

# *RADIATION & IMAGING SCIENCES*

STUDENT HANDBOOK

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## Section I: Introduction

**Welcome!** We are delighted to have you as a part of the Bellevue College community and the Radiation & Imaging Sciences (RAIS) program. The curriculum incorporates discipline-based, general education and elective courses built on progressive rigor and sophistication. From your current achievement as a radiation and imaging professional, we look forward to helping you advance your career, through learning one or more advanced modalities and gaining the hard and soft skills of management and leadership.

### Program Goals

Upon completion of the program, graduates should be able to demonstrate one or more of the following attributes, depending on the course of study:

- Apply core competencies learned in the graduate's chosen concentration to function as a successful professional in the field of radiation and imaging sciences
- Complete a capstone project that demonstrates the breadth and depth of the educational preparation
- Demonstrate an understanding of leadership, ethical and economic issues as they pertain to the graduate's professional field
- Pass national certification examinations in an advanced modality
- Demonstrate a commitment to continued competency through life-long learning

We expect you to find success in your Bellevue College classes and, in your career, as have the many students who have preceded you in the RAIS program.

### Importance of the Student Handbook

Student success is important to the program, and we have developed this handbook to guide and provide you with 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.** When you complete the online Acceptance Form, you will be acknowledging that you have read and understand the policies and procedures outlined in the RAIS Student Handbook. In general, the program follows the policies and rules established by the college. However, there are program-specific policies that must also be followed; these are documented in the handbook.

### Abbreviations used in this Document

**BC** = Bellevue College

**HSEWI** = Health Sciences, Education and Wellness Institute (the division of BC to which the RAIS program belongs)

**BAS** = Bachelor of Applied Science degree

**RAIS** = Radiation & Imaging Sciences Program

**HCML** = Healthcare Management and Leadership Program

**CT** = computed tomography

**DMS** = Diagnostic medical sonography

**DOSM** = medical dosimetry

**MRI** = magnetic resonance imaging

**VIR** = vascular and interventional radiography (IR = interventional radiography; these are used interchangeably)

**ARRT** = American Registry of Radiologic Technologists (certification agency for CT, MRI, VIR)

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## Brief Descriptions of Positions

The Program Chair is responsible for overall administration of the program and works with current students on their educational plans. The Clinical Coordinator is responsible for clinical aspects of the program, including placement, onboarding, site visits, and interactions with the clinical site. In addition to the RAIS Clinical Coordinator, some clinical practicum courses have an instructor who is certified in that particular field and who oversees the clinical experience. The Program Manager is responsible for prospective student advising and creating and maintaining the education plans. This is the person to contact first when you have questions about registration, temporary leaves, graduation, and related matters.

## Links to Bellevue College Policies

[Affirmation of Inclusion](#)

[Title IX and Sexual Harassment](#)

[Equal Opportunity](#)

[Non-Discrimination](#)

## Disclaimers

Every effort is made to keep this handbook up to date, but Bellevue College reserves the right to make changes in the program as needed to meet regulatory requirements and the needs of a particular cohort. An example of a change would be a new policy to address a situation that had not previously been experienced.

Admission to a RAIS certificate or degree concentration does not guarantee successful completion, nor does completion guarantee certification, licensure, or employment. Your success depends on your own efforts. You should expect to give the program your full attention.

## Section II: Overview of the RAIS Program

### A Brief History of the Program

The Washington State Legislature in 2005 approved development of four pilot applied bachelor's degree programs at Washington community and technical colleges. The intent of this legislation was to expand access to bachelor-level education and to better serve the state's workforce needs. 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, specifically in Radiation and Imaging Sciences. In December 2006, we received authorization from the Northwest Commission on Colleges and Universities to offer the bachelor's degree. BC staff spent two years working with industry professionals, the University of Washington, several college departments, and a broad range of faculty to develop the curriculum for RAIS and build an exemplary program that serves the need for supervisors, managers and advanced technologists in the radiation and imaging sciences field.

Currently the RAIS program has four BAS degree concentrations, reflecting the four entry-level professions whose students are eligible for the program. Each concentration includes general education courses that are directly applicable to health care, courses from our Healthcare Management and Leadership (HCML) program, and courses that advance one's knowledge and skills in the modality of the concentration.

The program also includes Advanced Certificates, which prepare imaging technologists for post-primary certification exams. These certificates offer online courses that contribute to an understanding of sectional anatomy and pathophysiology as well as meeting the structured education required by the relevant credentialing agency. Additionally, clinical practicum courses provide the opportunity to earn competencies required for credentialing exam eligibility (although additional work experience may be required to complete the total number of competencies necessary).

### Concentration and Certificate Options

#### **BAS Degree Concentrations**

- Diagnostic Medical Sonography
- Technology
- Nuclear Medicine
- Medical Dosimetry

#### **Certificate Options**

- Breast Ultrasound
- Computed Tomography Imaging
- Magnetic Resonance Imaging
- Medical Dosimetry
- Positron Emission Tomography
- Vascular Interventional
- Mammography (to be added in 2021)

#### **Non-certificate Modality Options**

- Fetal Echocardiography
- Vascular Ultrasound
- Musculoskeletal Ultrasound
- Pediatric Sonography

### Professional Organizations

As you earn advanced credentials and/or move into the management sphere, you will have more options for membership in national professional organizations. Participation in these organizations is strongly encouraged and is a great way to advance your career. Lower-cost student membership in many of these professional associations may be available.

- [American Society of Radiologic Technologist](#) (ASRT)
- [American Association of Medical Dosimetrists](#) (AAMD)
- [Association for Medical Imaging Management](#) (AHRA)
- [Section for Magnetic Resonance Technologists](#) (SMRT)
- [Society of Interventional Radiology](#) (SIR)
- [Society of Nuclear Medicine and Molecular Imaging](#) (SNMMI)
- [Society of Diagnostic Medical Sonography](#) (SDMS)



## Section III: Overview of the RAIS Experience

### Certificate and Degree Programs

You specified in your application whether you were interested in a certificate or a degree, and which modality or concentration you are interested in. The certificate and degree pathways are quite different, so we will describe each separately.

#### Advanced Certificate

The certificates are designed around advanced (post-primary) modalities. Certification organizations generally require both education and documentation of competencies in order to be eligible for the certification exam. Our certificate programs provide opportunities for both of these, as well as a broader understanding of the use of diagnostic imaging and advanced modalities to address various pathologies. The clinical practicum is a major component of each certificate, providing you with an opportunity to earn the competencies toward exam eligibility. Certificate education plans generally show completion of the certificate in 3 or 4 quarters. Note that you must pass specific courses (as described in the clinical practicum course description) with a “B” grade or better before you can enroll in the BC clinical practicum course.

#### Bachelor of Applied Science (BAS) Degree

The Bachelor of Applied Science degree includes several concentrations. If you are a degree student, you have been accepted into a specific concentration. Each concentration has both full-time (approximately 15 credits/quarter) and part-time (approximately 10 credits/quarter) education plans. Each concentration includes general education and management/leadership courses, as well as courses specific to radiation and imaging. In addition to your area of specialization, you will have some flexibility in terms of choosing electives to fill out your 90 credits. Toward the end of your time at BC, you will be completing a capstone project. Start thinking now about what your capstone project might be. If you can identify possible projects that you might want to pursue, you’ll be able to make even better use of your learning in your classes, and directly apply that learning to the capstone project.

#### Expectations of Bachelor-level Work

Whether you’re in a certificate or a concentration, you’ll likely find that the work required is at a higher level than you’ve experienced in the past. Most associate-degree and certificate programs in the health sciences do not require students to research and write papers, prepare formal presentations, or participate in online discussions, but you will do all these things in the RAIS program. We have lots of assistance, including a dedicated BAS librarian and the Health Sciences, Education, and Wellness Institute (HSEWI) Writing Center, to help you gain these skills.

All the courses in the RAIS curriculum (except for the clinical practicum courses and some DOSM courses) are fully online. Generally, you should expect taped lectures, regular assignments, required discussion posts, and timed, proctored exams. You won’t be seeing your instructor in the classroom, so you will need to be proactive in terms of communication. Your instructors will inform you about how they can be contacted, but you will need to initiate the communication when you have a question.

Logistically, our expectations include using your BC email for official communications, timely registration for classes, and regular check-ins with the Program Chair and/or the Program Manager. If you find you need to revise your education plan or even take a temporary leave from the program, you need to let the Program Manager know as soon as possible. Similarly, if you have a life circumstance that is going to interrupt your participation in a particular course, it is your responsibility to make specific arrangements with the instructor. The Program Chair is available at any point to talk with you, whether your need is specific (such as a problem with a specific class) or general (including career directions, changing concentrations, etc.).

## [Student Hub](#)

The Student Hub is an online central location for all things program related. This includes access to the most current Student Handbook, program forms, graduation information, etc. This Hub is an evolving tool and we value your feedback. Please email [rais@bellevuecollege.edu](mailto:rais@bellevuecollege.edu) to let us know if there is something missing and we will do our best to find a place for it!

## [Education Plan](#)

Upon accepting your seat in the program, the Program Manager will provide you with online access to your education plan via a live link. This link will be your main tool throughout your BC career. Please keep the link to your education plan as it will remain the same throughout your time in the program.

Your education plan is a projection of the courses you need to take and when to take them. It is designed to facilitate completion of your program in the most efficient manner. Please note that we do not offer every course every quarter, so you do not have the flexibility to change the education plan on your own initiative. If you deviate from the plan, you may find that courses you need are full or are not offered when you need them. Any changes you would like to make to your education plan must be approved by the Program Chair.

We have two particular requirements for BAS students. One is that HCML 301 be taken prior to taking any other HCML courses (required or elective). This ensures that you have the proper educational background to be successful in the HCML courses. The other is that the capstone proposal/project courses (RAIT 465/475) be taken in the latter half of your program (after you have earned at least 45 credits of 300-level courses). This will allow you to apply your learning in a number of courses to your capstone project.

