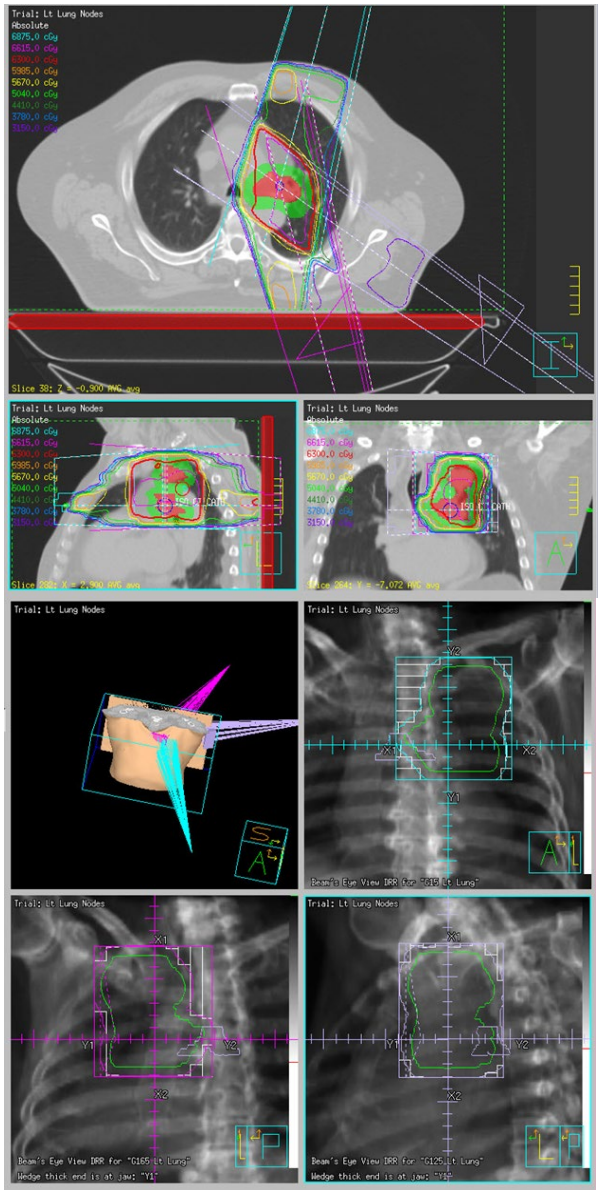
BELLEVUE COLLEGE

MEDICAL DOSIMETRY

Student Handbook



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MEDICAL DOSIMETRY PROGRAM
STUDENT HANDBOOK

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Section I – General Program Information

Introduction

The Radiation and Imaging Sciences - Medical Dosimetry program is 7 quarters or 22 months in length and is designed for the working professional. The required didactic courses are online. Synchronous lectures are typically scheduled in the evening between 6-9 PM Pacific Time. The clinical portion is 2-3 days per week beginning the second quarter.

The program is aligned with the American Association of Medical Dosimetrists (AAMD) curriculum and prepares candidates for Medical Dosimetry Certification Board (MDCB) eligibility and employment.

Accreditation

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

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

The program's current award is eight years. General program accreditation information and the current program accreditation award letter is found at: Accreditation Award Letter

Program Accreditation Status

Most recent site visit: November 2023
Accreditation award granted for maximum eight years: May 2024
Interim report due: 4th quarter 2027
Next site visit due: 4th quarter of 2031

Assessment of Program Effectiveness

Standards for an Accredited Educational Program

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.

JRCERT Accreditation Standards:

Standard One: Accountability, Fair Practices, and Public Information
The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources
The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff
The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices
The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety
The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement
The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

JRCERT Standards for an Accredited Educational Program in Medical Dosimetry

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

Program Missions & 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 program mission are:

Program Goal One: Students will be clinically competent as entry level dosimetrists:

Student Learning Outcomes

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

Program Goal Two: Students/graduates will be able to effectively communicate in all aspects of medical dosimetry

Student Learning Outcomes

- Students will demonstrate the ability to communicate effectively with members of the oncology team.
- Students will demonstrate the ability to communicate effectively with patients

Program Goal Three: Students/graduates will be able to apply critical thinking and problem solving in analyzing dosimetry scenarios

Student Learning Outcomes

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

Program Goal Four: Students will exhibit professional growth in the program and after graduation

Student Learning Outcomes

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

Medical Dosimetry Paths and Requirements

Depending on your educational background, two paths are available for Radiation Therapists who want to prepare for the Medical Dosimetrist Certification Board (MDCB) examination. Program length is the same for both the BAS degree or certificate.

