

# **NUCLEAR MEDICINE TECHNOLOGIST**

**MIDLANDS TECHNICAL COLLEGE**

## **POLICY AND PROCEDURE MANUAL**

**The policies and procedures contained in this book have been endorsed by the Nuclear Medicine Technology Advisory Committee to ensure the professional conduct of all students.**

**2022 – 2023**

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**MIDLANDS TECHNICAL COLLEGE  
NUCLEAR MEDICINE TECHNOLOGY PROGRAMS  
STATEMENT OF MISSION**

**STATEMENT OF MISSION:**

The Nuclear Medicine Program is a comprehensive one-year certificate program which provides its students a high-quality, customer service, competency-based didactic and clinical education. The education provided prepares the students to enter the entry level job market in nuclear medicine, as well as instilling life-long learning values and assists them in achieving their professional and personal goals.

**STATEMENT OF ROLE AND SCOPE**

The Program implements its mission through a clearly defined set of objectives and outcomes that meet and exceed the “Standards” for an accredited program through the Joint Review Committee on Education in Nuclear Medicine.

**Didactic Instruction.** The Program follows the Society of Nuclear Medicine Technologists curriculum guide in the presentation of Nuclear Medicine content, as well as meeting the components of preparedness statements provided by the Nuclear Medicine Technology Certification Board.

**Clinical Education.** The Program prides itself on the professional behavior and clinical competency skills of its graduates. Clinical rotations through all phases of nuclear medicine are required to meet the job demands of the small office to the large hospital. Critical thinking skills and problem solving methods are emphasized.

**Customer Service:** The Program teaches and evaluates students in the affective areas of patient care. Teamwork, professionalism, and patient management skills are assessed through the curriculum. Involvement in professional society functions is strongly encouraged.

**Access Programs.** The Program provides students with counseling, tutoring and job placement services. Program and student assessment strategies are constantly being performed to improve the Program and the student.

**Quality Outcome Assessment:** All phases of the Program are assessed to insure quality services are provided to the student, employer, and future patients. Areas such as admissions, NMT 100, Instructor’s teaching abilities, ARRT and NMTCB scores, post graduate evaluations, student satisfaction survey, etc. are assessed. The Nuclear Medicine Advisory Committee is an active integral part of assessing the quality of the Program and providing important input into the necessary clinical skills needed of the graduates.

## STATEMENT OF VALUES

The Program respects the diversity of its students and recognizes the worth, dignity, and potential of each student. Therefore the Program affirms the following values and beliefs.

**Commitment to Students:** Belief in the priority of providing the finest instruction, resources, and support services to enhance the growth and development of our students. The Program supports students in clarifying their life-long goals, developing interpersonal skills, and becoming self-sufficient.

**Commitment to Excellence in Education.** Belief in providing and being accountable for the quality of medical and general education and student support services. Our certificate graduates are prepared to demonstrate their knowledge, in written and oral communication, customer service areas, information technology, clinical procedures, equipment operation, quality assurance, and radiation safety.

**Commitment to Faculty and Staff.** Recognition of the importance and contribution of all individuals who collectively create a positive learning environment. All members of the nuclear medicine and college community should have the opportunity to enhance their potential for purposeful, gratifying and productive lives.

**Quality Clinical Environment.** Recognition of the importance of providing a learning environment that is characterized by integrity, clear communications, open exchange of ideas, fairness in evaluations and respect for all individuals.

**Effective Use of Resources.** Belief in the effective use of college and program resources to provide-quality education and services to its students and community and to be accountable to all of its clinical affiliates.

# **SOCIETY OF NUCLEAR MEDICINE TECHNOLOGIST SECTION**

## **CODE OF ETHICS**

Nuclear Medicine Technologists, as members of the health care profession, must strive as individuals and as a group to maintain the highest of ethical standards.

The Principles (SNMTS Code of Ethics) listed below are not laws, but standards of conduct to be used as ethical guidelines by nuclear medical 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 the 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, 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 their 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 their profession.

## **PHILOSOPHY AND GOALS OF THE PROGRAM**

The Nuclear Medicine Program sponsored by Midlands Technical College is a one-year certificate program. The students are involved in the educational training for a period of twelve months in order to meet requirements of the program and to fulfill requirements for the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), the Nuclear Medicine Technology Certification Board (NMTCB) and the American Registry of Radiologic Technologists (ARRT) in Nuclear Medicine Technology (N).

The clinical education of the program is based on the attainment of sound educational performance, objectives, and a thorough testing system for clinical competency.

