



Advent Health
UNIVERSITY

**B.S. Nuclear Medicine Technology Program
Program Manual**

Department of Imaging Sciences

Cohort 2028

(2026-2027 Intake)

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Welcome

Dear Nuclear Medicine Technology Student,

Welcome to AdventHealth University's Nuclear Medicine Technology Program. We are excited to be part of your educational journey and look forward to supporting your academic, professional, and personal growth.

As healthcare and technology continue to evolve, AHU is committed to preparing you with the knowledge, skills, and adaptability needed to succeed in a dynamic profession. Through classroom instruction and clinical experiences, you will develop the competencies necessary for a rewarding career in nuclear medicine while serving patients with excellence and compassion.

This Program Manual has been designed to familiarize you with the policies, procedures, and expectations of the Nuclear Medicine Technology Program. It reflects AHU's commitment to academic excellence, Christian values, and a supportive learning environment.

As a student in the program, you are responsible for reading, understanding, and adhering to the policies outlined in this manual, as well as those found in the University Academic Catalog and Student Handbook.

At AHU, education extends beyond technical competence. Consistent with our mission of whole-person education, we seek to cultivate knowledgeable professionals who demonstrate integrity, service, spiritual growth, leadership, and compassionate patient-centered care.

We hope you find this manual a valuable resource throughout your time in the program. Please reach out to the faculty with any questions as you progress through your studies.

Sincerely,

The Nuclear Medicine Technology Faculty

*The Nuclear Medicine Technology Program at AHU is fully accredited by:
The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
820 W. Danforth Rd. #B1, Edmond, OK 730031, Edmond05) 285-0546
Email: mail@jrcnmt.org.*

Faculty Directory

Liz Duncan, MSHS, CNMT, RT(CT)(ARRT) Chair, Department of Imaging Sciences, Nuclear Medicine Technology Program Director & Faculty #407-230-7688 (text first) Liz.Duncan@ahu.edu	
Deborah Mills, MSHA, CNMT, NCT, PET Clinical Coordinator & Faculty #407-716-4682 Deborah.Mills@ahu.edu	Liz Baker (Thomason), BS, RT(R)(CT) CT Faculty Elizabeth.Thomason@ahu.edu
	Joe Hawkins, MEd, CNMT Faculty & Director, Institutional Effectiveness and Accreditation Joe.Hawkins@ahu.edu

How to Use This Manual

This manual is designed to serve as a guide for students enrolled in the AdventHealth University B.S. Nuclear Medicine Technology Program. Students should read the manual carefully and refer to it throughout the program for information about program expectations, academic and clinical policies, student responsibilities, and professional standards.

This manual should be used in conjunction with the AdventHealth University Student Handbook and any applicable clinical site policies. Students are responsible for understanding and following the policies and procedures outlined in these documents.

Program policies may be reviewed and updated as needed. Students will be notified of significant changes and are expected to remain familiar with the most current program requirements.

Section 1: Program Overview

1.1 AdventHealth University (AHU) Mission, Vision, and Values

AdventHealth University Mission

AdventHealth University (AHU) is a Seventh-day Adventist institution specializing in healthcare education in a faith-affirming environment. Service-oriented and guided by the values of nurture, excellence, spirituality, and stewardship, the University seeks to develop leaders who will *practice healthcare as a ministry*.

“Developing skilled professionals who live the healing values of Christ.”

AdventHealth University Vision

AdventHealth University is a leader in healthcare education, transforming the science and practice of whole-person care and developing influential professionals of uncommon compassion.

AdventHealth University Values

<i>Nurture</i>	<i>Excellence</i>	<i>Spirituality</i>	<i>Stewardship</i>
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To see more information on AdventHealth University Mission, Vision and Values refer to the AdventHealth University website for “[Mission, Vision & Values](#)”.

1.2 Nuclear Medicine Program Mission, Vision, and Purpose

Program Mission

Consistent with the mission of the university, the Nuclear Medicine Technology Program at AdventHealth University’s mission is to provide a Christian educational environment that prepares students to become skilled imaging professionals through whole-person education, cultivating technical competence, professional integrity, spiritual growth, and a commitment to service.

Program Vision

The vision of the Nuclear Medicine Technology Program is to cultivate exceptional nuclear medicine and CT technologists through a whole-person educational approach that

nurtures intellectual growth, professional excellence, spiritual development, and compassionate service. Our graduates will contribute to healthier communities through safe, innovative, and patient-centered care.

Program Purpose

The purpose of the Nuclear Medicine Technology Program is to provide students with the knowledge, skills, values, and clinical experiences necessary for professional success while fostering growth of the whole person. The program prepares graduates to practice with competence, compassion, integrity, and a commitment to lifelong learning and service to others.

1.2 University Student Learning Outcomes

Please refer to the University website for more information on “[University Learning Outcomes](#).”

1.3 Program Goals and Student Learning Outcomes

The Nuclear Medicine Technology Program has established specific goals to be achieved by the students who will graduate from our program. These goals and the expected outcomes are as follows:

Goal Statement	Expected Learning Outcome
The B.S. Nuclear Medicine Technology student will be an effective communicator who possesses appropriate verbal, nonverbal, and written skills in the practice of healthcare as a ministry.	COMMUNICATION 1. Students will integrate and apply oral communications in the clinical setting. 2. Students will demonstrate written communication skills.
The B.S. Nuclear Medicine Technology student will be a critical thinker who gathers relevant information and analyzes and uses that knowledge in practicing healthcare as a ministry.	CRITICAL THINKING 1. Students will demonstrate retention and application of knowledge when assessing appropriate image acquisition and image quality. 2. Students will accurately perform nuclear medicine and CT examinations, demonstrating the ability to adapt to atypical situations.
The B.S. Nuclear Medicine Technology student will demonstrate professional expertise by passing appropriate examinations and exhibiting clinical competence along with the context of healthcare as a ministry.	PROFESSIONAL EXPERTISE/CLINICAL COMPETENCE 1. Students will utilize appropriate radiation and patient safety measures. 2. Students will demonstrate nuclear medicine and CT knowledge to obtain quality diagnostic images. 3. Students will demonstrate an adequate knowledge base of the Nuclear Medicine Technology and CT profession.
The B.S. Nuclear Medicine Technology student will be a caring professional who possesses a willingness to nurture other individuals in the context of healthcare as a ministry.	CARING Students will possess the knowledge and skills necessary to deliver quality whole-person care and comfort to the patient.
The B.S. Nuclear Medicine Technology student will exhibit the characteristics of a Christian professional: treating everyone with respect and dignity in the context of healthcare as a ministry.	ETHICAL/MORAL Students will demonstrate ethical and professional behavior in the clinical setting.
The B.S. Nuclear Medicine Technology student will be one who fulfills their social, civic, and environmental responsibilities in their involvement in healthcare as a ministry.	SERVICE TO THE COMMUNITY Students will present a topic in health care that is relevant and easily understood by the community.
The B.S. Nuclear Medicine Technology student will be a lifelong learner who pursues excellence and the ongoing acquisition of knowledge and professional expertise.	LIFELONG LEARNING Students will engage in a variety of learning opportunities.

1.4 Accreditation

Institutional Accreditations & Endorsements

AdventHealth University is accredited by multiple accrediting bodies including: the Southern Association of Colleges and Schools Commission on Colleges and the Accrediting Association of Seventh Day Adventist Schools, Colleges and Universities. For a full list of accrediting bodies please visit: <https://www.ahu.edu/accreditation>.

Refer to the *Academic Catalog* for more details on “[Institutional Accreditation](#)”.

Program Accreditation

The Nuclear Medicine Program at AdventHealth University is accredited in accordance with the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT).

The JRCNMT standards are available for review on the JRCNMT site:

<https://www.jrcnmt.org/program-resources/standards-manuals/>.

The JRCNMT may also be reached at the following:

Joint Review Committee on Educational Programs in Nuclear Medicine Technology
(JRCNMT)

820 W Danforth Rd, #B1

Edmond, OK 73003

Phone: (405) 285-0546; Fax: (405) 285-0579; e-mail: mail@jrcnmt.org

1.5 Program Communication Expectations

Clear, concise, and effective communication is of utmost importance in the Nuclear Medicine Technology Program. The University's policy regarding communication can be accessed through the Academic Catalog. Please note that for all program-related communication, Canvas messages and the student provided my.ahu.edu email will be used. Personal emails will not be utilized once a student has been accepted into the program. This approach helps maintain a centralized and secure communication channel, fostering effective engagement and seamless coordination among students, faculty, and staff.

Refer to AHU Policies & Procedures for more details on “[Communications](#).”

**STUDENT SUCCESS TIP #1: Check Your AHU Email Weekly**

Your AHU email is your official communication channel.

University updates, Program updates and important announcements will be sent to your university email account.



SUCCESS STRATEGY: SET UP AHU EMAIL NOTIFICATIONS ON YOUR PHONE & FORWARDING TO PERSONAL EMAIL TO AVOID MISSING IMPORTANT COMMUNICATIONS.

1.6 Program Effectiveness Data

For information about the B.S. Nuclear Medicine Technology program's current effectiveness data (program completion rate, registry pass rate, and job placement rate) please visit the [B.S. Nuclear Medicine Technology program website](#) University website or Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) website.

1.7 Minimum Age Requirement

In an effort to maintain compliance with the B.S. Nuclear Medicine Technology's Clinical Site Agreements, any student entering the clinical setting to complete required clinical hours must be at least 18 years of age. Students may be accepted to the B.S. Nuclear Medicine Technology Program at 17 years or age but must turn 18 before the RTCA112 Clinical Education I course and entrance into Nuclear Medicine Technology Clinicals. Students are required to notify the B.S. Nuclear Medicine Technology Program if they fall outside of this requirement.

Section 2: University Policies and Student Resources

Students are responsible for reviewing and complying with applicable university policies and procedures published in the AdventHealth University Academic Catalog. The Academic Catalog contains the official and most current university policy information and may be accessed online at <http://catalog.ahu.edu/>.

2.1 Academic Policies

2.1.1 Academic Advising

Academic advising is provided to all AdventHealth University (AHU) students. For more information on how these services are provided, please refer to the [Academic Advising Policy](#).

2.1.2 Academic Appeal

Students who wish to appeal a grade, course failure, program dismissal, academic progression decision, or other academic matter should refer to the AHU [Academic Appeal Policy](#) & *Academic Catalog* for [Academic Appeal process](#).

2.1.3 Academic Dismissal, Withdrawal, and Progression

Refer to the *AHU Academic Catalog* for the complete “[Academic Dismissal](#)” and “[Drop/Withdraw](#)” and “[Progression](#)” policies. Students who are unsuccessful in two Nuclear Medicine Technology courses will be permanently dismissed from the Program without eligibility to reapply.

2.1.4 Academic Integrity & Personal Integrity/ Misconduct Policy

Academic Integrity as well as ethical and professional behavior are fundamental to the vision and mission of AdventHealth University. Students are expected to adhere to ethical and professional standards associated with their programs and academic courses. Unethical or unprofessional behavior will be treated in the same manner as academic dishonesty.

Academic dishonesty/misconduct includes, but is not limited to:

- Falsifying official documents or misrepresenting academic qualifications
- **Cheating** on an assignment or examination. Cheating is using or attempting to use materials, information, notes, study aids, or other assistance that has not been authorized by the instructor. **This includes the use of positioning notes during competency testing.**
- Stealing, accepting, or studying from stolen quizzes or examination materials.

- **Plagiarism** is defined as intentionally or carelessly presenting the work of another as one's own. It includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources.
- **Fabrication** is defined as the use of invented, counterfeited, altered, or forged information. **Forgery** is defined as the imitating or counterfeiting of images, documents, signatures, and the like. **Obstruction** is defined as behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.
- **Multiple submissions** are defined as the submission of the same or substantially the same work for credit in two or more courses, including the use of any prior academic effort previously submitted for academic credit at this or a different institution.
- Misusing material that belongs to AHU, including the illegal use of copyright materials, trademarks, trade secrets, or intellectual properties.
- **Computer misuse** is defined as the use of computers that is disruptive, unethical, or illegal use of the university's computer resources—unauthorized access to the AHU computer network, including its hardware, software, and data.
- Information used to evaluate students' academic performance (homework, quizzes, exams, projects, etc.) is not permitted to be discussed, shared, or removed (i.e., download, copy/paste, screenshot, etc.) from the on-campus or online environment. Students should seek Course Instructor approval prior to taking any action that may be considered to be plagiarism, forgery, falsification of documents, and/or cheating.

