

AdventHealth University

# B.S. Nuclear Medicine with CT Program Manual

COHORT 2024

Department of Imaging Sciences

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**Note: Exceptions to any of these policies will only be made by the Program Director or Clinical Coordinator on a case-by-case basis.**

## SECTION 1: GENERAL INFORMATION

### Welcome

Dear Nuclear Medicine Technology Student:

Welcome to AdventHealth University's Nuclear Medicine Program. We are hopeful that it will be an exciting and productive time for you.

Medicine is an ever-changing science. As new research and technology evolves, it is our responsibility at AdventHealth University (AHU) to keep you, the student, abreast of new and innovative trends in our profession. We trust that through your training at the university and the various clinical education sites, you will achieve not only personal satisfaction, but also an opportunity to satisfy your professional career ambitions.

As a student technologist, you will want to know many things about the program that will better enable you to understand the full realm of your training. As such, we are pleased to make available to you this *Program Manual*. This document is designed to help familiarize you with important aspects of the program and its policies. It is our intention at AHU to demonstrate a commitment to excellence and a dedication to Christian principles, all in a nurturing climate.

Each student enrolled in the Nuclear Medicine Program at AHU is responsible for reading, understanding, and abiding by the Rules and Regulations as presented in this manual, as well as the general Rules and Regulations of the university as set forth in the *Academic Catalog* and *Student Handbook*.

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 73003; Phone: (405) 285-0546; Fax: (405) 285-0579; e-mail: [mail@jrcnmt.org](mailto:mail@jrcnmt.org)

We hope that you will find this Manual useful. Please don't hesitate to call upon our faculty if you have any questions or concerns after reading this manual thoroughly.

Sincerely,

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Chair, Imaging Sciences  
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## Institutional Accreditation

AdventHealth University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Certificates, Associate, Baccalaureate, Master's, and Doctoral degrees. AHU is also accredited by the Adventist Accrediting Association.

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](mailto:mail@jrcnmt.org)

## University Mission

Refer to the *Academic Catalog* for the "[University Mission Statement](#)."

## Program Mission

Consistent with the mission of the University, the Nuclear Medicine Technology Program at AdventHealth University (AHU) provides an environment where students pursue technical expertise in the field of nuclear medicine while respecting their own spiritual, intellectual, social, and physical development.

## University Values

Refer to the *Academic Catalog* for the "[University Values](#)."

## University Learning Outcomes

Refer to the *Academic Catalog* for the "[University Learning Outcomes](#)."

## Program Goals/ Outcomes

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

Goal Statement	Expected Learning Outcome
The AHU graduate will be a caring professional who possesses a willingness to nurture other individuals in the context of healthcare as a ministry	<ol style="list-style-type: none"> <li>1. AHU senior students assessed on patient care as part of clinical evaluation by AES.</li> <li>2. Employer surveys evaluate AHU graduates' caring behaviors.</li> </ol>
The AHU graduate will be an effective communicator who possesses appropriate verbal, nonverbal and written skills in the practice of healthcare as a ministry.	<ol style="list-style-type: none"> <li>1. Clinical competency on appropriate communication skills with patient evaluated by site.</li> <li>2. Senior research case study and presentations assigned to assess both written and oral communication skills.</li> </ol>
The AHU graduate will be a critical thinker who gathers relevant information and analyzes and uses that knowledge in practicing healthcare as a ministry.	<ol style="list-style-type: none"> <li>1. During final trimester, AES evaluates student's problem-solving skills via clinical evaluation.</li> <li>2. Critical thinking measured in senior article critique project employing grading rubric.</li> </ol>
The AHU graduate will exhibit the characteristics of a Christian professional: treating everyone with respect and dignity in the context of healthcare as a ministry.	<ol style="list-style-type: none"> <li>1. Nuclear medicine's professional code of ethics is evaluated via quiz in Introduction to Clinical NM.</li> <li>2. AES evaluate students' ethical/moral behaviors via clinical evaluations minimally three times per trimester but learning outcome focus on final trimester.</li> </ol>
The AHU graduate will demonstrate professional expertise by passing appropriate professional examinations and exhibiting proficiencies within the context of healthcare as a ministry.	<ol style="list-style-type: none"> <li>1. Graduate first time pass rates on the NMTCB and ARRT will exceed national average.</li> <li>2. Students are administered two mock exams in Seminars class.</li> <li>3. Employer survey inquires general opinion of AHU program as well if graduates committed to high quality procedural exams.</li> </ol>

<p>The AHU graduate will be one who fulfills their social, civic, and environmental responsibilities in their involvement of healthcare as a ministry.</p>	<ol style="list-style-type: none"> <li>1. Participation in Poster or PPT Presentation of Senior project</li> <li>2. Reflection papers of Service-Learning poster presentation are submitted with rubric scale for grading</li> </ol>
<p>The AHU graduate will be a lifelong learner who pursues excellence and the ongoing acquisition of knowledge and professional expertise.</p>	<ol style="list-style-type: none"> <li>1. Membership in professional societies will be encouraged and measured.</li> <li>2. Information fluency measured in senior research project employing grading rubric.</li> </ol>

## Ethical and Professional Conduct

Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. 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)* Unethical or unprofessional behavior will be treated in the same manner as academic dishonesty.

AdventHealth University expects its students to be good citizens and act appropriately at all times. With each of your courses, it is important that you adhere to AHU’s academic integrity and code of conduct. Students who are found to be cheating may be administratively dismissed from the program

Refer to the *Academic Catalog* for more details on [“Code of Conduct”](#) and [“Title IX.”](#)

### Professional Dress and Department

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. Refer to the [“AHU Department and Dress”](#) for more specifics. Clinical dress code is addressed in “Clinical Dress Code” section for this manual

### 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 the social networking sites for the development and maintenance of healthy relationships.

If you participate in social media, these are the guiding principles:



1. Do not share anything that can identify a patient or otherwise disclosure of ePHI of patients.
2. Post meaningful, respectful comments and refrain from remarks that are off topic or offensive.
3. Always think and pause before posting- is this something you would say in person or to a diverse audience?
4. Be professional and polite when disagreeing with others' opinions
5. Do not post pictures or images of employees, providers, or patients without authorization.
6. Students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, staff, or faculty. This is not acceptable per AHU's ["Code of Conduct"](#).

