WASHBURN UNIVERSITY | Allied Health Department

Master of Science: Medical Dosimetry

Program Application Packet

Welcome!

Thank you for considering Washburn University as you take the next step in your professional journey. Our Medical Dosimetry program offers a unique opportunity to enter a specialized and impactful field at the intersection of science, technology, and patient care.

Medical dosimetrists are essential members of the radiation oncology team, using their expertise in anatomy, physics, oncology, radiobiology, and mathematics to develop precise radiation treatment plans for individuals with cancer and other conditions. At Washburn, you will gain this critical knowledge through a thoughtfully designed curriculum that combines the flexibility of online coursework with the depth of hands-on clinical training.

Graduates of our program earn a Master of Science degree and are eligible to sit for the National Medical Dosimetry Certification Board (MDCB) exam. Our dedicated faculty are committed to your success and will support you throughout your academic and clinical experiences.

In this document, you will find information about the Medical Dosimetry program, clinical site requirements, and the program's application process.

We are excited to help you achieve your goals and make a meaningful difference in the lives of patients. If you have questions or would like more information before submitting your application, please contact:

Amanda Lisher
Medical Dosimetry Program Director
amanda.lisher@washburn.edu
785-670-3103

About the Medical Dosimetry Program

Program Overview

Washburn University's Medical Dosimetry program is a 44-credit hour, online Master of Science degree designed to be completed over 14 months (4 consecutive semesters). This intensive program combines rigorous academic coursework with hands-on clinical training to prepare students for a career in medical dosimetry.

The program begins in the summer semester with two foundational didactic courses that will prepare students to begin clinical practice. Starting in the fall semester, in addition to online coursework, students will spend approximately 32 hours each week in clinical training, gaining practical experience under the supervision and guidance of qualified radiation oncology professionals.

The Medical Dosimetry curriculum is fast-paced and academically demanding. Due to the intensity of both the coursework and clinical requirements, students are strongly discouraged from maintaining outside employment during the program while clinicals are in session. Full commitment to the program is essential to ensure academic success and professional readiness.

Program Mission

The Medical Dosimetry Program at Washburn University provides quality education and support to develop medical dosimetrists who are confident, competent, and compassionate radiation oncology professionals.

Program Outcomes

Program Effectiveness

Medical dosimetry faculty and program affiliates will:

1. Provide a comprehensive medical dosimetry curriculum that prepares graduates to pass the national certification exam
2. Ensure a supportive clinical experience that prepares graduates to serve the radiation oncology community as a practicing medical dosimetrist
3. Model a commitment to lifelong learning and service to the profession

Program Student Learning Outcomes

Medical dosimetry students will:

1. Demonstrate **clinical competence** and treatment planning abilities
2. Demonstrate professional written and verbal **communication skills**

3. Apply **critical thinking** to complex treatment plans and clinical situations
4. Demonstrate **professionalism** and a commitment to lifelong learning

Program Effectiveness Data

To enhance accountability and ensure transparency, the Medical Dosimetry program publishes key program effectiveness metrics on its website (https://www.washburn.edu/dosimetry) and presents this data annually to the Medical Dosimetry Advisory Board. These metrics include the program completion rate, MDCB exam pass rate, and job placement rate. Program effectiveness data can also be accessed through the JRCERT website at https://www.jrcert.org/.

Washburn University Graduate Program Core Learning Outcomes

Washburn's graduate student learning outcomes are designed to ensure that all students completing master's and doctorate degrees acquire a set of core principles and skills that are applicable across disciplines. The following three outcomes have been identified as the graduate core learning outcomes:

1. **Ethics**: All graduate students will demonstrate an awareness of professional conduct toward all constituent groups
2. **Communication**: All graduate students will demonstrate the ability to express themselves clearly, accurately, and professionally
3. **Critical Thinking**: All graduate students will demonstrate the skill to evaluate information, make decisions, and solve problems

Accreditation

Washburn University is accredited by the Higher Learning Commission; a Commission of the North Central Association of Colleges and Schools. The Medical Dosimetry program is currently an applicant program (seeking initial accreditation) with the:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
(312) 704-5300
Email: mail@jrcert.org

Medical Dosimetry Program Admission Requirements

The Medical Dosimetry program is open to students who have completed a bachelor's degree in a health or science field. Experience in radiation therapy is preferred but not required. Other applicable courses of study include physics, biology, mathematics, computer science, and radiologic sciences. Applicants must have a minimum overall GPA of 3.0 (on a 4.0 scale).

Prerequisite Coursework:

- Human Biology (BI100 or equivalent)
- Human Anatomy & Physiology (BI250 & BI230 or equivalent), lab *not* required
- College Algebra (MA116 or equivalent) or higher
- Radiation Physics
- Medical Terminology (AL141 or equivalent)
- Introductory Writing (EN100 or equivalent)
- Communication (any course in verbal or public speaking)
- 8+ hours of documented on-site observation in Medical Dosimetry
    - It is recommended that the observation be completed at your first choice for a clinical site, if possible

Applicants who are actively working to meet the admission requirements may still be considered for admission. However, final acceptance is contingent upon fulfilling all requirements before the program begins.

Transfer Credit Policy: Students may receive transfer credit for previously completed degrees and prerequisite coursework, provided the credits meet the academic standards and equivalency requirements of Washburn University. However, transfer credit is not accepted for any courses within the Medical Dosimetry curriculum. To ensure consistency, quality, and alignment with program objectives, **all Medical Dosimetry program courses must be completed at Washburn University.**

Articulation Agreements: The Medical Dosimetry program does not have an articulation agreement with any other universities.

Essential Functions

Medical dosimetry is a specialized field of medicine that requires a specific set of skills and abilities. Medical dosimetry students and practitioners **must**:

- ✓ Demonstrate strong math skills
- ✓ Be comfortable navigating computer programs and applications
- ✓ Possess excellent visual acuity, including the ability to recognize colors on computer screens and distinguish between anatomical structures in three-dimensional images
- ✓ Remain focused for long periods of time, often seated at a computer
- ✓ Be able to interact with individuals who are immunosuppressed or who may have a communicable disease

Additionally, medical dosimetrists should demonstrate an ability to:

- ✓ Communicate effectively and confidently

- ✓ Think critically and make ethical informed decisions
- ✓ Approach individuals with empathy, respect, and emotional maturity
- ✓ Demonstrate professional behaviors including integrity, accountability, and cooperation
- ✓ Manage time, multitask, and adapt to a variety of work environments

While most medical dosimetry involves computer-based treatment planning, the dosimetrist is often called on to assist with patient setups in simulation and during treatment delivery. *Recommended* physical criteria for medical dosimetrists include the ability to:

- ✓ Lift a 20-pound object over their head
- ✓ Push and pull, bend and stoop, and kneel or squat routinely
- ✓ Assist with patient transfers, including pushing wheelchairs and beds, and helping patients onto and off treatment tables
- ✓ Hear various equipment alerts, sounds, and signals for radiation safety purposes

Please note, the inability to perform any of the above physical activities does **not** preclude someone from being a successful medical dosimetrist. However, clinical sites and employers may have their own standards for the performance of medical dosimetry duties. While it is the policy of Washburn University to provide reasonable accommodations for students with disabilities, health impairments, and other disabling conditions, students in the Medical Dosimetry program must be able to meet their clinical site's standards and expectations. Prospective students are encouraged to discuss any concerns about physical requirements or restrictions with a clinical site prior to applying to the program.

Program Curriculum

The Medical Dosimetry program curriculum is designed for students who have a working understanding of radiation therapy, radiation physics, radiation safety, and basic patient care techniques. Students who do not have prior experience in these areas should contact the program director to discuss program readiness.