It is the purpose of the Nuclear Medicine Program of Midlands Technical College to produce graduates that are competent technologists, registry eligible, and demonstrate a professional concern for their patients.

The students' accomplishment of their clinical and academic objectives will prepare them for entrance level skills of a staff nuclear medicine technologist.

While at our clinical affiliates, the students will rotate through all nuclear medicine departments and clinics.

The program has an advisory committee which is comprised of area professionals in the field of Nuclear Medicine Technology. This committee helps guide the program in the production of qualified graduates needed to meet the job expectations.

## **PROGRAM GOAL**

**Goal 1.** Students will possess the knowledge, clinical skills, and proper affective behavior needed for an entry-level nuclear medicine technologist.

**Goal 2.** Students will be able to problem solve, communicate effectively and utilize critical thinking skills.

**Goal 3.** Prepare students to be professionally minded to value life-long learning opportunities.

**Goal 4.** Graduates will be able to function as competent entry-level nuclear medicine technologists as evidenced through program assessment.

## **DESCRIPTION OF THE PROFESSION**

Imaging examinations performed by, and accompanying responsibilities assigned to a nuclear medicine technologist shall be at the direction of physicians qualified to request and/or perform nuclear medicine procedures. Upon completion of the program the nuclear medicine technologist shall be able to:

1. Apply knowledge of anatomy, physiology, and nuclear medicine techniques to accurately demonstrate anatomical structures and physiologic properties of organs and/or systems on a nuclear medicine image or other imaging receptor.
2. Select appropriate imaging parameters to achieve optimum nuclear medicine techniques with minimum radiation exposure to the patient.
3. Evaluate nuclear medicine images for appropriate position and image quality.
4. Apply the principles of radiation protection for the patient, self, and others.
5. Provide patient care and comfort.
6. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
7. Evaluate the performance of nuclear medicine systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in a nuclear medicine quality assurance program.

All course outlines specifically state the required objectives, goals and outcomes of each course which will lead to all terminal objectives being met and the Program's mission completed.



## **GRADUATION REQUIREMENTS**

### Program Graduation Requirements:

1. Successful completion of all clinical and graduation competencies.
2. Failure to complete competencies by the assigned due date will result in (5) demerits which will be applied to your final clinical grade.
  1. A grade of incomplete will be issued until the objective is completed.
  2. Students with I's or F's are not eligible for graduation.
3. Successful completion of all NMT course work with at least a "C" grade.
4. Cumulative NMT and overall GPA of "C" or higher.
5. Students may not repeat prerequisite and/or curriculum courses more than once.
6. Students must complete at least 8 hours of approved Community Service.

### Graduation Competencies:

1. Use oral and written communications
2. Demonstrate knowledge of human structure, function and pathology
3. Anticipate and provide basic patient care and comfort
4. Apply principles of body mechanics
5. Perform basic mathematical functions
6. Operate nuclear medicine imaging equipment and accessory devices
7. Position the patient and imaging system to perform nuclear medicine examinations and procedures
8. Modify standard procedures to accommodate for patient condition and other variables
9. Process nuclear medicine images.
10. Obtain diagnostic quality nuclear medicine images with minimum radiation exposure
11. Demonstrate knowledge and skills relating to proper selection and utilization of image acquisition and processing techniques.
12. Practice radiation protection for patient, self and others including the safe handling, use and storing of radiopharmaceuticals
13. Recognize emergency patient conditions and initiate first aid and basic life support procedures
14. Evaluate nuclear medicine images for appropriate positioning and image quality
15. Evaluate the performance of nuclear medicine systems, know the safe limits of equipment operation, and report malfunctions to the proper authority
16. Demonstrate knowledge and skills relating to quality assurance and quality control
17. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
18. Successfully completes the required clinical competencies.

### Clinical Competencies:

1. Completion of all assigned clinical time and
2. Completion of all assignments, objectives, and competencies.

## **SECTION I: CLINICAL EDUCATION**

**INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL**  
**Midlands Technical College 803-738-1400**

Candace Lynn Doyle, M.S.Ed., CCP-Emeritus  
Dean, School of Health Care  
Office: 803-822-3434

S. Crystal Snow, MHA, CNMT  
Program Director, Nuclear Medicine Technology  
Office: 803-822-3483

Mrs. Mauren Kreiner, MHS, CNMT RT (N) ARRT  
Clinical Coordinator, Nuclear Medicine Technology  
Office: 803.822.6754

Ms. Grayson Sloan  
Administrative Specialist, School of Health Care  
Office: 803.822.3589