Several courses are included on the bachelor's degree worksheet as co-requisite courses. These are 100- and 200-level courses that provide foundational knowledge and skills needed for the upper-division work that you will be doing. Listing them as co-requisites rather than prerequisites allows them to be completed during the course of the bachelor program and to be covered by Financial Aid. These also should be taken early in your time in the program. If you believe you have taken similar courses in a prior college experience, the transcript showing the course would need to be submitted to the BC Evaluation Office for [transfer credit evaluation](#).

## [Quarterly Registration](#)

As a student matriculated into the RAIS program, you have priority for registration. You will receive an email from the Program Manager with information about registration for the coming quarter, including a link to the course catalogue and the registration portal. This email will come to your BC email, so be sure to keep an eye out for it. It is important that you register for classes in a timely fashion. Students can request entry codes for registration, so your seat in each class could be taken by someone else if you're late. Again, be in touch with the Program Manager if you have questions.

Bellevue College has minimum enrollment requirements for each course. While we have an annual schedule of classes for the RAIS program, we cannot guarantee that we will have sufficient enrollment to run a given course in a given quarter. This causes much anxiety for students, instructors, and RAIS program administrators. If a course is cancelled due to low enrollment, this will happen in the first week of the quarter, and you will be notified as soon as the decision is made. You should then contact the Program Chair or Manager, as your education plan may need to be revised. You can help to alleviate the possibility of course cancellation by registering before the quarter starts. Your registration may be the one that puts the course into the "go" column! **In general, register as early as possible to ensure that you get a place in each course on your education plan.**

## [Tuition](#)

Tuition and fees for the upper division (300 and 400-level) courses in the RAIS program are tied to the tuition structure for Washington State's regional colleges. Tuition for co-requisite courses (100 and 200-level) will be charged at the Bellevue College lower division tuition rate. Non-residents may be required to pay a higher rate. Please check the BC

website for a [current tuition and fee schedule](#). Be sure to pay your tuition on time. Failure to pay by the published deadlines may result in being dropped from your classes and may result in a withdrawal fee.

## Financial Assistance

Financial aid is available to all eligible students and may include federal, state and institutional grant funds, including Pell Grants, WA State Need Grants, BC grants, and federal student loans. We also have work-study possibilities. To determine eligibility 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](#).

**Please note that the RAIS program is considered a non-standard-term program for financial aid purposes. This means that some of our courses are in session outside of the BC academic calendar. Students in non-standard-term programs receive their financial aid disbursements only once every 6 months, rather than each quarter. It is your responsibility to use your financial aid as it is intended, and to save sufficient funds to cover your tuition between disbursements.**

Many hospitals and clinics offer tuition reimbursement for courses that enhance an employee's benefit to the workplace. In addition, if you are employed by Washington State, you may be eligible for a tuition waiver for up to six credits per academic quarter, on a space-available basis. You are strongly encouraged to check with your employer's Human Resources department to see if you are eligible for either of these options. The [BC Enrollment & Registrar Services](#) offices may be able to provide additional details. Work and scholarship opportunities may also be available through the [Center for Career Connections](#) (425-564-2279) and with the [BC Foundation](#) (425-564-2386).

## Tuition Waiver

Many RAIS courses are eligible for the [Nonresident Tuition Waivers](#). This includes all online courses and clinical practica, which are not held on campus but in a hospital or clinical setting. Hybrid courses which meet on campus on specific days or times do not meet the requirements for this waiver. Note that the waiver does not bring the tuition completely down to that of an in-state resident, but it does remove a large portion of the out-of-state tuition. Students must complete the Nonresident Tuition Waiver process each quarter.

### ***Bellevue College's policy on non-resident tuition waivers for online courses is:***

Nonresident students (limited to US citizens and permanent residents) enrolled in only online classes may be eligible for tuition reduction. For more information, email [enrollment@bellevuecollege.edu](mailto:enrollment@bellevuecollege.edu) and ask about the "Nonresident Tuition Waiver".

Other common tuition waivers that have been used by RAIS students are:

- Higher Education Employees, Spouses and Dependents
- Space-Available Waivers: [State Employee Tuition Waiver](#)

For more information about tuition waivers, e-mail [enrollment@bellevuecollege.edu](mailto:enrollment@bellevuecollege.edu) or review information on the available tuition waivers and how to apply [Tuition Waiver BC website](#).

## General policy for Credit for Professional Certification or Training

You may have already earned credits towards your RAIS degree! If you have an advanced or post-primary credential, you may apply to receive credit for applicable BC courses. If this is the case, please read this section!

- You must be registered at the college for the quarter in which credit for certification is requested.
- Credits are given for credentials that document education comparable to college-level programs. Credits must be related to the theories, practices, and content of the relevant academic field that fall within the regular curricular offerings at BC.
- Approved credits are identified on your transcript but are not calculated into your GPA.
- Approved credits may be used toward the appropriate course or program.

## Academic Credit for Prior Learning Procedure:

1. Complete the [Credit for Health or Industry Certifications request form](#). The Program Manager can let you know what certificate or licenses can be applied as non-traditional credits.
2. Provide documentation of your national certificate to Enrollment Services.
3. Form is evaluated by the BC Evaluations office for credit equivalencies.
4. Results for your transfer credit evaluation are sent to your BC student email. If credit is awarded, it will appear on your BC Transcript.

The number of credits awarded depends on the specific modality. To give a common example, a person who enters the program with CT certification would be awarded credit for RAIT 301, RAIT 310, and RAIT 316 (currently 22 credits toward the bachelor's degree). If this person previously took RAIT 310 from BC, they would not be awarded that credit for that course a second time. We're happy to work with you to make this happen!

## Graduation

As you move through the RAIS program, you will work with your Program Manager to monitor completion of all courses required for graduation. Once you are within two quarters of completing the program requirements, you will be prompted to complete the following steps!

### **Step 1. Review the [Graduation Deadlines](#)**

We encourage you to submit your graduation application by the early deadline listed. Meeting the early deadline ensures that your application is reviewed before it's time to register for your last quarter. This gives you the opportunity to make adjustments to your schedule if it turns out you are deficient in meeting your graduation requirements.

### **Step 2. Review Your [Degree Audit](#)**

Your degree audit helps to ensure that you have completed all required courses for graduation. Once you have reviewed your degree audit, [schedule a time](#) to meet and discuss the graduation requirements with your Program manager. If you are unsure what degree to select for the degree audit, reach out to your Program Manager.

### **Step 3. Complete the [Graduation Application](#)**

Once completed, please save your confirmation email. You will need to upload this in the information update form (see Step 5 below)!

### **Step 4. Review [Commencement Information](#)**

This page is updated with information regarding commencement beginning in March! Be sure to check it often for information regarding your cap and gown, commencement times and locations, and more important information!

### **Step 5. Complete the [Quick Contact Information Update form](#)**

This is the final step! In order for us to track your application and assist with any issues, please complete the information update form. Additionally, we may need to contact you after you graduate. Ensuring we up to date personal contact information will help us make sure you have pertinent information about the program and the occasional flyer for a special course that you may be interested in taking. Please upload your graduation application confirmation email with your information update.

## Section IV: Your Rights & Responsibilities

As a student of the Radiation & Imaging Sciences program, you represent Bellevue College and the healthcare profession. The highest ethical and professional standards of conduct will be expected of you at all times. These standards and expectations are identified in this handbook, as well as in individual courses in the program.

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among all healthcare professionals. While students are also subject to all other applicable Bellevue College policies with equal force and effect, the RAIS Student Code of Ethics is of such fundamental importance that we require all RAIS students to review the Code and acknowledge their agreement to abide by it on acceptance into the program.

All students enrolled in the RAIS program are expected to comply with the provisions of the code. Failure to do so may lead to academic review actions, up to and including dismissal from the program.

## RAIS Code of Ethics

The principles of truthfulness, fairness, respect for others, trust and responsibility and a personal commitment to maintaining these high standards and values constitute the fundamental ideal that all must strive to attain. Therefore, RAIS faculty and students have the following responsibilities:

- To be truthful in all academic and professional matters and to always honestly represent their work and that of others
- To be aware of and to abide by all applicable federal, state, and local civil and criminal laws and regulations
- To be aware of and abide by all applicable codes and standards of ethical and professional conduct and responsibilities
- To be aware of and to abide by all applicable College and division policies, rules, procedures, and standards, both general and academic
- To take responsibility for personal and professional integrity and honesty in all academic activities.

## General Principles of Behavior

### Principle I- To promote patient well-being, RAIS students shall:

1. Provide information to the patient/family/caregivers about the existence of electronic records containing personal biomedical data.
  - a. Patients/family/caregivers must not be misled about how these data are used, the origin of the data, nor about how and with whom these data are communicated.
  - b. Questions about rights to review and annotate one's biomedical data must be answered truthfully.
2. Advocate and work to ensure that biomedical data are maintained in a safe, reliable, secure and confidential environment that is consistent with applicable law, local policies and accepted informatics processing standards.
  - a. Never knowingly disclose biomedical data in a fashion that violates legal requirements or accepted local confidentiality practices.
  - b. Never use patient data for anything other than the stated purposes, goals or intents of the organization responsible for these data.
  - c. Always receive permission of the clinical or work supervisor before making copies of any patient-related material for use in case studies, classroom presentations, or other assignments. Any copies of reports or films used must remove or cover the patient's name and clinical number, or any information which may identify a patient.
3. Treat the data of all patients with equal care, respect and fairness.
4. Maintain confidentiality of acquired patient information and follow national patient privacy regulations as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### Principle II To promote the highest level of competent practice, RAIS students will:

1. Foster a professional environment that is conducive to the highest ethical and technical standards.
2. Uphold professional standards by adhering to defined technical protocols.
3. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.

4. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing as appropriate.
5. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
6. Be accountable and participate in regular assessment and review of work, procedures, protocols, and results. This can be accomplished through facility accreditation.

#### Principle III To promote professional integrity and public trust, RAIS students shall:

1. Be truthful and promote appropriate communications with patients and colleagues.
2. Respect the rights of patients, colleagues and yourself.
3. Avoid conflicts of interest and situations that exploit others.
4. Accurately represent his/her experience, education and credentialing.
5. Promote equitable access to care.
6. Collaborate with professional colleagues to create an environment that promotes communication and respect.
7. Communicate and collaborate with others to promote ethical practice.
8. Engage only in legal arrangements in the medical industry.
9. Report deviations from the Code of Ethics to program leadership for internal sanctions, local intervention and/or criminal prosecution.

#### Principle IV To promote and maintain academic integrity, RAIS students shall:

1. Use only unauthorized resources during an exam or evaluation.
2. Never submit another's work as one's own or allow another to copy one's work.
3. Submit work, originally done for one class, as satisfaction for the requirements of another class, only if substantial changes or additions have been made.
4. Claim the work of another (e.g., a scholar, researcher, or author) only with proper attribution.

#### Violations of Academic Integrity and Standards of Behavior

All students of Bellevue College are expected to operate within its [Student Conduct Code](#). One important aspect of conduct in a college setting relates to academic integrity. To help you to understand what might be considered a violation of academic integrity, the following definitions (provided by the School of Health-Related Professions at Rutgers University) are provided.

##### Cheating

Cheating occurs when an individual misrepresents his/her mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

- Copying another's work and submitting it as one's own on an examination, paper or other assignment.
- Allowing another to copy one's work.
- Using unauthorized materials during an examination or evaluation such as a textbook, notebook, or prepared materials or possession of unauthorized materials (notes, formulas, etc.) that are visually or audibly accessible.
- Collaborating with another individual by giving or receiving unauthorized information during an examination or evaluation.

##### Plagiarism

Plagiarism is an act whereby an individual represents someone else's words, ideas, phrases, sentences or data, whether oral, in print or in electronic form, including internet sources, as his/her own work. Examples include, but are not limited to:

- Using the exact words (verbatim) of another source without quotations and appropriate referencing.
- Using the ideas, thoughts, opinions, data or theories of another without a reference, even if completely paraphrased.

- Using charts and diagrams from another source without revision, permission from the author and/or appropriate referencing.
- Using facts and data from another source without a reference unless the information is considered common knowledge.

See the video “[Plagiarism 2.0: Information Ethics in the Digital Age](#)” for a summary of the issues and ways to legally and ethically utilize the resources created by others.

## Fabrication

Fabrication is the deliberate use of false information or withholding of information with the intent to deceive. Examples include, but are not limited to:

- Using information from a source other than those referenced.
- Listing of references in a bibliography that were not used in a paper.
- Falsifying or withholding data in experiments, research projects, notes, reports, or other academic exercises.
- Falsifying or withholding data in patient charts, notes, or records.
- Submitting papers, reports, or projects, prepared in whole or part by another.
- Taking an exam for another or allowing another to take an exam for oneself.

## Conduct-related Probation and Dismissal

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. The unacceptable behavior will be identified, and the student will receive a written warning from the faculty member involved.
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 may 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 [Student Dispute Resolution Procedure](#) at for the appeal procedure as well as a complete list of your rights and responsibilities.



## Section V: Policies and Procedures

### Communication

As a condition of taking courses in the RAIS program, you are required to maintain and regularly check an active Bellevue College email account. Email is the College's mechanism for official communication with students, and BC expects that students will read official email in a timely fashion. All communication to college administrators and program officials must be conducted through your BC email account. If a non-BC email account is your primary email, you may choose to forward your Bellevue College email to your primary email account. However, you still need to maintain the BC account by periodically updating the password.

In addition to using a BC email address, we would like to further clarify the appropriate mode for communicating with instructors. Students are expected to use the Canvas email feature in each course to communicate with the instructor during the quarter. All communications need to be respectful and pertain to questions or concerns specifically related to the course. Unless otherwise stated in their syllabus, instructors have up to 48 hours to respond. Faculty and staff may not respond or communicate via personal email addresses.

### Setting up a BC Email Account

1. Have ready your BC SID and PIN.
2. [Create your BC NetID](#). Your email address will be created automatically at the same time you create your NetID.
3. Use [Bellevue College Outlook](#) to log in to your email. You'll want to log in right away and check for messages.
4. You will need to check your BC email address regularly, or set it up to [forward your messages to a different address](#) that you do check often. Failing to do one or the other may cause you to miss out on important information that you need to know.

Check your spam or junk email folder for BC-related emails, especially if you're waiting for a specific communication that does not arrive in the time frame that you expect.

### Name/address Change

Essential communications from the program and the College will be sent using the contact information listed in your official student record. Keep your name and address up to date so you do not miss receiving important documents such as program-specific letters and forms, financial aid statements and diplomas. [You can change your preferred name and address online](#) or contact Bellevue College Enrollment Services at 425-564-2222. You must provide documentation to the Registrar's Office to effect a legal name change.

### Student Records and Confidentiality

Bellevue College is committed to protecting the right of privacy of all individuals about whom it holds information, records and files. Bellevue College implements policy in compliance with Public Law 93- 380, the Family Educational Rights and Privacy Act of 1974 ("FERPA"). This law establishes that the education records of students attending or having attended the college are confidential and can be released only with written permission of the student. The Family Educational Rights and Privacy Act also authorizes the college to release so-called "directory information" without prior written permission. Visit the [BC FERPA Policy](#) to read the complete full policy.

The college has adopted procedures to implement FERPA. Questions pertaining to the procedures and their implementation should be directed to the Associate Dean of Enrollment Services.

**PLEASE NOTE:** You have the right to file a complaint with the US Department of Education concerning alleged failures by Bellevue College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:



## Family Policy Compliance Office

US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### Grading and Satisfactory Progress

You are expected to maintain an overall cumulative grade point average of 2.0 to remain in the RAIS program. Clinical courses are graded on a satisfactory/unsatisfactory basis with the exception of clinical courses in the DOSM concentration which are assigned a letter grade. The minimum passing grade for all health science courses is "C" unless otherwise indicated on the specific course requirements.

Each instructor will identify their 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%	B- = 80 - 82%	C- = 70 - 72%
A- = 90 - 94%	C+ = 77 - 79%	D = 65 - 69%
B+ = 87 - 89%	C = 73 - 76%	F = 64% and below
B = 83 - 86%		

### Incomplete (I) Grade:

The following conditions must be met for an incomplete (I) grade to be issued:

- You must request an incomplete grade
  - However, agreeing to issue an incomplete grade is at the discretion of the instructor
- You must have completed **85%** of the required coursework by the time the quarter ends
- You must have earned at least a "C" average for all other completed coursework

### Probation

Academic probation is a warning status applied to students who do not meet the minimum expectations of the RAIS program. You will be placed on academic probation if any of the following are true:

- a cumulative GPA under 2.0
- less than a "C" grade in any course listed in your program of study (including any remaining prerequisites for the students who are conditionally admitted)
- two or more Incomplete (I) grades

If you receive a notice of academic probation, you must carefully follow the instructions provided in the notice. You may contact the Program Chair or Program Manager for additional guidance. You will not be given permission to enroll in further coursework in the RAIS program until you have successfully completed the provisions outlined in the academic probation notice.

**PLEASE NOTE:** Your academic performance may affect eligibility for federal financial aid programs. For more information, please refer to the [Satisfactory Academic Performance \(SAP\) policy](#) or contact the Financial Aid Office regarding SAP requirements.

### Dismissal

You may be dismissed from the program for poor academic performance if any of the following apply:

- you have not fulfilled the provisions of your academic probation
- you have received a second grade of less than a "C"
- you had an incomplete grade change to an "F" grade
- you have received a grade of "D" or less

You have the right to appeal disciplinary action. Please refer to the [Student Dispute Resolution Procedure](#) for the appeal procedure as well as a complete list of student rights and responsibilities.

## Course Withdrawal

Withdrawal from a course constitutes the termination of your registration in that course. Withdrawals are classified as official only when you withdraw via the web, submit a completed add/drop form to the registration office, or submit a signed request in writing. The college's [Official Withdrawal Policy](#) includes the criteria used for determining grading and recording procedures for official withdrawals, as follows:

### Procedures

1. Through the tenth day of the quarter, the dropped course does not become part of the transcript record. The instructor's signature is not required.
2. After the tenth school day and through the end of the seventh week of the quarter, the grade of "W" will become part of the student's transcript record regardless of grade status at this time. The instructor's signature is not required.
3. No official withdrawal will be permitted after the start of the eighth week of the quarter. Faculty may assign an "HW" grade for a hardship withdrawal due to extenuating circumstances that may have occurred after the withdrawal period.
4. A student who finds it necessary to withdraw completely from the college due to illness or military reassignment must comply with the procedures listed above. The vice president of student affairs may grant exceptions and authorize late withdrawals due to extraordinary circumstances. Students may submit [appeals](#) for exceptions; these must be in writing and provide documentation to support the claim of extraordinary circumstances.
5. If a student stops attending classes without meeting the enrollment calendar and/or documentation requirements, the withdrawal will not be considered official and may result in a failing grade on the transcript. Moreover, the student will forfeit any refund which might otherwise be due.

The Summer Quarter calendar for withdrawals is different than what is described above, due to its shorter duration. Students are encouraged to consult the quarterly schedule or [BC's enrollment calendar](#) for more details, including tuition refund amounts and applicable dates.