Please refer to the *Academic Catalog* for the further information on [Academic Integrity](#) and [Misconduct](#).

2.1.5 Academic Probation

A student is placed on academic probation when his or her trimester grade point average falls below 2.50. More information on "[Academic Probation](#)" can be found in the Academic Catalog.

2.1.6 Assignment Submission

Assignments should be submitted in a timely manner. Assignment specifics, due dates/ times, and course late submission policies can be found on course Syllabi and/or posted clearly in CANVAS.

**STUDENT SUCCESS TIP #2: Log Into CANVAS Frequently**

Canvas is your academic command center.

Course announcements, assignments, schedules, and important resources are updated regularly.

**SUCCESS STRATEGY: CHECKING CANVAS & ASSIGNMENT TO-DO LIST**

SEVERAL TIMES EACH WEEK HELPS PREVENT MISSED DEADLINES.

2.1.7 Evaluations

Evaluation of the Student

Students will be evaluated throughout the program on both clinical and didactic work. AHU faculty encourage students to meet with instructors, AES, clinical coordinator, or program chair to discuss any issues experienced in remote learning, classroom, lab, or clinical sites. Counseling notes may be taken for documentation.

Evaluation of the Course and Faculty

Students will be asked to evaluate the courses and faculty in the Nuclear Medicine Program and clinical site educators on a trimester basis. This feedback allows AHU and the Imaging Sciences Department gain a better understanding of how well the Nuclear Medicine Program and faculty are meeting the learning needs of their students.

Evaluation of the Program

Upon graduation and after, students will be asked to evaluate the Nuclear Medicine Program at AHU. This feedback allows AHU and the Imaging Sciences Department gain a better understanding of how well the Nuclear Medicine Program and faculty are meeting the learning needs of their students.

Should a student have an academic grievance concerning a grade or other matters concerning a particular course, he or she should follow the appeal procedures found in the *AHU Academic Catalog* under [*“Student Academic Appeal”*](#).

2.2 ADA/Accommodations

Students seeking accommodations must first contact the Office for Students with Disabilities (OSD) located in the Spiritual Care and Counseling Office, prior to or at the beginning of the trimester. Refer to the AHU Academic Catalog for the complete [*“Rehabilitation Act”*](#) policy.

2.3 Active Military Duty

Any student called to active duty from the reserves of any branch of the military or the National Guard will receive special consideration from the university to ensure a smooth transition.

Refer to the *AHU Academic Catalog* for the entire [*“Active Military Duty”*](#) policy.

2.4 Artificial Intelligence Classroom Usage

AHU encourages the adoption and responsible use of Artificial Intelligence AI tools as aids to enhance learning and productivity. It is important to understand that AI tools are intended to support student work, and not to replace original thought or effort. These tools should be used only with explicit and clear permission from the course faculty, and then only in the ways allowed by the instructor.

All submissions, unless otherwise specified by the course faculty, must be the student’s own, original work. This includes but is not limited to draft or final assignments, papers, projects, exams/quizzes, oral presentations, discussion boards, or other work. Use of any other person, or AI for submitted work it will be treated as non-original work and is considered academic misconduct and is subject to appropriate penalties.

2.5 Campus Safety and Security

The university is committed to maintaining high standards of safety and security for faculty, staff, students, and property. AHU/AdventHealth/Porter Security Officers assist with fire prevention and detection, parking and traffic control, and maintenance of campus peace and order.

All persons on the AHU campuses are required to have visible identification. Students are required to wear their student identification badges; faculty and staff are required to wear their employee identification badges. If you do not have your identification badge while on campus, Orlando students must visit the Student Services Office to obtain a temporary badge/visitor’s pass. All Orlando visitors and contracted workers must stop at the

Reception Desk of the Campus Center Building to obtain a visitor's pass. Students on the Denver campus must visit the COO to receive approval. If you encounter any persons without the proper identification, notify Campus Security immediately.

This process is subject to change and students are required to comply with current campus safety and security practices.

You can contact security at the following number:

AHU Orlando Campus Security – 407- 353-4002

2.6 Code of Conduct

AdventHealth University expects its students to be good citizens and act appropriately at all times.

Refer to AHU Policies & Procedures for more details on "[Code of Conduct.](#)"

Additionally, students are also expected to adhere to the ethical and professional standards associated with their programs. Such standards are communicated to students by instructors and are available through publications produced by professional organizations. *(Please see Appendices for SNMMI & ARRT Code of Ethics).*

2.7 Counseling Services

Counseling is available for all students from a licensed counselor. Please contact University Counselor at 407-303-1870 or visit the [Student Affairs](#) (click link to access) website for inquiries as well as for making appointments.

Betty Varghese, Licensed Mental Health Counselor

betty.varghese@ahu.edu

Juan Cubillos, Counselor

juan.cubillos@ahu.edu

Reynold Acosta, Chaplain

reynold.acosta@ahu.edu

2.8 Harassment

AdventHealth University does not tolerate harassment on the basis of gender by a student against another student, faculty, staff, technologist, or other member of the medical imaging team. Violation of this policy may subject a student to discipline, up to and including dismissal from the university.

Sexual harassment is defined as:

1. Threats made on the basis on gender, or unwelcomed sexual advances
2. Requests for sexual favors; and all other verbal, physical, or visual conduct of a sexual or otherwise offensive nature
3. Sexual innuendo, suggestive comments, sexually orientated “kidding” or “teasing,” “practical jokes,” jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material
4. Physical sexual misconduct that includes unwelcome touching which may involve, but is not limited to: fondling, patting, pinching, hugging, repeatedly brushing against, or other physical contact with a person without his or her consent.

All students who encounter or are aware of any type of harassment shall report such incidents to the University Administration for investigation.

Refer to the [“Code of Conduct”](#) section of the *AHU Student Handbook* for more information.

2.9 Title IX

Title IX of the Education Amendments of 1972, and it’s implementing regulations, prohibit Sex Discrimination in AdventHealth University (AHU) educational programs and activities. Title IX also prohibits retaliation for asserting claims of Sex discrimination. AHU provides support and resources to students, faculty, and staff to address concerns related to Sex Discrimination.

AHU has designated the following people to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of Sex Discrimination:

Title IX Coordinators Orlando

Ana-Michelle Carrington
Campus Center Room 215
671 Winyah Drive
Orlando, FL 32803
Ph: 407-609-0905
Fax: 407-303-0672
Ana-michelle.carrington@ahu.edu

Chauna-Kaye Pottinger
Ph: 407-303-5526
Chauna-Kaye.Pottinger@ahu.edu

Deputy Title IX Coordinator (Denver Site)

Katie Shaw
950 E. Harvard Ave., Suite B80
Denver, CO 80210
Ph: 303-765-6271
katie.shaw@AHU.edu

For more information regarding Title IX policy, please visit: <http://www.AHU.edu/title-ix/policy>

2.10 FERPA and Student Records

The procedures for protecting the confidentiality of student records are based on the Federal Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords students certain rights with respect to their education records. The rights include the following:

Refer to the *Academic Catalog* for the complete [“Students Rights and Confidentiality of Records”](#) policy.

2.11 HIPAA

[The Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at AdventHealth University and the affiliated AdventHealth and AdventHealth Rocky Mountain facilities, whether the information is electronic, paper, or spoken.

In accordance with HIPAA, the Department of Imaging Sciences has implemented and provides training for students within the Nuclear Medicine Technology Program. All students are required to observe these regulations and be in compliance in all aspects of their academic education, both didactic and clinical. Regulations specific to the clinical environment include, but are not limited to:

- Taking any photos or videos on clinical site property, including posting to social media sites
- Discussing patient cases in public areas
- Communicating information about clinicals outside of academic use
- Transmitting by way of any electronic media (texting, social media, etc.) any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy

If a student is found to be in violation of this policy, they are subject to the penalties as outlined in the [“Disciplinary Sanctions for Academic Misconduct”](#) section of the *AHU Academic Catalog*.

Students must adhere to the established policies of the clinical sites in which they rotate. Adhering to the social media policy is also required. See *section 2.14 Social Media and Social Networks*.

2.12 Jury Duty and Court Summons

As per the [“Jury Duty”](#) section of the *AHU Academic Catalog*:

The individual course instructor will make reasonable accommodations for any student required to fulfill jury duty or court summons obligations. Students should submit a copy of their jury duty or court summons notice to the course instructor.

The AHU Nuclear Medicine Technology Program’s Jury Duty/Court Summons policy as pertains to clinical education is as follows:

- Missing clinical time due to Jury Duty/Court Summons does not exempt the student from completing the trimester clinical competency requirements unless under specific circumstances. This will be determined on a case-by-case basis.
- If a student misses just one day of clinical education due to Jury Duty/Court Summons, that day does not need to be made up, unless the student needs to do so in order to satisfy the competency requirements for the trimester.
- All days missed in excess of the first day must be made up. For example, if a student misses three clinical days due to Jury Duty/Court Summons, then the student needs to make up two clinical days.

2.13 Bereavement

Keeping in line with the AHU Bereavement Policy, excused absences up to five days are allowed for bereavement if the death was an immediate family member (spouse, parent, sibling, child, or grandparent). All didactic coursework must be made up within a time frame agreed upon with the course instructor. Making up missed clinical time is not mandatory but may be advised depending on the student's individual clinical competency requirements. See [“AHU Attendance Policy”](#) for additional details.

2.14 Social Media and Social Networks

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of AdventHealth University, students are encouraged to use social networking sites for the development and maintenance of healthy relationships. Students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, staff, or faculty is not acceptable per AHU’s [“Code of Conduct”](#).

Violations of the Code of Conduct will be addressed pursuant to the Reports and Investigations section and the Discipline Procedures outlined in the Student Handbook.

2.15 Student Work Policy

Students enrolled in the Nuclear Medicine Technology Program have a rigorous academic load. The combination of clinical and didactic hours will not exceed 40 hours per week. The following policies are in effect:

- Students who work while enrolled in the Program do so without compromising their academic and clinical responsibilities.
- During assigned clinical rotations, students may not take the responsibilities of, nor be substituted for, clinical staff.
- Students employed by an affiliated clinical facility are not permitted to perform program clinical objectives during their work shift.

2.16 Miscellaneous University Policies

Minor Children on Campus

Students (parent/guardian) are not allowed to bring their minor children on campus. This includes taking their child to class. Exceptions to this policy must be approved by the student's department chair. Refer to the [“Children on Campus Student Policy”](#) for more specifics.

Professional Dress and Deportment

In keeping with its mission to educate healthcare professionals in a Christian environment, AdventHealth University requests that students dress modestly and conduct themselves in a professional manner. Students enrolled in clinicals will receive guidelines from their departments reflecting appropriate dress and deportment of the various clinical facilities. Refer to the [“AHU Deportment and Dress”](#) for more specifics.

In addition, all persons on the AHU campuses are required to have visible identification. Students are required to wear their student identification badges at all times when on campus.

Additional University Policies

The following academic policies can be found in the AHU Academic Catalog or AHU Student Handbook:

- [Incomplete](#)
- [Netiquette for Online Courses](#)

Specific Nuclear Medicine Technology Program practices regarding attendance and professionalism along with assignment submission and evaluation, can be found within each course syllabi in CANVAS.

2.17 University Resources

AdventHealth University believes in providing students with extensive academic, professional, and personal support services. Below are important links to learn more about each available service.

- [Community and Student Engagement](#)
- [Course Registration](#)
- [Financial Services](#)
- [University Contact Information](#)
- [Online Bookstore](#)
- [R.A. Williams Library](#)
- [Requesting Transcripts](#)
- [Tutoring Center](#)
- [Testing Center](#)
- [Writing Center](#)

*Note: Some of the above resources are only available by logging into my.ahu.edu.

STUDENT SUCCESS TIP #3: Seek Help Early

If you're struggling academically or personally, contact faculty immediately.

Waiting until the end of the trimester may limit available support options.

 **SUCCESS STRATEGY: SUCCESSFUL STUDENTS ASK FOR HELP BEFORE A SMALL CHALLENGE BECOMES A BIG OBSTACLE**

Section 3: Professional Standards and Conduct

3.1 Academic and Personal Integrity

AdventHealth University expects students to exhibit high levels of integrity in all activities applicable to the classroom and clinical settings. Students are expected to adhere to the ethical and professional standards set forth by AHU and the Nuclear Medicine Technology program. Refer to the *Academic Catalog* for the complete “[Academic Integrity](#)” policy.