Students found to be posting such comments or who are found to conflict with the above guidelines are subject to program disciplinary action and/or disciplinary action by the AdventHealth University Citizenship Committee.

## Department Faculty and Staff

The Nuclear Medicine department faculty and staff listing can be found at: "[Nuclear Medicine Department Faculty](#)."

## Students Rights and Confidentiality of Records

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records

Refer to the *Academic Catalog* for details on ["Students Rights and Confidentiality of Records."](#)

## Disability Services

To comply with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 (Section 504), the following policy has been adopted:

- All students with a documented disability, whether or not they are seeking accommodations, should contact the Office for Students with Disabilities (OSD). This is recommended to ensure timely implementation of accommodations

should the student request it during his or her attendance at AdventHealth University.

Refer to the *Academic Catalog* for the complete “[Rehabilitation Act \(1973\) Section 504](#)” policy.

## Counseling Services

Counseling is the process of exploring your true self with someone who is a trained mental health professional. If you are facing stressful situations and personal issues, counseling can offer emotional support, new perspectives, and help in considering possible solutions. Counselors are also available for academic concerns and a variety of other issues.

Counseling is offered free to all students.

Please contact the AHU Counselors or Chaplains in [Student Services](#) to make an appointment.

## Title IX Statement

AdventHealth University (“University”) is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex/gender. The University considers Sex Discrimination in all its forms to be a serious offense. Sex Discrimination constitutes a violation of the Title IX policy, is unacceptable, and will not be tolerated.

Sexual Harassment, whether verbal, physical, or visual, is always inconsistent with the mission and expectations of the University and may constitute a form of Sex Discrimination and is in violation of this policy. Sexual Harassment also includes Sexual Violence/Assault. Definitions and examples of specific conduct that constitutes Sexual Harassment and Sexual Violence/Assault are set forth in the [Harassment and Non-Discrimination Policy](#) and the [Resolution Process A](#) or [Resolution Process B](#).

A notice or complaint of an alleged violation of the policy should be reported to the Title IX Coordinator, Starr Bender, or the Deputy Title IX Coordinator, Katie Shaw (Denver Campus). A notice or complaint can be verbal or in writing. The complaint should include:

1. Date(s) and time(s) of the alleged sex discrimination
2. Names of all persons involved, including possible witnesses
3. Details outlining what happened
4. Contact information for the complainant

Starr Bender  
Katie Shaw

[starr.bender@ahu.edu](mailto:starr.bender@ahu.edu)  
[katie.shaw@ahu.edu](mailto:katie.shaw@ahu.edu)

All Campuses 407-303-5764  
Denver Campus Only 303-765-6271

## 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 numbers:

AHU Orlando Campus Security – 407- 353-4002  
AHU Denver/ Porter Campus Security – 303-778-2463

## SECTION 2: ACADEMIC INFORMATION

### Academic Advising

Each student will be assigned an Advisor from the Nuclear Medicine program. The Advisor helps students develop a course schedule that will enable students to continue working towards program completion.

### Academic Dismissal

Refer to the *Academic Catalog* for the complete [“Academic Dismissal”](#) policy.

### Academic Integrity

Academic integrity is fundamental to the vision and mission of AdventHealth University. We place a high value on truth, which implies a corresponding intolerance of academic dishonesty. It is important that all students are judged on their ability, and no student is allowed an unfair advantage over others. Anything which affects the security and integrity of the learning process or diminishes the reliability and quality of a conferred degree is not acceptable. To graduate ethical, skilled professionals and citizens is a desired outcome of the University.

AdventHealth University expects students to exhibit high levels of integrity in all activities applicable to the online, classroom and clinical settings. Students are expected to adhere to the ethical and professional standards set forth by AHU and the Nuclear Medicine 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**, 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 acknowledgement of sources.

- **Fabrication**, defined as the use of invented, counterfeited, altered, or forged information. **Forgery**, defined as the imitating or counterfeiting of images, documents, signatures, and the like. **Obstruction**, defined as behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.
- **Multiple submissions**, 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 which belongs to AHU, including the illegal use of copyright materials, trademarks, trade secrets, or intellectual properties.
- **Computer misuse**, defined as 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, screen shot, etc.) from the on-campus or online environment. Students should seek Course Instructor approval prior to taking any action that may be plagiarism, forgery, falsification of documents, and/or cheating. Please refer to the *Academic Catalog*.

All academic integrity standards apply to online courses, including exams, as they do in traditional campus courses. Students who utilize remote education through AdventHealth University (AHU) are expected to maintain high standards of academic honesty and integrity, and to conduct themselves in a professional manner.

Failure to comply with the Academic Integrity and Conduct Policies of AHU may be grounds for disciplinary action, up to and including removal from access to AHU remote learning and academic programs.

## **Academic Probation**

Information on "[Academic Probation](#)" can be found in the Academic Catalog.

## Academic Appeal

Should a student have an academic or clinical grievance concerning a grade or other matters concerning a particular course, he or she should follow the appeal procedure outlined in the Academic Catalog under "[Student Academic Appeal](#)."

Refer to the *Academic Catalog* for more details on the "[Academic Appeal Policy](#)".

## Class Attendance and Participation

AdventHealth University students are expected to attend all scheduled courses, laboratories, and/or practicums. It is also expected that the student will be on time. A student is considered tardy 5 minutes after official class start time.

Appropriate conduct and class participation is expected. Up to 5 percentage points may be deducted from the overall grade if a student's conduct and participation are deemed inappropriate.

Appropriate conduct and class participation is demonstrated by:

- Attending all class/lab sessions
- Arriving at all class/lab sessions on time and not departing early
- Paying attention in class and not being disruptive
- Being prepared to discuss subject matter in class
- Being respectful of classmates and instructors
- Turning in all assignments on time
- Participating when called upon.
- Having camera on for remote class sessions

In the event of an absence, tardy or need to have "camera off" the student must call or email the instructor prior to class and provide a valid excuse. Any missed work (exams/homework/presentations) must be made up immediately upon return. Any student failing to arrange for a make-up test / homework assignment or does not call in absent will receive a zero for that work. Students tardy to a class will not be given any additional time for exams.