**ADMINISTRATIVE PERSONNEL**  
**Clinical Affiliate Nuclear Medicine Department**  
**Phone numbers**

Prisma Richland	803.434.4040
Prisma Baptist	803.296.5906
Prisma Tuomey	803-774-9090
Lexington Medical Center	803.791.2457
MUSC Columbia	803.256.5478
McLeod Regional Med. Center	843.777.2080
MUSC Florence	843.674.2230
Spartanburg Reg. Med. Ctr.	864.560.6166
Prisma Greenville	864.455.7054
Cardinal Health	803.794.5950
Prisma Heart	803-256-6511
MUSC Charleston	843-792-4294
Regional Medical Center	803-395-2376

## **CLINICAL EDUCATION**

### **(JRCNMT Statement)**

The supervised, competency-based clinical education this program offers will include the following:

- a. patient care and patient recordkeeping in accordance with the Health Insurance Portability and Accountability Act (HIPAA);
- b. radiation safety techniques that minimize radiation exposure
- c. participation in a quality control program
- d. preparation, calculation, identification, administration (where permitted), and disposal of radiopharmaceuticals and the performance of radionuclide quality control procedures
- e. preparation, calculation, identification, administration (where permitted), and disposal of adjunctive medications necessary to the performance of nuclear medicine procedures
- f. performance of an appropriate number and variety of diagnostic nuclear medicine procedures, including general imaging, nuclear cardiology and PET/CT, to achieve desired clinical competencies
- g. observation and assistance with an appropriate number and variety of therapeutic nuclear medicine procedures to achieve desired clinical competencies
- h. interaction with interpreting physicians to develop an understanding of the clinical correlation of nuclear medicine procedures with other diagnostic procedures

All areas of these skills must be mastered before the student can successfully complete the program and be eligible to sit for the Nuclear Medicine Certification Board (NMTCB) and the American Registry of Radiologic Technologists in Nuclear Medicine (ARRT). All clinical and didactic activities assigned to students to meet program and student outcomes are strictly educational.

During the program, the student must rotate through the following clinical assignments for the length of time prescribed by the program director and clinical instructors:

1. Nuclear Medicine Department
2. Pharmacy (Nuclear Medicine)
3. PET/CT

## CLINICAL ROTATION ASSIGNMENTS

### Rules:

The student must adhere to all MTC School of Nuclear Medicine policies while assigned to rotations.

### Procedure:

#### **Responsibility**

#### **Action**

##### **Student**

1. Calls instructor and person in charge of assignment if expects to be out sick, late or has changes in normal routine, i.e., doctor's appointment, department is closing.
2. Reports for duty unless otherwise directed. (Follow clinical rotation schedule)
3. Communicates with staff in charge about lunchtime.
4. Will report to staff when returning to department.
5. Submits pink Trajecsys card to technologist for evaluation and competency forms.
6. Meets all competency requirements.
7. Responds to notifications from Wolfe, Inc. to keep health and immunization requirements current.

##### **Clinical Coordinator**

1. Notifies charge person if changes are made in schedules.
2. Documents absences.
3. Obtains and reviews performance evaluations.
4. Reviews objective accomplishments.
5. Reports to program director any student having difficulty following procedures.

##### **Program Director**

1. Reviews all records and has final decision concerning this policy and procedure.

## MIDLANDS TECHNICAL COLLEGE AFFILIATE EDUCATION SUPERVISOR (AES) RESPONSIBILITIES

The AES is a very important part of the clinical instructional team. This person is responsible for creating an atmosphere which is supportive of learning at the clinical rotation sites. The AES is also responsible for the following:

1. Orient new students to the clinical site.
2. Change the student's scheduled area as needed to place them in areas where maximum learning can be experienced.
3. Perform weekly student evaluations.
4. Document and notify clinical coordinator and/or program director of any incidents that have an impact on the student's clinical education.
5. Keep informed of the content of the current student policy manual.
6. Serve as a role model for the students.

## **STUDENT CLINICAL DOCUMENTS**

### **Rules:**

1. Some hard copy clinical documents will be uploaded to the D2L drop box.
2. Students are responsible for uploading these documents to the drop box by the due date.
3. Points may be deducted for the clinical grade if they are past due.



## CLINICAL EDUCATION REQUIREMENTS

Clinical Education requirements are designed to help the student learn to adjust to the requirements of the professional work force.