## Medical Withdrawal (MW)

If you need to withdraw from classes for medical reasons after the withdrawal period has ended, you may qualify for a Medical Withdrawal. A Medical Withdrawal can be used if the medical issue is with a family member rather than yourself. This process requires you to withdraw from all classes, receive a "W" for each course on your transcript, and receive a 100% refund of tuition and class related fees. Please review BC's guidelines and requirements for [Medical Withdrawals](#).

## Appeals

Extenuating circumstances may cause you to consider withdrawal from a course beyond the calendar withdrawal deadline. You can file an [appeal](#) to ask that your withdrawal request be considered. You will need to document your circumstances.

## Program Leave and Reinstatement

Our goal is to have all students complete their program 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 active status in the program. Of course, we know that life doesn't always go as planned and that yours may have changed.

If you are experiencing exceptional circumstances which prohibit you from meeting this obligation, you need to complete a [Temporary Leave of Absence & Withdrawal](#) form. **This form must be completed for each quarter you are requesting leave and covers a maximum of two consecutive quarters and approved by the Program Chair. You must**

**notify the Program Manager that you would like to take a temporary leave of absence as they will need to adjust your education plan.** You may be asked to schedule an appointment to meet with the Program Manager should they have any question.

If you have received notification stating that you are at risk of losing or have lost your active student status, we recommend that you meet with the Program Chair immediately to complete the appropriate next steps. Current students who do not register for two consecutive quarters and do not have an approved [Temporary Leave of Absence & Withdrawal](#) form will be placed in inactive status by the program.

### Leave of Absence and Program Withdrawal Definitions

- **Temporary leave of absence:** A temporary leave of absence totaling no more than 2 consecutive quarters and plan on returning (student maintains current status during this time).
- **Long-term leave of absence:** A temporary leave of absence totaling more than 2 consecutive quarters and your return is not yet determined (student placed in inactive status).
- **Program withdrawal:** Permanent withdrawal from the Radiation & Imaging Sciences program (student placed in inactive status).

Completing a [Temporary Leave of Absence & Withdrawal](#) form **DOES NOT WITHDRAW YOU FROM YOUR COURSES.** If a student fails to withdraw from their courses through Student Central by the last day to withdraw, as posted in the [Academic Calendar](#), the student will receive the grade earned. Refunds and adjustments to the student's account are determined by the financial policies and listed under [Tuition & Fees](#) and dates listed on the [Academic Calendar](#).

### Program Reinstatement

**Students who complete a [Temporary Leave of Absence & Withdrawal](#) form** and do not return after their second quarter must reinstate active status. To reinstate active status, you must request to be readmitted to the program. Students who reinstate their active status within 4 quarters will be eligible to graduate under their original degree worksheet. Students who reinstate their active status more than 4 quarters after their last successfully completed course will be placed on the most current degree worksheet and will be required to meet those degree requirements to graduate.

**Students who do not complete a [Temporary Leave of Absence & Withdrawal](#) form** and return within 4 quarters of their last successfully completed course must complete a re-instatement application at the current application cost and will remain on the same degree worksheet which they entered the program on.

**Students who do not complete a [Temporary Leave of Absence & Withdrawal](#) form** and who do not reinstate their active status within 4 quarters of their last successfully completed course will be required to reapply to Bellevue College and to the Radiation & Imaging Sciences program. In this case, you will be required to submit all application materials required by the program and pay the application fee. Acceptance is not guaranteed. Students who are re-accepted to the program will be subject to the active degree worksheet at the time of re-entry.

### Short-term Absence

For online didactic courses, instructors are often able to accommodate a short-term period of absence. If you have a planned vacation or military commitment, for example, you may be able to arrange with your instructor as far in advance as possible) to turn in work early or participate in the class intermittently. A situation which arises suddenly may likewise be mitigated if the instructor is notified as soon as it comes up. Such arrangements are at the discretion of the instructor, so you must initiate this discussion and abide by the instructor's decision.

A different expectation applies if you are enrolled in a clinical practicum course or you are in the Medical Dosimetry program. If you are absent, for any reason, for a period of 10 or more class days per quarter, you will be required to request an official leave of absence from the program. The instructor may submit a grade for work submitted up to the first day of the leave of absence, and the posted grade for the course will either be an "Incomplete", or another grade deemed appropriate by the instructor. If six days in one quarter are missed for any reason, you will be

required to request a leave of absence. After absence of 10 days, if you do not request a leave of absence, you may be dismissed from the program.

This leave of absence may also increase the length of time needed to complete the degree requirements and delay your graduation.

### Bereavement/Funeral Leave

You may be granted excused funeral leave for immediate family members when appropriate. Medical emergencies that involve yourself or "immediate family members" will be considered individually by the Program Chair, and may be excusable, with a plan for sustaining academic performance. Leave extending beyond 10 class days during a quarter will be converted to the "Leave of Absence" policy, as described above. Immediate family includes mother, father, brother, sister, spouse or dependents.

### Military Absence

Bellevue College actively supports members of its student population who are serving their country. If you are a service member and have known service commitments, you should notify the Program Chair of your military status upon acceptance into the program. Appropriate time for your commitments will be allowed (e.g., reservists may take excused leave time up to 10 class days to meet their annual two-week training requirement). A leave of absence for any additional time off may be required; however, we encourage you if possible, to defer any non-emergent service until after graduation. You are expected to develop a plan for sustaining academic performance.

### Grievance Procedures

Problems concerning the didactic portion of the program should first be discussed with the instructor, then the Program Chair. You have the right to utilize the college's [Student Dispute Resolution Procedure](#).

Students at Bellevue College 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. You are encouraged to try to resolve complaints informally by speaking directly with the person with whom you have a grievance. If it is not possible to reach resolution, [BC Complaint Policy 1450](#) and its associated procedures outline the steps you may take to file a grievance or complaint.

## Section VI: Online Courses

### Canvas Learning Management System

Canvas is the name of the learning management system employed by Bellevue College. It is relatively user-friendly, but we urge you to take the [online Canvas workshop](#) if you are not familiar with it. Link to the college's [eLearning Center](#) for additional tutorials and assistance.

Canvas will be used for all courses in the RAIS program. Except for the clinical practicum courses and some courses in the Medical Dosimetry concentration, all RAIS courses are considered online courses. This means that there is no point at which you are required to be in a classroom; all your interactions with your instructor and fellow students, as well as your lectures and assignments, will be through the Canvas portal. Here are some additional things to be aware of:

- Online *DOES NOT* mean self-paced or self-directed. Courses in the RAIS program will still require you to interact with the instructor, participate in discussions and group activities with classmates, and submit classwork and take exams according to the course calendar.
- Online courses may require some real-time participation. For example, the instructor may require a presentation in front of a "live" or "virtual" audience or participate in "live" or "virtual" meetings with themselves or classmates. If this is the case, students will be given advance notice.
- Online courses may require you to participate in group work. If this is the case, you may need to be creative in finding ways to work together.

Canvas has several Help Guides and other methods to assist you in addressing your various needs for your class. You may also wish to link to the Bellevue College IT Department's [knowledge base for Canvas](#).

Canvas includes a self-contained email capability, and in general this is the best way to reach your instructors. You can set up your notifications so that you will be notified via email or text when a Canvas email arrives in your inbox.

### Hardware and Software Requirements

**Please refer to the [current system requirements](#) for using Canvas. Many of our courses use an online exam proctor, which requires a web camera and microphone. Most [browsers](#) and mobile operating systems work well with Canvas.** You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available. Some supported browsers may still produce a banner stating *Your browser does not meet the minimum requirements for Canvas*. If you have upgraded your browser but you are still seeing the warning banner, try logging out of Canvas and deleting your browser cookies.

You are responsible for obtaining and maintaining access to these items as well as coping with any technical problems that might arise. For technical assistance, contact the [Technology Service Desk](#) for assistance.

### Backup Plan

Be sure you have a viable backup plan in case of a computer disaster! Here are some options in case your computer dies right when an assignment or exam is due:

- Utilize the BC Open Computer Lab in N250 which is the largest computer lab on campus.
- Find family or friends who will let you come over and use their computer.

Find out where your local public libraries are located and what are their hours of operation.

### Expectations for Classroom Behavior

Your behavior in the classroom should be similar to your behavior in a clinical or other work setting. It may seem unnecessary to need to make this point, but we find that students in online learning situations are often not as well behaved as they would be in person. We have had extreme cases of inappropriate online behavior that have raised concerns about sending a student into a clinical environment. We want you to be on notice that your behavior in RAIS

online courses will be a consideration when we are looking at clinical practicum placements. Behaviors that demonstrate readiness for a clinical placement include:

- Respect for the instructor and your fellow students
- Empathy and understanding toward faculty and students
- Professionalism – addressing faculty and students appropriately, responding in a timely fashion
- Self-motivation and self-discipline
- High ethical behavior – no cheating, no plagiarism

Students who demonstrate these behaviors display these characteristics:

- They follow directions and utilize the materials provided
- They are attentive to announcements and other information supplied, checking these before asking questions
- They stay on schedule and don't ask for help right at the deadline

They make the most out of the chances given (e.g., extra credit, extra time to complete work, etc.)

### Proctored exams

One question you may have about online classes is, how do exams work? Integrity of the examination process is ensured through proctoring, oral exam or other methods deemed appropriate by course instructor. Many RAIS courses require a proctored exam. We utilize two applications within Canvas for online proctoring. Both work similarly. The exam integrity safeguards include:

- Checking your ID before the exam begins
- Having you conduct a "room sweep" with your webcam, to verify that there are no study materials available to you
- Locking down your computer so that you can't navigate to non-exam web pages
- Videotaping via the webcam throughout the exam
- Review of the webcam tape to make sure there is no suspicious activity

Most students become comfortable with this proctoring method after a time or two of experiencing it.