Absences that exceed 20% of the total course appointments, a grade of "WF" may be awarded. Please refer to the University's *Academic Catalog* for more information on Class Attendance.

## Jury Duty/ Court Summons

As per the "[Jury Duty](#)" section of the 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 as soon as possible after summons received to make arrangements.

Please see “Clinical Attendance” section for jury duty policy for clinical time.

## Student Bereavement

Students are allowed to take time off for bereavement as an excused absence if the death was an immediate family member (spouse, parent, sibling, child, or grandparent). For specifics regarding this policy, please see the [“Student Bereavement”](#) section of the University Catalog.

## Disciplinary Action/ Process

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

**Disciplinary Process:** 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:

- 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. A written coaching has no effect on the student’s grade.
- 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.
- 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).

- **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.

## Infractions

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

- Excessive Absenteeism
- Excessive Tardiness
- 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 procedure and/or time logs
- Cheating as evidenced by test monitoring systems
- Lunch break tardiness

## Actions Taken

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 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 receives a total of four reprimands at any time during the program or incurs a serious violation of disciplinary policy, the Program Director may



recommend to the Department Chair probation or dismissal of the student from the program.

**Items that will be considered by the faculty include the student's:**

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

Sanctions for academic misconduct will be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the University reserves the right to require counseling or testing of students as deemed appropriate.

Please refer to the University's *Academic Catalog* for more information on "Disciplinary Sanctions for Academic Misconduct."

## **Drop/ Withdrawal Policy**

It is the responsibility of the student to withdraw in writing to the Office of the Registrar by completing a drop/withdrawal form by the deadline listed in the Academic Calendar of the Academic Catalog.

Please refer to the University's *Academic Catalog* for more information on "Drop/Withdrawal Policy."

## **Exam/ Testing Guidelines**

It is expected that all students perform examinations and testing with Academic Integrity (please see section on *Academic Integrity*).

Many exams will require a laptop, Lock-Down Browser and/or Webcam use. It is the expectation that the student will come prepared with a laptop able to handle testing requirements.

Prompt attendance is also required. Students tardy to class will not be given additional time to complete exams. For online exams, students are expected to start exams promptly at the beginning of class. Failure to do so, may result in deductions and/or disciplinary action.

## Grievance Process or Student Academic Appeal

See section on *Academic Appeal*. Students with grievances which are not covered under the Academic Appeal Policy or Academic Misconduct Policy, see Student Concern and Grievance Procedure of the *Academic Catalog*.

## Grading Methods

The Nuclear Medicine program includes courses that are graded on a grading scale or a Pass/Fail basis. The grading methods utilized for each course will be listed on the course syllabus.

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

Grade	Percentage	Rounding Percentage	GPA (4.00 Scale)
A	95-100%	94.5-100%	4.00
A-	90-94%	89.5-94.4%	3.67
B+	87-89%	86.5-89.4%	3.33
B	83-86%	82.5-86.4%	3.00
B-	80-82%	79.5-82.4%	2.67
C+	77-79%	76.5-79.4%	2.33
C	73-76%	72.5-76.4%	2.00
C-	70-72%	69.5-72.4%	1.67
D+	67-69%	66.5-69.4%	1.33
D	63-66%	62.5-66.4%	1.00
D-	60-62%	59.5-62.4%	0.67
F	<60%	0-59.4%	0.00

≥0.5 Round up to next number

≤0.4 Round down to next number

For Pass/Fail courses, students must complete all portions of a course successfully to pass the course. Failure to successfully complete any requirements constitutes a failing grade. Pass/Fail courses must be passed to progress in the program.

To maintain satisfactory academic progress in the Nuclear Medicine Program, each student must achieve and retain a minimum grade of 79.5% (B-).

## Incomplete Grades

An Incomplete (I) is assigned when an approved or extenuating personal circumstance prevents a student who is passing a course from completing assignments and other course requirements by the end of the trimester. Circumstances may include, but are not limited to, illness, the death of a family member, a family emergency, program remediation, or extension/interruption of a clinical schedule. Students must request an incomplete grade in writing from the course instructor prior to the end of the course.

Please refer to the University's *Academic Catalog* for more information on "Incomplete Policy."

## Progression

Please refer to the "Progression" section of the nuclear medicine program listing in the *Academic Catalog* for more information.

## Completion

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 program cognate courses and program requirements with a minimum passing grade.
- Satisfactorily fulfill all mandatory and elective competency requirements as required by the program.
- Have completed any missed clinical hours due to illness, pregnancy, etc.
- Not be on disciplinary probation.

## Service Learning

AdventHealth University requires that all students receiving a Bachelor of Science Degree, such as the B.S. in Nuclear Medicine, must complete Service Learning (refer to the *Academic Catalog*). Project requirements will be given to the students during the program.

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.

## **Student Work Policy**

Students enrolled in the Nuclear Medicine 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.
- Students are not permitted to perform clinical rotations in departments in which they are employed.

## SECTION 3: CLINICAL INFORMATION

### AHU Confidentiality Agreement

[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 Centura Health 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 Program. All students are required to observe these regulations and comply 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 video on clinical site property
- 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 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.

### Clinical Participation Requirements

Students are required to maintain current and accurate health records throughout the duration of the Nuclear Medicine 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. All records are electronically stored on a third-party compliance tracker via student self-enrollment. **Health records must be current for a student to participate in clinical education.** If a student fails to keep current health records and/or clinical requirements, the student will be suspended from the clinical aspect of the program until requirements are met and be subject to program disciplinary policy. This missed clinical time will be required to be made up following the student’s graduation from the Nuclear Medicine program. Regardless of the amount of time that these days amount to, the student will be required to complete required clinical time and competencies. Absences that exceed 20% of the total course appointments, a grade of “WF” may be awarded.