### Rules:

The student must:

1. Maintain prompt attendance in all clinical assignments.
2. Call the Affiliate Educational Supervisor (call the department and leave message for them if not available) if sick and cannot attend their clinical assignment before the assigned time or are late. Must also call and/or leave a message with the Clinical Coordinator (Mrs. Kreiner) of the same – 803-822-6754.
3. Send an email to Mrs. Kreiner ([kreinerm@midlandstech.edu](mailto:kreinerm@midlandstech.edu)) to alert her of their **absence** the day of the absence by the end of that clinic day (by 4pm). An email is not required if the student is going to be late.
4. Meet the physical requirements of the program.
5. Rotate through all clinical assignments and gain working knowledge of the equipment and procedures.
7. If the student misses clinical rotations due to absences, the student must make up clinical time before the end of the semester. Time missed must be made up by the end of the semester. If a prolonged illness or injury (extenuating circumstances such as: auto accident, hospitalization, surgery) occurs which would cause a student to miss clinical practice and be put behind in obtaining clinical objectives and competencies, the make-up time will be at the discretion of the Clinical Coordinator or Program Director.

If time is not made up by the end of the semester, the student will be issued an “Incomplete” grade until time is made up. If student fails to make up clinical time prior to start of next semester, the student will fail the course and will not be allowed to continue in clinical rotations. All make up time must be approved by the Clinical Coordinator.

7. Complete all clinical competency objectives and assignments on or before the required deadlines set each semester and retain knowledge and proficiency.
8. Complete satisfactory rotations through the specialty areas such as Nuclear Pharmacy and PET/CT. Missed time in this area must be made up in this area and approved by the Clinical Coordinator.
9. Maintain satisfactory clinical evaluations completed by the AES or appointed evaluator.

10. Demonstrate compassion and professional conduct at all times while working with patients.
11. Be able to communicate clearly and professionally with patients.
12. Be able to communicate professionally with fellow students, technologists, physicians and other healthcare workers.
13. Exhibit professional conduct and adhere to dress code at all times while assigned to the clinical area.
14. Be able to cope and function during stressful situations in a professional manner.
15. Be able to apply didactic knowledge to clinic and retain the information.
16. Have clinical notebook containing competencies and required paper work in clinic each day. Students must also have the “pocket” clinical notebook on them while in clinic.
17. If a student must go to clinic to obtain evaluations, paperwork, or time sheet, etc. this must be approved by the Clinical Coordinator or Program Director. The clinical site must be called first and the student must be in uniform.
18. Third semester students going to clinic for their “call” requirement must be in full uniform.
19. Students are not allowed in clinic unless assigned or approved by the Clinical Coordinator or Program Director.
20. If the AES says you can leave early (the department is closing), you **must** call the Clinical Coordinator. If she cannot be reached, leave a message on her voice mail. Then, clock out and provide the reason for leaving early in the comment section. You are not allowed to leave just because the department is “slow”.

**Any infraction of the above rules may result in demerits.**

## **OBSERVATION POLICIES FOR PROSPECTIVE STUDENTS**

The following regulations are placed on observing prospective students while under the supervision of a freshman or nuclear medicine student or affiliate staff technologist.

**Observing student WILL NOT be allowed to:**

1. Perform procedures
2. Go to hospital patient rooms
3. Process images
4. Read a patient's chart
5. Monitor patients
6. Converse with the patient
7. Observe prepping a patient for a stress test or lymphoscintigraphy (when patient is exposed)
8. Lift patients or push wheelchairs or stretchers
9. Be in any room with an isolation patient
10. Wear jeans or shorts to the hospital
11. Wear any cologne or perfumes lotions

The regulations are intended to protect the patient's privacy and safety, as well as, to protect the well-being of the observing prospective student.

**Prospective students must successfully complete all observing student prerequisite goals and objectives prior to the interview process.**

**Failure of an observing student to follow and fully comply with any and all Midlands Technical College or affiliate institution's rules, regulations, policies and/or procedures during the observation will disqualify the student candidate from the NMT admission process.**

**If an observing student is dismissed from or asked to leave an affiliate institution, this will disqualify the candidate from the NMT admission process.**

## DRESS REGULATIONS AND PROFESSIONAL ETHICS

The “Program’s Dress Code and General Appearance” policies are based on all clinical site dress regulations. In order for our students to rotate through a clinical site, the student cannot violate the clinical sites dress code. The program’s dress code and general appearance policies meet all clinical sites expectations of how a professional nuclear medicine technologist should present themselves to patients and visitors to instill confidence and professionalism. A professional image must be presented at all times.