Academic dishonesty/misconduct includes, but is not limited to:

- Falsifying official documents or misrepresenting academic qualifications
- **Cheating** on an assignment or examination. Cheating is using or attempting to use materials, information, notes, study aids, or other assistance that has not been authorized by the instructor.
- Stealing, accepting, or studying from stolen quizzes or examination materials.
- **Plagiarism** is defined as intentionally or carelessly presenting the work of another as one’s own. It includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources.
- **Fabrication** is defined as the use of invented, counterfeited, altered, or forged information. **Forgery** is defined as the imitating or counterfeiting of images, documents, signatures, and the like. **Obstruction** is defined as behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.
- **Multiple submissions** are defined as the submission of the same or substantially the same work for credit in two or more courses, including the use of any prior academic effort previously submitted for academic credit at this or a different institution.
- Misusing material that belongs to AHU, including the illegal use of copyright materials, trademarks, trade secrets, or intellectual properties.
- **Computer misuse** is defined as the use of computers that is disruptive, unethical, or illegal use of the university’s computer resources—unauthorized access to the AHU computer network, including its hardware, software, and data.
- Information used to evaluate students’ academic performance (homework, quizzes, exams, projects, etc.) is not permitted to be discussed, shared, or removed (i.e., copy/paste, screenshot, etc.) from the on-campus or online environment. Students should seek Course Instructor approval prior to taking any action that may

be considered to be plagiarism, forgery, falsification of documents, and/or cheating. Please refer to the *AHU Academic Catalog*.

3.2 Didactic Course Expectations

The didactic classes for our program are conducted using a hybrid, virtual, or face-to-face mode. For detailed information regarding course delivery, student expectations, attendance, grading, and other requirements, please refer to the course syllabus. All courses will be held on our learning management system, CANVAS, which serves as the primary platform for accessing course materials and engaging in online discussions.

3.3 Program Attendance Policy

Participation in a professional program requires consistent attendance, preparation, and active engagement. Due to the accelerated and sequential nature of the curriculum, students are expected to attend all scheduled class sessions, laboratories, and program activities unless otherwise approved by Program Faculty. Regular attendance is essential to academic success, professional development, and timely progression toward graduation. Additional course-specific attendance expectations may be outlined in each course syllabus.

3.3.1 Absence Notification

Students are responsible for notifying the Course Instructor of any absence prior to the start of class whenever possible. Notification should be submitted through the CANVAS email system or directly to the instructor's AHU email address. Failure to notify the instructor before class may result in consequences related to professionalism and class participation, including up to a 5% reduction in the overall course grade. Students may also receive a zero for missed assignments, quizzes, examinations, laboratory activities, or other graded coursework that cannot reasonably be made up.

Students are responsible for obtaining all notes, announcements, and instructional materials provided during an absence.

3.3.2 Excused Absence

An absence may be considered excused when:

- The student notifies the Course Instructor prior to the start of class whenever possible; and

- The instructor determines that the reason for the absence is valid and appropriately documented, if requested.

Students with an excused absence are expected to complete any missed examination or required coursework on the first scheduled class day upon return unless otherwise approved by the instructor. Failure to complete the make-up examination or assignment within the designated timeframe may result in a grade of zero (0).

3.3.3 Unexcused Absence

An absence is considered unexcused when the student:

- Fails to notify the Course Instructor prior to the start of class; and/or
- Does not provide a valid reason for the absence.

Vacations, personal travel, and non-emergency discretionary events are considered unexcused absences.

Students with an unexcused absence may be permitted to make up a missed examination on the first scheduled class day upon return; however, a penalty of up to a 50% grade reduction may be applied at the discretion of the instructor. Failure to complete the make-up examination within the designated timeframe will result in a grade of zero (0).

Because professional behaviors, accountability, and reliability are essential expectations within healthcare professions, repeated absences, excessive tardiness, or patterns of poor attendance may result in additional academic or professional conduct review by Program Faculty.

3.4 Exam Review Policy

Exams cannot be reviewed independently and must be conducted under faculty supervision. Exams from closed courses cannot be reviewed. Students must schedule appointments with faculty within one week of the test date. Students who are unable to meet with faculty may be given an outline of focus areas for review. Courses may have more specific test review processes.

3.5 Group Work Policy

Group work is a valuable exercise in developing professional peer interactions. When engaging in group work of any kind (including break-out rooms), an equitable workload is expected for each group member. A disproportionate amount of work should not fall to the group leader or any one member of the group. To establish this equitable workload across

the group and produce a high-quality submission, it is expected that regular, timely, and thorough communication with all group members occurs. Each member must have their portion of the assignment completed with enough time to submit it to the group leader and for the portions to be assembled into one cohesive and seamless submission, free from grammatical, APA, and content errors.

Any group member who is found to be lacking in involvement or communication, where other members of the group must accommodate for this absence by increasing their workload, may incur individual deductions in their project grade (up to a grade of zero), at the discretion of the Instructor. Instructors may request information from the group, such as email threads, etc., where further consideration of these types of circumstances is required.

3.6 Ethical and Professional Conduct

Serious breaches of professional or ethical behavior may result in disciplinary action or dismissal from the program.

Breaches of ethical or professional conduct include, but are not limited to:

- Insubordination or refusal of a student to follow instructions or perform designated duties where such instructions or duties normally and properly may be required of a student for educational experience and purpose. Students may not refuse to do exams simply because they have already proved competence in those areas.
- Theft or dishonesty
- Immoral behavior or improper dress
- Soliciting or receiving tips/gifts from patients or other individuals
- Violating safety rules or creating safety hazards
- Smoking on university campus grounds or any hospital grounds
- Gambling
- Abuse or waste of hospital property, supplies, equipment, etc.
- Possession of firearms or other weapons
- Possession of intoxicants or narcotics or being found under the influence of alcohol or drugs
- Use of abusive or profane language
- Failure to adhere to the personal hygiene policy (See Section 7.9)

3.7 Classroom and Laboratory Appearance

Proper dress is essential in a professional program, as it reflects a student's commitment to safety, cleanliness, and professionalism in clinical and academic settings. Adhering to dress code guidelines ensures a respectful learning environment and prepares students for expectations in the healthcare workforce. Students must adhere to the following guidelines:

- Appropriate, natural hair color to be worn in all didactic and clinical courses.
- Tattoos must not contain vulgar or offensive images/language, and must be kept covered as much as possible.
- Hats and/or hoodies are not permitted to be worn during class or labs.
- Clothing must be modest and be void of any vulgar images, wording, or innuendos. Pants must be worn at the natural waist and skirts/dresses should be avoided while in the laboratory.

3.8 Cell Phone and Electronic Device Use

Students may not use, display, or have out cell phones or any other personal electronic devices during class or clinical shifts. This includes, but is not limited to, smartphones, tablets, smartwatches, laptops, earbuds, and similar devices.

Violation of this policy may result in disciplinary action.

3.9 Service Learning

AdventHealth University requires that all students must complete the “[Service-Learning Requirement](#)” (refer to the *AHU Academic Catalog*).

During Service Learning, students engage in community service activities with intentional academic learning goals and opportunities for reflection that connects to their academic disciplines. The students benefit from the experiential learning and the opportunity to be of service to the community. The Service-Learning project is based on goal-directed learning experiences that incorporate course concepts.

3.10 Technical Requirements

Sufficient technology will be required to successfully complete program requirements. Courses will require a laptop with webcam and academic-related software such as

Microsoft Office suite & Lockdown browser (both available via AHU). It is the expectation that the student will have a laptop and access to reliable wi-fi to be able to handle these requirements. A scientific calculator will also be required for course work.

Please see [Laptop/ Mobile Device for Learning Policy](#) for technical specifications.

Section 4: Clinical Readiness Requirements

4.1 Criminal Background Checks ✓

A background check is required for all students accepted to a professional program. The results of this background check may impact the student's eligibility to enroll in clinical education courses and to sit for the national credentialing examination administered by the American Registry of Radiologic Technologists. Student background checks may be shared with clinical site Human Resources departments as required for clinical rotation onboarding. Should a student with positive background screenings be denied entrance into the clinical setting, the student would be ineligible to progress in the Program.

4.2 Certification Ethics and Eligibility

4.2.1 ARRT Ethics and Eligibility

The candidate for certification by the American Registry of Radiologic Technologists (ARRT) (commonly referred to as the Registry) must be of good moral character. The conviction of a felony or misdemeanor (with the sole exceptions of speeding and parking violations or juvenile offenses that were adjudicated in Juvenile court) may indicate a lack of good moral character for Registry purposes. Individuals convicted of a crime must supply a written explanation, including court documents, with their application for examination. Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT. This is grounds for permanent denial of eligibility for certification.

The ARRT strongly encourages students with misdemeanor or felony convictions to submit a *Pre-application Review of Eligibility*. This review can be started at any time but should be completed **six months** prior to graduation. All violations must be cleared before an applicant is determined eligible and assigned to a testing window. Pre-application review forms and instructions are available by contacting the Ethics Department at the ARRT office.

The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
(651) 687-0048

The "Pre-application Review of Eligibility" form can also be downloaded from the ARRT's website at www.arrt.org.

4.2.2 NMTCB Ethics and Eligibility

The following are required ethics questions that an individual who wishes to sit for an NMTCB Examination must answer:

Have you ever:

- a. been charged with or convicted of a misdemeanor (other than a minor traffic offense) or felony or general court martial in military service, and/or are any such charges currently pending against you?
- b. had any professional license, registration, or certification application denied, or any issued license, registration, or certification revoked, suspended, placed on probation, or subject to any type of discipline by a regulatory authority or certification board?
- c. been found by any court or administrative body, including but not limited to employers, to have committed negligence (simple or willful), malpractice, recklessness, or engaged in misconduct in the practice of any profession?
- d. been terminated from an employment position involving the use of NMTCB credentials and where the conduct leading to such termination has involved: child or elder abuse, sexual abuse, substance abuse, job-related crimes, violent crimes against persons?

Activities that would result in an affirmative response to any of these required ethics questions may or may not affect the eligibility determination for an applicant. The likelihood of approval or denial of an application to sit for an NMTCB Examination may or may not affect an individual's decision to apply for or attend an educational program. The NMTCB Pre-Application Review Request is intended as a tool to assist such individuals in their decision-making process.

Individuals who would answer "Yes" to any one or more of these ethics questions on an NMTCB Examination Application may voluntarily file this request for pre-application review to determine whether the reason for the affirmative response would likely result in approval or denial of an application to sit for an NMTCB Examination.

This is not an application to sit for an NMTCB Examination. In order to be eligible to sit for an NMTCB Examination, all eligibility requirements for that examination must have been met, an application for that examination must be approved and the associated fee must have been received by the NMTCB office. All fees associated

with the pre-application review are separate from any fees associated with the application process.

Pre-Application Review is performed on a case-by-case basis and the average review time is one week. The results of this pre-application review apply only to the ethics issues reported as part of this pre-application review process. Issues not reported as part of this process, whether they occurred prior to or after the submission of the documentation associated with this pre-application review process may affect an applicant's final eligibility determination.

The fee for the pre-application review process is \$75.00 and is not refundable.

4.3 State Licensure Considerations

State of Florida Policy

The requirements and recommendations of the *ARRT and NMTCB guidelines* also apply for licensure by the State of Florida.

Pre-application must be made to the following address:

**Department of Health
Bureau of Radiation Control
Radiologic Technology Program
2020 Capital Circle, SE, Bin #C21
Tallahassee, FL 32399-1741
(850) 487-3451**

4.4 Health Records

Students are required to maintain current and accurate health records throughout the duration of the Nuclear Medicine Technology Program. It is the student's responsibility to upload required health records prior to due dates or expiration of existing documents and ensure approval of such documents. Health records must be current in order for a student to participate in clinical education. All records are electronically stored on a third-party compliance tracker via student self-enrollment.

4.5 CPR/BLS

Verification of Basic Life Support (BLS) for Healthcare Providers, which incorporates certification in cardiopulmonary resuscitation (CPR) from the American Heart Association, including infant, child, and adult CPR is required. This CPR certification must remain current throughout the program. Renewal is required every two years to meet the requirement of our clinical affiliations. Students may complete either the traditional instructor-led classroom course or the blended learning option (HeartCode BLS with an in-person hands-on skills session).