## Immunizations

Students must meet the immunization requirements of the Nuclear Medicine program and clinical sites to participate in clinical education. Immunization requirements are listed in the "Nuclear Medicine Program" section of the *Academic Catalog* (this is not an exhaustive list and is subject to change as AHU/ clinical site policies change). Immunizations must be obtained prior to clinical attendance and maintained for continued participation. Failure to obtain or maintain immunization requirements will prohibit progression in the program.

## Health Insurance

All Students enrolled in professional programs which involve a clinical component are required to carry and maintain personal health insurance. Failure to maintain personal health insurance throughout the time enrolled in the professional program will result in disciplinary action up to and including dismissal from the program.

AdventHealth and Centura Health are not responsible for providing testing or treatment if 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.

## HIV/AIDS Certificate

Students in the Nuclear Medicine Program at AHU are required to complete the mandatory HIV/AIDS seminar prior to engaging in the patient care setting. This course is designed to provide the students with the mandatory 1-hour requirement for the Nuclear Medicine program and will be offered during the first trimester of the Nuclear Medicine 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.

## CPR Certification

Verification of Basic Life Support for Healthcare Providers, which incorporates certification in cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR as well as AED use 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. Courses offered via the Internet only are not acceptable. A hands-on skills component must be a part of the course.

### Mental and Physical Requirements

To fulfill the requirements of the Nuclear Medicine Program at AdventHealth University, students must be able to meet the physical and emotional demands associated with the profession. Please see *Appendix E: Mental and Physical Requirements List* for more information.

### Criminal Background Checks

#### **University Policy**

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 or Nuclear Medicine Technology Certification Board. Student background checks may be shared with clinical site Human Resources departments as required for clinical rotation onboarding.

#### **American Registry of Radiologic Technologists (ARRT) Policy**

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 web site at [www.arrt.org](http://www.arrt.org).

### **Nuclear Medicine Technology Certification Board (NMTCB) Policy**

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.



## State Policies

### 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**

### State of Colorado Policy

The State of Colorado does not require a state license in Nuclear Medicine. The requirements and recommendations of the *ARRT guidelines* also apply for the State of Colorado and Centura Health.

### Mask FIT Testing

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

Due to the nature of 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 faculty and be re-tested.

For more information on FIT testing, please visit:

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_id=9780&p\\_table=STANDARD](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=9780&p_table=STANDARD)  
[S](#)

## Nuclear Medicine Laboratory

The Nuclear Medicine Program Laboratory (Lab) on the Orlando Campus consists of a gamma camera, processing station, dose calibrator, 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.

## Clinical Attendance

Clinical education is a vital part of the total program in developing a student's skills. Prompt and consistent clinical attendance is expected of all students in the Nuclear Medicine Program.

### Attendance Policy

The student is responsible for being present for all scheduled clinical hours. The student will keep accurate records of their time in/out and completing required attendance paperwork for the program.

- The student must notify the program faculty and the clinical site in the event of an absence, or late arrival. A student will be penalized if **any** of the following criteria is not met:
  - Notified clinical site via e-mail of absence prior to the start of the assigned clinical rotation to include date/day of absence and the rotation assigned (e.g., CT or NM.)
  - Notified the Clinical Coordinator (and the faculty teaching clinical course if not CC) of absence prior to the start of the assigned clinical rotation via email.
  - Appropriate timely notification should be made to both clinical site and Clinical Coordinator one hour prior to the expected shift.

Failure to meet the above criteria may result in a **1% reduction** in the student's overall clinical grade for **each** incident.

- If a student is going to be absent from clinicals and it is not a "Freebie Day," a valid reason must be provided along with supporting documentation (i.e., doctor's note, evidence of car trouble, etc.). This documentation must be provided to the Clinical Coordinator no later than one week from the first date of absence. If the student fails to

provide a valid reason for the absence and supporting documentation within the stated timeframe, the absence will be considered unexcused. An unexcused absence will result in a written reprimand. The student is also subject to the grade reductions for accumulating three (3) or more absences within a given trimester.

- The student must arrive at the clinical site on time. Tardiness is defined as not being present, and in the assigned area ready to work according to published times.
- Failure to be present in the department and ready to work within 5 minutes of the scheduled start time will be recorded as a tardy.
- Students may miss a prescribed number of clinical days each trimester as “freebie days/ excused” absences. That number varies with each rotation and is listed in the appropriate course syllabus.
- A student is allowed to accumulate 2 excused tardies without penalty to the clinical grade.
- Accumulating more than the allowed number of incidents of absenteeism and/ or tardiness may result in a grade reduction as follows:
  - 3 incidents may result in a 5% reduction **and** a written warning
  - >3 may result in a 10% reduction, a written reprimand, **and** is subject to clinical probation
- A student who accumulates more than 10 incidents of clinical absences or tardiness any time during the length of the program may be subject to dismissal.
- In addition to the above, the university policy on attendance will be adhered to as well. This policy states that when a student’s number of absences (excused or unexcused) for any course exceeds 20% of the total course appointments, a grade of “F” may be given for that course.
- The Nuclear Medicine student must arrange any vacation time, doctors’ appointments, or other personal appointments so that there is minimal impact on their course work, clinical time, and other obligations to the University. Vacation/personal appointment time is considered an unexcused absence and can be subject to grade reductions.
- Students are not allowed to switch clinical rotations with another student. If any extenuating circumstances arise, the student must receive approval from the Clinical Coordinator to make any changes to the clinical schedule.
- Students are not to exceed a combined class hours, clinical hours, and clinical make-up time of 40 hours per week. Students are not to exceed 10 clinical hours per day.
- Students requesting to do extra clinical time (not make-up time) must do so in writing via Canvas or email to the Clinical Coordinator for approval.

### Make-Up Time

- Make-up time must be scheduled with the program clinical faculty and AES a minimum of two days prior to the day that it is to be performed. If the student fails to fulfill the scheduled make-up time without prior notification, it will be counted as additional missed clinical time.