The curriculum incorporates discipline-based, general education and elective courses built on progressive rigor and sophistication. The program receives ongoing review and guidance from its accrediting body (JRCERT) to maintain currency. Required core courses provide the technical knowledge and foundational skills to your success as medical dosimetrist.

- Radiation & Imaging Sciences BAS Medical Dosimetry

  This track is designed for certified radiation therapists who do not currently have a Bachelor's degree. The degree includes 185 credits, 50 of those from national ARRT certification in Radiation Therapy and 37 from prerequisite/co-requisite work. The other 98 credits are 300-400 level classes in the Radiation and Imaging Sciences and Healthcare Management and Leadership programs, as well as general education courses in economics, communications, and ethics.

  Degree Information and Course Requirements – BAS Track

- Certificate of Achievement, Medical Dosimetry

  The Medical Dosimetry certificate track is designed for individuals who have a bachelor's degree and who are ARRT certified Radiation Therapists who want to become Certified Medical

Dosimetrists. The certificate includes 83 credits and 7 credits from prerequisite work. The credits are 300-400 level classes in the Radiation and Imaging Sciences Program.

Degree Information and Course Requirements – Certificate Track

See Appendix 1 for BAS/Certificate Course Requirements Classes/Quarter

Student 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.

AAMD Code of Ethics

The purpose of the American Association of Medical Dosimetrists (AAMD) Code of Ethics is to establish an ideal of professional conduct to which members of the Medical Dosimetry profession should aspire. The Code of Ethics expresses the moral values of the AAMD. While, by itself, the AAMD cannot create or reform moral character, it may at least inform a conscience. Such a code also signals the organization's moral commitment to those who depend upon its members for services. In any profession, the test of moral seriousness depends upon personal compliance with ethical standards.
As Medical Dosimetrists, our primary objective is to use our training, experience, skills, and talents for the benefit of society. To this end, we recognize our professional relationships with and obligations to the:

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

RAIS (Radiation and Imaging Sciences) Student Code of Ethics

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.

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 – BC Student Conduct Code.
- 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. 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.
2. Treat the data of all patients with equal care, respect and fairness.
3. 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 authorized 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 for the appeal procedure as well as a complete list of your rights and responsibilities.

Tuition

Tuition and fees for the upper division (300 and 400-level) courses in the RAIS Medical Dosimetry program are tied to the tuition structure for Washington State's regional colleges. 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. Please check Academic Calendar for Quarterly deadlines for registration. Current Tuition and Fee Rates are published online at Tuition Rates by Year, Credits, Course Types and Residency Status.

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 Medical Dosimetry 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.

Some 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).

E-Learning Waiver for Non-Resident Students

Non-resident students (limited to US citizens and permanent residents) enrolled in only online may be eligible for tuition reduction in non-resident tuition. 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 E-Learning Tuition Waiver process each quarter. Ask for the eLearning waiver by submitting an Online Help Request Ticket to Enrollment Services.

Section II - Academic 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 or communicate with the instructor directly using BC email. 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.

Checking your BC Email

1. Use Bellevue College Outlook to log in to your BC email. You'll want to log in right away and check for messages.
2. 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. If you would like to change your legal name in the ctcLink system, submit a help ticket to Enrollment Services. Be prepared to submit copies of identification and proof of name change like court order, marriage or divorce certificate.

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 program. 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.

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 for additional guidance. You will not be given permission to enroll in further coursework in the Dosimetry 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. Medical Withdrawal and Refund.
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 stop 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.

Leave of Absence and Re-entry Policy

Policy:

Students may be required to take a leave of absence from the program if they are absent for ten (10) or more days. Students may also request a leave of absence for personal, family, or emergency issues.

Students who are absent, for any reason, for a period of ten (10) or more working days per quarter in a didactic course must request an official leave of absence from the program.

Instructors in each of the courses in which the student is enrolled will submit a grade for work received up to the first day of the leave of absence, and the posted grade for each course will either be an "Incomplete," or another grade deemed appropriate by each instructor. Students who miss, for any reason, ten (10) or more scheduled days in clinical practicum must officially request a leave of absence. If a student is absent for ten (10) or more days in either the didactic or clinical part of the program and does not request a leave of absence, they may be dismissed from the program.