Master of Science in Medical Dosimetry 44 Credit Hours	
First Summer (June-July):	
AL630: Foundations of Radiation Oncology	3 cr
AL632: Cross-sectional Anatomy in Medical Dosimetry	3 cr
Semester total:	*6 cr*

Fall (August-December):	
AL634: Oncology Principles I	3 cr
AL636: Radiation Oncology Treatment Planning I	4 cr
AL638: Radiation Physics	3 cr
AL640: Ethics & Professionalism in Medical Dosimetry	2 cr
AL660: Medical Dosimetry Clinical I*	4 cr
Semester total:	*16 cr*
Spring (January-May):	
AL644: Oncology Principles II	3 cr
AL646: Radiation Oncology Treatment Planning II	4 cr
AL648: Research Methodology in Medical Dosimetry	3 cr
AL650: Quality Improvement in Radiation Oncology	2 cr
AL665: Medical Dosimetry Clinical II*	4 cr
Semester total:	*16 cr*
Second Summer (June-July):	
AL670: Medical Dosimetry Clinical III*	3 cr
AL675: Medical Dosimetry Capstone	3 cr
Semester total:	*6 cr*
**For the Medical Dosimetry program, 115-125 clock hours spent in clinic equates to 1 credit hour*	

Technology Requirements

All didactic courses in the Medical Dosimetry program are delivered online. To be successful, students must have basic computer skills and access to reliable technology. To fully engage with course materials and complete assignments, you will need an up-to-date laptop or desktop computer (not a tablet or Chromebook) and a stable internet connection. To prepare for the program, please visit the following resource to review minimum computer system requirements:

- System Requirements for Online Education: https://www.washburn.edu/its/online-education/tech-tips.html

For technical assistance or further guidance, please contact Washburn University Technology Support at support@washburn.edu or 785-670-3000.

Program Costs

Tuition

Students in the Medical Dosimetry program will pay the *traditional online graduate* tuition rate; there is no additional cost for out-of-state students. Washburn's tuition and fees are determined by the university's Board of Regents and are subject to change annually. To view the current online tuition rate and student fees, please visit the Business Office website at https://www.washburn.edu/student-life/business-office/tuition-fees.html.

Textbooks and Course Materials

To help you plan ahead, the estimated cost of textbooks and materials for the Medical Dosimetry program is $1100. This amount will vary slightly depending on publisher and bookstore price changes. A detailed book list and ordering instructions will be mailed to accepted students prior to the start of the first summer semester.

Additional Costs

In addition to tuition and textbooks, medical dosimetry students are responsible for the following expenses:

- Travel to Washburn University for program orientation (mandatory—prior to program start) and graduation (optional, but encouraged—Mid-May)
- Transportation to and from clinical sites
- Scrubs or business attire (based on clinical site requirements)
- Technology requirements (laptop with audio/visual capabilities, reliable internet access, and a scientific calculator)
- Health insurance
- Background check and drug screen ($105)
- Physical exam
- Required immunizations (based on clinical site requirements)
- CPR certification and recertification fees
- Trajecsys software access, used for tracking clinical time and documentation ($100)
- AAMD student membership ($80—purchase in October)

Financial Assistance

Graduate students are eligible for financial aid and student loans. Visit the Financial Aid website at https://www.washburn.edu/admissions/paying-for-college/financial-aid/index.html to review aid options and filing deadlines. Contact a financial aid representative at (785) 670-1151 as soon as possible for assistance and additional information.

Scholarships for medical dosimetry education are available through professional organization foundations such as the American Society of Radiologic Technologists (ASRT) and American Association of Medical Dosimetrists (AAMD).

State Authorization Reciprocity Agreements (SARA)

Washburn University participates in the State Authorization Reciprocity Agreement (SARA), a national initiative that streamlines the process for institutions to obtain authorization to offer distance education across state lines. Through SARA, member institutions can provide online education to students in any participating state, making it easier for students to enroll in programs outside their home state.

SARA is governed by the National Council for State Authorization Reciprocity Agreements (NC-SARA) and administered by four regional higher education 'compacts.' Member states and institutions agree to follow a common set of educational standards and policies that ensure quality and accountability. To learn more about SARA and view a directory of participating states and institutions, please visit nc-sara.org/directory.

Clinical Site Information

Washburn Medical Dosimetry is a newly established and growing program. As we continue to expand our network of affiliated clinical partners, applicants should be aware that the program currently has a limited number of established clinical site agreements.

At this time, it is the applicant's responsibility to identify and secure a clinical site that meets the program's accreditation and educational requirements and is willing to host them for the duration of their clinical training. Establishing a clinical affiliation takes a considerable amount of time; it is important that the process is initiated as soon as possible. Medical Dosimetry program faculty are available to provide guidance, answer questions, and assist with verifying clinical site eligibility. For additional information or to request support, please contact the Program Director, Amanda Lisher, at amanda.lisher@washburn.edu or 785-670-3103.

Clinical Site Requirements

Before students can begin the Medical Dosimetry program, Washburn must have confirmation of a suitable clinical site, and all necessary affiliation paperwork must be completed. **As an applicant, it is your responsibility to ensure that your prospective clinical site meets the requirements outlined below before submitting a request to establish the site as a new clinical affiliate.** Once it is determined that a clinical site meets the requirements, Medical

Dosimetry program faculty will coordinate the completion of affiliate contracts and other clinical paperwork.

Please click this link to view the Medical Dosimetry Clinical Affiliation Information Packet: https://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/dosimetry/_files/medical-dosimetry-clinical-affiliation-information.pdf

To be a Medical Dosimetry affiliate, a clinical site must:

- ✓ Be accredited by a JRCERT-approved organization (a list of JRCERT-approved accreditors can be found at https://www.jrcert.org/wp-content/uploads/2024/05/Clinical-Setting-Accreditors-List.pdf)
- ✓ Provide a treatment planning workstation for student use
- ✓ Generate treatment plans for a wide variety of cancer sites
    - A list of the *minimum* required treatment planning competencies is included in Appendix J; clinical sites must be able to educate and assess students' ability to plan these sites
- ✓ Offer opportunities for students to observe one or more advanced procedures (examples include stereotactic treatments, total body irradiation, brachytherapy, protons, etc.)
- ✓ Have a supervising CMD (clinical preceptor) **on-site** at least 16 hours per week
    - If the CMD is off-site, there must be a way for students to communicate and screen share (Zoom, Teams, etc.) during regular clinical hours
    - If the supervising CMD is off-site, students must be supervised by another certified medical dosimetrist, physicist, radiation therapist, or physician

Clinical sites must have the following equipment:

- ✓ At least one linear accelerator capable of both photon and electron treatments
    - The site must treat a wide variety of anatomical sites on a routine basis; daily patient census on the treatment machine should be 20+ on average
- ✓ Access to virtual simulation (computer treatment planning software)
- ✓ Necessary equipment to perform interstitial and intracavitary brachytherapy procedures
    - If the primary clinical site does not perform brachytherapy procedures, it is possible to observe at another location, as long as that department is willing to host a student and serve as a clinical site for the brachytherapy rotation; a brachytherapy rotation is *mandatory*
- ✓ Access to CT simulation and the fabrication of immobilization devices
- ✓ Electronic medical records

Clinical sites must have at least one qualified individual willing to serve as the clinical preceptor. Clinical preceptors must:

- ✓ Be licensed through the MDCB
- ✓ Have at least 2 years of experience as a CMD
- ✓ Be comfortable providing supervision, instruction, evaluation, and constructive feedback

Clinical preceptor responsibilities include:

- ✓ Maintaining knowledge of the program mission and goals
- ✓ Understanding clinical objectives, the clinical evaluation system, and how to assess clinical competence
- ✓ Providing students with clinical instruction and supervision
- ✓ Participating in student assessment (clinical and professional evaluations)
- ✓ Maintaining knowledge of and enforcing program policies

Program policies and expectations will be clearly communicated with clinical sites and preceptors through the Medical Dosimetry Program Manual, Clinical Handbook, and program communications. Prior to the start of the fall semester, preceptor training will be provided to prepare clinical instructors for their role in supervising and supporting student learning. Program faculty are always available to answer questions and assist clinical preceptors as needed.