1. All students must wear the approved black uniform pants and short sleeve white uniform top. Brand and style numbers are provided and must be followed. A white crewneck T-shirt or undershirt must be worn under the uniform top.
  2. A short white lab coat (types and style numbers provided and must be followed) must be worn over the uniform. Sweaters and scrub tops are not permissible. All lab coats must be long sleeve.
  3. Midlands Technical College patches must be stitched on the left arm sleeve two inches below the shoulder seam of the uniform top and lab coat, and must be visible at all times. Patches are purchased at MTC Bookstore.
  4. All white leather athletic shoes (e.g. Nike Air, Reebok Air) or all white nursing shoes are to be worn. No mesh inserts, reflectors, sport logos or clogs are to be worn. White crew socks are to be worn to protect the lower legs and ankles from exposure to body fluids.
  5. Long hair is allowed but must be pulled into a tight bun at the base of the skull, so **it is above the top of the shoulders**. This is due to health and hygiene purposes for the patient and safety for the student. Hairstyle must meet the approval of the instructors.
- Medium hair is considered a length touching the top of the shoulders. This will need to be pulled back if it falls into the facial area. Short hair is to be styled in a conservative fashion. ALL HAIR STYLES MUST BE KEPT CLEAN, NEAT AND OF ACCEPTABLE COLOR. ALL HAIR STYLES AND ACCESSORIES MUST MEET WITH THE INSTRUCTOR'S PROFESSIONAL OPINION OF A PROFESSIONAL IMAGE.
6. Beards and mustaches are permitted; however, they must be kept short, well-trimmed and clean. If a student wishes to grow a beard, the student must notify the Clinical Coordinator. Otherwise, the student is expected to be clean-shaven at all times.
  7. A watch with a second hand must be worn while in the clinical area. No Apple watches (those that receive text messages) or digital watches allowed. Watchbands should be silver, gold, black, brown or white. A wedding ring and/or class ring can be worn while in uniform and only one ring per hand. This does not include the radiation ring badge.

8. A short lightweight gold or silver chain may be worn on inside of shirt. No pendants or charms allowed. Only small matching stud earrings may be worn for pierced ears. No loud colors are allowed and only one earring per earlobe.
9. Only clear nail polish can be worn. Nails must be short, well-groomed and should not be seen over the top of the fingertips when the palm of the hand is facing you at eye level. No acrylic nails, tips, gel or extensions allowed. These can all chip and harbor bacteria.
10. A conservative amount of make-up may be worn with a light shade of lipstick.
10. Hands must be kept clean and should be washed before and after each patient.
11. Breath should be free of any offensive odors.
12. Body should be kept free of any offensive odors including smoke. Our personal hygiene is very important as we maintain close contact to our patients during the examinations.
13. NO perfumes or cologne can be used while in clinic (this includes perfumed lotions). This is for the patient's well-being.
14. All uniforms must be kept clean and pressed. If your black pants become faded, you will need to purchase new uniform pants before returning to clinic. TIP...use detergent specifically made for dark colors.
15. Some affiliate hospitals require an identification badge. The badge must be worn at all times while in the hospital. All MTC students must wear a NMT student name tag.
16. Radiation monitor badges will only be worn in the clinical area and can be worn home for the next clinical rotation.
17. Supervisors in the clinical areas, such as chief technologists, assistant technologists, instructors, etc. will be referred to by last name only (unless otherwise instructed).
18. All hospital policies will be adhered to while in the clinical area.
19. Nuclear medicine rooms will be kept clean and stocked with adequate linens and supplies.
20. Professional conduct, courtesy, and cooperation is expected at all times when in the healthcare setting.
21. Students are not allowed in the clinical area during off duty hours without permission from the program director or clinical coordinator; this is a liability issue. While at the clinical affiliate, students must be in uniform.

22. Students will be expected to report promptly to class and clinical areas according to schedule. This includes make up time and extra scheduled time.
23. While in the affiliate hospitals, the MTC dress code must be adhered to.
24. No gum, candy or food is allowed in the clinical area.
25. No visible tattoos, body piercing, gauges or holes in the ear lobes (other than one pair of earrings only) are allowed in clinical. Patches or Band-Aids cannot be used to cover such on the head, face and hand areas.
26. The student must never attempt to diagnose an exam. The student must NEVER discuss the patients' condition, show a film or give a report to a patient or their family.
27. Smoking, tobacco use or non-tobacco products are prohibited on the MTC campus, all hospital properties and while in uniform.
28. Students must present themselves at all times in a professional manner.

Infractions of the above regulations may result in one or more demerits and students may be sent home from clinic. These demerits will be reflected in the clinical grade for the semester in which the infraction occurred. Infractions will double with additional occurrences.