Students taking a leave of absence may be removed from their clinical site or be delayed in being placed at another suitable clinical site. A leave of absence for any reason may also delay a student's graduation.

A student returning from a leave of absence after one or more academic quarters must submit a written request for reinstatement to the dean of health sciences, education, and wellness institute and the Medical Dosimetry Program Chair for approval before resuming the program.

Returning students must be in good academic standing before their leave of absence. Students must also meet classroom and clinical requirements established by JRCERT accreditation standards, which may include making up lost classroom or clinical time. In some cases, reinstatement may require retaking the entire program, regardless of previous grades.

Reinstated students must demonstrate entry-level skill and competency prior to clinical placement and may be required to repeat any or all clinical courses to improve their skill and competency level before clinical placement.

Procedures:

1. Students enrolled in didactic and clinical courses must request leave of absence from the Medical Dosimetry Program Chair in writing with the following information: reason for leave request, anticipated dates of leave, and a plan of action for re-entry.
2. A request to be reinstated must be received in writing by the due date determined when the initial leave of absence was granted.

   In cases where this deadline is not met, the student must reapply for admission to the program with the incoming candidates.

3. Additional fees and tuition may be required when re-admitted.
4. Reinstatement into didactic courses may be granted with the following requirements:
   - Approval of the didactic faculty and the program chair. A plan and date for re-entry into the didactic part of the program will be determined by the program chair and faculty, with approval from the dean of HSEWI.
   - The student may need to repeat one or more courses, delaying entry into clinical courses.
5. Reinstatement into clinical courses may be granted with the following requirements:
   - Approval of the program chair, clinical coordinator, clinical instructor, and clinical preceptor on a space available basis.

- The student demonstrates competent clinical skills. Returning students will be asked to perform a set number of clinical tasks deemed appropriate and assessed by the program chair, clinical coordinator, clinical instructor, and preceptor. In some cases, a student will be required to repeat a clinical course to ensure skills are adequate before resuming a clinical placement.
- Students may be asked to undergo a skills clinical evaluation and/or a written exam to assess clinical knowledge before reassignment to clinical placement.
- Students will be reinstated to clinical placement on a space available basis. They may be placed at a different clinical site than they were previously assigned, and the new site may be further from their home.
- Students that do not accept the clinical site offered upon reinstatement will forfeit their place in the program and may apply for readmission the following year.
- A medical leave of absence requires a physician's release to return to clinical.

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 one-week 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 III - 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 training or workshop if you are not familiar with it. Link to the college's Interactive eLearning for Students to find additional tutorials and assistance.

Canvas will be used for all courses in the DOSM program. Except for the clinical practicum courses, all 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 stable Wi-Fi connection, 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.

Expectations for Online 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.

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. Contact your course instructor.

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.

Section IV – 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 help identify your own clinical site. The requirements for a clinical site to meet JRCERT expectations are:

- The clinical site must be accredited. For a list of accreditation organizations (Appendix 2).
- 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 Dosimetry 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 dosimetry 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 dosimetry 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 Trajecsys 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 are responsible for completing other documentation in Trajecsys including quarterly skills checklist, treatment planning logs, time records, other surveys.
- 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.

Immunization, Drug Screening and Background Check Requirements:

The clinical education settings require specific immunizations or proof of immunizations, drug screening and background check for the protection of the student. The student is required to provide proof of immunizations, drug screening and background check prior to participating in clinical practice courses at the clinical settings. Proof should be submitted either directly to a Program offical or submitted in Certified Background prior to the beginning of fall quarter at the beginning of the program. These policies may change at any time; therefore, the Program will provide the student with the most current requirements as determined by the Health Science, Education and Wellness Institute of BC in collaboration with the clinical education settings.
See the PDF copies of "Health Care Programs Information About Hepatitis B Vaccine" (Appendix 3) and Health Care Program Liability Release – Assumption of Risk Form (Appendix 4) for specifics on Hepatitis B inoculation.

For more detailed information on the required immunizations for this program, see the CPNW Student/Faculty Clinical Passport. (Appendix 5).

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 (Appendix 6) in Trajecsys.
- 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 on pages 21-22.
- Incidents involving students will be reported immediately to the clinical preceptor and clinical 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 (Appendix 7).

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 clinal 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 this 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.
  - Clinical Passport requirements (Appendix 5).

- 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. Appendix

- Other Student Resources: https://www.bellevuecollege.edu/current-students/academic-standing/resources/

Pregnancy and Family Leave Policy

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 (Appendix 8). 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 (Appendix 8).