While clinical preceptors play a key role in educating medical dosimetry students, they are not solely responsible for clinical training. **To ensure a comprehensive and high-quality clinical experience, each site must have an adequate number of qualified clinical staff available to participate in instruction and supervision.** This includes certified medical dosimetrists, medical physicists, and other relevant professionals who can contribute to the student's learning and development.

Application for Clinical Affiliation

Detailed instructions for completing the Application for Clinical Affiliation can be found in the Clinical Affiliation Information Packet, which can be accessed by clicking this link: https://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/dosimetry/_files/medical-dosimetry-clinical-affiliation-information.pdf

Applicants should ensure that their prospective clinical site meets the required criteria and can provide adequate support **before** initiating the Application for Clinical Affiliation. Establishing a clinical affiliation involves a formal legal agreement between the site and Washburn University, which must be completed through an official affiliation agreement. Additionally, the site must be recognized by the JRCERT as an approved clinical location **before** the student can begin the program. This approval process may take several months, so it is important to begin early.

The Application for Clinical Affiliation should be completed by the clinical site. It is strongly recommended that students request a medical dosimetry department begin the application process as soon as they agree to be a clinical site for the student.

The **online** Application for Clinical Affiliation can be accessed by clicking this link: https://forms.office.com/r/4nfG04nJRN, or you can copy and paste the link into your web browser.

Please note that a clinical affiliation or informal agreement with a clinical site does not guarantee admission to the program. Admission decisions are made during the program's application review process, and clinical sites make the final determination each year regarding whether they will host a student.

Application Process

The Medical Dosimetry application must be completed online; **paper forms will not be accepted**. The application is available on Washburn's graduate admissions website at https://www.washburn.edu/gradapp.

- **Application opens:** September 1
- **Application deadline:** February 1

Applicants may submit the Application for Clinical Affiliation along with the program application. However, it is strongly recommended to submit it **as early as possible** once a clinical site has agreed to host the student.

University Commitment to Equal Opportunity

Washburn University is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment. Links to university non-discrimination policies can be found in the Graduate Academic Catalog.

Program Application Requirements

1. Washburn University Graduate Program Application
2. **Official** transcripts from all colleges attended
3. Resumé
4. Two recommendations from academic or health care professionals
5. Medical dosimetry observation summary (8-hour observation required)
6. Medical dosimetry observation evaluation
7. Personal statement
8. Essential functions form

9. **Internationally trained applicants**: Applicants with undergraduate education completed outside the U.S. must submit transcripts evaluated by a professional service such as World Education Services (WES) or Educational Credential Evaluators (ECE). International students are required to demonstrate adequate English proficiency to be admitted into Allied Health programs at Washburn. To demonstrate English proficiency, one of the following is required:
    a. TOEFL minimum scores: Writing 20, Speaking 20, Reading 19, Listening 20
    b. IELTS minimum scores: Writing 6.5, Speaking 6.5, Reading 6.5, Listening 6.5
10. **International students**: Due to U.S. federal regulations on online education, applicants requiring an F-1, J-1, or M-1 visa are **not eligible** for the Medical Dosimetry program. For more information, please contact the International Program Office at +1(785)670-1051 or international@washburn.edu.

Steps to Apply

Note: You do not have to complete all sections of the application at the same time. Once you register and begin the application, you will be able to save your progress and access your materials any time. The 'Save for Later' button is located on the *Review and Submit* page of the application. Once you have completed all required components, you will sign and submit your application for review. **All application materials, including transcripts and recommendations, must be submitted prior to the February 1 deadline.**

1. Click or copy-paste this link into your browser window to access the **online** Medical Dosimetry Program Application: https://www.washburn.edu/gradapp
2. Register with your preferred email address, your name as it appears on your transcripts, and your date of birth.
3. A temporary PIN will be sent to the email address you entered. Open the email, activate your account, copy the PIN, and paste it into the application page. You will be asked to create a new strong password.
4. Click to start a new application. In the box that opens, you should see *Washburn University Application: Graduate Application*. Click 'Create Application.'
5. Another box will open that shows your application details (start date and status). Click 'Open Application.'
6. Read the Application Instructions and click 'Continue.'
7. Complete the required application materials:
    a. Personal Background—This section is for demographic information.
    b. Enrollment Information—Select 'summer' as your preferred start term.
    c. Education History—**Official transcripts** are required for the Medical Dosimetry program. If you have a PDF of a transcript, it can be uploaded here, but it will not

count as an 'official' transcript. Official transcripts must be submitted directly to etranscripts@washburn.edu. In this section, you will also enter course information to show that you have completed the program prerequisites. Course information entered must match the information on your transcript(s).

d. Graduate Program Requirements—Upload a PDF copy of your resumé. Enter the information for your preferred clinical site. **Remember:** The clinical site must submit the Application for Clinical Affiliation before it can be considered as a clinical site.
e. Observation Evaluation and Summary—Please see the note below regarding your right to review evaluation forms. Instructions for completing this section are included in Appendix D.
f. Personal Statement—Instructions for completing this section are included in Appendix E.
g. Essential Functions—Read the Medical Dosimetry Essential Functions information, answer the questions at the bottom of the page, and electronically sign the form. For reference, the Essential Functions and Form are included in Appendix F.
h. References—Two recommendation forms are required. Please see the note below regarding your right to review evaluation forms. Instructions for completing this section are included in Appendix G.
i. Signature—Do not sign the application form until after you have completed all required sections.
j. Review and Submit—This section will provide a list of application materials that have not been completed. If you are not finished with all sections, click 'Save for Later' at the bottom of the page. When all sections are complete, click **Submit**. Please note: Once you click 'submit' and release your application for program review, you will not be able to make additional edits. However, you **will** be able to access your application to send reminder notifications to evaluators/references.

Waiver of Right to Review Recommendation Forms

Washburn University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which requires that students be advised of their rights concerning educational records, including recommendation forms and letters.

The Medical Dosimetry program believes that a confidential process will produce the most honest and trustworthy feedback about our program applicants. For this reason, we explain to individuals completing evaluations and recommendations that forms are submitted directly to the program director. In accordance with FERPA guidelines, an applicant is not permitted to review evaluation or recommendation forms submitted during the application process until after our student list

has been finalized and the *admitted* student enrolls in our program. For discussion, see https://admissionsight.com/ferpa-waiver/.

If you do not waive your right to review evaluations and recommendations and you would like to view a document that has been submitted on your behalf, follow these steps:

1. After April 1, notify the program director in writing (letter or email) that you wish to review the documents submitted.
2. Within five business days, the program director will respond to schedule a face-to-face meeting or video conference (e.g. Teams, Zoom) to allow you to review the documents.
3. During the meeting, you will be allowed no more than 10 minutes per form for review.
4. You may take notes but may not make copies, take screenshots, or photograph the forms.
5. Reminder: Requests to review documents will not be addressed until after the current application and selection process has ended.