## **RADIATION BADGES**

Students must have their radiation badge with them at all times while in the clinical area. Failure to have the badge will result in dismissal from the clinical area for the day or until the student obtains proper badges. Clinical demerits may be issued for lost film badges.

## **LOST RADIATION BADGES**

In the event a radiation badge is lost, you will inform the Program Director, go to the cashier's office in Reed Hall; inform cashier that you are in the NMT program and that you need to pay the "Lost Radiation Badge Fee". You will pay the \$25.00 fee, take the receipt to the Program Director and you will be issued a new badge.

- If the body badge is lost, you may **not** go to clinic until you have the temporary badge.
- If one ring badge is lost, report it but you may go to clinic and get the extra ring badge when you return to class that week.
- If both rings badges are lost, you may **not** go to clinic until you have temporary badges.

## **NAME/ID BADGES**

The student must wear an MTC ID badge at all times while in the clinical areas. This applies to entering and leaving the clinical sites. Failure to wear the identification badge may result in dismissal from the clinical area for the day and/or clinical demerits.

## **SECTION II: CLINICAL EVALUATIONS/GRADING**



## **CLINICAL GRADING POLICIES**

Clinical grades are determined in six areas. The area and each determining factor are listed below. DEMERITS ARE GIVEN AT THE DISCRETION OF THE INSTRUCTORS FOR INEFFICIENCY AND/OR INADEQUACY IN THE CLINICAL AREA AND WILL AFFECT THE CLINIC GRADE.

### **A. WRITTEN OBJECTIVES**

1. All written objectives are required to be turned in by assigned date. When the written objective is turned in late, a grade of “0” will be assigned. The assignment will still have to be completed and handed in before the beginning of the next semester or you will not be allowed to begin the next semester.

### **B. EVALUATIONS**

1. The number of evaluations required must be completed by the semester deadline. The evaluations will be averaged together for a maximum total. This evaluation must be completed each week the student is in the clinic. If the evaluation is not completed and submitted by Friday of each week, five (5) points will be deducted from that evaluation grade, for each week that it is late. For each evaluation not submitted by the end of the semester, one (1) point will be deducted from the cumulative clinical grade.
2. The required number of evaluations and grading process for each semester will be explained before your rotations begin and will be included in each clinical course syllabus.

### **C. INSTRUCTOR PERFORMANCE EVALUATION**

This is the responsibility of the clinical coordinator and adjunct faculty to complete.

### **D. ATTENDANCE**

1. After receiving 3 clinical absences during the fall and spring each, and 2 absences during the summer, 2 demerits will be given for each absence. If the student is sick and must be out of clinic for two consecutive days, these two days are considered one absence. The third consecutive absence is considered a separate absence. Therefore, if the student misses Monday – Wednesday, this is considered 2 absences. Students will have to make up all three days.
2. The late policy states that after 2 tardies each semester you will receive 1 demerit for each tardy thereafter. Three tardies equals 1 absence.

3. Leaving your assigned clinical area without permission will result in 2 demerits.
4. Leaving clinic without the Clinical Coordinator's permission will result in 2 demerits.

## **F. COMPETENCY EXAMS**

1. The following grading scale is in effect for each clinical competency exam:
  - a. Attempt a competency and you fail it – 0 demerits.
  - b. Take it a second time and fail it – 1 demerit
  - c. Take it a third or more times and fail it – 2 demerits each time.

**\*\*Failure to submit all completed competencies by the designated time will result in 5 demerits. All attempts must be evaluated by the AES or staff technologist and submitted through Trajecsys.**

2. Failure to complete competencies **by the designated time will result in 5 demerits. For each additional competency not turned in by the due date, one demerit will be issued.** Students are provided ample time to achieve all competencies.
3. At the discretion of the Program Director, an "Incomplete" can be given and the required exams must be completed before the start of the next semester to replace the Incomplete with a letter grade.

**\*\***

## **PROFESSIONALISM**

Students must adhere to professional standards in an acceptable manner at all times. Demerits will result in any violation. These demerits are worth 1.7 points and will affect the final clinical grade.

## WEEKLY CLINIC EVALUATIONS

Satisfactory weekly clinic evaluations must be maintained in all clinical assignments. Failure to meet clinical requirements will affect the clinical grade and could result in probation or suspension from the program.

### Rules:

1. Evaluations should be submitted from each rotation.
2. Satisfactory evaluations must be maintained.
3. The number of required evaluations will vary each semester and the exact number will be included in each clinical course outline.