- Failure to complete the makeup time as scheduled will result in additional makeup time equivalent to the missed scheduled time. If students do not complete the makeup time as scheduled without prior notification to the faculty, the missed makeup time will be considered an unexcused absence. All policies regarding time and attendance also apply to makeup time.
- All clinical time missed, regardless of the reason, **must be made up and scheduled with the guidance of Clinical Coordinator and clinical site**. Consideration will be given to time missed due to extenuating circumstances such as personal surgery, etc.
- Clinical time, including any makeup time, is only to be performed during daytime hours. Make up time should not include evenings, weekends, or holidays. If any extenuating circumstances arise, the student may receive approval from the Clinical Coordinator to arrange make up time. This will be assessed on a case-by-case basis. Make up time may not be taken during the lunch break. Students are encouraged to take a thirty- minute lunch break.

## Jury Duty/ Court Summons

As per the [“Jury Duty”](#) section of the 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 as soon as possible after summons received to make arrangements.

The AHU Nuclear Medicine 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 to satisfy the competency requirements for the trimester.

All days missed more than the first day must be made up. Arrangements for makeup time will be made with the Clinical Coordinator.

## Transportation

For clinical education, travel to various clinical sites is mandatory. It is imperative that each student has their own reliable transportation. Some of the clinical sites are located more than one hour from the university. A student may be assigned to any of our clinical affiliates.

## Clinical Grade

It is the student's responsibility to fulfill all clinical course requirements before the appointed deadline as published in the clinical syllabus. The student must plan and utilize each clinical rotation effectively to master the necessary skills to accomplish this.

### Evaluation of Clinical Grade

The grade for all Clinical Education courses will be calculated based on requirements listed in each course's Syllabus.

For courses utilizing a grading scale:

- Assignments and weights will be clearly listed on the Syllabus.
- A minimum grade of 79.5% 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 will affect the student's trimester grade (or Pass/ Fail status) as noted on each respective syllabus are:

- Attendance
- Disciplinary actions
- Timeliness of submission of clinical requirements
- Record of Clinical Procedure Logs/Repeat Image Violations

## Clinical Evaluations

To assess the students' progress throughout the clinical education experience, the AES at each of the students' clinical rotation sites will complete an evaluation at periodic times each trimester. This will be part of the student's clinical grade. Any student receiving a failing or substandard evaluation will be brought in for counseling by the Clinical Coordinator.

## Clinical Performance

A student's clinical performance may be evaluated by program faculty at any time while in the Nuclear Medicine program to determine whether the student is performing at the appropriate clinical level. If the student's performance is found to be below the appropriate clinical level as determined by the program faculty, actions taken may result in failure of the clinical course or program dismissal.

## 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 may be found on the ARRT website.

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.

A competency/ repetition completed on any procedure does not mean mastery of it. Mastery of all procedures in Nuclear Medicine and CT comes with continued performance of the procedures until they are second nature to you. Therefore, once a student has competency tested on any procedure they will not shy away from or refuse to do them at any time.

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.

## 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 *Imaging Procedures* be performed on actual patients. 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.

## Clinical Supervision

The clinical phase of the Nuclear Medicine 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

### 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. Students found to be in violation of this policy will receive a written reprimand. (See exceptions noted below) \*

\*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.

Any images that need to be repeated must always be performed under the direct supervision of a technologist, regardless of the student's level in the program. Students who choose to perform a repeat without adequate supervision (regardless of the reason) may receive a written reprimand. Gross negligence of this policy may result in program dismissal.

## Critical Error Policy

Patient safety and the importance of performing imaging procedures properly 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. Performing the Wrong Examination on a patient.
4. Placing the Wrong Marker/Annotation/L-R Procedure Description on an image.
5. The correct Anatomy/Region of Interest is not included in the exam.
6. All Correct Images are not sent to PACS for interpretation.
7. 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 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. This will result in the student's clinical grade for that trimester being

lowered one step as per the Disciplinary Action Policy (Section 3.1.3) in the *B.S. Nuclear Medicine Program Manual*

- b. 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 receive a written reprimand with the same consequences as noted above in section 2.a.
  - b. The student will be suspended from the clinical aspect of the program for a period of six (6) clinical days. \* This missed clinical time will be required to be made up following the student's graduation from the Nuclear Medicine program. Regardless of the amount of time that these six days amount to, the student will be required to complete required clinical time and competencies. Upon successful completion of this time, the student will then be eligible to take a National Registry Examination and begin working as a graduate technologist.
4. For the Fourth 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 significant injury to a patient, it is at the discretion of the Program Director to administer further disciplinary action to the student. Significant injury to the patient includes, but is not limited to, imaging the wrong patient, and performing the wrong exam on the patient.

## Repeat Policy

Any images that need to be repeated must always be performed under the direct supervision of a technologist, regardless of the student's level in the program. **For CT**, technologist initials must be obtained on all repeated images to verify 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.

Failure to properly record any repeated CT on the Clinical Procedure Log will result in a written warning and a **1% reduction** of the clinical grade. These reductions will be for **each** occurrence. If the student accumulates more than 2 violations in a given trimester, they will receive a **written reprimand** and be subject to the consequent grade reduction, as stated in the B.S. Nuclear Medicine 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**
- **Missing the reason for the repeat**

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 turned into the 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 this process is complete. If this process is not completed by two weeks, the student will be suspended from clinicals until the process is completed.

## Clinical Procedure Logs

### Nuclear Medicine Procedure Logs

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

### 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.

Nuclear medicine and CT Clinical Procedure Logs must be submitted to the faculty by the due dates provided. Failure to submit these forms on the due date will result in a **1% reduction** of the overall clinical grade. Forms submitted more than **1 week** after the due date may result in the student receiving a **written reprimand**. If a student fails to submit their Clinical Procedures Logs for any reason, they will receive a **written reprimand**. Students who repeatedly fail to submit these forms will be subject to Clinical Probation (refer to, *Section on, Disciplinary Action/Process*).

Clinical Procedure Logs are evaluated by program faculty to ensure accuracy and completion.

## Clinical Dismissal

The infractions resulting in recommendation for dismissal from the Nuclear Medicine Program include, but are not limited to:

- Absent from clinicals for more than 20% of the scheduled time. Refer to the *Academic Catalog*.
- Received four reprimands for the same or different offenses. Refer to *Section on Disciplinary Action/ Process*.
- Failure to satisfactorily fulfill the terms imposed by clinical probation.
- Any gross disregard for hospital/university policies in the clinical setting.
- Breach of ethical or professional behavior. Refer to *Section on Ethical and Professional Conduct*.
- Accumulating four critical errors while enrolled in the Nuclear Medicine Program. Refer to *Section on Disciplinary Action/ Process*.
- Failure to demonstrate satisfactory clinical performance appropriate for the clinical level. Refer to *Section on Evaluation of Clinical Grade*.