But if this seems too intrusive, we have alternate options. Bellevue College offers proctoring services, at a cost of \$35 per exam. More information is available at [BC Testing Center](#) (located at our Continuing Education campus, 14673 NE 29th Place, Bellevue WA 98007). (*Note: at the time of publication, the testing center is closed for in-person testing due to COVID-19 restrictions.*) Or you can identify your own proctor; this could be a work supervisor, a librarian or someone else who can vouch for your behavior throughout the testing period. It cannot be a family member. The proctor receives specific instructions from the instructor and is responsible for making sure that the conditions of the exam are met.

## Section VII: Clinical Practicum Courses

**Note: The Medical Dosimetry program has some specific requirements and expectations that are found in Appendix A.**

### Clinical Hub

We have created a [clinical hub](#) for our students who are in or looking toward a clinical practicum. This is a great place for you to find all clinical related checklists, preparation materials, forms, and information. Please check it out and email [rais@bellevuecollege.edu](mailto:rais@bellevuecollege.edu) let us know if you would like any additional information listed there! You will be asked to sign the [Clinical Acknowledgement Form](#) that can be found on the clinical hub and upload to Castle Branch along with other onboarding documents.

### Your Clinical Experience

#### Clinical sites

We must have an affiliation agreement with an institution before we can place students in that institution for clinical experiences. BC has clinical affiliations with many hospitals and clinics in the Puget Sound region and in certain locations in Eastern Washington, Oregon and nationwide, and it is important that we manage them carefully. With the exception of the Medical Dosimetry program noted below, or when specifically directed to do so by the Program Chair, you should NOT approach an institution in your area and ask if it would consent to be your clinical site.

If you are a Washington resident looking for a Washington clinical site, your placement will be determined by your Clinical Coordinator, based on your educational needs and the availability of sites in your area. If you are an out-of-state resident intending to enroll in a clinical practicum, please notify the Program Manager at least two quarters 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.

#### Personnel

The Program Clinical Coordinator is responsible for general oversight of all RAIS clinical practica. This person will make sure that all the necessary onboarding paperwork for each student's clinical rotation is properly received and passed on, and that all students entering clinical placements have a good understanding of Bellevue College's expectations of for students in clinical practicum course.

The clinical course instructor is the person who determines clinical placements and provides entry codes for registration in the RAIS clinical practicum course. They manage the Canvas site, engage you in the discussions, and monitor your progress. The course instructor performs site visits and communicates with the clinical site supervisor.

The Clinical Site Supervisor will be of primary importance to you during your clinical experience. This is the person who will determine your schedule, complete your evaluations, and help you to navigate your clinical site. All the technologists at your site will be your clinical instructors, and any of them who are certified can sign off on your competencies.

#### Expectations for competencies

It is your responsibility to know the expectations for the numbers and types of competencies required of your certification exam, and how those are to be documented. Generally, students earn about ½-¾ of the comps needed for exam eligibility in one quarter, but the number you earn will be highly dependent on the effort you put into your clinical practicum.



## Expectations for time commitment

Our clinical practicum courses are built assuming a one-quarter, full-time internship. The requirements for achieving a satisfactory grade (usually a specific minimum number of competencies) are based on this expectation. We do this because we know that students are more likely to pass their credentialing exam if they have concentrated experience in their new modality. In addition, many of the more esoteric/challenging/rare exams are only done during “normal” working hours. We recognize that this means that you may need to reduce your hours or even quit your current job. We cannot be reasonably sure that you will have access to the necessary competencies with a part-time or weekend schedule.

As noted above, you may not earn the total number of required competencies for your exam eligibility in the 300-level clinical practicum. We do have 400-level clinical practica, some of which have a variable number of credits. Should you desire to enroll in a second clinical practicum to complete your competencies, we will work with you to determine the amount of time needed (and consequently the number of credits for the course). These may therefore be for a shorter time and/or have more flexibility, depending on your needs and the workload of your clinical site.

## Expectations for behavior in clinical practicum courses

To enter a clinical practicum course, you must have at least a “B” grade in the corresponding didactic course, as spelled out in the clinical practicum course description. The major reason for this requirement is so that you understand and can conform to the behaviors expected for the specific modality, particularly as they relate to patient and staff safety. It is imperative that you apply your learning in the didactic course directly to your clinical practicum.

When enrolled in a clinical course, 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 the course. You must be directly supervised until you have been evaluated for competency by the appointed clinical technology staff. You will also be visited by the Clinical Coordinator, usually once during the quarter, to ensure everything is going well.

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

Any problems with the clinical education sites should be addressed as soon as possible. We request that you first discuss the matter with the Clinical Site Supervisor. If this does not resolve the problem, it should be taken to the course instructor or Clinical Coordinator and then to the Program Chair.

## 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:

- Excessive absenteeism or frequent tardiness.
- Reporting to school or clinic under the influence of intoxicants or drugs.
- Harassment or discrimination of employees or students (e.g. sexual, racial or age).
- Refusal to accept adjustment of clinical assignment at the direction of the Clinical Site Supervisor or Program Chair.
- Continued failure to follow safety regulations.
- Gross or willful negligence in the use of radiation, the handling of radioactive substances, or the MRI magnetic field.
- Admission of theft from the clinical site.
- Conviction of any felony during the program that would prohibit a person from working in healthcare.
- Solicitation of gifts, gratuities or tips; selling or soliciting in the clinical site.
- Releasing or failing to prevent the release of confidential information (HIPPA regulations).
- Abuse, misuse, waste or destruction of hospital or BC property.



- Unauthorized operation of equipment.
- Possession of or use of weapons in the clinical site; or physical violence, threats of harm or abusive conduct.
- Inability to get along with employees, students or patients.
- Establishing a social relationship with a patient who is a patient in the clinical site.
- Dating a clinical staff member or a fellow student at the assigned clinic.

According to our clinical affiliation agreements, **a clinical site has the right to exclude a student from its premises, if it feels the behavior warrants exclusion.** We will make every effort to resolve the situation, but expulsion from a clinical site could result in your dismissal from the program

## Preparation and onboarding

### Matriculation

You must be admitted to either an advanced certificate or a BAS concentration in order to do a clinical practicum. This ensures that we have appropriately enrolled you as a RAIS student and that we have all the necessary documentation required by the clinical affiliate.

### Clinical Coordinator interview

If you have indicated an interest in a clinical practicum, you will have an initial interview with the program's Clinical Coordinator. This provides an opportunity to get to know you, your professional background, your working style, and other things that may influence a clinical placement decision, such as your location. In addition, the Clinical Coordinator will pass on a great deal of information about the expectations for the clinical practicum and for onboarding.

We will not assign you to a clinical site where a relative or significant other is employed in the same department. If you are not in the greater Puget Sound area, please begin discussions with the Clinical Coordinator as soon as possible. We do have affiliates around the state, but in some cases, it may not be possible to place you close to home, and you'll have to travel. Please note that placement in a clinical site is not guaranteed and dependent upon grades, site availability, and approval.

### Clinical site interview

As part of the onboarding process, we will identify a clinical site that appears to be a good match for you. You will be expected to contact the Clinical Site Supervisor (contact information will be provided to you) to arrange a time for an onsite interview. This interview may include an orientation or onsite observation, so be sure to inquire as to how long you will be expected to be onsite for the interview.

Once the interview is completed, you and the Clinical Site Supervisor will email the Clinical Coordinator to confirm acceptance and review the expected schedule for the duration of the clinical practicum. Clinical placement cannot move forward until the clinical site indicates that it accepts you.

### Background check and clinical documents

All clinical placements require a nationwide background check. We use Castle Branch for this purpose. The process is simple (directions will be provided), and the results are back within 1-2 weeks in most cases.

As with any new job, it is necessary that you document appropriate immunizations and trainings. While there is some variability from one clinical site to the next, we in general need to document the following:

- varicella
- MMR
- tetanus or Tdap
- current-season flu shot

- TB test within the last 12 months
- a valid CPR card
- documentation of 7-hour HIV/AIDS training
- Documentation of COVID-19 training

Depending on your clinical practicum modality and the individual clinical site, you may be required to document immunity against hepatitis B (see Appendix B) or sign a declination form (see Appendix C). A few of our clinical sites require a drug screen test prior to starting the clinical practicum.

We will utilize Castle Branch for both needs. A fee attached to the clinical practicum course will cover the cost. Castle Branch's document-storage service (<https://mycb.castlebranch.com/>) allows you to upload electronic copies of your documents for long-term storage. We can access them and send them to clinical sites as needed. But more importantly, you can continue to use this service beyond your time in the clinical practicum, even for the duration of your working life. You'll always know where to find these documents, and you'll be sent reminders with something needs to be renewed.

## Training modules

Clinical Placements Northwest (CPNW) facilitates clinical placements for nursing students from many of the state's colleges and universities. In conjunction with this work it provides training modules that are commonly part of onboarding to a new location. Several of the major healthcare institutions in Washington state now require these modules of all new staff, including students. The RAIS program requires all clinical students to complete the CPNW modules, which include:

- The Health Insurance Portability and Accountability Act (HIPAA)
- Bloodborne Pathogen training that is compliant with the federal Occupational Safety and Health Administration (OSHA) requirements
- Federal OSHA recommended safety guidelines, including:
  - Fire and electrical safety
  - Personal protective equipment
  - Hazard communications
  - Infection prevention practices

Plan for this to take about 8 hours, and be prepared to take a few notes along the way.

Clinical rotation sites may also require you to complete additional site-specific trainings, such as privacy and confidentiality and facility-specific protocols for safety, security, or standards of behavior.

## Enrollment in the clinical course

In general, it is necessary that you pass specific courses before you will be allowed to enroll in a clinical practicum course. If your clinical practicum is scheduled for the next quarter after the related instrumentation and procedures course, you may not know until a week prior to the start date whether you will be able to enroll. Your Clinical Coordinator will work closely with you to facilitate your entry into the clinical course.