Additional Program Requirements

Students who are accepted to the Medical Dosimetry program will have to complete additional requirements prior to beginning classes:

- ✓ Students must provide proof of health insurance coverage and must maintain coverage throughout the duration of the program. Washburn University offers health coverage for enrolled students and their family members at a reasonable cost. Information about university health plans can be found at https://www.washburn.edu/student-life/services/health-services/files/Washburn-health-insurance-benefits-flyer.pdf.
- ✓ Students must complete a physical exam and submit documentation showing proof of immunizations
- ✓ Students must complete a criminal background check and a 10-panel drug screen
- ✓ Students must have and maintain CPR certification throughout the duration of the program

More information and detailed instructions will be mailed to accepted students by the end of April.

Application Review Process & Timeline

The online Medical Dosimetry application will close at 11:59pm on February 1. All application materials, including transcripts and letters of recommendation, must be submitted before the deadline. Late materials **will not** be accepted.

Important: Admission to the program depends on securing an approved clinical site. **A clinical affiliation agreement must be completed, and the site must be recognized by the JRCERT**

prior to May 15. Students **cannot begin the program** without an approved clinical site. To avoid delays, it is best to submit the Application for Clinical Affiliation early. Clinical affiliate applications are reviewed by faculty as soon as possible after they are received.

Medical Dosimetry faculty will begin reviewing program applications on the next business day following the February 1 deadline. The selection process occurs in three phases:

1. Faculty will score applicants based on program admission requirements, with emphasis on:
    a. Completion of a relevant bachelor's degree
    b. Overall GPA
    c. Grades earned in prerequisite courses
    d. Type and length of health care experience
    e. Observation summary and evaluation
    f. Recommendations
    g. Personal statement
2. By the end of February, faculty will schedule online interviews with the highest scoring applicants from the first round of review. The number of interviews conducted will depend on program capacity. Interviews are mandatory; if an applicant is unable to attend an interview in the allotted time frame, they will not be admitted to the program.
3. After all interviews have been completed, the highest scoring applicants will be admitted to the program, contingent upon securing a clinical site. Once program capacity has been reached, remaining qualified applicants will be placed on a waitlist.
4. The faculty will verify that admitted students have an acceptable clinical site that is willing to serve as a Medical Dosimetry program affiliate for the academic year. If the clinical site is not a current Medical Dosimetry affiliate, faculty will evaluate the status of the Application for Clinical Affiliation to determine if it is reasonable that the necessary contracts will be in place by May 15. An applicant may be conditionally accepted while finalizing a clinical site; however, if placement is not confirmed by May 15, the applicant will not be eligible to begin the program.
5. If any admitted students are not able to secure a clinical site and are not eligible to begin the program, waitlist applicants will be notified.

Applicants will be notified of acceptance or non-acceptance to the program as soon as possible, but not later than April 1. Students who are accepted to the program will receive an information packet by the end of April explaining the next steps and tasks that must be completed prior to starting classes.

Appendix

A. Helpful links
B. Talking Points for Applicants Seeking a Clinical Site
C. Application Checklist
D. Observation Instructions
E. Personal Statement Instructions
F. Essential Functions
G. Recommendation Instructions
H. Observation Evaluation Form
I. Clinical Affiliation Application
J. AAMD Clinical Competencies

Appendix A: Helpful Links

Helpful Links	
Medical Dosimetry Program Website	https://www.washburn.edu/dosimetry
Medical Dosimetry Program Application	https://www.washburn.edu/gradapp
Clinical Affiliation Information Packet	https://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/dosimetry/_files/medical-dosimetry-clinical-affiliation-information.pdf
Application for Clinical Affiliation	https://forms.office.com/r/4nfG04nJRN
Joint Review Committee on Education in Radiologic Technology (JRCERT) Website	https://www.jrcert.org/
JRCERT Medical Dosimetry Program Standards (2021)	https://www.jrcert.org/wp-content/uploads/2025/03/2021-Medical-Dosimetry-Standards.pdf
List of JRCERT-Approved Accreditors	https://www.jrcert.org/wp-content/uploads/2024/05/Clinical-Setting-Accreditors-List.pdf
Washburn Student Accessibility Services	https://www.washburn.edu/studentaccessibility/accommodations.html
Washburn Business Office-Tuition & Fees	https://www.washburn.edu/student-life/business-office/tuition-fees.html
Washburn Financial Aid Office	https://www.washburn.edu/admissions/paying-for-college/financial-aid/index.html
Washburn Information Technology Services	https://www.washburn.edu/its/index.html
Washburn Graduate Academic Catalog	https://www.washburn.edu/academics/academic-catalog/index.html
Washburn Student Health Plan Flyer	https://www.washburn.edu/student-life/services/health-services/files/Washburn-health-insurance-benefits-flyer.pdf
ASRT Foundation Scholarships	https://foundation.asrt.org/what-we-do/scholarships/current-scholarships
AAMD Foundation Scholarships	https://aamdfoundation.org/scholarships/
World Education Services (WES)	https://www.wes.org/
Educational Credential Evaluators (ECE)	https://www.ece.org/

Appendix B: Talking Points for Applicants Seeking a Clinical Site

Medical dosimetry is a dynamic and highly demanding profession. Dosimetrists often juggle complex responsibilities and tight schedules, which can make the idea of training a student feel like an added challenge. However, clinical education is essential to the future of the field, and students require mentors who are willing to share their expertise.

When reaching out to a medical dosimetry department to request an observation or clinical affiliation, please approach the conversation with respect and appreciation for their time and workload. A thoughtful and professional introduction can go a long way toward making a good impression. Consider sharing the following key points with a potential clinical site:

- ✓ The responsibility for hosting a student is shared among all members of the planning team. While one person must serve as the clinical preceptor and contact person for the clinic, any certified dosimetrist or physicist can provide supervision and support.
- ✓ Hosting a student is a chance to pass on your knowledge and experience to the next generation of medical dosimetrists. Your guidance can make a lasting impression—on a student's learning, their career, and on the future of the profession.
- ✓ Mentoring students can be a rewarding experience for your staff. It encourages teamwork, strengthens communication skills, and brings fresh energy into the department.
- ✓ Students contribute valuable ideas to the team. They bring their classroom learning and new perspective to the table. Their curiosity and questions can spark interesting discussions and can even lead to small improvements in your workflow.
- ✓ A motivated student can be a huge asset to your planning team. Dosimetry students can begin helping with minor planning tasks as soon as they enter the clinic. A strong student will be planning independently (but supervised) within weeks of starting clinicals. A little time invested in a student early on will help reduce the workload in the long run.
- ✓ Being a clinical site is a worthwhile recruitment tool. Having a student on-site gives you a chance to see how they work, how they learn, and how they fit into your team. Many sites find that their best new hires started as students.
- ✓ Partnering with an academic program can open doors to future collaborations, research opportunities, and a stronger presence in the dosimetry community.
- ✓ Washburn's Medical Dosimetry program faculty provide clear expectations, structured learning goals, and continuous support to make sure the clinical education experience is smooth and beneficial for everyone involved.

Finally, be sure to highlight any time you have spent shadowing a dosimetrist. Use treatment planning language, explain any tasks you might already feel comfortable performing.

This flyer created by the AAMD summarizes the key benefits of becoming a clinical affiliate.

Appendix C: Application Checklist

WASHBURN UNIVERSITY | Allied Health Department

Medical Dosimetry: Application Checklist

Use this checklist to ensure that you have completed each required component of the Medical Dosimetry application.

All application materials must be submitted by midnight on February 1.

