

# **NEW JERSEY RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS (BOARD) ACCREDITATION STANDARDS FOR SCHOOLS OF RADIATION THERAPY TECHNOLOGY**

This document contains the Board's accreditation standards for schools of radiation therapy technology which must be fulfilled to receive and maintain Board approval. This document also provides guidance on activities that require Board approval and activities that must meet the Joint Review Committee on Education in Radiologic Technology (JRCERT) standards.

Disclaimer: This document is not intended to replace any regulatory requirement, but is in addition to such requirements.

## **I. School Approval:**

- A. A school that intends to teach radiologic technology in New Jersey or intends to send its students to New Jersey medical facilities for clinical education must obtain Board approval. [N.J.A.C. 7:28-19.3(f)]
- B. A school seeking Board approval is subject to radiation protection regulations (N.J.A.C. 7:28-1, et seq.) , the Radiation Protection Act (N.J.S.A 26:2D-1), the Radiologic Technology Act (N.J.S.A. 26:2D-24) and Board Standards that are contained in this document.
- C. A school seeking Board approval must submit an application delineating the didactic, laboratory and clinical components of its program. The applicant must also demonstrate compliance with the program content requirements II through XIII below:

## **II. Curriculum:**

- A. The Board approved curriculum is the most recent radiation therapy curriculum published by the American Society of Radiologic Technologists. All schools must develop and continuously implement this curriculum, as well as, the most recent ARRT's Clinical Competency Requirements. [N.J.A.C. 7:28-19.13(b)]
- B. The school of radiation therapy technology shall prepare and maintain a current and accurate written course syllabus and other educational documents for each content area delineated in the program's Board approved curriculum. These documents shall include, but are not limited to lesson plans, learning objectives, classroom schedules, and student evaluation instruments. These documents shall be on file at the school and shall be produced for review by the Department or its representative during an inspection, and shall be submitted to the Department upon request. [N.J.A.C. 7:28-19.13(f)2].
- C. The school of radiation therapy technology shall have and comply with an educational plan for didactic and laboratory instruction and clinical assignments, with objectives relating to the specific practice of radiologic technology. [N.J.A.C. 7:28-19.13(f) 8].

- D. The school of radiation therapy technology shall ensure that a student's total academic and clinical instruction does not exceed 40 hours per week. [N.J.A.C. 7:28-19.13(f)19]

### **III. Candidate Publications:**

The school of radiation therapy technology shall make available to all prospective students a current and dated course catalog, bulletin, or other format, and that includes the following information: a description of the curriculum, the requirements for admission, requirements for graduation, and information concerning amounts and terms of payment of any tuition and fees or expenses to be incurred and refund policies. The information contained in these documents shall accurately reflect the program offered. [N.J.A.C. 7:28-19.13(f)4]

The school's Radiologic Technology Board of Examiners approval status must be conspicuously displayed to prospective students. The Bureau's contact information should be provided in candidate materials for their reference.

### **IV. Admission Requirements:**

- A. The school of radiation therapy technology shall only enroll a candidate who at the time of admission meets or exceeds the following minimum requirements:
1. Is of good moral character; [N.J.A.C. 7:28-19.11(a)1]
  2. Has successfully completed a four-year course of study in a secondary school (high school) approved by the State Board of Education or passed an approved equivalency test; and [N.J.A.C. 7:28-19.11(a)2]
  3. Meets the admission criteria of that school of radiation therapy technology. [N.J.A.C. 7:28-19.11(a) 3]

If a school is uncertain that an applicant's high school education meets the above requirement, the school must verify with that state's department of education that the applicant's education is approved/recognized by that state's education authority. (Example: If a diploma was issued by a high school in Delaware, that school must be approved/recognized by the Delaware department of education.) Applicants with foreign education diploma must be evaluated for equivalency to at least a high school education received in the United States.

Graduates of New Jersey home schooling are not awarded a New Jersey State-endorsed high school diploma and as such do not meet the requirements of A2 above. Therefore, an applicant who presents a New Jersey home schooling high school certificate/diploma must also include a State issued GED as part of their application before he/she can be accepted into the program. Additional information regarding GED testing and earning a State issued high school diploma can be obtained by visiting the website: <http://www.state.nj.us/education/students/ged/>

Compliance with the moral character requirement could include a criminal background check or the candidate's answer to a moral character question similar to the one on the New Jersey radiologic technology license application.

