

**GRADUATE PROGRAM IN
MEDICAL DOSIMETRY**
CLINICAL INSTRUCTORS HANDBOOK 2019-2020

8/13/2019

This handbook will be superseded by all versions bearing subsequent dates.

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A. PRECEPTOR DESCRIPTION

The Clinical Preceptor is designated by the clinical site and may include more than one person. Their resume is submitted with the JRCERT application for approval. The following are the duties and requirements given by the JRCERT:

Clinical Preceptor Duties:

- Is knowledgeable of program goals
- Understands the clinical objectives and clinical evaluation system
- Understands the sequencing of didactic instruction and clinical education
- Provides students with clinical instruction and supervision
- Evaluates students' clinical competence
- Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development
- Maintains current knowledge of program policies, procedures, and student progress

Clinical Preceptor Requirements:

- Is proficient in supervision, instruction, and evaluation
- Documents two years clinical experience in the professional discipline
- Holds Medical Dosimetrist Certification Board registration or equivalent. Equivalent qualifications are certification by the American Board of Radiology (ABR) as a radiation oncologist or the American Board of Medical Physicists as a medical physicist.

B. CLINICAL INSTRUCTORS DESCRIPTION

Clinical instructors are any staff that provides students with clinical instruction.

C. CLINICAL EDUCATION ATTENDANCE

Exact start and end times, lunch and break schedules, etc. are determined by the clinical education center. Clinical education centers are expected to schedule students for clinical hours for attainment of academic credit as specified by the program. Clinical experience hours must not exceed 10 hours/day and 40 hours/week (including class time and clinical hours) at any time and students must not receive compensation from the clinical education center as employees during student clinical hours. The JRCERT defines the operational hours of traditional programs as Monday - Friday, 5:00 a.m. - 7:00 p.m.

Clinical Education will be scheduled only during university class sessions. Clinical education schedules will follow the university calendar, including holidays, and breaks. No clinical education is scheduled between terms. Clinical Instructors may adjust the student schedule according to department patient load or special case availability with the approval of the program director. The current Grand Valley State University academic calendar available at <https://www.gvsu.edu/registrar/academiccalendar.htm>

The students will be attending a virtual synchronous online class every other Wednesday from 9am EST – 10am EST through video conference. The students will be excused from clinic during this time and will not be required to make-up the time up.

CLINICAL ROTATION MASTER PLAN (Full-time Option)

- 1st term (Aug-December) - 14 weeks x 3 days per week x 8 hrs per day = 336 clinical contact hours (42 days)
Tuesday, Wednesday, Thursday*
- 2nd term (Jan-April) -14 weeks x 4 days per week x 8 hrs per day = 448 clinical contact hours (56 days)
Monday, Tuesday, Wednesday, Thursday*
- 3rd term (May-August)- 12 weeks x 4 days per week x 8 hrs per day = 384 clinical contact hours (48 days)
Monday, Tuesday, Wednesday, Thursday*
- 4th term (optional) - additional available time for students who have not completed all mandatory competencies or who require clinical support for theses/projects

Total = 1168 clinical contact hours (146 days or ~7.5 months of full time experience)

Additional clinical education may be required if all mandatory competencies are not achieved in three semesters or the student is approved by program faculty to attend clinical experience part-time. Part time clinical can be no less the half hours of full time option. These hours must be approved by the educational coordinator and program director prior to class registration. 8 clinical hours per week equals 1 semester credit.

*Unless other arrangements have been made and approved by the Educational Coordinator and Clinical Instructors.

Clinical Education will be scheduled only during university class sessions. Clinical education schedules will follow the university calendar, including holidays, and breaks. No clinical education is scheduled between terms.

Students **may not** be in clinic when GVSU is closed (dates below). Also, note that if GVSU closes for any reason (weather, etc) students may not be in clinic.

September 2, 2019	Labor Day
November 28-29, 20189	Thanksgiving
December 24, 2019 – January 1, 2020	Holiday Break
May 25, 2020	Memorial Day
July 3, 2019	Independence Holiday

D. STUDENT DIRECT SUPERVISION

All Medical Dosimetry students shall be under direct supervision during their clinical hours. The JRCERT defines direct supervision as student supervision by a credentialed practitioner (e.g., registered radiation therapist, credentialed medical physicist, licensed radiation oncologist) during all aspects of the procedure. All medical dosimetry calculations and treatment plans must be approved by a credentialed practitioner prior to implementation and a certified person must be in the room during patient contact. Direct patient contact procedures (e.g., simulation, fabrication of immobilization devices, mould room etc.) must be also performed under the direct supervision of a credentialed practitioner. Under no circumstances shall any student ever provide indirectly supervised care or treatment of any patient.

Observation sites may be used to see the operation of equipment and/or procedures. These sites provide opportunities for observation of clinical procedures that may not be available at recognized clinical settings. Students may not assist in, or perform, any aspects of patient care during observational assignments.

E. COMPETENCIES

The student must successfully complete 22 mandatory clinical competencies and 5 optional competencies during clinical experience. Students are expected to observe a qualified medical dosimetrists perform each procedure, practice the procedure independently until they believe they can meet the competency expectations of an MDCB qualified medical dosimetrist, then request and pass at 100% level a competency on each of the identified mandatory procedures. Clinical competencies are achieved by performing planning on patient data for treatment delivery during clinical education. The competency will be done independently and in a reasonable amount of time. The observation and evaluation of the student's procedural skills is done by certified medical dosimetrists who are clinical preceptors, staff medical dosimetrists, or university faculty.