## Clinical Dress Code

Proper dress, personal grooming, and overall appearance adds to the positive image that the public has of AdventHealth University and its clinical affiliations. It also helps ensure a safe environment for our patients. For these reasons, the Nuclear Medicine Program requires all students to follow the clinical uniform and appearance policies as stated herein as well as any policies set forth by the clinical site.

### Nuclear Medicine and CT Clinical Uniform

- Choice of Ceil Blue, Navy Blue, or Galaxy Blue scrubs.
- T-shirts, if worn beneath the scrub top **must** be plain white. Colored T-shirts are **not** authorized.
- The uniform must be neat, clean, and pressed.
- White lab coats with long sleeves must be always worn while in the nuclear medicine department. Lab coats are optional for use in CT clinical setting.
- The AdventHealth University patch must be worn on the left sleeve of each uniform top and lab coat. It must be centered 2 ½" below the shoulder seam.
- Shoes/sneakers must be a solid, conservative color, closed toe, and in good repair.
- Student must wear radiation monitoring devices (film and ring badges), AHU student ID and hospital ID cards on the outside of the uniform and in appropriate location while in the clinical setting.
- Appropriate undergarments are to be worn.

## General Appearance

- Uniforms and shoes must be kept clean and neat.
- Women's hair must be worn in such a manner that when bent over, it does not come down round the face so that it comes into contact the patient.
- Men's hair must be neat and should not extend beyond the top of the shirt collar.
- No health care worker that has patient contact (touching the patient) will wear artificial nails or nail extenders. All health care workers that have patient contact (touching the patient) will maintain natural nail length that does not extend beyond the fingertip. Polish, if worn, will be clear or flesh tone and will not be chipped
- The only acceptable jewelry for men is a wedding ring (if applicable) and a wristwatch.
- The only acceptable jewelry for women is a wedding/engagement ring (if applicable), wristwatch, and earrings. Women are allowed one earring per ear. Earrings worn are not to be hoops or dangling and cannot exceed a width of  $\frac{1}{4}$  inch or hang below the earlobe.
- While assigned to surgical rotation, the wearing of any ring that protrudes above the fingers is not allowed.
- Men are allowed to have a mustache and/or goatee. Full beards are not allowed. If a student decides to grow a mustache and/or goatee, it is to be neatly trimmed. Sideburns will not extend below the bottom of the earlobe. Sideburns and mustaches should be neatly trimmed, extending no more than  $\frac{1}{2}$ " from the skin. For those individuals providing patient care (this includes radiographers), facial hair that interferes with the seal of the respirator is prohibited. (Refer to *Section 3, Fit Testing*)
- When in clinical uniform, the following must be avoided:
  - Perfume, strong colognes, or aftershave lotions (these odors make some people nauseous).
  - Chewing gum.
  - Extremes in hair color or style.
  - Excessive make-up.
  - Tattoos – As some of the clinical education sites do not allow tattoos to be displayed, students who have tattoos must ensure that they are not visible.
  - Visible Body Piercings (including the tongue) except for pierced ears.

Students arriving in the clinical area inappropriately dressed or unshaven (as determined by the program faculty or department staff) may be asked to leave. Any time missed because of this will be required to be made up. Additionally, the student will receive a written warning or reprimand as appropriate.

## Personal Hygiene

Students are required to maintain personal hygiene in the clinical, classroom, and laboratory setting. 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

For additional information on professional appearance standards at AdventHealth, please see: *“Appendix AdventHealth Appearance Standards.”*

## Clinical Professionalism

The following guidelines will be adhered to:

- Telephones belonging to the clinical education site are not to be used for personal business except in a true emergency.
- Students are not permitted to use cell phones or any other personal electronic devices (e.g., tablets, personal computers, earbuds) during clinical hours. This includes utilizing these devices for the purpose of studying. The only approved study materials to be utilized during clinical time are printed notes/ pocket guides.
- All accidents or incidents involving patients and students occurring within the clinical site must be reported to Affiliate Education Supervisor (AES) and/or staff technologist and the Clinical Coordinator. The proper forms at the clinical site and for AHU must be completed.
- No student will leave clinical assignments, prior to the end of their rotation, without specific permission from the AES, staff technologist, or AHU faculty.
- The student will return promptly from meal breaks. Meal breaks are 30 minutes long, except where otherwise directed.
- Eating, drinking, or gum chewing in the procedure rooms is prohibited.
- Students should give prompt and courteous recognition to patients, visitors, physicians, and staff.
- Patient complaints are to be investigated and referred to the appropriate sources. Students will direct patient complaints to the Clinical Department Supervisor.
- Private conversations should be avoided in patient’s presence or within hearing range of patients or visitors.

- No patient should ever be left unattended for any unreasonable period, especially when they are lying on the examination table. Safety straps, side rails, or other devices are to be utilized with patients whose conditions warrant the use of these precautions.
- Check patient's name bands and orders before doing any procedure to ensure you have the correct patient.
- Complaints or areas of concern relating to the clinical site or staff should only be discussed with the program faculty.
- Students are responsible for all information placed in the student mailboxes.
- Clinical site telephones should be answered according to the established protocols.
- The clinical setting is for the student to gain experience in the performance of all imaging procedures. When no patient procedures are being done in the department, clinical rotations should be spent practicing processing, studying your printed notes, protocols or learning to operate equipment. Additionally, it is the responsibility of all students to ensure that the procedure rooms are stocked with linens and other supplies, as necessary. Clinical time spent in any other manner may be deemed inappropriate and may result in a written reprimand. Each case will be discussed, and action taken on a case-by-case basis.
- Injecting patients with contrast or radioactive material for certain examinations is part of the requirements for technologists. As a student in this program, you will receive training on the proper method of injecting patients. However, while you are a student, you will follow the requirements of the clinical education site where it pertains to injecting patients; specifically, regarding contrast media. Because of several reasons, some of the clinical education sites do not allow students to inject patients with contrast media. Other sites do allow injection by students; however, a registered technologist, registered nurse, or a doctor must be present in the room observing you while you perform the injection. This requirement is in effect for the entire length of the program.