New Jersey Code of Criminal Justice lists crimes as offenses of either the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> degree. Disorderly Persons Offenses are not crimes. If a candidate has been convicted of crime, the decision to enroll the student is based on the school's established admissions policy. If the school elects to enroll the candidate, the school must inform the candidate that the conviction could affect his or her eligibility for a radiologic technology license. Documentation of this notice must be maintained in the candidate's file. If the candidate has concerns regarding their eligibility for New Jersey license they should be advised to call the Bureau.

**B. The school of radiation therapy technology shall:**

1. Ensure that each candidate for admission submits a formal application. [N.J.A.C. 7:28-19.11(b)]
2. Keep on file for at least two years after a student graduates, withdraws or is dismissed the student's application and any document used to determine the eligibility for admission to the school. [N.J.A.C. 7:28-19.11(c)]

Admission records shall contain the: (a) the candidate's application, (b) high school diploma or transcript showing graduation, GED certificate or evaluation of equivalency, (c) evaluation or statement of moral character and (d) any other information used by the school to determine acceptance into the program.

3. Enroll only students who meet the school's requirements for admission. [N.J.A.C. 7:28-19.13(f)6]
4. Report in writing to the Department, within 30 calendar days of any student's matriculation date, the name and address of each new student enrolled [N.J.A.C. 7:28-19.13(f)7].

**V. Student Publications and Policies:**

The school of radiation therapy technology shall make available to each enrolled student a current and dated catalog, handbook, or policy manual that includes all program and school policies, which shall include, but not be limited to policies regarding conduct, dismissal, grading, and pregnancy as it relates to radiation protection. All policies and procedures shall accurately reflect the program offered. [N.J.A.C. 7:28-19.13(f)5]

Students must be informed of the school's Radiologic Technology Board of Examiners approval status and be provided with Bureau contact information for their reference.

## **VI. Educational Resources:**

- A. The school of radiation therapy technology shall employ and/or appoint only Board-approved program directors, clinical coordinators and clinical supervisors. [N.J.A.C. 7:28-19.13(f)3].
- B. The school of radiation therapy technology shall ensure that it has adequate administrative, clerical, clinical, faculty and physical resources to support the number of students enrolled. [N.J.A.C. 7:28-19.13(f)12]

## **VII. Radiation Safety:**

- A. The use of x-ray and radiation therapy equipment by students must comply with N.J.A.C. 7:28-1 et seq.
- B. The school of radiation therapy technology shall ensure that each student is provided with a personnel radiation-monitoring device during his or her period of attendance. [N.J.A.C. 7:28- 19.13(f)13].  

Although this provision requires each student to be provided with a personnel radiation-monitoring device during the period of attendance, the device only needs to be worn during laboratory instruction (prior to and during any x-ray exposures) and during all times at clinical education.
- C. Student exposure to radiation shall not exceed any of the occupational limits prescribed in N.J.A.C. 7:28-6.1. [N.J.A.C. 7:28-19.13(f)13]
- D. Within 30 calendar days of the school's receipt of any radiation dosimetry report, the school shall inform all students of their most recent exposure readings. [N.J.A.C. 7:28-19.13(f)13].

A radiation monitoring device must be exchanged with a new device in accordance with the vendor's requirements. (Example: a device having a vendor's required wear period of one month must be exchanged monthly and cannot be used as a quarterly monitoring device.) The school may use either monthly or quarterly monitoring devices. However, a student, who has declared a pregnancy, must be provided with a monthly device.

- E. In the event that a student receives an exposure of 50 mrem (0.5 mSv) or greater on any monthly radiation dosimetry report, or 100 mrem (1.0 mSv) or greater on any bimonthly radiation dosimetry report, or 150 mrem (1.5 mSv) or greater on any quarterly report, or an exposure that exceeds any of the occupational limits in N.J.A.C. 7:28-6.1, the school shall begin an investigation to find the cause and prevent recurrence of the exposure. The investigation report shall be completed within 30 calendar days of the school's receipt of notification of the exposure. This investigation report shall include any action to be taken to reduce unnecessary radiation exposure. The investigation report shall be given to the student and shall be maintained in the student's file. If any of the occupational limits in N.J.A.C. 7:28-6.1 is exceeded, a copy of the investigation report must be submitted to the Department. [N.J.A.C. 7:28-

19.13(f)13]