We allow a maximum of one year between completing the Instrumentation/Procedures course and enrolling in the clinical practicum. This is to ensure that your knowledge of the modality is reasonably recent. If, for example, you have earned a B or better in the Instrumentation/Procedures course in winter quarter, you would need to be doing the clinical practicum no later than spring of the following year. Please plan accordingly.

Note that **enrollment in the appropriate clinical course is required for coverage under BC's liability insurance policy**. If you are not properly enrolled in the clinical course, you do not have that insurance coverage. If you attend at a clinical site but are not enrolled in the course, you will be asked to leave, and to return only when you are enrolled.

## Safety policies

### General

The following expectations apply to all RAIS clinical students:

- You are expected to demonstrate behaviors consistent with working as a technologist in the modality, as taught in the corresponding didactic course. For example, the concept of a sterile field and the need to maintain spatial awareness are covered in RAIT 320. A student in RAIT 321 should demonstrate these behaviors in the clinical environment with a minimum of training.
- You are required to acquaint yourself with all safety procedures as covered during clinical orientation and hospital safety regulations.
- Incidents involving students will be reported immediately to the Clinical Site Supervisor, the clinical course instructor, and Clinical Coordinator.
- Gross or willful negligence in the use of radiation or the handling of radioactive substances, contrast agents, or adjunctive medications, such that the health of students, workers or patients are endangered, may result in immediate dismissal.

### Insurance and injuries during clinical educational rotations

Health insurance is not provided for any student by the College, the Program, or any clinical sites. Injuries incurred during clinical education assignments are not covered by the State Department of Labor and Industries' Worker's Compensation program. All related costs are your responsibility. You will be asked to provide a copy of your current health insurance card or proof of coverage.

If you are injured during a clinical rotation, you must report the injury to the Clinical Site Supervisor or appropriate clinical education department personnel. If you receive emergency care, you will be billed by the hospital. An incident report should be completed, and a copy sent to the clinical course instructor and the Clinical Coordinator.

### Radiation dose monitoring

You may already be working in a situation that requires you to have a dosimeter, and if your employer/RSO is willing, it is acceptable to use that dosimeter for your clinical practicum (note: this is not the case for the DOSM program). If a dosimeter is required for your clinical practicum and you do not have other access to one, it will be provided by the program. You will need to submit the [Dosimeter Acknowledgement form](#) at the time of the Clinical Coordinator interview to ensure that the badge will be available the first day of the practicum. We will clarify the plans for picking up and returning the dosimeter when it is ordered.

The dosimeter should be worn at all times while in the clinical education setting. The physical location of the dosimeter on the body should be in accordance with the policy of the clinical education site (usually chest region). Dosimeters issued by the college are to be used only in the clinical education site, not for any other radiation-monitoring purpose.

### Communicable disease policies

You are expected to familiarize yourself with the communicable disease policies of your clinical site and of Bellevue College. Communicable disease policies are for the protection of the patient, employee and student. Communicable diseases will include but are not necessarily limited to the following:

- |                                      |                       |
|--------------------------------------|-----------------------|
| • Coronavirus (COVID-19)             | • Salmonella/Shigella |
| • Influenza                          | • Hepatitis           |
| • Chicken Pox/Herpes Zoster/Shingles | • HIV/AIDS            |
| • Measles/Mumps/Rubella              | • Tuberculosis        |

It is your responsibility to notify the Clinical Coordinator and your Clinical Site Supervisor of any exposure to or contraction of any communicable disease. Note that this is particularly important for the novel coronavirus that has caused the pandemic of 2020. Expect to be asked regularly (even daily) about symptoms and possible exposures, throughout the time you are in your clinical practicum. Clinical and departmental expectations for mask-wearing and other precautions must of course be followed.

### Pregnancy and family leave

This policy applies only to pregnant students in clinical education courses. Appropriate radiation safety practices during pregnancy help assure that radiation exposure to you and your fetus are kept as low as reasonably achievable. 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** – if you have a confirmed diagnosis of pregnancy, you have the option to inform the Clinical Coordinator or Program Chair of this fact. It is your responsibility to make the declaration of pregnancy so that the program can accommodate you in clinical education courses. These services cannot be provided to a pregnant student who does not choose to declare her pregnancy. If you become pregnant during a clinical rotation, you have the option to continue in the program without modification. You also have the right to withdraw your declaration of pregnancy at any time.

**Provision for additional fetal dosimeter** – once the pregnancy is declared, we will provide a second dosimeter that will provide an estimate of fetal radiation exposure. This dosimeter is typically worn at waist level, under any radiation-protection garb such as a lead apron. Fetal exposure is limited to 0.5 rem during the gestation. Should you withdraw your declaration of pregnancy, your radiation exposure and monitoring will revert to that of an undeclared student

**Leave of Absence** – due to health concerns, if you are unable to continue in the clinical portion of the program, you must provide a letter from your physician to that effect. The length of the leave will be determined individually, based on information supplied by you and your 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** – if you do not return to the program within six weeks of your delivery, you may lose your 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 you to provide any reasonable accommodation.

### Other clinical practicum issues

#### Travel and parking

Travel to and from the clinical education settings and/or travel between didactic classes and clinical education settings is your responsibility, as are any costs associated with that travel. Bellevue College provides [reduced fare bus passes](#) to its students. Some clinical affiliates provide free parking for students. Check with your Clinical Site Supervisor regarding parking availability. Parking at many of the clinical sites is difficult and expensive; at such sites, you are encouraged to use public transportation.

## Section VIII: College Services

### Bookstore

Information about the BC bookstore can be found [online](#). During the opening week of each quarter, the bookstore maintains evening hours so that evening students may purchase their books. For convenience, books can be ordered online and online prices include estimated shipping costs.

### Library Media Center

The [Library Media Center](#) (LMC) is located in Room D-126. The phone number is (425) 564-6161. The library has many resources, most of which are available electronically. A few resources pertinent to the RAIS program are listed below.

### RAIS Library Guide

A [Library Research Guide for the Radiation & Imaging Sciences Programs](#) contains helpful information on relevant books and databases that you might find useful.

### Online catalog

The [library home page](#) has links to the BC library catalog and full-text online magazine, book, and image databases.

- You can search books and media, journals and e-books, databases, and other materials.
- 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 “My Account” tab
- Circulation periods vary depending on the material. Email [circulation@bellevuecollege.edu](mailto:circulation@bellevuecollege.edu), or call (425) 564-2252.
- Questions about media materials and equipment should be sent to [mediacenter@bellevuecollege.edu](mailto:mediacenter@bellevuecollege.edu) or call (425) 564-2001.
- You can borrow LMC materials, even if you are not able to come to campus. Follow the [instructions](#) for mailing materials to students at a distance.

### Databases

In addition to maintaining electronic access to several professional journals, BC subscribes to an extensive set of [online databases](#). These provide access to periodical articles and books, including electronic versions of books used in the RAIS Program, and are accessible anywhere you can get on the Internet. For additional information or assistance, please contact the [Reference Desk](#) (425-564-6161).

### Anatomy references

In its list of available databases, the library includes two very useful resources for your classes, [Netter’s Atlas of Human Anatomy](#) and [E-Anatomy](#). You can also reach these via the [RAIS LibGuide](#).

### Technology Help Desk

The [Technology Help Desk](#) at Bellevue College offers many services to students. Please be prepared to provide the following information: registered name, telephone number, BC student ID number, course name and item number, instructor name, and detailed account of the problem(s) you are encountering.

## HSEWI Writing Center

The bachelor's programs in HSEWI are all designed as 2+2 programs, addressing the needs of individuals who have professional or technical training. Professional and technical programs generally do not concentrate on more general skills that might be earned in a typical four-year bachelor's program. One of those skills is writing. We have found over the years that many of our students need assistance in this area. Hence the development of the [HSEWI Writing Center](#).

## Academic Success Center

The [Academic Success Center](#), and all associated labs, is committed to providing high-quality educational resources for all students enrolled at Bellevue College. They offer peer and expert assistance, providing the tools that will enable and encourage students to become independent and life-long learners.

## Services for Disabled Students

The [Disability Resource Center](#) has many options for students needing accommodations. Please contact the DRC office if you feel you qualify and would benefit from its services.

# Appendix A. Additional Policies for the Medical Dosimetry Concentration

## Mission Statement and Program Goals

### *Mission Statement*

The mission of the Bellevue College Medical Dosimetry Program is to provide a high-quality education. By combining strong didactic coursework and on-site clinical experiences, students are equipped to plan treatments that deliver superior healthcare outcomes across the country and beyond. The Medical Dosimetry Program affirms the Bellevue College mission and aims to instill ethical and cultural competence within its people and processes by applying principles of diversity and equity. The program goals and outcomes to support this mission are:

#### **Goal One:**

Students will be clinically competent as entry-level dosimetrists

#### **Outcomes:**

1. Students will develop appropriate treatment plans.
2. Student will apply principles of radiation physics and treatment planning fundamentals to clinical practice.
3. Student will apply/follow appropriate principles of radiation protection.
4. Student will apply appropriate ethical and legal practices.

#### **Goal Two:**

Students/graduates will be able to effectively communicate in all aspects of medical dosimetry.

#### **Outcomes:**

1. Students will demonstrate the ability to communicate effectively with members of the oncology team.
2. Students will demonstrate the ability to communicate effectively with patients.
3. Graduates will demonstrate the ability to communicate effectively with patients.
4. Graduates will demonstrate the ability to communicate effectively with staff and others.

#### **Goal Three:**

Students/graduates will be able to apply critical thinking and problem solving in analyzing dosimetry scenarios.

#### **Outcomes:**

1. Students will demonstrate effective critical thinking and problem-solving skills in clinical situations.
2. Students will demonstrate effective critical thinking and problem-solving skills in didactic situations.
3. Graduates will demonstrate effective critical thinking and problem-solving skills.

