

****Requests for new clinical sites have to be submitted by February 1st. All AA have to be completed by July 1st in order for a student to start the program in the Fall. ****

Clinical Site Requirements

- Must be physical space for the student (including a computer)
- Must have a treatment planning license available for the student
- Must have a TPS and EMR login available for the student
- CMD or certified medical physicist to be the preceptor and sign competencies
- Provide the student with a quality clinical education

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, and
- 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.

Checklist

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There is a treatment planning license and TPS/EMR login available for the student.

☐

There is physical space (including a computer) available for the student.

☐

CMD or certified medical physicist will be present to be the preceptor and sign competencies

Clinical Site Basic Information

Institution Name

Institution Address

Affiliation Agreement Information

The clinical site and GVSU must have an affiliation agreement (AA) in place, and the JRCERT's approval in order to place a student at a clinical site. The AA can take anywhere from 2-12 months, and sometimes is never agreed upon. The JRCERT request process takes 4-6 weeks to process. **Requests for new clinical sites have to be submitted by February 1st. All AA have to be completed by July 1st in order for a student to start the program in the Fall.**

Contact Person for the Affiliation Agreement

Name

Email Address

Phone Number

Authorized Signatory for the Affiliation Agreement

The authorized signatory is the individual who has the legal authority to sign documents on behalf of the organization, and this person is typically different from the contact person. If you are unsure of this information, you may leave this section blank.

Name

Email Address

Phone Number

JRCERT Application Information

If the student will be at more than one clinical site location (satellite clinic, etc), each physical location will need to go through the JRCERT application process. The same preceptor can be listed for each location. We will need to have the preceptors resume/CV for the JRCERT application

Location #1:

Institution Name

Institution Address

Clinical Preceptor Contact Information

Preceptor Name

Email Address

Phone Number

Radiation Department Administrator's Contact Information

Admins Name

Email Address

Title

Clinical Site Department Information

**# of Dosimetrists,
Oncologists, and
Physicist**

**# of workstations (or
licenses)**

Location #2: (if needed)

Institution Name

Institution Address

Clinical Preceptor Contact Information

Preceptor Name

Email Address

Phone Number

Radiation Department Administrator's Contact Information

Admins Name

Email Address

Title

Clinical Site Department Information

of Dosimetrists,
Oncologists, and
Physicist

of workstations (or
licenses)

Student Placement Onboarding

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Students **are** required to use a placement software (e.g. ACEMAPPs, myClinicalExchange)

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Students are **NOT** required to use a placement software (e.g. ACEMAPPs, myClinicalExchange)

Additional Information (this may be sent at a later date)

☐

Preceptor Resume/CV

Treatment Planning Information

Please check all that apply (not all are required)

☐

Eclipse

☐

Pinnacle

☐

RayStation

☐

Monaco

- ☐ VMAT
- ☐ SRS
- ☐ SBRT
- ☐ Multiple body sites / types of cancer treated
- ☐ Brachytherapy
- ☐ Protons

Remote Planning Information

The current JRCERT Policy states if there is a separation between the student and the instructor, this is considered remote clinical education. The following is the GVSU remote clinical education policy for two types of remote clinical education:

1. Student is **not** physically in the clinic
 - a. Only if **all** dosimetry staff (instructors) are working remotely, up to 50% of the student's clinical **week** may be done outside of the clinical setting. This will be calculated per week, so that the overall clinical hours will not exceed 50% remote.
 - i. If there is staff in the office and able to train the students, then remote clinical education will not be allowed and the student will be required to attend clinic onsite.
 - b. Exceptions: COVID related reasons (case by case as approved by the program)
 - c. Remote learning is not to be used for normal illness, childcare, pregnancy, travel issues, moving, etc
2. Student **is** physically in the clinic, but the primary instructor (e.g. dosimetrist) is remote:
 - a. As long as there is other staff readily available (e.g. physicist) that have the necessary treatment planning skills, this type of remote learning is allowed up to 100%.

Remote Information:

- ☐ The student will be 100% in-person
- ☐ The student will be remote from home 50% or less each week
- ☐ The instructor will be remote, and the student will be in the clinic

JRCERT Information:

Clinical settings that are shared with another JRCERT-accredited program of the same modality (i.e., radiography, radiation therapy, magnetic resonance, and medical dosimetry) must provide assurance of an educationally valid clinical experience.

- A minimum of one clinical preceptor must be identified for each recognized clinical setting
- The same clinical preceptor may be identified at more than one site as long as a ratio of one full-time equivalent clinical preceptor for every ten students is maintained.
- The maximum number of students assigned to a clinical setting must be supported by sufficient human and physical resources
 - The student-to-radiographic equipment ratio must be 1:1, at a minimum; and
 - The student-to-clinical staff ratio must be 1:1 (2:1 for medical dosimetry), at a minimum. The number of students assigned to the clinical setting must not exceed the number of assigned clinical staff.

Is your institution affiliated with another JRCERT approved dosimetry program?

☐ Yes

☐ No

Program Name

Email Address

Additional Staff to be Included in Student Communications

Name

Email Address

Title

Name

Email Address

Title

Name

Email Address

Title

Name

Email Address

Title