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 every other 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.

Radiation Exposure Policies

Dosimeter Badge Policy and Procedure

1. 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 ® 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): Krystal Johnson, Program Chair for Nuclear Medicine Technology at Bellevue College (BC). Contact info: krystal.johnson@bellevuecollege.edu or 425-564-2840.

2. 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.

3. 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.

4. Issuance, Protection, and Wear

Each student completes the Radiation Dosimeter Acknowledgement form (Appendix 9) 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.

5. 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.

6. 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:
    - Shallow: 100 mrem
    - Deep: 100 mrem
    - 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 pgs. 21-22).
- Following graduation, each student will receive a summary report from the RSO.

7. 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.

8. 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 DOSM 406.

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/ nonclinical patients.

Documentation

- Student clinical records are electronically stored in Trajecsys and then archived after graduation per accreditation requirements. Students must ensure their records in Trajecsys are complete on a quarterly basis including time records, treatment planning logs, quarterly skills checklist, clinical evaluation and other required surveys. Treatment Planning Assessments are submitted and stored in Canvas.

APPENDIX 1

Radiation and Imaging Sciences - Medical Dosimetry
BAS or Certificate of Achievement

Prerequisites		BAS Degree # of Credits	Certificate # of Credits
ARRT Certification RT(T)		50	BS Deg. + RT(T)
BIOL& 241	Human Anatomy and Physiology I	5	N/A
BIOL& 242	Human Anatomy and Physiology II	5	N/A
ENGL& 101	English Composition I	5	N/A
MATH& 141	Precalculus	5	5
RADON 127	Sectional Anatomy	2	2
	Subtotal	**72**	**7**

Corequisites			
ENGL 201	The Research Paper	5	N/A
Choose one	AAS-DTA Humanities Course List	5	N/A
Choose one	AAS-DTA Social Science Course List	5	N/A
	Subtotal	**15**	**0**

Technical Concentration in Medical Dosimetry (BAS or Certificate Track)

Fall Quarter Year 1		BAS Degree	Certificate
DOSM 400	Treatment Planning System Lab	2	2
DOSM 301	Current Topics in Medical Dosimetry	3	3
DOSM 315	Physics for Medical Dosimetry I	5	5
	Subtotal	**10**	**10**

Winter Quarter Year 1		BAS Degree	Certificate
DOSM 401	Clinical Education I	8	8
DOSM 321	Radiation Treatment Planning I	5	5
PHIL 365	Biomedical Ethics: Theory and Practice	5	N/A
	Subtotal	**18**	**13**

Spring Quarter Year 1			
DOSM 402	Clinical Education II	8	8
DOSM 322	Radiation Treatment Planning II	5	5
CMST 330	Intercultural Health Communication	5	N/A
	Subtotal	**18**	**13**

Summer Quarter Year 1			
DOSM 403	Clinical Education III	8	8
DOSM 443	Quality Assurance for Medical Dosimetrists	3	3
	Subtotal	**11**	**11**

Fall Quarter Year 2			
DOSM 404	Clinical Education IV	8	8
DOSM 331	Dosimetry of Particle Beams	3	3
Choose one course below:			
HCML 460	Management & Leadership in Healthcare	5	N/A
ECON 315	Economics of Healthcare	5	N/A
	Subtotal	**16**	**11**

Winter Quarter Year 2			
DOSM 405	Clinical Education V	8	8
BIOL 312	Biology of Cancer	5	5
DOSM 442	Brachytherapy for Medical Dosimetrists	4	4
	Subtotal	**17**	**17**

Spring Quarter Year 2			
DOSM 406	Clinical Education VI	5	5
DOSM 475	Concept Integration: Case Studies	3	3
	Subtotal	8	8
	Total Credits for each Track	**185**	**83**

SUMMARY OF CLINICAL HOURS

Quarter/Year (each quarter is 10 weeks in length)	**Course Name/#**	**Credits**	**Days/ week (8 hrs/day)**	**Approx. total hours/ quarter**	**Total hours cumulative**	**Total # of on-site visits to student and preceptor**
Fall Quarter Year 1	DOSM 400	2	Online Lab*			Zoom Orientation
Winter Quarter Year 1	DOSM 401	8	3	240	240	2 visits
Spring Quarter Year 1	DOSM 402	8	3	240	480	2 visits
Summer Quarter Year 1	DOSM 403	8	3	240	720	2 visits
Fall Quarter Year 2	DOSM 404	8	3	240	960	2 visits
Winter Quarter Year 2	DOSM 405	8	3	240	1200	2 visits
Spring Quarter Year 2	DOSM 406	5	2	160	1360	1 visit