Prepare for the application process:

- ❑ Identify potential clinical sites; provide information about clinical affiliation
- ❑ Order official transcripts from **all** universities* attended; send to etranscripts@washburn.edu

**Note: Transcripts from Washburn University are not required for current or previous Washburn University students*

- ❑ Identify the classes on your transcript(s) that fulfill the Medical Dosimetry prerequisites
- ❑ Update your resumé, clean up any formatting issues, highlight your relevant experience, save as a PDF
- ❑ Reach out to your current employer and other possible professional or academic references; get permission to list them as a reference in your application
- ❑ Schedule a dosimetry observation (at least 8 hours); print the Observation Evaluation: Instructions for Evaluator and give them to the supervising medical dosimetrist
- ❑ Write the Observation Summary, save as a PDF
- ❑ Write your Personal Statement, save as a PDF
- ❑ Review the Essential Functions; make note of any questions you may have

Complete the online program application:

- ❑ Washburn Graduate Program Application available at https://www.washburn.edu/gradapp

To be submitted by someone else through an online form:

- ❑ Observation Evaluation (to be completed by the medical dosimetrist who supervised your observation experience)

- ❑ Two Recommendations (to be completed by your current or most recent employer and one other professional or academic reference)

Application for Clinical Affiliation

- ❑ Provide new clinical sites with the Clinical Affiliation Packet
  - ☐ The information Packet can be found on the Medical Dosimetry program website or accessed by clicking this link: https://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/dosimetry/_files/medical-dosimetry-clinical-affiliation-information.pdf
- ❑ The clinical site should submit the Application for Clinical Affiliation as soon as possible
  - ☐ Application link: https://forms.office.com/r/4nfG04nJRN
- ❑ Once the Application for Clinical Affiliation has been received, program faculty will initiate an official Affiliation Agreement and JRCERT clinical site recognition
  - ☐ These items must be completed before a student can begin the program

Appendix D: Observation Instructions

WASHBURN UNIVERSITY | Allied Health Department

Medical Dosimetry: Observation Instructions

Observation Requirement

As part of the application process, all Medical Dosimetry applicants must complete a minimum of **8 hours of in-person observation** in a medical dosimetry department. Applicants are responsible for arranging their own observation experience—ideally at their preferred clinical site.

You are encouraged to schedule the observation during the fall, well in advance of the program application deadline. This is especially important for new clinical sites—the process of becoming a clinical affiliate can take several months to complete.

This observation is a valuable opportunity to gain firsthand insight into the day-to-day responsibilities of a medical dosimetrist. Use this time to ask questions, observe workflows, and reflect on whether this career path is right for you.

Following your observation, the supervising medical dosimetrist will be asked to complete an evaluation of your time in the department. The dosimetrist will be asked to share their impression of your:

- *Engagement*: Did you pay attention, ask questions, and take notes? Or did you seem bored and distracted?
- *Initiative*: Did you demonstrate a desire to observe as many treatment planning activities as possible?
- *Communication Skills*: Did you speak clearly and use appropriate language? Were you respectful? Did you demonstrate the ability to actively listen to others?
- *Preparedness*: Did you show some understanding of the field of medical dosimetry? Did you ask relevant and informed questions?
- *Professionalism*: Did you dress appropriately and with good personal hygiene? Was your manner suitable for a healthcare setting? Were you polite and respectful?

The Observation Evaluation is a required component of the Medical Dosimetry program application, and your score **will** be taken into consideration during application review. You should

treat the observation experience as an opportunity to make a professional introduction—similar to a job interview.

Observation Experience Instructions

To prepare for your observation, please review the instructions in their entirety. The steps are designed to ensure you are well-prepared, organized, and ready to make a positive impression.

Before the Observation

1. Identify and contact a medical dosimetry department to request an observation
    a. This may take time and patience! Be respectful, polite, and very clear about your reasons for wanting to observe.
    b. Ask who your contact person should be for future communication.
2. Ensure the site meets program clinical site requirements (see pages 9-10 of the **Program Application Packet**)
3. If the department does not have an existing affiliation agreement with Washburn's Medical Dosimetry program, share the **Clinical Affiliation Information Packet** with the department administrator
    a. The Information Packet can be found on the Medical Dosimetry program website at https://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/dosimetry/clinicals.html or accessed by clicking this link: https://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/dosimetry/_files/medical-dosimetry-clinical-affiliation-information.pdf
4. Ask about and complete any required paperwork (confidentiality agreements, proof of vaccination, etc.) or other items that must be done prior to the observation.
5. A few days before your scheduled observation, confirm the date(s) and time(s) of your arrival in the department.
6. Review basic information about the medical dosimetry profession, Washburn's Medical Dosimetry program requirements, and the Observation Summary instructions so that you are prepared to ask informed questions.
7. Print the **Observation Evaluation: Instructions for Evaluator**; you will enter your information in the table at the top of the page and give it to the medical dosimetrist during your observation. You can also print the **Observation Evaluation** form (included in Section H of this Appendix) to give to the medical dosimetrist, so they know the types of questions that will be asked.

During the Observation

1. Arrive on time and dress professionally (no jeans, tennis shoes, athleisure, etc.).

2. Silence your phone and put it away.
3. Observe the workflow of the dosimetry team and their interactions with radiation oncologists, physicists, and therapists.
4. Take note of the types of plans being generated, factors that influence the treatment plan, and the technology and software used in treatment planning.
5. Ask thoughtful questions about the role, challenges, and rewards of being a dosimetrist.
6. Reflect on how the work environment and responsibilities align with your career interests.
7. Give the **Observation Evaluation: Instructions for Evaluator** to the medical dosimetrist you spent the most time with during your observation.
    a. The Observation Evaluation **must be completed** prior to the February 1 program application deadline.
8. If the department does not have an existing affiliation agreement with Washburn's Medical Dosimetry program, speak with the department administrator about initiating an **Application for Clinical Affiliation**. A copy of the application is included in Section I of this Appendix.
    a. The online Application for Clinical Affiliation should be completed as soon as possible following your observation; it can be accessed by clicking or copy-pasting this link into a web browser: https://forms.office.com/r/4nfG04nJRN
    b. **Please note that a clinical affiliation or informal agreement with a clinical site does not guarantee admission to the program.** Admission decisions are made during the program's application review process, and clinical sites make the final determination each year regarding whether they will host a student.

After the Observation

1. Access the Medical Dosimetry program application (https://www.washburn.edu/gradapp) and open the *Observation Evaluation & Evaluation* section of the application. Enter the information for the medical dosimetrist who will be evaluating your observation. Be sure to include a brief personal message to the evaluator. Once the information is entered, an email will be sent to the evaluator with a link to the online evaluation.
2. Send a 'thank you' note or email to the department and the medical dosimetrist(s) you spent time with. Be sure to thank them for completing the online Observation Evaluation, and let them know to look for a link to the evaluation in their email.
3. Complete the **Observation Summary** to submit with your Medical Dosimetry program application (instructions are on the next page).
4. If applicable, follow up with the department administrator to ensure the site has submitted an Application for Clinical Affiliation.

Prior to February 1

- You will receive a notification email when the online evaluation form has been completed. If you have not received notice that the evaluation has been completed, you can send a reminder to the evaluator. To do so, log into your Medical Dosimetry program application. Near the bottom of the page, you will see a note about re-sending notification emails.

Observation Summary Instructions

After completing your medical dosimetry observation, you will summarize your experience in an essay that addresses a series of questions. You will upload a PDF copy of your essay with your program application.