4.6 Immunizations and TB Screening

Students are required to complete the *Student Health Assessment Form* provided by the university. Students enrolled in a professional program must present the following:

- Initial verification of tuberculosis screening test (PPD or QuantiFERON), as well as annual attestation, is required. If the test is positive, a chest x-ray is necessary. If testing reveals active disease, the student must follow the directives within the “Communicable Disease Policy” stated in the *AHU Student Handbook*.
- Updated immunization records including Hepatitis B, MMR and Tetanus-Diphtheria
- Verification of varicella vaccination or immunity (titer)
- Evidence of physical examination within twelve months prior to beginning a professional program

4.7 Mask Fit Testing

Students must complete and pass the Medical Clearance for Respirator Wear (a.k.a. Mask Fit Testing) prior to the start of clinicals and must be maintained for the duration of the Program. Student Mask Fit testing appointments can be made by contacting AdventHealth Centra Care. You must present your student badge at the time of the appointment. Proof of Mask Fit testing completion must be submitted prior to the start of clinicals, and annually thereafter. Failure to obtain proof of Mask Fit Testing completion will result in suspension of the student from clinicals.

Due to the nature of Mask Fit Testing, any change in facial hair or weight may void the original results. If this occurs, it is the responsibility of the student to notify the Nuclear Medicine Technology faculty and be re-tested.

For more information on Mask Fit testing, please visit: [Respiratory Protection Information Trusted Source | NPPTL | NIOSH | CDC](#)

4.8 HIV/AIDS Certificate

Students in the Nuclear Medicine Technology Program at AHU are required to complete the mandatory HIV/AIDS education provided by Echelon. This course is designed to provide the students with the mandatory 1-hour requirement for the Nuclear Medicine Technology program and will be offered during the first trimester of the Nuclear Medicine Technology Program. This course fulfills the state of Florida HIV/AIDS certificate requirement.

It is the responsibility of the students to retain a copy of their HIV/AIDS certificate upon completion. For those students applying for Florida state licensure, you may be required to submit a copy of this certificate at the time of initial application or subsequent renewal of the state license.

STUDENT SUCCESS TIP #4: Keep Compliance Records Current

Stay ahead of immunizations, records, and annual requirements.

Expired records can impact clinical placement eligibility.

 **SUCCESS STRATEGY: SET CALENDAR REMINDERS 60 DAYS BEFORE EXPIRATION DATES**

4.10 Trajecsyst Registration

The Nuclear Medicine Technology Program at AdventHealth University uses an online student record management service called Trajecsyst. This system is used by each student to clock in and out of their clinical education sites as well as to keep track of the radiographic procedures in which they are involved. It is used by the staff technologists to complete the necessary assessments on each student, and it is also used by the faculty to maintain accurate records of each student's accomplishments in the clinical setting.

Each student is required to sign up for this service. The instructions for doing this will be provided during the first summer term. There is a one-time fee of \$150.00 that is good for the length of the program. Full refunds may be given if a student withdraws from the program within 30 days of registering for Trajecsyst. Following this 30-day window, no

refunds will be given. Students will not be allowed to start their clinical education unless they have registered and paid for Trajecsyst.

4.11 Transportation 🚗

Due to the nature of clinical education, where travel to various clinical sites is mandatory, it is **imperative** that each student have their own **reliable** transportation. Some of the clinical education sites are located at a distance of up to 75 miles from the university campus.

Section 5: Clinical Education Policies

5.1 Clinical Education Overview

Clinical education is an essential component of the Nuclear Medicine Technology Program and provides students with supervised opportunities to apply knowledge and skills learned in the classroom and laboratory setting. Through clinical education, students develop competence in patient care, image acquisition, radiation protection, image evaluation, equipment operation, communication, and professional practice.

Students are assigned to clinical education settings to gain experience with a variety of nuclear medicine and CT procedures as well as patient-care situations. Clinical learning is progressive in nature. Students begin by observing and assisting under appropriate supervision and assume increased responsibility as knowledge, skill, and competency are demonstrated.

While assigned to clinical education sites, students are expected to conduct themselves professionally and comply with AdventHealth University policies, Nuclear Medicine Technology Program policies, clinical site policies, and the direction of program faculty, clinical preceptors, supervising technologists, and site leadership. Students are guests at clinical sites and must demonstrate punctuality, preparedness, accountability, respect, patient confidentiality, and a commitment to safe, high-quality patient care.

Clinical assignments, schedules, rotations, and locations may vary based on program requirements, clinical site availability, operational needs, and student progression. Specific requirements related to clinical attendance, clocking in and out, Personal Days Off, supervision, repeat imaging, clinical procedure logs, competency completion, and modality shadowing are addressed in the following sections.

5.2 Clinical Assignments

The Nuclear Medicine Technology Program at AdventHealth University uses many clinical education sites, including hospitals and free-standing outpatient centers, for the clinical aspect of your training. During each clinical trimester, you will be assigned to a specific site, or a set of sites, in which to perform your clinical assignment.

Students will not receive preferential treatment for clinical assignments based on their home address. Clinical sites are normally within 75 miles the Orlando campuses, which may require students to drive significant distances; therefore, **reliable**, personal transportation is **required** for students to be able to get to assigned sites.

AHU Nuclear Medicine Technology Clinical Education Sites	Clinical Rotations
AdventHealth Altamonte Springs	NM, PET & CT
AdventHealth Apopka	NM & CT
AdventHealth Celebration	NM, PET & CT
AdventHealth DeLand	NM, PET & CT
AdventHealth East Orlando	NM & CT
AdventHealth Fish Memorial	NM & CT
AdventHealth Heart of Florida	NM & CT
AdventHealth Kissimmee	NM & CT
AdventHealth Orlando	NM, PET & CT
AdventHealth Waterman	NM, PET, & CT
AdventHealth Winter Garden	NM & CT
AdventHealth Winter Park	NM & CT
AdventHealth Imaging – Altamonte Springs	CT
AdventHealth Imaging – Apopka	CT
AdventHealth Imaging – Innovation Tower	CT
AdventHealth Imaging – Clermont	CT
AdventHealth Imaging – Oviedo	CT
AdventHealth Imaging – Winter Garden	CT
AdventHealth Medical Group – Cardiology – Altamonte Springs	NM
AdventHealth Medical Group – Cardiology – Orlando	PET
Florida Cancer Specialists- Lake Mary	PET
Florida Cancer Specialists – Winter Park Village	PET
HCA Florida Lake Monroe	NM
HCA Florida Osceola	NM
Health First Holmes Regional Medical Center	NM
SimonMed Altamonte III	NM & PET
Cardinal Health Pharmacy Services	Pharmacy
Jubilant Radiopharma	Pharmacy

In accordance with the Joint Review Committee on Education in Nuclear Medicine Technology (JRCNMT), students shall not exceed a combined total of 40 didactic and clinical hours per week. Hours exceeding these limitations must be voluntary on the student's part.

The AHU Nuclear Medicine Technology Program does not assign weekend or evening clinical rotations.

5.3.1 Clinical Site Contact Information

Each clinical site and modality area will have an assigned Affiliate Education Supervisor (AES). Contact information for the site and AES will be posted in CANVAS and provided in your clinical reference book materials.

Clinical site contact information may change throughout the academic year. Students should not rely on previously saved, printed, or outdated contact lists without first verifying the information in CANVAS.

5.4 Clinical Attendance

Clinical education is a vital component of the Nuclear Medicine Technology Program and supports the development of student knowledge, technical skills, patient care, communication, and professional behavior. Prompt and consistent clinical attendance is expected of all students in the Nuclear Medicine Technology Program.

5.4.1 Attendance Expectations

- Students must attend all scheduled clinical hours.
- Students must arrive on time (> 5 minutes is considered late).
- Students must be clocked in and in the assigned area by the scheduled start time.
- Missed time must be handled according to the clinical attendance policy.
- Students may not switch rotations.

5.4.2 Clocking In and Out in Trajecsys

Students may clock in and out using one of the following approved methods:

1. A computer located **within the imaging department** at the assigned clinical site; or
2. A smart device, such as a phone or tablet, while physically located **within the imaging department** at the assigned clinical site.

When using a smart device, students must:

- Have GPS enabled;
- Have a reliable cellular or Wi-Fi network connection; and

- Ensure Trajecsys records the correct geolocation with the time record.

Students must be physically located in the imaging department when clocking in or out. Clocking in or out from a parking lot, lobby, home, or another non-approved location will result in the student being considered absent for that clinical day.

If a student is considered absent due to incorrect geolocation:

- The student must still complete the clinical day as scheduled;
- The student must make up a full clinical day during finals week of that trimester;
- A Personal Day Off (PDO) may not be used for the make-up time; and
- There will be no exceptions to this policy.

If more than one instance of incorrect geolocation occurs, the student will no longer be permitted to use a smart device to clock in or out for the remainder of the program.

If a student forgets to clock in or out, the student must document the missed clock-in or clock-out using the **Time Exception** function in Trajecsys. Time Exceptions may be used a maximum of two times per trimester. Each additional Time Exception will result in a 1% reduction of the final clinical grade.

5.4.3 Personal Days Off (PDO)

In addition to the two absences permitted under the Clinical Attendance policy, each student is allowed two (2) Personal Days Off (PDO) each clinical trimester.

The following requirements apply to PDO use:

- A PDO must cover the entirety of a scheduled clinical shift. Partial shift coverage is not permitted.
- Students are not required to make up clinical days taken as PDOs.
- Unused PDOs do not carry over into the next trimester.
- Students are responsible for informing faculty on the day of the missed clinical time whether the absence will be used as a PDO.
- PDOs cannot be retroactively applied to missed clinical time.

Personal Days Off are a privilege. Students who abuse any program policy or procedure, as determined by faculty, may have their PDOs suspended for that

trimester. If the student has already used their PDOs for that trimester, the next trimester's PDOs may be suspended.

If a student chooses to save PDOs until the last week of the trimester, the student must ensure that all clinical requirements for that trimester are completed before taking the PDOs. If any clinical requirements are pending, the student will not be allowed to take the PDOs.

5.4.4 PDO, Absence, or Late Arrival Notification

Students must notify both program faculty and the assigned clinical site in the event of a Personal Day Off (PDO), absence, or late arrival. Notification must occur prior to the start of the assigned clinical rotation.

Students must complete both of the following steps:

1. Notify the assigned clinical site by email prior to the start of the clinical rotation. The email must include:
 - Date/day of the absence or PDO
 - Assigned area
2. Notify all program faculty prior to the start of the clinical rotation by completing the Trajecsys PDO/Absence Form.

Failure to complete the required notification steps will result in a 1% reduction in the student's Professional Integrity grade for each incident.

If a student is absent from clinical and is not using a PDO, the student must submit a valid reason and supporting documentation, such as a doctor's note or evidence of car trouble, to the Clinical Coordinator within 24 hours from the first date of absence. Failure to submit the required documentation within the stated timeframe will result in the absence being considered unexcused.

An unexcused absence will result in a written reprimand. The student is also subject to grade reductions for accumulating three (3) or more absences within a given trimester.

Vacation time during the trimester is highly discouraged because it may affect course success, clinical progress, or progression in the Program. Vacation time is considered an unexcused absence and may be subject to grade reductions.

5.4.5 Absenteeism and Tardiness

Students must arrive at the clinical site on time. Tardiness is defined as not being present, clocked in, and in the assigned area ready to work within 5 minutes of the published clinical schedule.

The following attendance requirements apply:

- Failure to clock in within 5 minutes of scheduled start time will be recorded as a tardy.
- A student may accumulate two excused absences or tardies without penalty to the clinical grade.
- Accumulating more than two incidents of absenteeism or tardiness during a trimester will result in grade reduction and disciplinary action.

Consequences are as follows:

- Three incidents will result in a 5% reduction in the final clinical course grade and a written warning.
- More than three incidents will result in a 10% reduction in the final clinical course grade, a written reprimand, and possible clinical probation.
- More than ten incidents of clinical absence or tardiness at any time during the program may result in dismissal.

The University attendance policy also applies. When a student's absences, excused or unexcused, exceed 20% of the total course appointments, a grade of "F" may be given for the course.



STUDENT SUCCESS TIP #5: Treat Clinicals Like a Job Interview

Every clinical day is an opportunity to build your professional reputation.

Waiting until the end of the trimester may limit available support options.



SUCCESS STRATEGY: ARRIVE ON TIME, PREPARED, DEMONSTRATE INITIATIVE, AND MAINTAIN PROFESSIONAL COMMUNICATION.