**online lab held five (5) Saturdays at 4 hours each = 20 hours*

APPENDIX 2

Approved Clinical Setting Accreditors

Current listing of JRCERT approved clinical setting accreditors:

- Accreditation Association for Ambulatory Health Care, Inc. (AAAJC)
- Accreditation Commission for Health Care, Inc. (ACHC)
- American College of Radiation Oncology (ACRO)
- American College of Radiology (ACR)
- American Society for Radiation Oncology (ASTRO/APEx) – RT and MD only
- Center for Improvement in Healthcare Quality (CIHQ)
- DNV Healthcare, Inc.
- Healthcare Facilities Accreditation Program (HFAP) – now part of ACHC
- The Joint Commission (TJC)
- Urgent Care Association (UCA)
- United States Nuclear Regulatory Commission

APPENDIX 3

Healthcare Programs Information about Hepatitis B Vaccine

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 4

BELLEVUE COLLEGE

HEALTH CARE PROGRAMS

LIABILITY RELEASE-ASSUMPTION OF RISK FORM

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

STUDENT HEPATITIS B VACCINE DECLINATION

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

_____ _____

Printed Name of Student **Signature of Student**

_____

Date

_____ _____

Signature, Witness **Date**

Student/Faculty Clinical Passport

This is a digital PDF and should not be handwritten.
For best results, we recommend the free version of Adobe that can be downloaded by clicking here
For more information on this Clinical Passport click here

By contract with your academic institution, all students and faculty participating in learning experiences at this healthcare site must meet the following health and safety requirements. The academic institution is responsible for ensuring that requirements have been met prior to participation in the clinical experience. Records will be kept at the academic institution and random review by the clinical affiliates will occur on a regular basis. Documentation must meet requirements at all times. Required immunizations must include mm/dd/yyyy if available.

Student/Faculty Name: _____ DOB: _____
College: Bellevue College
Program: Medical Dosimetry Program
Student Employment Facility: _____

Form Verified By: Name: _____ Date _____
Name: _____ Date _____
Name: _____ Date _____

SUBMITTED ONCE

CC **TUBERCULIN (Tb)** Required upon admission to the program. If past or new positive, please see Clinical Passport Guidance document for further instructions. The Tuberculin requirement can be met through completion of one of the following:

A. Two-step TST#1
Place Date: _____ Read Date: _____
Result _____ mm ☐ Neg ☐ Pos
If first TST is positive or new positive with no history of disease then an IGRA and/or provider examination with Chest XRay is recommended to confirm.
Two-step TST#2
Place Date: _____ Read Date: _____
Result _____ mm ☐ Neg ☐ Pos **OR**

B. TB IGRA (blood test) Date: _____ Result: _____

C. Past or new positive, history of BCG vaccine* Upload document(s) of diagnostic and treatment progression (i.e. date of exam, secondary TST results, IGRA, chest xray, treatment, provider notes etc..)
Date: _____ (Self-Screening Tool)
TB Chest Xray Date: _____ ☐ Neg ☐ Pos
***Note: Individuals who have previously received the BCG vaccine may potentially show a false positive with Tuberculosis Skin Testing (TST). In these instances, it is encouraged that users complete a TB Interferon-Gamma Release Assay (IGRA) for more accurate results.**

CC **HEPATITIS B** The Hepatitis B requirement can be met through completion of one of the following:

A. Proof of immunity (after 2 or 3 step series) by Titer (anti-HBs or HepB SAb are the ONLY accepted titers)
Date: _____ Result: _____

B. Signed Series in Process Form Date: _____

C. Non-converter/History of disease: For those with a history of disease, upload associated provider documentation. For those who are Non-Converters, outline the completion of 2 series types, with proper titers drawn, indicating ongoing Negative titer results.
☐ Yes

- **Series #1** ☐ 2-Step Series ☐ 3-Step Series
  Vaccination Dates:
  1. _____ Titer:
  2. _____ Date drawn: _____
  3. _____ Result: ☐ Neg ☐ Pos
  If titer remains negative after initial series, then include the secondary series information with proper titers drawn and results.
- **Series #2** ☐ 2-Step Series ☐ 3-Step Series
  Vaccination Dates: Titer:
  1. _____ Date drawn: _____
  2. _____ Result: ☐ Neg ☐ Pos

CC **Measles, Mumps, and Rubella (MMR) or Measles, Mumps, Rubella, and Varicella (MMRV).** MMRV if received prior to the age of 12.