## 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 *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 patient's 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 the contact Employee Health for Centura Health.
- 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.

## **Radiation Safety**

AHU Nuclear Medicine Program students are expected to adhere to radiation safety practices set forth by the University and clinical site. Please see the Radiation Safety Manual (located in Canvas clinical course modules).

Failure to adhere to radiation safety practices may result in disciplinary action and/or program dismissal.

## **Pregnancy Policy**

The AHU Nuclear Medicine Program adheres to the published nuclear regulatory standards by the National Regulatory Commission with regards to the declaration and discussion of pregnancy, including the appropriate courses of actions once declaration of pregnancy has occurred. This policy is also found in the Radiation Safety Manual (located in Canvas clinical course modules)

## **Communicable Disease Policy**

AdventHealth and Centura Health are not responsible for providing testing or treatment if 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, a 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 to follow-up with.

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

Centura Health System Needle Stick Hotline: Contact Employee Health

If a student develops a communicable 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.

## Patient Safety

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 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.

## Safety Equipment

Personal protective equipment, such as gloves, goggles, mask, respirators, shields, and gowns must be worn at appropriate work times, according to department guidelines and applicable laws.

## Clinical Assignments

The Nuclear Medicine Program at AdventHealth University uses many clinical education sites 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 complete both nuclear medicine and CT clinical rotations as part of the program. The following sites are currently used for nuclear clinical education:

<b>AHU Nuclear Medicine and CT Clinical Education Sites</b>	<b>Clinical Rotations</b>
AdventHealth Altamonte Springs	NM & CT
AdventHealth Altamonte Springs PET-CT	PET/CT
AdventHealth Apopka	NM & CT
AdventHealth Celebration	NM & CT
AdventHealth DeLand	NM & CT
AdventHealth East Orlando	NM & CT
AdventHealth Fish Memorial	NM & CT
AdventHealth Kissimmee	NM & CT
AdventHealth Kissimmee PET-CT	PET/CT
AdventHealth Orlando	NM & CT
AdventHealth Imaging Orlando Medical Plaza	PET/CT
AdventHealth Waterman	NM & CT
AdventHealth Winter Park	NM & CT
AdventHealth Imaging – Altamonte Springs	CT
AdventHealth Imaging – Princeton	CT
AdventHealth Medical Group Cardiology- Altamonte Springs	NM
AdventHealth Medical Group Cardiology - Orlando	PET
HCA Lake Monroe Hospital	NM



Health First Holmes Regional Medical Center	NM
HCA Florida Osceola Hospital	NM
SimonMed Altamonte III	NM
Jubilant Radiopharma	Pharmacy
Cardinal Health Nuclear Pharmacy Services	Pharmacy

There is a total of five (5) clinical trimesters; therefore, clinical assignments will vary from one trimester to another. Students will not receive preferential treatment for clinical assignments based on their home address. Clinical sites are normally within 40 miles the Orlando campuses, which may require students to drive significant distances.

## Clinical Site Contact Numbers

Clinical Education Sites	Contact Number*
AdventHealth Altamonte Springs	407-303-2200
AdventHealth Apopka	407-609-7000
AdventHealth Celebration	407-303-4000
AdventHealth DeLand	386-943-4522
AdventHealth East Orlando	407-303-8110
AdventHealth Fish Memorial	386-917-5000
AdventHealth Kissimmee	407-846-4343
AdventHealth Kissimmee PET-CT	407-944-5239
AdventHealth Orlando	407-303-5600
AdventHealth Waterman	352-253-3333
AdventHealth Winter Park	407-646-7000
AdventHealth Imaging – Altamonte Springs	407-303-2155
AdventHealth Imaging Altamonte Springs PET-CT	407-478-2840
AdventHealth Imaging Orlando Medical Plaza	407-303-5600
AdventHealth Imaging – Princeton	407-303-1414
AdventHealth Medical Group Cardiology- Altamonte Springs	407-894-4474
AdventHealth medical Group Cardiology- Orlando	407-894-4474
Health First Holmes Regional Medical Center	321-434-7000
HCA Florida Osceola Hospital	407-846-2266

HCA Lake Monroe Hospital	407-321-4500
SimonMed Imaging Altamonte III	321-207-4474
Jubilant Radiopharma	407-645-2133
Cardinal Health Nuclear Pharmacy Services	407-628-8383

\*These contact numbers are subject to change without notification to the AHU Nuclear Medicine Program Faculty. It is the student's responsibility to make sure they have the most current contact information

Each clinical site has an assigned Affiliate Education Supervisor (AES). The names and contact information of these preceptors are in Canvas in clinical course modules.

## SECTION 4: CURRICULUM INFORMATION

### Course Sequences

The following is the recommended sequence for students in the Nuclear Medicine Program. Individual programs may differ from this for students who have previous college/university level credits. However, the length of the program will remain as two years, as all Nuclear Medicine or Computed Tomography (CT) 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 the ARRT or NMTCB certification examination. Upon program completion, the graduate will receive a Bachelor of Science Degree in Nuclear Medicine Technology and be eligible to sit for the nuclear medicine and CT registries.