When writing your essay, please adhere to the following formatting guidelines:

- Spacing: 1.5 line spacing
- Font: 12-point, standard font
- Margins: 1-inch on all sides
- Length: Maximum of 3 pages

Questions to Answer:

1. Where and when did your observation(s) take place? Who did you spend the most time observing?
2. Who are the key professionals involved with the medical dosimetry team? What role does each person play?
3. What specific tasks or responsibilities did you observe the medical dosimetrist performing?
4. Describe the treatment planning workflow.
5. Discuss the types of treatment plans you were able to observe. What area of the body was being treated? What were the treatment goals? What are some factors that influenced treatment planning decisions?
6. What computer programs, equipment, or devices were used during treatment planning?
7. What did you learn about the role of the medical dosimetrist on the radiation oncology team?
8. Were there any challenges or complexities in the work that stood out to you?
9. What skills or qualities do you think are important for success in this field?
10. What are your final impressions? How did this experience influence your interest in pursuing medical dosimetry?

Observation Evaluation: Instructions for Evaluator

APPLICANT INFORMATION	
Name:	Date(s) and Time(s) of Observation (minimum of 8 hours):
Phone:	
Email:	

Thank you for allowing a Washburn Medical Dosimetry program applicant to observe in your department. We consider observation a critical step in helping prospective students determine if medical dosimetry is a good fit for them, and we appreciate your willingness to share your valuable time and experience.

The applicant has been advised that the observation experience should be given the same care and attention as a job interview. This is your opportunity to meet and speak with the applicant, and to get a feel for how they might integrate into your department as a student.

During the observation, please consider how the applicant displays the following qualities:

Engagement	Initiative	Communication
Preparedness	Professionalism	Overall Impression

After the observation, the applicant will enter your contact information into the Medical Dosimetry Program Application portal. Once this is done, you will receive a link to complete the online Observation Evaluation form. The evaluation **must be submitted before February 1**, the program application deadline.

Please note: The Observation Evaluation is submitted directly to the Medical Dosimetry Program Director—the applicant is not permitted to view the evaluation during the application process. The evaluation is taken into consideration during application review, and your impression of the applicant is given significant weight. We appreciate your honest and detailed assessment of the applicant and the observation experience.

If you have any questions about the Observation Evaluation process, please contact:

Amanda Lisher, MS, CMD
Medical Dosimetry Program Director
amanda.lisher@washburn.edu
785-670-3103

Appendix E: Personal Statement Instructions

WASHBURN UNIVERSITY | Allied Health Department

Medical Dosimetry: Personal Statement Instructions

Personal Statement Requirement

The Medical Dosimetry program is a rigorous academic and clinical experience that demands a high level of commitment, time management, and dedication. As part of the application process, the program faculty would like to understand your motivation for pursuing a career in medical dosimetry and how you plan to meet the program's challenges.

Instructions for Applicant

For the Personal Statement portion of the Medical Dosimetry program application, you will write an essay that addresses a series of questions. You will upload a PDF copy of your essay with your program application. Please provide honest and thoughtful responses to the reflection questions. There is no 'right' answer; the focus is on your sincerity and insight—not on perfect writing.

When writing your essay, please adhere to the following formatting guidelines:

- Spacing: 1.5 line spacing
- Font: 12-point, standard font
- Margins: 1-inch on all sides
- Length: Maximum of 2 pages

Questions to Address:

1. What inspired or motivated you to pursue a career in medical dosimetry?
2. What aspects of the profession are most appealing to you, and why?
3. How would you describe yourself as a student? How do you learn best?
4. How have your academic and/or professional experiences prepared you for the demands of the Medical Dosimetry program?
5. Based on your understanding of the program, what do you think a typical week will include?
6. What strategies will you use to manage your academic, clinical, and personal responsibilities during the program?
7. What personal qualities or strengths do you believe will help you succeed in the program?

8. How do you typically manage stress and maintain your well-being? What do you enjoy doing in your free time to relax or recharge?
9. Is there anything else that you would like the program faculty to consider—such as leadership, service, or unique experiences?
10. Do you have any thoughts, questions, or concerns about the profession or the program that you would like to share?

Appendix F: Essential Functions

WASHBURN UNIVERSITY | Allied Health Department

Medical Dosimetry: Essential Functions

Instructions for Applicant

As part of the Medical Dosimetry program application, prospective students must **submit the Essential Functions Form** acknowledging that they have been informed of the minimum skills and abilities required to be a medical dosimetrist. Applicants should indicate if they will be seeking accommodations to support their success while in the program. The Essential Functions Form includes space for applicants to ask questions and/or share comments, if applicable.

What are *Essential Functions*?

Essential functions are non-academic physical, cognitive, behavioral, and performance abilities that relate to the skills and behaviors that are required to achieve success in a Medical Dosimetry program and later, in the profession. Essential functions reflect current practice standards and are guided by certification and accreditation requirements.

Defining the essential functions for the Medical Dosimetry program allows prospective students to make informed decisions about their ability to meet the demands of the program and secure employment as a certified medical dosimetrist. Program applicants are encouraged to meet with Medical Dosimetry faculty and potential clinical sites to discuss any concerns about physical or other restrictions.

Medical Dosimetry Essential Functions

Washburn's Medical Dosimetry Essential Functions are based on the *American Association of Medical Dosimetrists (AAMD) Educational Program Curriculum Guidelines*, which provide a list of the required skills, behaviors, and physical requirements for medical dosimetrists:

	Standard	**Examples of necessary activities (not inclusive)**
Medical dosimetry applicants should possess	• Critical thinking • Sound judgement • Excellent communication skills, both verbal and written	• Interpreting physician prescriptions • Using judgement to develop a radiation treatment plan that is accurate, safe, and deliverable

the following general qualities:	• Emotional stability and maturity • Empathy and respect • Integrity and accountability • Professional behavior • Physical and mental stamina • Ability to learn and function in a wide variety of research and clinical settings • Ability to multitask	• Evaluating treatment plans to ensure goals are met • Discussing treatment plans with physicians and other oncology staff • Documenting accurately and clearly in written or electronic form • Completing tasks independently and on time • Collaborating with individuals from a variety of social and cultural backgrounds • Ability to emotionally withstand demanding academic and clinical requirements • Functioning effectively under stress
Medical dosimetry students must be able to:	• Demonstrate strong math skills, including knowledge of trigonometry or pre-calculus • Spend extended time seated at a computer • Demonstrate proficiency in computer operations • Distinguish between colors on computer screens and patient markings on skin • Visualize patient markings, equipment, and film while in dim lighting • Interact with immunosuppressed patients and patients who may have a communicable disease • Comprehend spatial relationships of objects and three-dimensional images	• Understanding and performing complex algebraic equations • Recognizing computation errors • Maintaining focus and attention to treatment planning computer for extended periods of time • Interpreting patient anatomy in CT, MRI, and PET images • Distinguishing between colored isodose lines in the treatment planning system • Assisting radiation therapists with patient setups
Suggested physical requirements for medical dosimetry students and professionals include:	• Routinely lift 20 pounds over the head • Push and pull, bend and stoop, and kneel or squat routinely • Push standard wheelchairs or carts and assist in transferring patients onto and off treatment tables • Hear various equipment alerts, sounds, and signals	• Assisting with plan quality assurance, including moving equipment on and off the treatment table • Transporting patients between the waiting room and treatment room • Assisting radiation therapists with moving patients from wheelchairs or hospital beds onto the treatment table • Hearing treatment machine ‘beam on’ audio indicators • Responding to patients activating the ‘emergency call’ buttons in bathrooms and waiting rooms
Applicants should also understand that medical dosimetry students and professionals may be exposed to low levels of ionizing radiation during their careers.		

Arranging Accommodations

Please remember that clinical sites and employers may have their own standards for the performance of medical dosimetry duties. While it is the policy of Washburn University to provide reasonable accommodations for students with disabilities, health impairments, and other disabling conditions, students in the Medical Dosimetry program must be able to meet their clinical site's standards and expectations. Prospective students are encouraged to discuss any concerns about physical requirements or restrictions with a clinical site prior to applying to the program.