- F. Within 90 calendar days of departure from the school, the school shall provide each student with a complete record of his or her radiation exposure history. [N.J.A.C. 7:28-19.13(f)13]
- G. If a student voluntarily declares her pregnancy in writing, with an approximate date of conception, the school shall comply with the following requirements published at N.J.A.C. 7:28-19.13(f)14:
- i. Provide instruction regarding radiation exposure and risks as they relate to the embryo-fetus and pregnancy;
  - ii. Provide program enrollment options to accommodate pregnancy while allowing the student to complete the curriculum. If the student elects to continue with her education within the radiologic technology program, the school shall ensure that a personnel radiation-monitoring device is worn at the waist level during the term of her pregnancy;
  - iii. If the student has the potential of engaging in fluoroscopic or portable radiographic procedures, provide to the student with and require her to wear two personnel radiation- monitoring devices. One device shall be worn at the neck level outside the protective apron and the other under the protective apron at the waist level;
  - iv. Limit the student's exposure, as registered on the personnel radiation-monitoring devices, in order that the exposure of the embryo-fetus does not exceed the most recent recommended limit published by the National Council on Radiation Protection and Measurements (NCRP). As of August 18, 2008, the recommended limit is contained in NCRP Report #116 entitled Limitation of Exposure to Ionizing Radiation, published in 1993. The publication can be obtained from NCRP by contacting them at 7910 Woodmont Ave., Suite 400, Bethesda, Md. 20814 or at: [www.ncrponline.org](http://www.ncrponline.org). This report recommends a monthly equivalent dose limit of 50 mrem (0.5 mSv) to the embryo-fetus (excluding medical and natural background radiation) once the pregnancy is known. The Deep Dose Equivalent value reported for the device worn at the student's waist will be considered the initial estimated dose received by the embryo-fetus;
  - v. Within seven calendar days of the school's receipt of a radiation dosimetry report, the school shall inform the pregnant student of her most recent exposure readings. If the Deep Dose Equivalent in any month is 50 mrem (0.5 mSv) or higher, the school and student shall consult with a medical physicist or health physicist, who is certified by the American Board of Radiology, American Board of Medical Physics, American Board of Health Physics or the equivalent as determined by the Commission; and

- vi. Submit to the Department, with a copy to the student, a report of the consultation provided in N.J.A.C. 7:28-19.13(f)14v, if required, including any recommendation(s), assignment modifications and the student's exposure history, within 21 calendar days of the school's receipt of the radiation dosimetry report.

### **VIII. Clinical Education:**

- A. Only students who meet the requirements of N.J.A.C. 7:28-19.1(c)4 are permitted to engage in the practice of radiologic technology. [N.J.A.C. 7:28-19.12(a)]
- B. Evaluation of students for clinical competency shall be performed by a Board approved program director, clinical coordinator, or clinical preceptor.
- C. At a minimum, the school's clinical curriculum shall comply with the most recent ARRT's Clinical Requirements.
- D. The school of radiation therapy technology shall ensure that all therapy simulation and therapeutic procedures are performed under direct supervision of a licensed radiation therapist. [N.J.A.C. 7:28-19.12(c)2]
- E. The school of radiation therapy technology and the clinical education center shall ensure that students are not assigned to clinical education rotations in such a manner as to substitute for radiologic technologists. [N.J.A.C. 7:28-19.12(c)6]
- F. The Board's Clinical Site student capacity is limited to that as set by the JRCERT. [N.J.A.C. 7:28-19.12(c)7]
- G. The school of radiation therapy technology and the clinical education center shall ensure that during clinical education activities students wear visible identification name badges that identify them as student radiologic technologists. [N.J.A.C. 7:28-19.12(c)8]
- H. The school of radiation therapy technology and the clinical education center shall ensure that during clinical education activities each student wears a personnel radiation-monitoring device. [N.J.A.C. 7:28-19.12(c)9]
- I. The school of radiation therapy technology and the clinical education center shall ensure that all activities involving clinical education are performed in accordance with the school's published policies and procedures, and the agreement between the school of radiation therapy technology and the clinical education center. [N.J.A.C. 7:28-19.12(c)10]
- J. The school of radiation therapy technology and the clinical education center shall ensure that students are not: (i) In the primary beam; (ii) Permitted to remain in the x-ray room outside the control booth during an x-ray exposure unless the student is provided with a protective apron or shield that is at least 0.5 mm of lead equivalent; or

(iii) Permitted to engage in any other practices likely to result in unnecessary exposure to ionizing radiation. [N.J.A.C. 7:28-19.13(c)11i-iii]

**IX. Student Records:**

- A. The school of radiation therapy technology shall maintain current student records that accurately reflect the student's didactic and clinical progress. Student records must include: (1) at a minimum, midterm didactic examinations, if administered, final didactic examinations, a summary sheet of all laboratory evaluations and all evaluations necessary to document compliance with the ARRT's Radiation Therapy Clinical Requirement and (2) grade book or spreadsheet used to record the above grades. These records must be maintained for the current class of enrolled students and the most recently completed class of graduates. [N.J.A.C. 7:28-19.13(f) 9]
- B. The school of radiation therapy technology shall maintain an official course transcript for each graduate permanently. [N.J.A.C. 7:28-19.13(f)10]
- C. The school of radiation therapy technology shall maintain all academic and clinical records for at least 6 months for each student who has left, withdrawn, or was dismissed from the program. [N.J.A.C. 7:28-19.13(f)11]