#### **Goal Four:**

Students will exhibit professional growth in the program and after graduation.

#### **Outcomes:**

1. Students will join the AAMD.
2. Graduates will participate in life-long learning for continual professional growth.
3. Graduates will promote their profession by actively participating in professional societies and/or advisory boards.

## Assessment of Program Effectiveness

### Standards for an Accredited Educational Program in Medical Dosimetry

#### Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) <https://www.jrcert.org/> standards for an Accredited Educational Program in Medical Dosimetry are designed to promote academic excellence, patient safety, and quality healthcare. The Standards require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT is recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). The JRCERT Standards incorporate many of the regulations required by the USDE for accrediting organizations to assure the quality of education offered by higher education programs. Accountability for performance and transparency are also reflected in the Standards as they are key factors for CHEA recognition.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process not only helps to maintain program quality but stimulates program improvement through outcomes assessment.

There are six (6) standards. To review the JRCERT standards for an accredited educational program in medical dosimetry go to <https://www.jrcert.org/wp-content/uploads/Documents/Resources/Standards-PDFs/2021-Medical-Dosimetry-Standards.pdf>

#### Complaints of Non-compliance

In the event of a complaint of non-compliance, individuals must first file a complaint with the program or institution and may follow the formal grievance procedure. <https://www.bellevuecollege.edu/policies/id-1450p/>

If the individual is unable to resolve the complaint with program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of non-compliance directly to the JRCERT.

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. The following describes the JRCERT's policy:

The JRCERT is required to be responsive to allegations of non-compliance with any of its Standards. Please be advised the JRCERT cannot advocate on behalf of any one student. An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student. The JRCERT takes seriously and follows up appropriately any allegation that an accredited program is not maintaining compliance with its accreditation standards. Before the JRCERT will take action to investigate the program, however, it must be assured that the complainant has addressed the matter internally. Did you follow the program's/institution's due process through to its final appeal? If you have addressed the matter internally and wish to make a formal complaint, please complete an allegation reporting form. The allegation must reference the specific accreditation standards/objectives with which you believe the program to be in non-compliance. The Standards for an Accredited Program in Radiologic Sciences can be found under the Accreditation Information menu. [Allegations Reporting Form](#)

#### Bellevue College Medical Dosimetry Program Effectiveness Measures:

1. Graduates will pass the certification examination.

Measure: Maintain an average CMD Exam pass rate, for first time examinees, of at least 75% measured over a five-year period.



2. Graduates will be employed as a medical dosimetrist in training within twelve months of graduation from the program.  
Measure: Maintain a job placement rate of at least 75% within twelve months of graduation measured over a five-year period.
3. Employers of the program's graduates will be satisfied with graduates' skills and abilities.  
Measure: Employers will rate their overall satisfaction with program graduates as 75% or more in agreement.
4. Program graduates will be satisfied with their didactic and clinical preparation for employment as a medical dosimetrist.  
Measure 1: Graduates will rate their overall satisfaction with didactic preparation as 80% or more in agreement. Measure 2: Graduates will rate their overall satisfaction with clinical preparation as 80% or more in agreement.
5. Students will complete the program.  
Measure: Maintain a student completion rate of at least 75% measured over a five-year period.

## Integrity of Exam Taking/Proctored Exams

Integrity of the examination process is ensured through proctoring, oral exam or other methods deemed appropriate by course instructor. Course exams may be proctored by an instructor or official proctor during the exam including hybrid and online courses. Exams taken online will utilize either the college/program's electronic devices in a proctored setting or legitimate alternative. Legitimate alternatives include: proctoring service or library. Bellevue College offers proctoring services. More information is available at [BC Testing Center](#) (located at our Continuing Education campus, 14673 NE 29th Place, Bellevue WA 98007).

If you are unable to attend a scheduled exam, you are responsible for notifying the instructor and proctor. Make up exams are at the discretion of the instructor.

## Clinical Internship

There are very few Medical Dosimetry programs in the country, and BC's program is attractive to ARRT certified radiation therapists throughout the country. If you fall in this category, we will work with you to identify an appropriate clinical site in your area.

## Criteria for clinical sites

Depending on your location, it may be necessary for you to identify your own clinical site. The requirements for a clinical site to meet JRCERT expectations are:

- The clinical site must be accredited. Contact the Medical Dosimetry Program Chair for a list of accreditation organizations.
- A treatment planning workstation must be available to you to use, a minimum of three days per week.
- Your clinical preceptor must be a certified medical dosimetrist or qualified medical physicist.

## Course Enrollment and malpractice coverage

Malpractice coverage is provided if the student is enrolled in a clinical course. Students may not attend clinical if they are not enrolled in a clinical course.

## Clinical site and program personnel

Your clinical experience in the program will be coordinated by the DOSM Clinical Coordinator. The Clinical Coordinator will provide a face-to-face observation twice per quarter to evaluate your progress. The observation schedule is arranged by the Clinical Coordinator.

The onsite supervisor, also known as your "preceptor," will perform quarterly evaluations. The scoring of these evaluations become part of your clinical grade.

## Policies for Behavior in the Clinic Area for Students and Medical Dosimetrist or Physicist

- Both student and clinical site must be clear about when the student is functioning as a DOSM student. During these times, the student is not to work as a site employee.
- Whenever a student is in the clinical area, he/she is to be under the direct supervision of a CMD, Medical Physicist, or RT[T] as appropriate for the situation.
- During clinical assignments, students should be viewed as members of the Radiation Therapy/Medical Dosimetry 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, etc.
- The presence of a DOSM student must not alter the routine work or schedule of the department.
- Treatment plans generated by the student must be checked and approved by the supervising dosimetrist/physicist before the patient is treated. This includes all aspects of plan and electronic medical record.
- Students should be encouraged to perform hand calculations and treatment plans. The treatment plan and calculations should be carefully checked by the supervising dosimetrist/physicist.
- 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.
- 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.
- Any injuries involving a student during the clinical assignment should be written up as an accident or incident report and must be reported to the clinical preceptor and educational coordinator/Program Chair.
- 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.
- Student clinical attendance will be recorded in Trajecsyst System. Students will be given access and training on how to use the system. Each quarter the attendance will be monitored and approved by the Clinical Preceptor and Clinical Coordinator.
- Students will receive a quarterly clinical evaluation by the clinical preceptor. In addition, the student will receive two written performance evaluations by the educational coordinator/Bellevue clinical faculty each school quarter. The quarterly evaluation should be completed and returned to the educational coordinator/Bellevue clinical faculty by the last day of the scheduled rotation.
- Any questions that arise as to staff or student responsibilities should be brought to the attention of the clinical preceptor and/or educational coordinator/Bellevue clinical faculty.

## Safety Policies

- Students are required to acquaint themselves with routine radiation safety procedures as covered during clinical orientation and hospital safety regulations. When interning in the clinical setting, the students must follow the safety regulations of that clinical setting.
- Students must complete and sign the Clinical Orientation checklist in Trajecsyst
- Students are required to wear a dosimeter at all times while in the clinical education setting. (Even if the dosimetry department is located outside of the radiation therapy department).
- A student who has declared her pregnancy must follow the pregnancy policies outlined in this handbook.
- Incidents involving students will be reported immediately to the clinical preceptor and education coordinator/Bellevue clinical faculty. Injuries involving students must be documented and submitted to the educational coordinator and/or the Program Chair. 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.

- Students must always perform patient related tasks under the direct supervision of a qualified practitioner while performing or observing during clinical hours. Treatment planning and dose calculations must be under the direct supervision of a CMD. CT Simulation, and/or fabrication of immobilization devices or shield blocks will be under the direct supervision of a CMD or RT [T].
- When entering a linear accelerator room, student must ensure that staff is aware of his/her presence in that room.
- A student performing patient related tasks without direct supervision is subject to dismissal from the program.
- Students must sign an acknowledgement of this handbook and all program policies
- Students must complete and sign the MRI safety checklist

## Student Health and Safety

- Campus Safety: <https://www.bellevuecollege.edu/publicsafety/>
  - Report concerns regarding health and well-being, academic and/or behavioral including hate crimes: <https://www.bellevuecollege.edu/reportconcerns/>

- Emergency Preparedness: Information and guidance for evacuation, bomb threat, etc. <https://www.bellevuecollege.edu/publicsafety/emergency/>

- Inclement Weather Policy (as of April 2023): Safety First! Students should always use discretion when traveling to/from clinical sites during inclement weather. Check for local school closures in your area.

Bellevue College school closures only apply to clinics located in the greater Seattle area and Eastside. Including the following counties: King, Snohomish and Pierce. I.e., Everett, Edmonds, Seattle, Tacoma, Bellevue.

For clinics located outside the greater Seattle area and out of state: First, the student should contact clinic and check if they are operating under normal procedures. Second, the student should always use individual discretion when traveling to/from clinical sites especially during inclement weather and determine whether it is safe to travel.

If deemed unsafe to travel, the student should contact their preceptor, clinical instructor and clinical coordinator.

The absence be recorded in Trajecsys. The student will make a time exception and enter "absent due to inclement weather" in the comment section.

- Harassment: Title IX Office offers support to individuals and provides protection against discrimination. Including such things as includes such things as: sexual harassment, dating violence, domestic violence, stalking, gender-identity and pregnancy. It also prohibits retaliation against anyone who makes or participates in a complaint. Use the link for contact information: <https://www.bellevuecollege.edu/titleix/>
- Communicable diseases: Healthcare students may be exposed to certain communicable diseases. Vaccination requirements are in place to provide protection to students while in the clinical environment. Students must abide by all school and clinic immunization requirements.
  - See health sciences division statement: <https://www.bellevuecollege.edu/health/2022/05/06/covid19-vaccination-and-healthcare-students/>
  - Clinical Passport requirements: <https://www.bellevuecollege.edu/radon/apply/immunizations/>

- Substance Abuse: The counseling center provides trained mental health professionals who assist students with a wide variety of personal life challenges and concerns that may be impacting academic performance. Contact information found here: <https://www.bellevuecollege.edu/counseling/>
- Please see clinical orientation checklist for health and safety of students while in a clinical environment. Students must follow health immunization and background check requirements of the college and clinic site.