#### Recommended Course Sequence\*

Course Number	Course Name	Credits
*BIOL 101/101L	Anatomy and Physiology I with Lab	4
*MATH 120	College Algebra	3
*ENGL 101	English Composition I	3
REL 103	Philosophy of Healthcare	3
	<b>Total</b>	<b>13</b>

Spring 1st Year		
Course Number	Course Name	Credits
*BIOL 102/102L	Anatomy and Physiology II with Lab	4
*STAT 205/215	Introduction to Applied Statistics/Elementary Statistics	3
*ENGL 102	English Composition II	3
PSYC 124	General Psychology	3
	<b>Total</b>	<b>13</b>

Fall 2nd Year		
Course Number	Course Name	Credits
PHYS 151/151L	General Physics I with Lab	4
CHEM151/151L	General Chemistry I with Lab	4
HPER 125	Health and Wellbeing	2
REL_	Religion	3
	<b>Total</b>	<b>13</b>

**Spring 2nd Year**

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
PHYS 152/152L	General Physics II with Lab	4
CHEM 152/152L	General Chemistry II with Lab	4
BIOL 144/144L	Sectional Anatomy with Lab	3
RELE 305	Ethics for Nursing and Allied Health	3
	<b>Total</b>	<b>14</b>

**Fall 3rd Year**

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
RTNM 301	Foundations of Nuclear Medicine	4
RTNM 302	Introduction to Clinical Nuclear Medicine	3
RTCA 113	Patient Care for the Health Sciences	2
ELECTIVE	Humanities Elective	3
	<b>Total</b>	<b>12</b>

**Spring 3rd Year**

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
RTNM 310	Nuclear Medicine Procedures I	3
RTNM 320	Nuclear Medicine Instrumentation with Lab	4
RTNM 331	Radiobiology and Radiation Protection	2
RTNM 341	Clinical Nuclear Medicine I	3
REL_	Religion (Upper Level)	3
	<b>Total</b>	<b>15</b>

**Summer 4th Year**

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
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 (first 5 wks)	3
RADS 372(v)	CT Imaging Procedures (second 5 wks)	3
	<b>Total</b>	<b>16</b>

<b>Fall 4th Year</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
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 & Case Studies (5 wks)	3
RTNM 440	CT Clinical Internship I	1
	<b>Total</b>	<b>12</b>

\* Prerequisite courses

<b>General Education Credit Hours</b>	<b>59</b>
<b>Professional Nuc Med Credit Hours</b>	<b>48</b>
<b>CT Didactic Online Credit Hours</b>	<b>12</b>
<b>CT Clinical Credit Hours</b>	<b>2</b>
<b>B.S. Degree Total Credit Hours</b>	<b>121</b>

**\*\*Students must take RELP 103: Philosophy of Healthcare during their first trimester at AHU. See Academic Catalog for information.**

## SECTION 5: EVALUATIONS

### Evaluations 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.

### Evaluations 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.

**Note: Exceptions to any of these policies will only be made by the Program Director or Clinical Coordinator on a case-by-case basis.**

## SECTION 6: APPENDICES

### Appendix A

#### The American Registry of Radiologic Technologists Code of Ethics

##### *Preamble*

The Code of Ethics shall serve as a guide by which Radiologic Technologists and Candidates may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues, and other members of the health care team. The Code of Ethics is intended to assist Radiologic Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

##### *Principle 1*

The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

##### *Principle 2*

The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

##### *Principle 3*

The Radiologic Technologist 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 sex, race, creed, religion, or socioeconomic status.

##### *Principle 4*

The Radiologic Technologist 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.

##### *Principle 5*

The Radiologic Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.



*Principle 6*

The Radiologic Technologist 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.

*Principle 7*

The Radiologic Technologist 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 health care team.

*Principle 8*

The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

*Principle 9*

The Radiologic Technologist 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.

*Principle 10*

The Radiologic Technologist 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.

Refer to the ARRT website ([www.arrt.org](http://www.arrt.org)) for more information.

## Appendix B

### **Society of Nuclear Medicine and Molecular Imaging – Technologist Section Code of Ethics**

Technologists qualified to perform nuclear medicine procedures are members of the health care profession and must strive as individuals and as a group to maintain the highest ethical standards by adhering to the Nuclear Medicine Technologist Code of Ethics approved by the Society of Nuclear Medicine and Molecular Imaging Technologist Section (SNMMITS).

The principles of the Nuclear Medicine Technologist Code of Ethics as listed below are not laws, but standards of conduct to be used as ethical guidelines by nuclear medicine technologists.

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

### AdventHealth Appearance Standards

AdventHealth values an image that exemplifies professionalism in the workplace and adheres to safety protocols for an enhanced patient, visitor, and workforce member experience. A professional image also contributes to a positive and safe working environment as it allows a workforce member(student) to be identified as part of the AdventHealth (AdventHealth University) team.

#### Identification

- The AdventHealth ID badge must be worn on the upper left quadrant of the chest where it is always clearly visible for identification.
- The badge must be on a facility issued badge reel or clip for facilities where patient care takes place.
- No lanyards are permitted at any facility where patient care takes place.

#### Footwear

- Must be closed toe, non-skid, and in good repair.
- Must conform to all safety standards determined by the facility and/or department.
- Athletic shoes may be worn if approved for use with the department uniform.

#### General Standards for all Workforce Members

1. **Condition of attire**, both uniform and non-uniform, must be:
  - Clean and in good repair,
  - Pressed and free of wrinkles,
  - Properly hemmed, and
  - 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 departments 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 departments 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.
  - Conventional earrings that present a professional image are allowed.
  - Visible body piercing(s) is not allowed.
  - Facial piercings, such as nose, lip, and eyebrow piercings should be removed.
  - 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.
  - Determining appropriateness of workforce member jewelry is the discretion of the manager and must comply with all safety standards, as well as facility/department expectations of professionalism.
8. **Hats and caps** are not permitted unless part of a department 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 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 departments that prohibit all nail polish products. Workforce members should adhere to the protocols for their department.

### **Reasonable Accommodations**

Any team member(student) who perceives a conflict between this policy and their religious belief, observance, or practice should request an appearance standard accommodation.

## Appendix D



### Coaching/Counseling Record

Documentation of ongoing guidance, advice and counsel offered by a faculty member to a student.

<b>Name:</b>		<b>Date:</b>	
<b>Department:</b>	Imaging Sciences	<b>Program:</b>	
<b>Topic:</b>			

**Discussion:**

- Coaching  
  Academic Counseling  
  Verbal Warning  
  Written Warning  
  Written Reprimand

**Outcome/Recommendation:**

**Signatures:** Student: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

If student is not present to sign, please email a copy to the student's my.ahu.edu address and/or through Canvas.

8 Radiography/Radiology Counseling Form

# Appendix E

## Mental and Physical Requirements List

Examples of the mental and physical requirements include but are not limited to the following:

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