5.4.6 Make-Up Clinical Time

Make-up clinical time must be scheduled with clinical program faculty at least two days before the make-up time is to be completed.

The following requirements apply to make-up clinical time:

- If the student fails to complete scheduled make-up time without prior notification, the missed make-up time will be counted as additional missed clinical time.
- Failure to complete make-up time as scheduled will result in additional make-up time equivalent to the missed scheduled time.
- If make-up time is missed without prior notification to faculty, the missed make-up time will be considered an absence.
- All policies regarding time and attendance apply to make-up clinical time.
- All missed clinical time, regardless of reason, must be made up in coordination with clinical site and Clinical Faculty.
- Make up time may not be taken during the lunch break. Students are encouraged to take a thirty- minute lunch break.

5.4.7 Extra Clinical Time

Extra clinical time is separate from required make-up clinical time. Students requesting to complete extra clinical time must submit the request in writing through Canvas or AHU email to the Clinical Coordinator for approval.

Extra clinical time may not be completed without prior approval and must comply with all clinical scheduling limits, supervision requirements, and program policies.

5.4.8 Clinical Schedule Limits

Clinical time, including make-up clinical time, may only be completed during approved clinical hours. Any change to the posted clinical dates or times must be approved by Program Faculty and clinical site.

Approved clinical hours are:

- Monday through Friday: 6:00 a.m. to 6:00 p.m.*

**Please note: Not all clinical site operation hours are the same and approved clinical hours may differ at each clinical location*

Students may not exceed:

- 40 combined class, clinical, and clinical make-up hours per week

Students are not permitted to switch clinical rotations with another student. If extenuating circumstances arise, the student must receive approval from the Clinical Coordinator before any change is made to the clinical schedule.

5.5 Clinical Supervision

The clinical phase of the Nuclear Medicine Technology Program provides an environment for supervised clinical education and experience and offers a sufficient, well-balanced variety of imaging examinations. In addition, the student will be introduced to a variety of imaging equipment.

5.5.1 Direct and Indirect Supervision

The JRCNMT states that:

“...direct supervision of students by a qualified technologist is required at clinical affiliates until competence is demonstrated, after which time supervision may be indirect. Direct supervision requires the clinical instructor to be physically present with the student. Indirect supervision requires the clinical instructor to be within the facility and immediately available to provide direct supervision.” (See exceptions noted below) *

The student will work under the direct supervision of a technologist until they have demonstrated competency in any given procedure. Once competency has been demonstrated, the student will work under the indirect supervision of a technologist.

***A student will perform radiopharmaceutical injections only under the direct supervision of a qualified technologist.**

***A student will perform contrast media injections only under the direct supervision of a qualified technologist, nurse, or physician.**

5.5.4 Repeat Policy

Any images that need to be repeated must always be performed under the direct supervision of a registered radiographer, regardless of the student's level in the program. Technologist initials must be obtained on all repeated images to verify that direct supervision occurred. Students who choose to perform a repeat without adequate supervision, regardless of the reason, will receive a **written reprimand**.

Repeat Definition

A repeat image is defined as *any additional image outside the published protocol, whether rejected or submitted, that is taken to provide further diagnostic information.*

Repeat images must be completed under direct supervision. The presence of a qualified technologist during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

Documentation Requirement

Failure to properly record any repeated CT on the Clinical Procedure Log will result in a written warning and a 1% reduction of the Professional Integrity grade. These reductions apply to each occurrence.

If the student accumulates more than two violations in a given trimester, the student will receive a written reprimand and will be subject to the corresponding grade reduction as stated in the B.S. Nuclear Medicine Technology Program Manual. Any student demonstrating a gross disregard for this policy may be subject to program dismissal.

Examples of violations include:

- Missing technologist initials for a repeat; and
- Missing the reason for the repeat

Correction Process

Upon notification of a violation, the student will have two weeks to log the repeat correctly on the Clinical Procedure Log and/or obtain the supervising technologist's initials. The corrected Clinical Procedure Log must be submitted to faculty for verification of successful remediation.

Note: The student will still receive the 1% grade reduction for each violation of the Repeat Policy, even after the correction process is complete. If the correction process is not completed within two weeks, the student will be suspended from clinicals until the process is completed.

5.6 Clinical Procedure Logs

5.6.1. Nuclear Medicine Procedure Logs

Each student will record all procedures performed or participated in during their clinical rotations on the Clinical Procedure Log. These logs will be maintained for each clinical site attended.

5.6.2 Computed Tomography (CT) Procedure Logs

Each student will record all repetitions performed during their CT clinical rotations on the Clinical Procedure Log. In addition, all CT repetitions must then be entered electronically into the ARRT website. These entries are **not** to be accomplished during clinicals hours.

Submission Requirements

The Clinical Procedure Log must be submitted to CANVAS by the due dates provided in the Clinical Education courses. Clinical Procedure Logs are evaluated by program faculty to ensure accuracy and completion.

Late or Missing Submissions

Failure to submit these forms on the due date will result in a 1% reduction of the Professional Integrity grade for each day the forms are late.

Forms submitted more than one week after the due date will result in the student receiving a written reprimand. If a student fails to submit their Clinical Procedure Logs for any reason, the student will receive a written reprimand.

Students who repeatedly fail to submit these forms will be subject to clinical probation as outlined in the Disciplinary Policy.

**STUDENT SUCCESS TIP #6: Build Professional Relationships**

Your professional network begins day one.

These relationships often lead to mentorship, references, and future job opportunities.



**SUCCESS STRATEGY: NETWORK WITH FACULTY, PRECEPTORS,
TECHNOLOGISTS, LEADERS, AND CLASSMATES**

Section 6: Safety, Risk Management, and Patient Care

6.1 Patient Safety & Identification

AdventHealth University is dedicated to promoting and ensuring the safety of all patients. This includes proper patient identification, patient assessment, and the administration of any classification of drug.

Students are responsible for adhering to the Patient Safety Goals established by their clinical site. These include, but are not limited to:

- Identifying patients correctly. Use at least two methods to identify patients, including full name and date of birth.
- Using proper communication among staff. Communicate to all personnel involved about the status of the patient, including any known allergies.
- Prevention of infection. Employ the proper techniques to prevent the spread of infection, such as handwashing and proper disposal of medical waste.
- Prevention of patient injuries. Take precautions to ensure the safety of all patients with regards to bedrails, obstacles, and other hazards.
- Prompt response. Be mindful of the status of the patient from the start of your encounter. Regularly assess the condition of the patient and report any deterioration in the patient's condition to the appropriate medical personnel.
- Use of emergency response codes. Know the types of emergency response codes applicable to the clinical setting and the appropriate action to take.

6.2 Nuclear Medicine Technology Laboratory Safety

The Nuclear Medicine Program Laboratory (Lab) consists of a gamma camera, processing stations, dose calibrators, well counters, IV equipment, and GM survey meters.

Students are allowed to utilize the lab to practice and sharpen their skills. Lab practice outside of class should be requested by the student. The faculty will then arrange time for the student to practice under the observation of Faculty. Nuclear Medicine faculty must be available if students wish to utilize the lab for practice during normal hours. When the Nuclear Medicine Program Faculty are not available, the lab will be closed, and the door locked. Any violations of this policy will result in the offending student(s) being banned

from practicing in the lab for the remainder of that trimester. Future violations of this policy will result in a recommendation of dismissal from the program.

6.3 Personal Safety

The following rules and recommendations have been established to maintain the students' safety when in the clinical environment. Any violation may result in compromise of the students' safety.

- Students will adhere to the safety regulations set forth by the clinical facility. This includes security and fire regulations.
- Students will utilize proper body mechanics when assisting with and moving patients, equipment, and/or supplies. Proper body mechanics are taught to the students in the RTCA113 Patient Care for Health Sciences course in the trimester before they begin their clinical education.
- Students must follow universal precautions with respect to handwashing, infection control, and proper disposal of medical waste.
- When entering patients' rooms, adhere to any contact or respiratory precautions required. Use the appropriate personal protective equipment (PPE).
- If a student experiences a needlestick or exposure to body fluids, they are to cleanse the area, then call the Needlestick Hotline for AdventHealth at 1-888-807-1020 or contact Employee Health for AdventHealth Rocky Mountain or other Denver clinical sites.
- Report any suspicious or violent behavior to hospital security or dial 911.
- If a student experiences a personal injury, they are to fill out the necessary incident report forms required by the hospital and notify the Clinical Coordinator.

6.4 Communicable Disease & Needlestick Policy

AdventHealth and AdventHealth Rocky Mountain are not responsible for providing testing or treatment in the event that students become injured or exposed to a communicable disease while performing clinical responsibilities. The student is required to utilize personal insurance coverage and to consult their personal physician for follow-up of any injury or exposure.

For the purpose of this policy, the communicable disease is defined as any disease transmitted from one person to another, i.e., tuberculosis, hepatitis, meningitis, chicken pox, or HIV/AIDS.

If a student is exposed to a communicable disease in the clinical environment, they should notify the department coordinator and Program Clinical Coordinator to alert the Infection Control office. Follow-up should be made with the student's personal physician.

If the student experiences a needle-stick injury, they should first wash the wound and then call the Employee Health Clinic (see below). This number is available twenty-four hours a day. The student will receive counseling and a packet of information and forms for follow-up.

AdventHealth Needle-Stick Hotline: 1-888-807-1020

AdventHealth Rocky Mountain Needle Stick Hotline: Contact Employee Health

If a student develops an infectious disease, they must notify the program faculty immediately. The student will be temporarily relieved from clinical responsibilities according to the recommendation of the Infection Control Department. All employees/students/patients exposed to the individual will be identified and notified by Infection Control. Refer to the *AHU Student Handbook* for the complete "[*Communicable Disease Policy*](#)."

Failure to abide by clinical site PPE requirements will result in dismissal from clinical education and/or program.

6.5 Pregnancy Policy

The AHU Nuclear Medicine Technology Program adheres to the published nuclear regulatory standards by the National Regulatory Commission with regard to the declaration and discussion of pregnancy, including the appropriate courses of action once the declaration of pregnancy has occurred. This policy is also found in the clinical syllabi and Radiation Safety Manual (located in Canvas "Cohort 2028" Course).

6.6 MRI Safety Screening

MRI (Magnetic Resonance Imaging) is a medical imaging technique that uses powerful magnetic fields and radio waves to create detailed images of the body. MRI machines can be dangerous if not operated properly and can pose serious risks to patients and

healthcare workers. As such, it is important for students in a Nuclear Medicine Technology clinical program to be screened for MRI safety before entering the Imaging Department or participating in any MRI-related activities.

The following policy outlines the steps that must be taken to ensure the safety of students in a Nuclear Medicine Technology clinical program when working around MRI equipment:

1. All students in the Nuclear Medicine Technology clinical program must complete an MRI safety screening questionnaire before entering the clinical environment. The student is responsible for communicating any changes to their MR safety status to the faculty.
2. The questionnaire will include questions related to the student's medical history, including any conditions that may pose a risk during an MRI procedure, such as external or internal medical devices, metallic implants, or any other metallic fragments or shrapnel.
3. In addition to the questionnaire, students are educated at multiple points during the Nuclear Medicine Technology Program on MRI safety, including education on the risks associated with magnetic fields and radio waves, as well as proper procedures for entering the MRI environment.
4. If the student has any medical conditions or devices that may pose a risk during an MRI procedure, the program director should consult with the student's physician and the MRI facility's medical director to determine whether it is safe for the student to participate in MRI-related activities.
5. If it is determined that the student cannot safely participate in MRI-related activities, the program director should work with the student to identify alternative learning opportunities that do not involve MRI equipment.
6. Students who are cleared for MRI-related activities will wear appropriate clinical attire and may be asked to change before entering zone III or IV or the MRI suite.
7. Students will be asked to remove all articles or items from their person before entering the scan room.
8. Students should be reminded of the risks associated with MRI equipment and abide by the clinical site's MRI safety protocols and procedures at all times.

By following these steps, Nuclear Medicine Technology clinical programs can ensure that their students are properly screened and trained for MRI safety, reducing the risk of injury or

harm while working around MRI equipment. *Any student found to be negligent of MRI safety protocols while assisting in the MRI environment will be considered for Program dismissal.*

6.7 Contrast Injection Expectations

Injecting patients with contrast for certain examinations is part of the requirements for CT technologists. Students in the Nuclear Medicine Technology Program will receive training on the proper method of injecting patients with contrast media.