### Procedure:

<b><u>Responsibility</u></b>	<b><u>Action</u></b>
<b>Student</b>	<ol style="list-style-type: none"><li>1. Gives staff evaluations the pink Trajecsys card.</li><li>2. Follows up on the completion of evaluations.</li><li>3. Keeps Clinical Coordinator informed of staff that do not complete evaluations.</li><li>4. The number of evaluations requested is required. For policy on this, see Clinical Grading policies.</li><li>5. Evaluations must be submitted each week.</li></ol>
<b>AES</b>	<ol style="list-style-type: none"><li>1. Reviews all evaluations with student.</li><li>2. Notifies student of unsatisfactory performance.</li></ol>
<b>Clinical Coordinator</b>	<ol style="list-style-type: none"><li>1. Recommends to program director a probationary status when the student is not meeting expectations.</li><li>2. Recommends dismissal from the program for unsatisfactory performance in the clinical area.</li></ol>
<b>Program Director</b>	<ol style="list-style-type: none"><li>1. Reviews all records and has final say concerning policy and procedure.</li></ol>

Name: \_\_\_\_\_ **SAMPLE ONLY** \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Area: \_\_\_\_\_

<b>Punctuality</b>	Prompt	Sometimes Late/Wanders	Inadequate	Comments: (optional)
<b>Personality</b>	Congenial	Acceptable	Rude, unfriendly, or Disregards others	Comments:
<b>Cooperation</b>	Above Average	Acceptable	Below Average	Comments:
<b>Initiative</b>	Above Average	Average	Never Volunteers	Comments:
<b>Comprehension</b>	Learns Rapidly	Normal Ability	Inadequate	Comments:
<b>Attitude</b>	Enthusiastic	Acceptable	Unacceptable	Comments:
<b>Self Confidence</b>	Above Average	Average	Below Average	Comments:
<b>Concern for Patients</b>	Justifies Complete Confidence	Acceptable	Needs Constant Supervision	Comments::
<b>Communication Skills</b>	Above Average	Average	Below Average	Comments:
<b>Ability to Follow Instructions</b>	Above Average	Average	Below Average	Comments:
<b>Understands Use of Equipment</b>	Above Average	Average	Below Average	Comments:

\_\_\_\_\_  
AES Signature (Evaluator)\_\_\_\_\_  
Nuclear Medicine Student Signature

**Midlands Technical College-School of Nuclear Medicine**  
**Nuclear Medicine Student Evaluation**

Student Technologist     **SAMPLE ONLY**     Date: \_\_\_\_\_  
 Staff Signature \_\_\_\_\_

	<b>Excellent</b>	<b>Above Average</b>	<b>Good</b>	<b>Below Average</b>	<b>Unsatisfactory</b>
<b>Cooperation and Attitude</b>	Excellent team worker, positive leader	Consistently works well with others	Average impression	At times arrogant; passive; impudent and/or surly	Causes problems, inclined to be quarrelsome; refuses
<b>Professional Ethics</b>	Excellent relationship w/ patients and staff	Above average impression; takes charge	Does what is expected	Often uses poor professional judgment	Frequent negative comments; attitude: rude
<b>Quality</b>	Superior - always produces quality work	Consistently above average in performance	Average - does what is required	Frequent repeats necessary	Requires constant supervision and must be told to repeat
<b>Quantity of Work</b>	Superior amount of quality work	Very industrious; above average	Satisfactory - meets minimum requirements	Slow - just enough to get by	Has to be prodded, works very slow
<b>Ability to follow instructions</b>	Learns rapidly; implements and retains knowledge	Above average; follow instructions well	Average retention	Hesitant to respond; needs reassurance	Headstrong; ignores instructions
<b>Self Confidence</b>	Superior - self reliant	Above average self esteem	Average self-assurance	Below average self-assurance, stands back	Too independent; ignores policy and procedures
<b>Care for patients</b>	Justifies complete confidence; makes wise decisions, takes charge	Usually self-reliant; requires little help	Average, needs some instructions	Afraid to take charge	Inadequate skills
<b>Use and care of equipment</b>	Justifies complete confidence	Very knowledgeable	Adequate	Needs to be told	Careless and wasteful
<b>Positioning skills</b>	Superior skills; rarely needs assistance	Above average; makes few mistakes	Average; normal mistakes	Below average application of knowledge	Makes frequent mistakes
<b>Organization of work</b>	Superior; knows what to do first and does it	Above average; needs little help - learns from mistakes	Average	Below average; needs to be told when to do things	Confused; appears lost
<b>Initiative</b>	Superior-looks for things to do always	Very industrious	Meet minimum requirements	Has to be told or reminded	Lazy