At Washburn, representatives with Student Accessibility Services are responsible for arranging accommodations and identifying resources for individuals with disabilities. Qualified students with disabilities MUST register and provide medical documentation from a qualified licensed professional with the office to be eligible for services. New requests for accommodations should be submitted prior to the start of the program. However, requests may be submitted at any time while in the program.

If you are a Medical Dosimetry applicant with a disability and you believe you will need accommodations or modifications to allow you to complete the program and job requirements, it is **your responsibility** to contact:

Washburn University Student Accessibility Services
317 Plass Learning Resources Center
Phone: 785-670-1622 / Fax: 785-670-1056
Email: accommodations@washburn.edu

Non-Discrimination

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michelle Godinet, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621,785.670.1509, eodirector@washburn.edu.

Medical Dosimetry: Essential Functions Form

Note: This form will be submitted electronically during the application process. It is included here for reference only.

PLEASE CHECK ALL OPTIONS THAT APPLY:

- ❑ I have been informed of the Essential Functions of the Washburn Medical Dosimetry program
  - ☐ I do not have questions at this time, but I know that I can contact the Medical Dosimetry program director, Amanda Lisher (785-670-3103 or amanda.lisher@washburn.edu), if questions arise

    -OR-

  - ☐ I have the following questions:

    _____
    _____
    _____

- ❑ I have reviewed the requirements, and I believe I have the ability to meet the standards, skills, and abilities listed **without accommodations** or modifications

  -OR-

- ❑ I have reviewed the requirements, and I believe I can meet the standards, skills, and abilities listed **with appropriate accommodations**. I will contact Student Accessibility Services to discuss my needs:

  Washburn University Student Accessibility Services
  317 Plass Learning Resources Center
  Phone: 785-670-1622 / Fax: 785-670-1056
  Email: accommodations@washburn.edu

- ❑ Comments:

  _____
  _____
  _____

Signature: _____ **Date:** _____

Appendix G: Recommendation Instructions

WASHBURN UNIVERSITY | Allied Health Department

Medical Dosimetry: Recommendation Instructions

Recommendation Requirement

Applicants to the Medical Dosimetry program are required to submit **two professional recommendations**. Recommendations should come from individuals who can speak to your qualifications in a professional or academic context, and cannot be the same person who submits the Observation Evaluation. Recommendations from family members or personal friends will not be accepted.

- **At least one recommendation must be from your current or most recent employer**
    - If you are not currently working, please send an email to the program director, Amanda Lisher, at amanda.lisher@washburn.edu to explain your situation and who will be submitting your recommendations
- The second recommendation may be from a previous employer or an academic instructor familiar with your work

Instructions for Applicant

Recommendations for the Medical Dosimetry program must be submitted via an online questionnaire; responses are sent directly to the program director. It is **your responsibility** to ensure that both recommendations are submitted by the deadline.

- Access the Medical Dosimetry program application (https://www.washburn.edu/gradapp) and open the *References* section of the application. Enter the information for the two references who will be completing recommendations on your behalf. Be sure to include a brief personal message. Once the information is entered, an email will be sent to each reference with a link to the online recommendation form.

Prior to February 1

- You will receive a notification email when an online recommendation form has been completed. If you have not received notice that a recommendation has been completed, you can send a reminder to the reference. To do so, log into your Medical Dosimetry program application. Near the bottom of the page, you will see a note about re-sending notification emails.

WASHBURN UNIVERSITY | Allied Health Department

Medical Dosimetry Observation Evaluation

Thank you for allowing a Washburn Medical Dosimetry program applicant to observe in your department. We consider observation a critical step in helping prospective students determine if medical dosimetry is a good fit for them, and we appreciate your willingness to share your valuable time and experience. The observation is your opportunity to meet and speak with the applicant, and to get a feel for how they might integrate into your department as a student.

This evaluation is taken into consideration during the Medical Dosimetry program application process, and your impression of the applicant is given significant weight during application review. We appreciate your honest and detailed assessment of the observation experience.

* Required

Observation Information

1. Please enter the name, email address, and phone number of the applicant who observed in your department: *

2. Please enter the observation date(s) and time(s): *

3. Please enter your name, credentials, and preferred contact information: *

4. Please enter the name, address, and phone number for your Medical Dosimetry department: *

Based on your interactions and observations of the applicant, please rate the following:

5. Engagement *

	None of the time	Some of the time	Most of the time	All of the time	Did not observe
The applicant paid attention and was actively engaged with the medical dosimetrist.	◯	◯	◯	◯	◯
The applicant interacted comfortably with members of the radiation oncology team.	◯	◯	◯	◯	◯

6. Initiative *

	None of the time	Some of the time	Most of the time	All of the time	Did not observe
The applicant demonstrated a desire to learn.	◯	◯	◯	◯	◯
The applicant attempted to observe as many treatment planning activities as possible.	◯	◯	◯	◯	◯

7. Communication *

	None of the time	Some of the time	Most of the time	All of the time	Did not observe
The applicant spoke clearly.	◯	◯	◯	◯	◯
The applicant used appropriate language.	◯	◯	◯	◯	◯
The applicant was respectful when speaking.	◯	◯	◯	◯	◯
The applicant displayed the ability to listen to others.	◯	◯	◯	◯	◯

8. Preparedness *

	None of the time	Some of the time	Most of the time	All of the time	Did not observe
The applicant showed an entry-level understanding of the field of medical dosimetry.	◯	◯	◯	◯	◯
The applicant asked relevant and informed questions.	◯	◯	◯	◯	◯
The applicant was able to discuss Washburn's Medical Dosimetry program requirements, when asked.	◯	◯	◯	◯	◯

9. Professionalism *

	None of the time	Some of the time	Most of the time	All of the time	Did not observe
The applicant arrived on time.	◯	◯	◯	◯	◯
The applicant dressed appropriately and displayed good personal hygiene.	◯	◯	◯	◯	◯
The applicant's manner was suitable for a healthcare setting.	◯	◯	◯	◯	◯
The applicant was polite and respectful.	◯	◯	◯	◯	◯

10. Overall, how would you rate the applicant's performance during the observation experience? (1=Unacceptable, 5=Awesome!) *

1	2	3	4	5

Please provide honest, detailed comments regarding the following:

11. What did the applicant do well during the observation? *

12. What could the applicant have done better during the observation? *

13. Based on your time with the applicant, do you think they have the character to be successful in the Medical Dosimetry program and profession? Please explain. *

14. Are there any other comments you would like to add or things you would like the program faculty to consider? *

15. What is your overall impression of the applicant? (1 star=Not great, 5 stars=Amazing--When can they start?!) *

WASHBURN UNIVERSITY | Allied Health Department

Medical Dosimetry: Application for Clinical Affiliation

Applicants should ensure that a prospective clinical site meets the required criteria and can provide adequate support before asking a facility to submit the Application for Clinical Affiliation. Establishing a clinical affiliation involves a formal legal agreement between the site and Washburn University, which must be completed through an official affiliation agreement. Additionally, the site must be recognized by the JRCERT as an approved clinical location before the student can begin the program. **This approval process may take several months, so it is important to begin early.**

The Application for Clinical Affiliation may be submitted at the same time as the Medical Dosimetry program application. However, it is strongly recommended that applicants begin the process as soon as a clinical site agrees to host them.

Please note that **a clinical affiliation or informal agreement between an applicant and clinical site does not guarantee admission to the program**. Admission decisions are made during the program's application review process, and **clinical sites make the final determination each year regarding whether they will host a student**.