While enrolled in the program, students must follow the requirements of the assigned clinical education site regarding contrast media injections. Some clinical education sites do not permit students to inject patients. Other clinical education sites may allow students to perform contrast media injections; however, a registered technologist, registered nurse, or physician must be present in the room and directly observe the student during the injection.

This requirement remains in effect for the entire length of the program.

6.8 Incident Reporting

If a student experiences a personal injury, they are to fill out the necessary incident report forms required by the facility and notify the Clinical Coordinator.

Section 7: Clinical Uniform and Appearance

7.1 Uniform Ordering

Clinical uniforms must be ordered through Scrubs n Stuff. Ordering instructions are located in the CANVAS “Cohort 2028” Course.

7.2 Uniform Requirements

The clinical uniform consists of:

- A navy-blue scrub top embroidered with the AHU “Nuclear Medicine/ CT Student” logo;
- Matching navy-blue scrub pants; and
- White lab coat embroidered with the AHU “Nuclear Medicine/ CT Student” logo;

Uniforms must meet the following requirements:

- Properly sized to avoid a tight or inappropriate fit;
- Allow for comfort and ease of movement while maintaining coverage during bending, lifting, kneeling, or squatting in lab and clinical settings;
- Scrub tops must be long enough, and scrub pants must be high enough on the waist to ensure modesty;
- Clean and in good repair;
- Pressed and free of wrinkles;
- Properly hemmed; and
- Free of rips, holes, stains, fading, or any visible blemishes.

7.3.1 Lab Coat

White lab coats with long sleeves must be always worn while in the nuclear medicine department. Lab coats will have “AHU Nuclear Medicine/ CT Student” logo. Lab coats **MUST** be purchased by the approved vendor provided by program.

Please note: Lab coats are optional for use in CT clinical settings.

7.3.2 Undershirts and Undergarments

The following requirements apply to undershirts and undergarments:

- If a T-shirt is worn under the scrub top, it must be plain white with no visible logos or lettering.
- Undergarments must be worn and must not be visible through or outside of the uniform.

7.3.3 Footwear

Shoes must be closed toe, appropriate for the clinical environment, and in good repair.

7.3.4 Required Accessories

Students must wear their dosimeter badge and hospital ID cards on the outside left side of the uniform in a visible location while in the clinical setting. Ring badges must be worn in the nuclear medicine setting, but are optional in CT clinical areas.

7.8 General Appearance

- **Hair** must be clean, groomed, and styled in a way that does not interfere with clinical duties. In direct patient care, hair must be pinned back or styled to avoid falling over patients. Some departments may require the use of hair nets or caps.
- **Unnatural hair colors** (e.g., green, blue, pink) are not permitted.
- **Facial hair** must be neatly groomed and maintained professionally. It must not interfere with the fit, seal, or function of a respiratory mask per OSHA standards. Adornments and rubber bands in beards are not permitted. Hair nets may be required over beards in some departments.
- **Tattoos** must be free of vulgar or offensive content and should be covered as much as possible.
- Students should avoid wearing strong scents and be mindful of the potential effects of odors on patients, visitors, and staff.
- **Cosmetics**, when worn, should not be excessive, should enhance natural features, and project a professional image.
- **Jewelry:**
 - Must not present a safety hazard.
 - Stud earrings no larger than 1/4 inch are permitted; all other types of earrings are not allowed.
 - Visible body piercings are not permitted.
 - Facial piercings (e.g., nose, lip, eyebrow) must be removed.

- Gauges must not exceed the natural earlobe size and must be replaced with skin-colored plugs. If excess skin is visible after gauge removal, it must be taped back.
- Determining appropriateness of student's jewelry is the discretion of the clinical faculty and must comply with all safety standards, as well as program/facility/department expectations of professionalism.
- **Head Coverings:**
 - Head coverings are not permitted unless required for a radiographic exam or worn for approved religious purposes.
 - Exam-Related Head Coverings must be hospital-issued or plain navy blue, free of logos, emblems, or decorations, unless issued by the clinical site.
 - Religious Head Coverings are allowed with prior approval from the Clinical Coordinator
- **Fingernails:**
 - Must be clean, neat, and kept to a reasonable length (no longer than ¼ inch in clinical areas)
 - Acrylics, artificial nails, nail extenders, and silk overlays are not permitted in clinical areas
 - Some departments prohibit all nail polish; students must follow their department's specific protocols

7.9 Personal Hygiene

Students are required to maintain personal hygiene in clinical, classroom, and laboratory settings. Every detail of personal hygiene is extremely important. Students are expected to present a positive image of themselves, considering the needs of patients and/or peers.

Personal hygiene includes, but is not limited to:

- Daily bathing and oral hygiene
- Clean body and minimized body odors, including bad breath
- No heavily scented perfumes/powders, colognes, and lotions
- Clean and trimmed fingernails
- Neat and well-groomed hair and facial hair
- Modest make-up
- Following appropriate guidelines with respect to clothing contaminated with blood, body fluids, or other contaminants

7.10 Noncompliance

Students arriving in the clinical area inappropriately dressed or unshaven (as determined by program faculty or department staff) may be asked to leave. Any time missed due to non-compliance must be made up. Additionally, the student will receive a written reprimand as appropriate.

Section 8: Curriculum, Scheduling, and Progression

8.1 Recommended Course Sequence

The following is the recommended sequence for students in the Nuclear Medicine Technology Program. Individual student course sequence may differ from this for students who have previous college/university level credits. However, the length of the program courses will remain at 5 trimesters, as all Nuclear Medicine Technology program courses can only be taken in the indicated trimester. A student who successfully follows this sequence will complete the curricular requirements. Failure to follow this recommended sequence may result in the student not graduating on time and will delay the student sitting for certification examination.

Recommended Course Sequence*

<i>First Year</i>	Summer	Fall	Spring
*BIOL 101/ 101L: Anatomy and Physiology I with Lab		4	
*MATH 120: College Algebra		3	
*ENGL 101: English Composition I		3	
**RELP 103: Philosophy of Healthcare		3	
*BIOL 102/ 102L: Anatomy and Physiology II with Lab			4
*STAT 205/ 215: Introduction to Applied Statistics/ Elementary Statistics			3
*ENGL102: English Composition II			3
PSYC 124: General Psychology			3
Trimester Total		13	13

Second Year	Summer	Fall	Spring
*PHYS 121: Survey of Physics***		4	
HPER 125: Health and Wellbeing		2	
*CHEM 151/ 151L: General Chemistry I with Lab		4	
REL___: Religion Elective		3	
*CHEM 152/ 152L: General Chemistry II with Lab			4
BIOL 144/ 144L: Cross Sectional Anatomy with Lab			3
RELE 305: Ethics for Nursing and Allied Health			3
***ELECTIVE			3
Trimester Total		13	13

Third Year	Summer	Fall	Spring
RTNM 301: Foundations of Nuclear Medicine		4	
RTNM 302: Introduction to Clinical Nuclear Medicine		3	
RTCA 113: Patient Care for the Health Sciences		2	
Humanities Elective		3	
RTNM310: Nuclear Medicine Procedures I			3
RTNM320: Nuclear Medicine Instrumentation with Lab			4
RTNM 331: Radiobiology and Radiation Protection			2
Clinical Nuclear Medicine I			3
Upper Religion Elective			3
Trimester Total		12	15

Fourth Year	Summer	Fall	Spring
RTNM 311: Nuclear Medicine Procedures II	3		
RTNM 325: Radiopharmacy and Pharmacology	3		
RTNM 351: Clinical Nuclear Medicine II	4		
RADS 371(v): Physics & Instrumentation of CT (5wk)	3		
RADS 372(v): CT Imaging Procedures (5wk)	3		
RTNM 412: Nuclear Medicine Procedures III		3	
RTNM 463: Clinical Nuclear Medicine III		3	
RTNM 481: Journal Review and Research		2	
RADS 373(v): CT Pathology and Case Studies (5wk)		3	
CT Clinical Internship		1	
RTNM483: Seminars in Nuclear Medicine Technology			3
RTNM473: Advanced Imaging			3
RTNM 464: Clinical Nuclear Medicine IV			3
RADS 425(v): CT Registry Review (4wk)			3
RTNM 441: CT Clinical Internship II			1
Trimester Total	16	12	13

*** Prerequisite courses**

****Students must take REL P 103: Philosophy of Healthcare during their first trimester at AHU.**

*****Pre-med (or Professional degree) students are advised to consider taking both PHYS151 & PHYS 152 (with labs)**

***** Students taking PHYS 151 & Lab and PHYS 152 & Lab do not require an additional elective.**

See Academic Catalog for more information.

8.2 Education Sequence

Nuclear Medicine program courses are completed in sequence throughout the Nuclear Medicine Technology Program and must be taken in the indicated trimester.

A student who successfully follows the recommended course sequence will complete the curricular requirements. Failure to follow the recommended sequence may result in the student not graduating on time and may delay the student sitting for the ARRT certification examination.



STUDENT SUCCESS TIP #7: Plan Ahead Each Trimester

Review course syllabus & schedule thoroughly during the first week of classes.

The most successful student plan their trimester before it starts.



SUCCESS STRATEGY: ADD MAJOR ASSIGNMENTS, EXAMS, CLINICAL DATES AND DEADLINES TO YOUR CALENDAR IMMEDIATELY

8.3 Course Descriptions & Technology Requirements

For a comprehensive overview of the Nuclear Medicine Technology Program curriculum, detailed course descriptions, and technology requirements, students should visit the [B.S. Nuclear Medicine Technology Program website](#) and/or refer to the [AHU Academic Catalog](#).

These resources provide information regarding the structure of the program, the content of individual courses, and any technology or software requirements necessary for successful participation.

8.4 Time on Task/ Clock to Credit Hours

8.4.1 Didactic Courses/ Time on Task

Time on task is the total learning time spent by a student in a course. This includes instructional time, time spent studying, and completing course assignments (e.g., reading, research, writing, individual and group projects.) Regardless of the delivery method (face-to-face, online synchronous, or asynchronous) or the particular

learning activities employed, the amount of learning time in any course should meet the guidelines. Categories and allotted times will vary for each course and are subject to change at the discretion of the instructor. For a typical 14-week course, students can expect to spend an average of three hours per week/per credit in lecture, reading, group assignments etc. Therefore, a student can expect to spend nine hours per week on task for a three credit/14-week course. Students can expect to spend 18 hours per week on task for a three credit/7- week course.

8.4.2 Clinical Courses/ Clock to Credit Hour

The Nuclear Medicine Program uses the following clinical ratio for clock to credit conversion: 80 hours = 1 credit

8.4 Progression Expectations

Refer to the AHU Academic Catalog for the complete “[Academic Dismissal](#)” and “[Drop/Withdraw](#)” and “[Attendance and Progression](#)” policies. Students who are unsuccessful in a Nuclear Medicine Program course will not be able to progress in the program. Students who must withdraw from the program due to course failure may have the option to reapply for admission to the following Cohort. Readmission is not guaranteed. Students who are unsuccessful in two Nuclear Medicine Technology courses will be permanently dismissed from the Program without eligibility to reapply.

8.5 Readmission and Audit Requirements

Information regarding B.S. Nuclear Medicine Technology Program admission, progression, readmission, and completion can be found in the *Academic Catalog*. Students are held accountable to the policies and procedures outlined in the current [Academic Catalog](#), [Student Handbook](#), and the current *B.S. Nuclear Medicine Technology Program Manual*. Students may be required to audit previous courses upon readmission.

STUDENT SUCCESS TIP #8: Know Your Program Requirements

Understanding expectations early can help you avoid surprises later in the program.

 **SUCCESS STRATEGY: REVIEW PROGRESSION POLICIES, GPA REQUIREMENTS, COMPETENCY EXPECTATIONS, AND GRADUATION CRITERIA REGULARLY.**

Section 9: Grading and Evaluation

9.1 Nuclear Medicine Technology Program Grading Scale

In order to maintain satisfactory academic progress in the Nuclear Medicine Technology Program, each student must achieve and retain a minimum grade of **79.50% (B-)**.

