have me taken to an appropriate medical care facility. The cost of the care will be my responsibility.

It has been recommended that I carry my own health care insurance policy and/or the Student Accident and Sickness Insurance Plan.

Signature _____

Print Name _____

Date _____