## Other Student Resources

<https://www.bellevuecollege.edu/resources/>

## Radiation Exposure Policies

### Dosimeter Badge Policy and Procedure

#### **Radiation Safety Monitoring Purpose**

The Bellevue College Radiation Therapy and Medical Dosimetry programs provide each student with a dosimeter badge for the purpose of “occupational” radiation monitoring. The Instadose<sup>®</sup> badge measures using Direct Ion Storage (DIS) technology and must always be worn while in the clinical education setting. Bellevue College has an appointed Radiation Safety Officer (RSO): Jennifer Prekeges, Program Chair for Nuclear Medicine Technology at Bellevue College (BC). Contact info: [jennifer.prekeges@bellevuecollege.edu](mailto:jennifer.prekeges@bellevuecollege.edu) or 425-564-2475.

#### **JRCERT Standard and Safety**

Program policies are in place to help assure that student radiation exposure is kept as low as reasonably achievable (ALARA). JRCERT standard requires the program to monitor and maintain student radiation exposure data. All students must be monitored for radiation exposure when in the clinical environment.

#### **Prior Occupational Exposure**

It is important for those who have prior radiation work history to disclose personal occupational exposure reporting. This is done by completing a form given to all students at the beginning of the program.

#### **Issuance, Protection, and Wear**

Each student completes an acceptance form at the beginning of the program. The form indicates where the badge will be delivered for non-local students. Delivery should be to the students assigned clinical site and in care of an assigned clinical preceptor or clinical manager. For local students, badges are issued on the college campus.

Each student must sign an agreement form. The form is an agreement between the program and student. Student agrees to abide by rules and guidelines outlined in the form, policies and procedures.

The program pays the cost of first initial badge and cost of radiation exposure monitoring for each student.

Each student is given a device to wear throughout the length of the program. The badge must always be worn while in the clinical education setting. The badge is to be solely used while acting in the student role. The school issued badge should not be worn in any other situation of occupational radiation exposure, such as an employed radiologic technologist or radiation therapist.

The physical location of the badge on the body should be in accordance with the policy of the clinical education setting (usually torso region). The badges are to be used only in the clinical setting. The badges should NEVER be left in the treatment room.

A safety/incident report is required if a badge becomes accidentally exposed. For example, if it is left in the treatment room. The RSO and/or clinical education center may require extra badges to investigate the incident. The student will be required to pay fees associated with the requirement of extra badges. The safety/incident report will be completed and signed by the student, Program Chair and/ or Bellevue College RSO.

The student will register for an Instadose (dosimeter badge company) account using their Bellevue College email address. The Instadose dosimeter device has a serial number which is associated with the user account. Students may access the account using an app on their smart phone or via the website. The device has Bluetooth technology which allows student to prompt a device reading. Program Chair is the administrator of the account and has access to all student readings and reports.

### **Quarterly Readings**

Students are provided instructions on how to prompt a device reading when badge is issued. During the quarterly observation the clinical instructor will prompt the student to read the device. The reported exposure is documented on the observation form which is completed quarterly by the clinical instructor.

### **Exposure Notifications**

- Each student will be advised of radiation levels upon request or if a reading exceeds a limit set by the program. Note: Limits set by program are lower than the NRC limits. Since exposure is not a common occurrence, the program chair will contact a student if any exposure is suspected.
- The device will indicate exposure on readings prompted by the user. Therefore, each student has direct access to their exposure report.
- The limit for occupational exposure, consistent with the Nuclear Regulatory Commission (NRC) is 5 rem or 5000 mrem per year. High dose notifications are set below NRC limits.
- As of April 2023, quarterly “high” dose badge read notification are set as follows:
  - o Shallow: 100 mrem
  - o Deep: 100 mrem
  - o Eye: 100 mrem
- If an overage occurs the following persons are notified: the student with the badge reading, the Program Chair, the Clinical Coordinator, Clinical Preceptor and Radiation Safety Officer (RSO) for involved affiliate.
- A meeting is held for root cause analysis to prevent future issue
- The meeting is documented, and a report is filed for future reference.
- In the event of a radiological incident the program will follow the recommendation given by the BC RSO and RSO of the involved affiliate.
- Pregnant students require additional procedures (see Pregnancy and Family Leave Policy).
- Following graduation, each student will receive a summary report from the RSO.

### **Damage or Replacement**

Never submerge or allow water or other liquids to leak into the dosimeter badge. Do not allow the dosimeter to overheat or freeze. Liquids and/or excessive temperature can permanently damage internal parts. In the event of a lost or damaged badge, the student may not be in the clinical setting environment. Students must make up any missed clinical time due to a lost or damaged badge. The student is required to pay any fees associated with lost, late or a damaged badge. Student will be required to pay for replacement badge and expedited shipping costs. Replacement and shipping fees range from \$75-100. These costs are subject to change without notice. Badges turned in after the expiry of use period are considered “late”. Badges not turned in are considered “lost” badges.

### **Mandatory Badge Return**

Once the student graduates the badge must be returned to the school. Instructions for returning the badge will be provided during the final clinical course. Prompt return of the badge is a course requirement for RADON 214/DOSM 406.

Note: Pregnant students require additional procedures (see the [pregnancy policy in the Clinical Practicum section](#) above on pg. 28). See also [Appendix B - Declaration of Pregnancy Form](#).

## Bellevue College Medical Dosimetry

### Remote Clinical Education Policy

**Remote portion of clinical may not exceed 33% of total time. Example:  
2 days per week at clinic and 1 day remote.**

At any point, JRCERT may update/create new policies which will require changes to this policy.

If Remote clinical is an option at a clinical site, the student must have approval from the program clinical coordinator, preceptor and chair. Students must inform the program of their option, and any change in the mode of learning at any point in the program

If any student is determined (or suspected) of not following the Remote policies, they will lose the privilege for Remote clinical education and will have to complete their clinical education in-person once it's possible. This may cause a delay in graduation.

- Students must be supervised in accordance with the 2021 Standards for an Accredited Educational Program in Medical Dosimetry. JRCERT Standard Four, Objective 4.4 - Assures that all medical dosimetry calculations and treatment plans are approved by a credentialed practitioner prior to implementation.

#### **Direct Supervision**

- All medical dosimetry calculations and treatment plans must be approved by a credentialed practitioner prior to implementation.
- Students must communicate (shared desktop, email, phone call, etc) with their clinical preceptor when a clinical plan is ready to be reviewed (that will be used for treatment), so that the dosimetrist can review and approve the plan before implementation.
- To ensure direct supervision is occurring, students and their clinical preceptor must be able to log into a video conferencing system (Zoom, Teams) that has the capability to share screens. The video does not need to be turned on, but the screen must be shared during plan review. See Communication section.

#### **Clinical Observation**

Observations by Clinical Instructor occur twice per quarter. Face to face visit is preferred. The student and Clinical Instructor must schedule observations accordingly.

#### **Patient Confidentiality**

Patient information may not be shared over unsecured networks. Students and staff must abide by all HIPPA requirements and regulations. Students must anonymize patient data before submitting treatment plan assessments.

**Academic Status**

Student must have and maintain good academic standing to participate in remote education. The program reserves the right to revoke student participation in remote clinical education at any time.

**Hybrid remote and face to face**

Remote education may be permissible if the student has good academic standing with a limit of 30% of total clinical time. In other words, students may work remotely one day per week or one third of the total clinical time.

**Communication:**

- Must use a video conferencing system to share screens.
  - Treatment plans must be reviewed using this system.
- Verbal Communication Frequency: At a minimum, the student and clinical preceptor must be verbally communicating twice a day. The students should receive communication of the following, at the beginning of their clinical day:
  - Expectation for planning/workload.
  - What should be accomplished by the end of the day.
  - When the preceptor is available for questions.

**Attendance:**

- Students must follow their Clinical Education Schedule that they have submitted.
- Standard time recording will still be used.
- It is also expected that students attend regular staff meetings that are now remote, as available and appropriate (tumor board, peer review, etc).

**Planning System**

- Students must have access to a planning system to gain clinical hours.
- Competencies and clinical hours can be attained when using practice patients/ non-clinical patients.

**Documentation**

- All of the standard documents (attendance, evaluations, etc) will be collected during and at the end of each quarter.

Updated July 19, 2023

## Appendix B: Pregnancy Form

### 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 BC Radiation and Imaging Sciences 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



## Appendix C: Hepatitis B Vaccination

### 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. Few people 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.

### Requirements for Health Care Workers

Hepatitis B vaccination is generally recommended for all health care workers, but is especially important for those who perform procedures that expose them to patients' blood. Phlebotomists, surgical staff, and personnel who draw blood or perform injections should all be vaccinated. Some healthcare employers require hepatitis B vaccination for all or certain classes of employees. Some institutions will allow an employee to sign a declination.

After getting the 3-dose series, it is important to have a titer drawn approximately 2 months later) to verify that you have converted to positive immunity. If this titer is negative, the 3-dose series should be repeated, followed by another titer. If the second titer is still negative, then you will be considered a non-responder. Your primary healthcare provider can run some further tests to verify that you are not infected with HBV, but you should then be considered at risk for hepatitis B infection and should take appropriate precautions.

## Appendix D: Hepatitis B Declination

**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.

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**Printed Name of Student**

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**Signature of Student**

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**Date**

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**Signature, Witness**

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**Date**