The grading scale for the Nuclear Medicine Technology Program is as follows:

Grade	Percentage	Rounding Percentage	GPA (4.00 Scale)
A	95-100%	94.50-100%	4.00
A-	90-94%	89.50-94.49%	3.67
B+	87-89%	86.50-89.49%	3.33
B	83-86%	82.50-86.49%	3.00
B-	80-82%	79.50-82.49%	2.67
C+	77-79%	76.50-79.49%	2.33
C	73-76%	72.50-76.49%	2.00
C-	70-72%	69.50-72.49%	1.67
D+	67-69%	66.50-69.49%	1.33
D	63-66%	62.50-66.49%	1.00
D-	60-62%	59.50-62.49%	0.67
F	<60%	0-59.49%	0.00

≥0.50 Round up to next number

≤0.49 Round down to next number

9.2 Clinical Grade

Students are responsible for fulfilling all clinical course requirements before the appointed deadline as published in the clinical syllabus. Students must plan ahead and utilize each clinical rotation effectively to master the necessary skills required to complete clinical course requirements.

Evaluation of Clinical Grade

Clinical Education course grading scales and grade component percentages are published in the respective Clinical Education course syllabi. Students are responsible for reviewing and understanding the grading criteria, assignment requirements, competency requirements, and deadlines outlined in each clinical syllabus.

A minimum grade of **79.50%** is required to progress in the program.

For Pass/Fail courses: All assignments are required to be completed successfully to pass the course.

Additional factors that may affect the student's trimester grade (or Pass/ Fail status), as noted in each respective syllabus, include:

- Attendance;
- Disciplinary actions;
- Incomplete Competency or Repetition goals; and
- Timeliness/ Completion of submission of clinical requirements.

9.3 Professional Integrity Grade

The Professional Integrity grade is a component of Nuclear Medicine program courses and reflects the student's ability to demonstrate accountability, reliability, ethical behavior, professional communication, and compliance with Nuclear Medicine Technology Program and clinical education policies.

Professional Integrity may be affected by, but is not limited to, the following:

- Attendance, tardiness, or failure to follow clinical notification procedures;
- Failure to notify the assigned clinical site and program faculty prior to an absence, PDO, or late arrival;
- Failure to properly complete or submit Clinical Procedure Logs and/or Clinical Evaluations by the required due date;
- Failure to properly document repeat scans;
- Disciplinary actions, including written warnings, written reprimands, clinical probation, or dismissal-related concerns;
- Unprofessional conduct, lack of accountability, or failure to follow program, university, or clinical site policies.

Grade reductions related to Professional Integrity will be applied as outlined in the applicable policy sections and respective course syllabi. Students are responsible for reviewing all clinical requirements, deadlines, documentation expectations, and professional conduct standards.

9.4 Clinical Competency/ Repetition Requirements ☒

Students will be required to complete clinical competency/repetition requirements for both nuclear medicine and computed tomography to successfully complete the program. The AHU Nuclear Medicine program follows the ARRT procedure requirements for both nuclear medicine and computed tomography education. The ARRT requirements include patient care competencies, equipment checkoffs, and quality control performance in addition to imaging procedures. The specifics of these required procedures will be provided to you during your clinical courses and may be found on the ARRT website.

9.4.1 Attempting a Competency or Repetition

A student must declare their intention to comp on an exam to the technologist **before** the start of the exam. The technologist may offer assistance, but it is the student's responsibility to take the lead in performing the exam.

If, during the competency/ repetition testing, the student must be corrected or assisted in any manner, this may be reflected in the grading of the competency exam.

The supervising technologist is allowed to stop the student at any time during the competency exam if they feel that the student is not demonstrating competence or harm will result to the patient.

A student may prove competence on an exam at the technologist's discretion. If the technologist feels that the patient is not an appropriate case on which to perform a competency test, they may deny the student's request.

Competencies performed with staff technologists are evaluated by one of the program faculty. Changes to the competency grade may be made at the discretion of the program faculty.

9.4.2 Trajecsyst Documentation Requirement

Competency exams must be entered in Trajecsyst within **three business days** of the date of the competency exam to be considered valid.

It is the student's responsibility to remind the technologist to enter the competency in the Trajecsyst system and verify it has been entered. If the comp is not entered within this timeframe, the comp is considered invalid and will not count towards the student's clinical grade; therefore, the student would need to re-comp the exam.

9.4.3 Post-Competency/ Repetition Expectations

Competency in a procedure does not indicate mastery. Competency means the student has demonstrated the ability to perform the procedure without direct supervision. Mastery develops through continued performance and clinical experience.

Once a student has successfully competency tested or met repetition requirements on a procedure, the student is expected to continue performing that procedure when appropriate. Refusal to perform a procedure because the student has already competency tested on it or completed the necessary repetitions will not be tolerated and may result in disciplinary action. *Refer to Section 10.1: Disciplinary Process.*

9.4.4 Faculty Review of Competencies

Competencies performed with staff technologists are subject to review by Program faculty. Competency grades may be modified at the discretion of Program faculty based on documentation, image evaluation, clinical site feedback, or other relevant information.

9.4.5 Simulations

Some simulations for program requirements are offered in class during on-campus labs. However, due to the experience gained in performing examinations on actual patients, it is highly recommended that all mandatory and elective *Nuclear Medicine Imaging Procedures* be performed on actual patients. **(Please note: simulations are only applicable to nuclear medicine procedures and are not applicable to CT repetitions).** Simulations may be approved in certain situations. If a student wishes to simulate an exam at a clinical site, the AES and Clinical Coordinator must approve it.

ARRT defines simulation of a clinical procedure routinely performed on a patient as “the candidate completing all possible hands-on tasks of the procedure on a live human being using the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient.”

ARRT requires that competencies performed as a simulation must meet the same criteria as competencies demonstrated on patients. For example, the competency must be performed under the direct observation of the program director or program director’s designee and be performed independently, consistently, and effectively.

Simulated performance must meet the following criteria:

- Simulation of procedures requires the use of proper equipment such as a gamma camera or processing station.
- A maximum of five diagnostic and therapeutic procedures may be simulated. If applicable, the candidate must evaluate related images and computer processing.

A therapy simulation may include, but not limited to, explaining the indications for a therapy treatment, how a dose is calculated, prepared, and shielded, answering questions about the therapy, and providing patient post therapy instructions. A diagnostic procedure simulation may include, but not limited to, answering questions about the preparation and radiopharmaceutical used, setting up equipment for an acquisition, positioning the patient or volunteer, and reprocessing a previous study if applicable.

The following policy applies to the performance of elective competency examinations and simulations:

Students are expected to make every reasonable effort to complete all required competency examinations (comps) on actual patients during their assigned clinical experiences. The goal of clinical education is to ensure students demonstrate performance on real patient cases whenever possible, and simulation is intended only as a limited, last-resort option.

9.5 Student Clinical Evaluations

To assess student progress throughout the clinical education experience, the Affiliate Education Supervisor (AES) or supervising staff technologist at each clinical rotation site will submit student evaluations in Trajecsyst at designated times during each trimester.

Any student who receives a failing or substandard evaluation may be required to meet with the Clinical Coordinator for counseling.

9.6 Competency Completion Requirements

Students are responsible for completing all required clinical competencies, equipment checkoffs, General Patient Care competencies, and program-specific competency requirements as outlined in this Manual and the applicable Clinical Education course syllabi.

Competency completion is determined by successful completion, proper documentation, and faculty verification of the required competencies. Competencies that are incomplete,

invalid, unsuccessful, or not submitted within the required timeframe will not count toward trimester or program completion requirements.

Students must meet all applicable mandatory, elective, equipment checkoff, and General Patient Care competency requirements before completion of the Nuclear Medicine Technology Program. Failure to complete required competencies may affect clinical course progression, program completion, and eligibility for certification examination requirements.



STUDENT SUCCESS TIP #9: Track Clinical Competencies Early

Don't wait until the end of a rotation to complete competencies.

Small daily progress prevents end-of-trimester stress.



**SUCCESS STRATEGY: TAKE ADVANTAGE OF OPPORTUNITIES AS THEY ARISE AND
DOCUMENT PROCEDURES PROMPTLY**

Section 10: Corrective Action, Probation, and Dismissal

10.1 Disciplinary Process

Students in the Nuclear Medicine Technology Program are required to abide by the policies and procedures of AdventHealth University, the Nuclear Medicine Technology Program, AdventHealth System, and any other clinical education sites to which they are assigned. Students in the Nuclear Medicine Technology Program are expected to abide by the Code of Ethics of the American Registry of Radiologic Technologists and Nuclear Medicine Technology Certification Board (See Appendix A).

Failure to adhere to any of these may result in disciplinary action against the student. The disciplinary process is intended to help the student identify and correct unacceptable behavior and to promote a higher standard of professionalism. Disciplinary action is used to maintain a positive learning environment and safety in the didactic/clinical setting. Failure to conform to these regulations will result in one, or a combination, of the following:

10.2 Written Coaching

This is usually given on a first offense, provided that the offense is minor. This will identify the offense and present a course of action that the student will take to correct the behavior. Written coaching has no effect on the student's grade.

10.3 Written Warning

This is usually given for a second offense of a minor infraction or the first offense of a more serious infraction. This will identify the offense, present a course of action to correct the behavior, and instruct the student that another offense of this nature will result in a written reprimand. A written warning may have an effect on the student's grade.

10.4 Written Reprimand

This is usually given for the third offense of a minor infraction. It can also be given on the first offense of a serious nature, such as violating patient safety procedures while in the clinical setting or violating the "Direct Supervision" policy. The issuance of a written reprimand may result in the lowering of the final course grade by one step (i.e., from B+ to B).

10.5 Probation or Dismissal

This action may be taken as a last resort for those students who continue to display inappropriate behavior or who commit an infraction that is considered to be of a serious nature.

10.6 Infractions X

The infractions resulting in disciplinary action include, but are not limited to:

- Excessive Absenteeism
- Excessive Tardiness
- Excessive Trajcesys infractions
- Improper appearance/apparel
- Failure to notify faculty or clinical site prior to a tardiness or absence
- Unprofessional conduct
- Dishonesty
- Breach of confidentiality/Violation of HIPAA policies
- Soliciting or receiving tips/gifts in any form from patients
- Insubordination
- Any safety violation
- Leaving assigned area without notice or approval
- Failure to complete clinical assignments in a timely manner
- Repeated failure to submit clinical procedures logs or a gross disregard for logging repeats correctly
- Cheating as evidenced by test monitoring systems
- Lunch break tardiness

The following actions will be taken following any infraction:

1. The appropriate form will be completed by the faculty member indicating the specific infraction, the degree of seriousness of the infraction (i.e., coaching, warning, reprimand, or probation), and the steps required by the student to correct the behavior.
2. The infraction will be discussed with the student, and the form will be completed by faculty and sent to the student. For infractions at the level of “Written Reprimand” or above, the form will be signed by both the student and the faculty member. The student will receive a copy, and a copy will go into the student’s file.
3. The faculty member will discuss the infraction with the Program Director. Depending on the seriousness of the infraction, the Program Director may decide to talk to the student also.
4. If a student accumulates any subsequent disciplinary actions, the Program Director may recommend to the Department Chair probation or dismissal of the student from the program.

Additional items that the faculty will consider:

- Past disciplinary record
- Professional integrity
- Attitude
- Record of absenteeism and tardiness
- Grade record
- Clinical performance
- Proper clinical documentation

**Note: Faculty reserves the right to skip infraction levels based on severity of issue.*

10.7 Student Dismissal from a Clinical Site 🏢

Students are guests at the clinical site and should always demonstrate professional conduct and adherence to all department and affiliate policies and procedures. Students should utilize the ARRT and NMTCB Code of Ethics as a guideline for professional clinical behavior. The program will not tolerate policy non-compliance, unprofessional behavior, or any burden on a clinical site. This may include, but is not limited to:

- Professionalism concerns
- Patient safety or care concerns
- Non-compliance with site policies and procedures
- Lack of engagement

In the event the clinical site dismisses a student; the student will leave the site immediately and contact the Program Director and Clinical Coordinator. If the clinical site requests program faculty to notify the student of dismissal, program faculty will notify the student as soon as possible. In either case, the student may not contact the site without permission of the Program Director. Program faculty will determine, through interviews of the clinical site and student, the appropriate action plan which may include the following:

- Counseling
- Placement at a different clinical site. All efforts will be made to move the student should clinical space be available. If clinical space is not available, the student would be advised to reapply to the program.
- Clinical probation
- Program dismissal

If, after a student has been dismissed from a clinical site, they receive another site removal request during the same or future clinical education rotations, they will be immediately

removed from the current clinical education course and therefore, dismissed from the program.