The student is responsible for notifying staff that they are ready to perform a competency. Competencies may be performed on new scans, previous scans or on scans in the GVSU database. Once competencies are graded, they are considered confidential and need to be kept secure until given to student (example: in a locked drawer).

Competencies may be signed by any of the Clinical Instructors (does not have to be the Preceptor), and the evaluator must be a Certified Medical Dosimetrist or Certified Medical Physicist.

F. GRADING

Grades are done by the GVSU faculty instructor. Students are responsible for uploading paperwork to Blackboard. There is no penalty for failing a competency. All failed competencies are uploaded to Blackboard.

G. PRECEPTOR PERKS

Clinical preceptors and instructors are eligible to sign up for the GVSU Preceptor Perks Program. The GVSU title for clinical preceptors are Affiliate Clinical Faculty. Follow the link to sign up for the program: <http://www.gvsu.edu/vphealth/preceptor-perks-16.htm>

H. SITE VISITS AND PHONE CALLS

During each semester, the GVSU faculty instructor will be in contact (phone call) with the clinical instructors and students a minimum of three times. For new clinical sites, when possible, an in-person site visit will take place. If needed for any reason, more frequent communication will occur until the situation is resolved. Clinical instructors and students are encouraged to contact the GVSU faculty instructor or Educational Coordinator at any time.

I. CLINICAL INSTRUCTOR MEETINGS

Clinical Instructor Meetings are held once a semester by the Educational Coordinator through Blackboard Collaborate. Attendance and feedback is encouraged, although the meetings are recorded for those who cannot

attend.

J. COURSEWORK

Below are the courses the students are taking per semester. The syllabus for each course will be emailed to the clinical instructors.

Fall	Winter	Spring/Summer
*STA 610 Applied Statistics for Health Professions (3) <i>(offered online or hybrid)</i>	*RMD 632 Medical Dosimetry II (3)	*RMD 670 Professional Issues in Medical Dosimetry (3)
*RMD 630 Medical Dosimetry I (3)	*RMD 633 Medical Dosimetry II Lab (1)	*PH 575 Quantitative Research in Public Health (3)
*RMD 631 Medical Dosimetry I Lab (1)	*PH 550 Public Health Epidemiology (3)	
*RMD 693 Medical Dosimetry Research Project or *RMD 695 Medical Dosimetry Thesis (2-6)	*RMD 693 Medical Dosimetry Research Project or *RMD 695 Medical Dosimetry Thesis (2-6)	*RMD 693 Medical Dosimetry Research Project or *RMD 695 Medical Dosimetry Thesis (2-6)
RMD 661 Medical Dosimetry Clinical Education I (3) (42 days)	RMD 662 Medical Dosimetry Clinical Education II (4) (56 days)	RMD 663 Medical Dosimetry Clinical III (4) (48 days)
Total: 12 credits	Total: 13 credits	Total: 12 credits

K. RESEARCH PROJECT

If the student chooses to use clinical patient data for their Medical Dosimetry Research Project, Institutional Review Board (IRB) approval will have to be obtained from the clinical site and GVSU. The IRB process typically takes about 3 months to complete. The students are encouraged to start the IRB process early and may require assistance from clinical staff. The student's advisor and GVSU's Associate Dean of Research will also provide guidance and assistance.

L. STUDENT PLACEMENTS

In an effort to bring equity to all students in the program, cost and experience, new equipment deliveries, procedures completed, and distance from campus are considered by the Program Director and Educational Coordinator when assigning students to clinical locations. Upon agreeing to take a student for the following cohort, clinical sites accept the student the Program Director places. Students will be allowed to request clinical sites based on their geographical location, but the ultimate decision for clinical placement will be nondiscriminatory and at the discretion of the Program Director and Educational Coordinator.

M. CONTACT INFORMATION

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Medical Dosimetry Program

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College of Health Professions

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Immediate Dismissal Policy

I understand that all students are to be treated as students during clinical hours, even if they are employees. The following list of requirements must be adhered to at all times from all students. If at any time these policies are violated, it will result in **immediate dismissal from the program**.

1. Students are not allowed to “sign off” on any plans. This includes, but is not limited to, plans in the treatment planning system, electronic charts and paper charts. There must always be a supervising dosimetrists or physicist signing the plans.
2. Clinical hours can only be in 1 section per day and a minimum of 4 hours. During the designated lunch time, students cannot work as employees. (Meaning students cannot go back and forth between being an employee and student).
3. Students cannot change from their submitted Clinical Education Schedule Worksheet without prior approval from both the program director and clinical instructor.
4. Students may not receive compensation from the clinical education center as employees during student clinical hours.

I understand and agree to this policy:

Printed Name

Preceptor Signature

Date



Medical Dosimetry Program

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Grand Valley State University
Medical Dosimetry Program
Recognition
-Above and Beyond-

If you observe a Grand Valley student performing above and beyond expectations, please take a moment to complete the form below:

Student Name	Name of person that observed performance
Date	Clinical Educational Center
Description of the performance that is above and beyond expectations	
Clinical Instructor comments	
Clinical Instructors signature	Date