Clinical Site Information

1. Institution Name: *

2. Institution Address: *

3. Radiation Oncology Department Administrator's Name and Credentials: *

4. Radiation Oncology Department Administrator's Email Address: *

5. Radiation Oncology Department Administrator's Business Phone Number: *

6. Does the Radiation Oncology Department Administrator want to receive program updates that are shared with clinical preceptors? *

- ◯ Yes
- ◯ No
- ◯ Other

7. Will Medical Dosimetry students be spending time at any satellite or secondary clinical locations? *

- ◯ Yes
- ◯ No
- ◯ Maybe

8. Please include the name and address for all satellite or secondary clinical locations:

Clinical Site Requirements

9. The Joint Review Committee on Education in Radiologic Technology requires Medical Dosimetry clinical sites to be accredited by a JRCERT-approved organization. Please select the organization that accredits the institution: *

- ◯ Accreditation Association for Ambulatory Health Care, Inc. (AAAHC)
- ◯ 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)
- ◯ Center for Improvement in Healthcare Quality (CIHQ)
- ◯ DNV Healthcare, Inc.
- ◯ Healthcare Facilities Accreditation Program (HFAP)--now part of ACHC
- ◯ National Urgent Care Center Accreditation (NUCCA)
- ◯ The Joint Commission (TJC)
- ◯ Urgent Care Association (UCA)
- ◯ United States Nuclear Regulatory Commission
- ◯ This institution is not accredited
- ◯ Other

10. How many megavoltage linear accelerators (with photon and electron capabilities) are in use in the department? *

11. Does the department perform interstitial and intracavitary brachytherapy procedures? *

- ◯ Yes
- ◯ No
- ◯ Other

12. Brachytherapy treatment planning competency is a required part of the Medical Dosimetry curriculum. If students are not able to observe and participate in brachytherapy procedures at the primary clinical location, where will they acquire brachytherapy experience?

13. A list of the minimum required treatment planning competencies is available in the Clinical Affiliate Information Packet. Does the department serve a sufficient volume and variety of patients to allow students the opportunity to practice and achieve competency in the listed areas? *

- ◯ Yes
- ◯ No
- ◯ Maybe

14. If you answered 'maybe,' what concerns do you have about the department's ability to provide students with adequate treatment planning experience?

15. Is there physical space, including a treatment planning workstation (computer), available for students to use **at all times** while they are on-site? *

- ◯ Yes
- ◯ No

16. What treatment planning software is used in the department? Please list all applicable programs. *

17. Is there a treatment planning license available for student use? *

- ◯ Yes
- ◯ No

18. Will Medical Dosimetry students be able to participate in department meetings, including chart rounds? *

- ◯ Yes
- ◯ No
- ◯ Maybe

19. If you answered 'maybe,' what concerns do you have about the student's ability to participate in department meetings, including chart rounds?

20. Will Medical Dosimetry students be able to access patient charts, to review physician documents, pathology, treatment notes, etc.? *

- ◯ Yes
- ◯ No
- ◯ Maybe

21. If you answered 'maybe,' what concerns do you have about the student's ability to review patient charts?

22. Is your department currently affiliated with another Medical Dosimetry program? *

- ◯ Yes
- ◯ No

23. If you answered 'yes,' please provide the name of the Medical Dosimetry program your department is affiliated with and the number of students that are placed at your facility each year. Please explain how you will handle clinical placement requests from more than one academic program at your facility. *

Clinical Preceptor

Clinical sites must have one qualified person willing to serve as the Clinical Preceptor. The Clinical Preceptor is the primary contact person and student supervisor for the Medical Dosimetry program. The Clinical Preceptor does NOT have to be on-site at all times, but must be available to students via phone or computer if they are working remotely. Clinical preceptor **training will be provided** by the Medical Dosimetry program faculty prior to students entering the clinic.

Clinical Preceptor Qualifications:

- Must be certified by the MDCB (or equivalent)
- Must have at least two years of experience as a CMD
- Must be comfortable providing instruction, evaluation, and supervision

Clinical Preceptor Duties:

- Provide students with clinical supervision and instruction
- Evaluate students clinical and professional competence
- Maintain current knowledge of Medical Dosimetry program goals, clinical objectives, and curriculum
- Be familiar with Medical Dosimetry program policies and procedures
- Maintain competency in the profession, demonstrate expertise, and participate in ongoing professional development through continuing education

*Clinical preceptors will be asked to submit a resumé to the program director after the affiliate application has been reviewed.

24. Clinical Preceptor Name and Credentials: *

25. Clinical Preceptor Email Address: *

26. Clinical Preceptor Business Phone Number: *

Clinical Staff

While Clinical Preceptors play a key role in educating Medical Dosimetry students, they are not solely responsible for clinical training. To ensure a comprehensive and high-quality clinical experience, each site must have an adequate number of qualified clinical staff available to participate in instruction and supervision. This includes certified medical dosimetrists, medical physicists, and other relevant professionals who can contribute to the student's learning and development.

27. How many radiation oncologists does the department serve? *

28. How many certified medical physicists are in the department? *

29. How many certified medical dosimetrists are in the department? *

30. Please explain any additional physical or professional resources in the department that are available to Medical Dosimetry students: *

Washburn Affiliation Agreement

Before a student can be placed at a clinical site, there must be an approved and recognized affiliation agreement between Washburn University and the clinical site. ***This process takes a considerable amount of time, as agreements work their way through the necessary reviews and approvals. It is important that Medical Dosimetry faculty know the correct person at your institution to contact for affiliation agreements.***

31. Who is the person who handles contracts and/or affiliation agreements at the institution? *

32. What is the contact person's email address? *

33. What is the contact person's business phone number? *

34. Is there anything the Medical Dosimetry program faculty should know before contacting this person (work hours, preferred contact method, etc.)?

35. Does the institution have an existing affiliation contract with Washburn University? *

- ◯ Yes
- ◯ No
- ◯ Maybe

36. If the institution has an existing (or possible) affiliation contract with Washburn University, what department has the agreement (radiologic technology, respiratory therapy, nursing, etc.)?

MEDICAL DOSIMETRIST CLINICAL COMPETENCIES

To the extent possible, students should complete some practice cases and competencies on actual patients.

MINIMUM REQUIRED COMPETENCIES
Head and Neck
Primary Brain (3D Conformal or IMRT/VMAT)
Primary Head and Neck (Bilateral Nodes) IMRT/VMAT
Thoracic
Lung (3D Conformal or IMRT/VMAT)
Esophagus (IMRT/VMAT)
Intact Breast Tangentials
Chest Wall Tangentials/VMAT with Supraclavicular and Axilla Fields
Abdomen
Abdomen (e.g. Pancreas, GE Junction) (3D Conformal or IMRT/VMAT)
Para-aortic or Nodal Irradiation (3D Conformal or IMRT/VMAT)
Pelvis
3 Field Pelvis with Wedges
4 Field Pelvis
Prostate (IMRT/VMAT)
Pelvis and Nodes SIB (IMRT/VMAT)
Extremities
Limb Melanoma/Sarcoma (3D Conformal or IMRT/VMAT)
Brachytherapy
Interstitial Implant
Intracavitary Implant
Other
Craniospinal Irradiation
Palliative (Brain, Spine, etc.)
Lymphoma
Electron Beam Planning
Fusion (MRI, PET, etc.)
Re-Irradiation or Composite Planning
Stereotactic Body Radiation Therapy (SBRT)

ADDITIONAL RECOMMENDED ACTIVITIES
Total Body Irradiation (TBI)
Proton Treatment Planning
Stereotactic Radiosurgery
Total Skin Electron Irradiation (TSEI)
Prone Breast