A. Vaccination Dates
1. _____ 2. _____ **OR**

B. Immunity by titers: Measles titer Date: _____
Mumps titer Date: _____
Rubella titer Date: _____

SUBMITTED YEARLY

CC **TUBERCULIN (Tb)** All users must respond to the following questions:
1. Have you traveled to any of the WHO identified high burden countries for tuberculosis in the past year?
   ☐ Yes ☐ No
   If 'Yes' complete Self-Screening.
2. 2. Have you had any new known exposure or untreated TB in the past 12 months?
   ☐ Yes ☐ No
   If 'Yes' complete Self-Screening.

By answering 'No' to both questions the annual TB requirement is fulfilled, no further action required.

Complete the following section ONLY if further diagnostic testing was completed, based on the Self-Screening tool guidelines

A. 2-step TST
Place Date: _____ Read Date: _____
Result _____ mm ☐ Neg ☐ Pos
Place Date: _____ Read Date: _____
Result _____ mm ☐ Neg ☐ Pos

B. 1-step TST
Place Date: _____ Read Date: _____
Result _____ mm ☐ Neg ☐ Pos

C. Annual TB IGRA
Date: _____ Result: _____

D. Past or new positive, history of BCG vaccine* Upload document(s) of diagnostic and treatment progression (i.e. date of exam, secondary TST results, IGRA, chest xray, treatment, provider notes etc..)
Date: _____
TB Chest Xray Date: _____ ☐ Neg ☐ Pos

CC **INFLUENZA** Include name of provider or location where the vaccination was received (CVS, Walmart, health dept., etc.), location address is NOT required.

A. Healthcare administered seasonal vaccination
Provider/Agency _____ Date: _____
Provider/Agency _____ Date: _____
Provider/Agency _____ Date: _____

CC **BACKGROUND CHECK**

A. National Criminal Background Check Including the Exclusion Provider Search on OIG and GSA upon admission.
Date: _____

B. Washington State Patrol Check (WATCH) upon admission and then annually.
Date: _____ Date: _____
Date: _____ Date: _____

C. Criminal History Disclosure *School keeps this on file
Date: _____ Date: _____
Date: _____ Date: _____
Need a Disclosure form? Click Here

D. Provider Search: OIG/GSA—Automatically (run bi-monthly on 1st and 15th of every month per CPNW)
Student on-boarded before cycle: manually run on
Date: _____

Student/Faculty Clinical Passport

This is a digital PDF and should not be handwritten.
For best results, we recommend the free version of Adobe that can be downloaded by clicking here
For more information on this Clinical Passport click here

By contract with your academic institution, all students and faculty participating in learning experiences at this healthcare site must meet the following health and safety requirements. The academic institution is responsible for ensuring that requirements have been met prior to participation in the clinical experience. Records will be kept at the academic institution and random review by the clinical affiliates will occur on a regular basis. Documentation must meet requirements at all times. Required immunizations must include mm/dd/yyyy if available.

SUBMITTED ONCE

CC **VARICELLA**
A. Vaccination Dates
1. _____ 2. _____ **OR**
Immunity by titer Date: _____

CC **TETANUS/DIPHTHERIA/PERTUSSIS (Tdap)** 1 dose of Tdap required followed by a dose of Td or Tdap every 10 years.
A. Initial Tdap Date: _____ **B. Td/Tdap** Date: _____

CC **COVID-19 VACCINATION** Confirm with the Site Requirements on the CPNW website to determine specific COVID-19 vaccination requirments.
A. Vaccine Information
Manufacturer: _____ 1or 2 dose series: _____
Date of first dose: _____ Date of second dose: _____

☐ **RESPIRATOR DOCUMENTATION** *Verify with Academic/Program Coordinator for more information regarding this standard. This requirement is for high-risk students in direct patient care, such as nursing, respiratory therapy, MA's, Rad Tech's, and those in the Surgical Suite. For more details see tutorial. If directed by Program Coordinator complete the following:
A. Biennial Respiratory Medical Questionnaire complete?
☐ Yes, date completed: _____ ☐ No
B. Annual Respiratory Fit Test Record complete?
☐ Yes, date completed: _____ ☐ No
*Individual forms from different organizations are acceptable alternatives if the content is the same. Please ensure forms are uploaded to user's CPNW account.
- Respiratory Medical Questionnaire
- Respiratory Fit Test Record