10.8 Critical Error Policy

Patient safety and the importance of properly performing radiographic procedures are of paramount concern. In this regard, the following policy will be followed for any student found to have performed procedures improperly in which a critical error was determined to have occurred. Examples of situations classified as Critical Errors include, but are not limited to:

1. Performing an imaging examination on the Wrong Patient.
2. Placing the Wrong Name on an imaging exam or specimen.
3. Medication Errors.
4. Performing the Wrong Examination on a patient.
5. Placing the Wrong Marker/Annotation/L-R Procedure Description on an image.
6. The correct Anatomy/Region of Interest is not included in the exam.
7. All Correct Images are not sent to PACS for interpretation.
8. Errors determined to have the potential to directly affect the patient's treatment status.

When the Clinical Coordinator determines that a student has performed an examination that resulted in a Critical Error, the following disciplinary protocol will be followed for the duration of the Nuclear Medicine Technology program:

1. For the First Critical Error:
 - a. The student will receive a written warning.
2. For the Second Critical Error:
 - a. The student will receive a written reprimand.
 - b. This will result in the student's clinical grade for that trimester being lowered one step as per the Disciplinary Process (Section 10) in the B.S. Nuclear Medicine Technology Program Manual
 - c. The student will be required to submit a Reflection Paper on the incident that resulted in the Critical Error. The requirements for the Reflection Paper will be provided to the student.
3. For the Third Critical Error:
 - a. The student will be dismissed from the program. If eligible, students may re-apply to the program according to the policy as published in the Academic Catalog.

*It must be emphasized that being suspended for six (6) clinical days does not relieve the student from acquiring the mandatory number of competencies for that trimester. Failure to perform the required number of competency examinations will affect the clinical grade as noted in the clinical syllabus.

If the student shows a gross disregard for the Critical Error Policy, which results in (or has the potential to cause) serious injury to a patient, it is at the discretion of the Program Director to administer further disciplinary action to the student. Serious injury to the patient includes but is not limited to imaging the wrong patient and performing the wrong exam on the patient.

10.9 References

Students should refer to the following resources for additional guidance:

- [AdventHealth University Academic Catalog](#)
- [AdventHealth University Student Handbook](#)

Section 11: Graduation Requirements

In order to graduate from the Nuclear Medicine Technology Program, you must fulfill the requirements of AdventHealth University as listed in the *Academic Catalog*, as well as the following minimum program requirements:

- Complete all Nuclear Medicine Technology prerequisites, cognate courses and Nuclear Medicine Technology Program requirements with a minimum passing grade respective to the course/program as listed in course syllabi.
- Satisfactorily fulfill all mandatory and elective nuclear medicine competency requirements and CT repetition requirements as required by the ARRT. Refer to *Section 9.4, Clinical Competency/ Repetition Requirements*
- Have completed any missed clinical hours due to illness, pregnancy, etc.
- Not be on disciplinary probation.
- Possess the following skills:
 - Apply knowledge of anatomy, physiology, positioning, and Nuclear Medicine Technology/ CT scan acquisition techniques to accurately demonstrate appropriate imaging.
 - Understand the fundamental principles of X-ray production, radionuclide decay, and radiation interactions with matter, and apply these concepts to radiography, computed tomography (CT), and nuclear medicine imaging.
 - Operate medical imaging equipment and accessory devices.
 - Perform imaging utilizing ALARA principles with minimum radiation exposure to the patient.
 - Safely, accurately, and appropriately administer radiopharmaceuticals, contrast and medications according to protocol.
 - Demonstrate knowledge and skills relating to medical image processing.
 - Evaluate images for appropriate positioning and image quality.
 - Apply the principles of radiation protection to the patient, self, and others.
 - Provide patient care and comfort.
 - Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
 - Detect equipment malfunctions, report same to the proper authority and know the safe limits of equipment operation.
 - Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
 - Provide patient/public education related to imaging procedures and radiation protection/safety.
 - Support the profession's code of ethics and comply with the profession's scope of practice. Refer to *Section 12, Appendix A & B*.
 - Competently perform a full range of imaging procedures in nuclear medicine and CT.

 STUDENT SUCCESS TIP #10: Remember Your Purpose

The journey to become a Nuclear Medicine Technologist can be challenging, but every class, lab, and clinical experience contributes to your professional growth.

 **SUCCESS STRATEGY: FOCUS ON PROGRESS, NOT PERFECTION. CONSISTENT EFFORT LEADS TO SUCCESS.**

Note: Exceptions to the policies outlined in this manual may be granted only by the Program Director or Clinical Coordinator and will be considered on a case-by-case basis.

Section 12: Appendices

Appendix A: ARRT Code of Ethics

The American Registry of Radiologic Technologists

The American Registry of Radiologic Technologists (ARRT) employs the ARRT Standards of Ethics and includes a Code of Ethics. This articulates the type of behaviors expected of registered technologists. These expectations also apply to Nuclear Medicine Technology students.

The ARRT Code of Ethics are listed below. Please note: This is not the full ARRT Standards and Code of Ethics document. The full document can be accessed here: [2026 ARRT Standards of Ethics](#)

Code of Ethics

1. The Registrant acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registrant acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Registrant delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registrant practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registrant assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registrant acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registrant uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

8. Registrant practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registrant respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registrant continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registrant refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Appendix B: SNMMI/ NMTCB Code of Ethics

Principle 1 - The nuclear medicine technologist will provide services with compassion and respect for the dignity of the individual and with the intent to provide highest quality of patient care.

Principle 2 - The nuclear medicine technologist will provide care without discrimination regarding the nature of the illness or disease, gender, race, religion, sexual preference or socioeconomic status of the patient.

Principle 3 - The nuclear medicine technologist will maintain strict patient confidentiality in accordance with state and federal regulations.

Principle 4 - The nuclear medicine technologist will comply with the laws, regulations, and policies governing the practice of nuclear medicine.

Principle 5 - The nuclear medicine technologist will continually strive to improve his or her knowledge and technical skills.

Principle 6 - The nuclear medicine technologist will not engage in fraud, deception, or criminal activities.

Principle 7 - The nuclear medicine technologist will be an advocate for his or her profession.

Appendix C: Student Physical and Mental Requirements

Requirement	Occasionally	Frequently	Continually	Requirement	Occasionally	Frequently	Continually
General Requirements (has the ability to...)				Required Lifting (ability to lift...)			
Sit	☐	☐	☒	Up to 10 lbs	☐	☐	☒
Stand	☐	☐	☒	11 to 24 lbs	☐	☐	☒
Walk	☐	☐	☒	25 to 34 lbs	☐	☒	☐
Drive/ Have reliable transportation	☐	☐	☒	35 to 50 lbs	☐	☒	☐
Bend	☐	☒	☐	51 to 75 lbs	☐	☒	☐
Climb	☐	☒	☐	76 to 100 lbs	☐	☒	☐
Kneel	☐	☒	☐	Over 100 lbs	☒	☐	☐
Crouch	☐	☒	☐				
Twist	☐	☐	☒	Pushing/Pulling (ability to push and pull...)			
Maintain Balance	☐	☐	☒	Up to 10 lbs	☐	☐	☒
Reach	☐	☐	☒	11 to 24 lbs	☐	☐	☒
Don Appropriate PPE for Length of Shift	☐	☐	☒	25 to 34 lbs	☐	☒	☐
				35 to 50 lbs	☐	☒	☐
Sensory Requirements (has ability for...)				51 to 75 lbs	☐	☒	☐
Far Vision	☐	☐	☒	76 to 100 lbs	☐	☒	☐
Near Vision	☐	☐	☒	Over 100 lbs	☐	☒	☐
Color Vision	☐	☐	☒				
Depth Perception	☐	☐	☒	Hand Manipulation (ability with...)			
Seeing Fine Details	☐	☐	☒	Simple Grasping	☐	☐	☒
Hearing Norm Speech (with and without mask)	☐	☐	☒	Firm Grasping	☐	☐	☒
Hearing Overhead Pages	☐	☐	☒	Fine Manipulation	☐	☐	☒
Telephone use	☐	☒	☐	Use of Keyboards	☐	☐	☒
View Monitors/Equipment in Dim Light	☐	☐	☒				
Clear, Professional Verbal and Written Communication	☐	☐	☒				
Mental & Emotional Requirements (ability to...)	YES	NO		Environmental Exposure (may be exposed to...)	YES	NO	
Cope with High Level of Stress	☒	☐		Infectious Diseases/ Bodily Fluids	☒	☐	
Make Decisions under High Pressure	☒	☐		Chemical Agents	☒	☐	
Cope with Others' Anger/Fear/Hostility Calmly	☒	☐		Dust, Fumes, Gases	☒	☐	
Manage Altercations	☒	☐		Extremes in Temperature or Humidity	☒	☐	
Concentrate	☒	☐		Hazardous or Moving Equipment	☒	☐	
Handle a High Degree of Flexibility	☒	☐		Radiation Exposure	☒	☐	
Handle Multiple Priorities in Stressful Situation	☒	☐		Loud Noises	☒	☐	
Work in Areas That Are Close and Crowded	☒	☐		Enters Patients' Rooms	☒	☐	
Demonstrate High Degree of Patience	☒	☐		Has Direct Patient Contact	☒	☐	
Adapt to Shift Work	☒	☐					
Comprehension/ Interpretation of all forms of Written/ Verbal Communication	☒	☐					
Compassionately Work with Diverse Populations	☒	☐					

Appendix D: AdventHealth Appearance Standards

All AHU clinical students are considered “Extended Workforce members” of AdventHealth. The following appearance guidelines apply to all students rotating to any clinical location within or outside of AdventHealth. *Please note: Each student must also follow any specific appearance guidelines for the site to which they are rotating.*

General Standards for all Workforce Members

1. Condition of attire, both uniform and non-uniform, must be:
 - a. Clean and in good repair,
 - b. Pressed and free of wrinkles,
 - c. Properly hemmed, and
 - d. Free of rips, holes, stains, fading, or any other blemishes.
2. Hair should be clean and groomed so as not to interfere with a workforce member's work responsibilities. Workforce members in direct patient care must have hair pinned back or styled so that it does not fall over patients. Some cost centers may require that hair nets or caps be worn. Unnatural hair colors (blue, green, pink, etc.) are not permitted.
3. Facial hair must be trimmed and neatly maintained in a way that is professional. For workforce members in clinical settings, facial hair must not interfere with the fit, seal, or function of a respiratory mask as mandated by the Occupational Safety and Health Administration (OSHA). Interference is defined as any hair growth between the skin and the facepiece sealing surface, such as stubble beard growth, beard, mustache, or sideburns which cross the respirator sealing surface. Adornments and rubber bands in beards are not permitted. Some cost centers may require that hair nets be worn over beards.
4. Tattoos must not contain vulgar or offensive images/language and must be kept covered as much as possible.
5. Workforce members should be conscientious of wearing strong scents and be sensitive to the effects of scents/odors on patients, visitors, and fellow workforce members, as they could aggravate allergies.
6. Cosmetics, when worn, should not be excessive, should enhance natural features, and project a professional image.
7. Jewelry may be worn if it does not present a safety hazard.
 - a. Conventional earrings that present a professional image are allowed.
 - b. Visible body piercing(s) are not allowed.
 - c. Facial piercings, such as nose, lip, and eyebrow piercings should be removed.

- d. Gauges larger than natural earlobe size are not permitted and must be replaced with skin-colored plugs. An acceptable gauge should have the same appearance as a small post earring. If skin dangles from gauge removal, earlobes must be taped back.
 - e. Determining appropriateness of workforce member jewelry is the discretion of the leader and must comply with all safety standards, as well as facility/cost center expectations of professionalism.
- 8. Hats and caps are not permitted unless part of a cost center uniform and/or used for safety in performing certain jobs. Hats and caps required for work purposes must be plain in color and free of logos, emblems, insignias, etc., unless it is an item issued by AdventHealth.
 - 9. Fingernails must be kept clean, neat, and at a reasonable length for good job performance. For clinical areas, nails should not exceed $\frac{1}{4}$ inch in length. Acrylics, artificial nails/nail extenders, and silk overlays are also not permitted in clinical areas. There are certain cost centers that prohibit all nail polish products. Workforce members should adhere to the protocols for their cost center.

Reasonable Accommodations

Any team member who perceives a conflict between this policy and their religious belief, observance, or practice should discuss with Program Faculty.