**X. Program Completion and Reporting:**

- A. The school of radiation therapy technology shall issue to each student who satisfactorily completes a course of study a dated certificate that specifies the particular course of study completed. [N.J.A.C. 7:28-19.13(f)15]

This certificate is the program completion document. It must include a statement that the school is approved by the Radiologic Technology Board of Examiners.

The program completion document can be issued in the form of a certificate, diploma, letter or a combination of these documents.

- B. The school of radiation therapy technology shall report in writing to the Department, within 30 days of the date the student completes the course of study (as set forth on the certificate issued in accordance with N.J.A.C. 7:28-19.13(f)15), the name and address of each student graduated. [N.J.A.C. 7:28-19.13(f)7]
- C. A school of radiation therapy technology shall submit a copy of its JRCERT annual report to the Bureau.

**XI. Program Changes and Approval of Changes:**

A. The school of radiation therapy technology shall inform the Department within 15 calendar days of any change that could adversely affect the school’s ability to provide students with appropriate didactic and laboratory instruction and clinical assignments, or has altered how the school operates since its last review and approval by the Board. Such changes include but are not limited to a change in status or loss of any official or faculty member, change of curriculum, loss of a clinical affiliate, the sequencing of courses, length of the program or sponsorship of the program. [N.J.A.C. 7:28-19.13(f)16]

B. The Board accepts the following JRCERT administrative actions:

<b>Activity</b>	<b>Note:</b>
Approval of School Faculty	“Acting” clinical preceptor must submit a progress report to the Board as per “C” below
Approval of Student Capacity	JRCERT approval is required prior to enrollment
Approval of Clinical Education Centers	JRCERT approval is required prior to implementation
Approval of Didactic and Clinical Curriculum Modifications	JRCERT approval is required prior to implementation
JRCERT Continuing Accreditation Outcomes	

C. Board approval is required for the following activities:

<b>Activity</b>	<b>Note:</b>
Removal of “acting” status of clinical preceptors	A progress report is required, within one year of JRCERT recognition. The report must document at minimum the successful completion of a mentoring period by an recognized program faculty that includes clinical instruction, supervision and evaluation.

D. Any Board-approved school that makes a substantial change to its approved program, including but not limited to a change in the level of terminal award (such as a certificate to associates degree or associates degree to bachelor degree), or a change in the owner or operator of the program, will be considered a new school and will be subject to the application procedure of this section and fee specified in N.J.A.C. 7:28-19.10(b). [N.J.A.C. 7:28-19.14(k)]

## **XII. Maintaining Board Approval:**

- A. The school of radiation therapy technology shall comply with the JRCERT Standards. In case of conflict with this subchapter or the Board's accreditation standards, this subchapter and the Board's accreditation standards shall supersede the JRCERT Standards. [N.J.A.C. 7:28-19.13(g)]
- B. In order to maintain approval, the school of radiation therapy technology shall comply with the requirements of N.J.A.C. 7:28-19 and pay the appropriate annual fee as specified in N.J.A.C. 7:28-19.10(c). The annual fee is due by January 1st of each year or 30 calendar days after the date that the Board awards approval under N.J.A.C. 7:28-19.14(b). [N.J.A.C. 7:28-19.14(e)]
- C. The school of radiation therapy technology shall maintain an “active” accreditation status with the JRCERT.
- D. No school of radiation therapy technology shall have no more than two consecutive years in which the pass rate for students taking the American Registry of Radiologic Technologists (ARRT) examination for the first time is below 75 percent. [N.J.A.C. 7:28-19-13(f)17]

## **XIII. School Inspections:**

A school of radiation therapy technology, including its clinical education centers, shall:

1. Permit one or more Board representatives or Department employees to conduct a site inspection. The Board may accept the findings from a site inspection performed by a national accreditation agency recognized by the Board, in lieu of an inspection by the Board or the Department;
2. Make available to the Board representative or Department employee such information, records, or persons that may be needed to determine compliance with the requirements of this subchapter; and
3. Demonstrate, to the satisfaction of the Board, that it complies with the requirements of this subchapter. [N.J.A.C. 7:28-19.14(d)]

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Revised May 1, 2013 to reflect changes to Sections IX A. and X.A.

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