☐ **MILITARY IMMUNIZATION Exempt** Status for certain vaccines according to military code are acceptable. Upload military exempt status paperwork to account users CPNW folder.
- Exempt status for certain vaccines according to military code:

☐ Hepatitis B ☐ MMR ☐ Varicella
☐ Other _____
Click Here

☐ **ADDITIONAL REQUIREMENTS** (If Applicable) The healthcare organization may have additional requirements that must be completed.
Other
_____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____

SUBMITTED YEARLY

CC **AHA/BLS COURSE** (Course must be American Heart Association (AHA) BLS provider.)
A. Expiration Date: _____ Expiration Date: _____

CC **INSURANCE:** Professional Liability policy in place.
☑ Insurance verified by program.
☐ Individual Insurance. If insurance is carried by the individual, upload certificate of current coverage to user account.
Individual Insurance Expiration Date: _____
_____, _____, _____

CC **COVID-19 BOOSTER** Not all Healthcare facilities require annual boosters, confirm with the Site Requirements on the CPNW website. Healthcare Partners must report vaccination status for all employees, volunteers, and students. Therefore, users must submit all available COVID-19 vaccination information, even if it is not required for clinical access. This information is essential for mandatory reporting, and student participation is crucial.
A. Vaccine Information
Manufacturer: _____ Date: _____
Manufacturer: _____ Date: _____
Manufacturer: _____ Date: _____

☐ **RESPIRATOR DOCUMENTATION** *Verify with Academic/Program Coordinator for more information regarding this standard. This requirement is for high-risk students in direct patient care, such as nursing, respiratory therapy, MA's, Rad Tech's, and those in the Surgical Suite. For more details see tutorial. If directed by Program Coordinator complete the following:
A. Annual Respiratory Fit Test Record complete?
☐ Yes, date completed: _____ ☐ No
*Individual forms from different organizations are acceptable alternatives if the content is the same. Please ensure forms are uploaded to user's CPNW account.
- Respiratory Fit Test Record
- Respiratory Medical Questionnaire

☐ **LICENSE** (Any **healthcare** license, registration)
A. State: _____ License# _____
Expiration date: _____; _____;
_____; _____;
State: _____ License# _____
Expiration date: _____; _____;
_____; _____; **OR**
B. ☐ Not Applicable

☐ ***Office Use Only**
Pursued Exemptions:
Users must meet the health and safety requirements of the hosting facility. Inquiry for an exemption must be initiated through the educational institution.
Approved exemptions are to be uploaded to the individual's CPNW account.
Facility Name: _____ Date: _____
Exemption Type _____
Facility Name: _____ Date: _____
Exemption Type: _____

APPENDIX 6

BELLEVUE COLLEGE
MEDICAL DOSIMETRY

Clinical Setting Orientation Checklist

(This form must be signed and completed in Trajecsys at the beginning of clinical rotation.)

Date	
Student Name	
Clinical Site	

The student has received orientation to the following topics at this clinical setting:

Category	Student Initials	Date Completed
Fire hazards		
Electrical hazards		
Chemical hazards		
Emergency Preparedness		
Medical Emergencies		
HIPAA		
Standard Precautions		

_____ _____

Signature Clinical Supervisor Date

BELLEVUE COLLEGE
MEDICAL DOSIMETRY

MRI SAFE PRACTICE CHECKLIST

Student Name		Date	

All MR personnel and students are to undergo an MR screening process to ensure their safety in the MR environment. The following items may be harmful to you and may interfere with the MR examination. Carefully read each item on the checklist and indicate if you have or have had any of the following:

1. Any type of electronic, mechanical, or magnetic implant	◯ No	◯ Yes
If "yes" marked above, indicate type:		
2. Cardiac pacemaker	◯ No	◯ Yes
3. Aneurysm Clip	◯ No	◯ Yes
4. Implanted Cardiac Defibrillator	◯ No	◯ Yes
5. Neurostimulator	◯ No	◯ Yes
6. Biostimulator	◯ No	◯ Yes
If "yes" marked above, indicate type:		
7. Any type of internal electrodes or wires	◯ No	◯ Yes
8. Cochlear implant	◯ No	◯ Yes
9. Hearing Aid	◯ No	◯ Yes
10. Implanted drug pump (e.g., insulin, Baclofen, chemotherapy, pain medicine)	◯ No	◯ Yes
11. Halo vest	◯ No	◯ Yes
12. Spinal fixation device	◯ No	◯ Yes
13. Spinal fusion procedure	◯ No	◯ Yes
14. Any type of coil, filter, or stent	◯ No	◯ Yes
If "yes" marked above, indicate type:		
15. Any type of metal object (e.g., shrapnel, bullet, BB)	◯ No	◯ Yes
16. Artificial heart valve	◯ No	◯ Yes

17. Any type of ear implant	◯ No	◯ Yes
18. Penile implant	◯ No	◯ Yes
19. Artificial eye	◯ No	◯ Yes
20. Eyelid spring	◯ No	◯ Yes
21. Any type of implant held in place by a magnet	◯ No	◯ Yes
If "yes" marked above, indicate type:		
22. Any IV access port (e.g., Broviac, Port-a-Cath, Hickman, Picc line)	◯ No	◯ Yes
23. Medication patch (e.g. Nitroglycerine, nicotine)	◯ No	◯ Yes
24. Shunt	◯ No	◯ Yes
25. Artificial limb or joint	◯ No	◯ Yes
If "yes" marked above, what and where?		
26. Tissue expander (e.g., breast)	◯ No	◯ Yes
27. Removable dentures, false teeth or partial plate	◯ No	◯ Yes
28. Diaphragm, IUD, Pessary	◯ No	◯ Yes
If "yes" marked above, indicate type:		
29. Surgical mesh	◯ No	◯ Yes
If "yes" marked above, indicate location:		
30. Body piercing	◯ No	◯ Yes
If "yes" marked above, indicate location:		
31. Wig, hair implants	◯ No	◯ Yes
32. Tattoos or tattooed eyeliner	◯ No	◯ Yes
33. Radiation seeds (e.g., cancer treatment)	◯ No	◯ Yes
34. Any implanted items (e.g., pins, rods, screws, nails, plates, wires)	◯ No	◯ Yes
35. Any hair accessories (e.g., bobby pins, barrettes, clips)	◯ No	◯ Yes
36. Jewelry	◯ No	◯ Yes
37. Any other type of implanted item	◯ No	◯ Yes
If "yes" marked above, indicate type:		

☐ By typing my name below, I am electronically signing my "MRI Safety Checklist" form and acknowledge that the information I have provided is true and correct.

Student Name (*Electronic Signature*) _____ Date _____

APPENDIX 8

BELLEVUE COLLEGE
MEDICAL DOSIMETRY

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 9

BELLEVUE COLLEGE
MEDICAL DOSIMETRY

Radiation Dosimeter Acknowledgement Form

Student Name:	**SID #:**
Bellevue College Email:	

I. Dosimeter Provider

✓ Bellevue College will provide my dosimeter (Required for all Medical Dosimetry students).

II. Student Contact (Required)

By "checking" each statement below, you are signaling to us that you understand and accept all statements. It will be your responsibility to understand and fulfill all program requirements.

☐ I acknowledge that I have received the Radiation Dosimeter from Bellevue College's Medical Dosimetry program.

☐ I acknowledge that I must return my radiation dosimeter to Bellevue College within 5 business days of the completion of the calendar quarter either in person at T208 or by mail.

☐ I acknowledge that I will be responsible for a $25 fee if I lose or fail to return my dosimeter.

☐ I acknowledge that I must put 'do not x-ray; radiation monitor inside' on my return envelope if I return my dosimeter by mail.

☐ I acknowledge that the contact information on this form, **including the address below**, will be used to mail my radiation dosimeter and my final dosimeter report, and I have verified that it is correct.

☐ I acknowledge that I will abide by the radiation safety monitoring requirements outlined in my course syllabus and program policy.

III. Please provide contact information where the information about the radiation level of your Dosimeter will be mailed or emailed to you.

Student Name	
Program Start Date	
Birthdate	
Mailing Address	
Personal Email	
Phone	

IV. Previous Radiation Exposure (Required) – if you have had a job where you have worn a radiation dosimeter, please provide as much as possible the following:

Prior Radiation Exposure History: * fields are mandatory (include all prior occupational radiation exposure)				
Institution*	**City/State***	**Address**	**# of Yrs. Employed**	**Radiation Safety Officer**

V. Electronic Signature (Required)

Please type your full name to illustrate your formal e-signature and click Submit to send this form to the Radiation Therapy program. By signing, you are articulating that all fields completed above are correct and true.

Full Name:	Date