COMMENTS:

**MIDLANDS TECHNICAL COLLEGE - NUCLEAR MEDICINE TECHNOLOGY  
MID-TERM CLINIC CONFERENCE**

STUDENT: \_\_\_\_\_ DATE:

SEMESTER:

**ACHIEVEMENT OF COURSE OBJECTIVES**

1. ATTENDENCE
2. WRITTEN OBJECTIVES -
3. ETHICS, DRESS CODE -
4. COMPLETION OF COMPETENCY OBJECTIVES -

Check-offs:

Failures:

STRONG POINTS -

WEAK POINTS -

TOTAL DEMERITS -

COMMENTS:

STUDENT'S SIGNATURE: \_\_\_\_\_

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_

PROGRAM DIRECTOR: \_\_\_\_\_

**NUCLEAR MEDICINE TECHNOLOGY  
STUDENT MIDTERM CONFERENCE**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Semester: \_\_\_\_\_ Instructors: \_\_\_\_\_

Course: \_\_\_\_\_ Midterm grade: \_\_\_\_\_

Instructor's comments:

Course: \_\_\_\_\_ Midterm grade: \_\_\_\_\_

Instructor's comments:

Course: \_\_\_\_\_ Midterm grade: \_\_\_\_\_

Instructor's comments:

Clinical Course: \_\_\_\_\_ Midterm grade: \_\_\_\_\_

Instructor's comments:

Student's comments:

I understand my midterm status in the above courses and have completed a midterm conference with the instructor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NUCLEAR MEDICINE TECHNOLOGY  
INSTRUCTORS PERFORMANCE EVALUATION  
SAMPLE ONLY – DO NOT USE**

**PURPOSE:** To take an inventory to pinpoint weaknesses and strengths, and to outline and agree upon a practical improvement program.

**GRADING SYSTEM:** There are five categories under each heading. Beginning with number five and ending with number zero.

**POINT SCALE:** Student's point total \_\_\_\_\_ / 60 possible = \_\_\_\_\_ %

**1. Attendance:** The faithfulness of coming to work daily and contributing to the clinic Requirements (**scheduled vacation excluded**). Reporting to the clinical assignment on time.

- 5. \_\_\_\_\_ (No days missed & no tardies) Consistently prompt and reliable; volunteers for overtime when needed.
- 4. \_\_\_\_\_ Very prompt; reliable in attendance. (Normal time 1 or 2 days missed – 1-2 tardies). Is absent only when necessary.
- 3. \_\_\_\_\_ Usually present on time. (2 or 3 days missed – 2 or 3 tardies).
- 1. \_\_\_\_\_ Frequently late or absent (more than 3 or 4 days missed or 3 tardies).
- 0. \_\_\_\_\_ Consistently absent or late with/without excuse. (More than 4 days missed or 4 tardies).

Comments:

**2. Personal Appearance:** Cleanliness, grooming, neatness and shoes.

- 5. \_\_\_\_\_ Consistently presents a professional image, always well groomed, and careful about appearance.
- 4. \_\_\_\_\_ Meets published dress code completely and consistently.
- 3. \_\_\_\_\_ Meets basic uniform, but lacks items such as name or student badge, markers, etc.
- 1. \_\_\_\_\_ Meets basic uniform but lacks aesthetics (wrinkled, stained clothing, unwashed hair)
- 0. \_\_\_\_\_ Personal appearance unsatisfactory, does not meet published dress code.

Comments:

**3. Cooperation and Attitude:** The ability to work with others, share the workload and to accept instruction or constructive criticism.

- 5. \_\_\_\_\_ Excellent attitude and spirit of cooperation. Has the potential to be a leader.
- 4. \_\_\_\_\_ Highly enthusiastic and cooperative, works well with others, positive attitude.
- 3. \_\_\_\_\_ Satisfactory, does what is expected.
- 1. \_\_\_\_\_ Sometimes accepts direction in a manner showing displeasure, does not apply suggestions for improvement.
- 0. \_\_\_\_\_ Inclined to be argumentative, indifferent to comments, has difficulty working with others.

Comments:



4. **Professionalism and Ethics:** Integrity, loyalty, impression student makes on others, professional judgment.

- 5. \_\_\_\_\_ Conducts self in an ethical manner at all times, inspiring others, impressive in professional performance.
- 4. \_\_\_\_\_ Above average impression, uses good judgment in stressful situations.
- 3. \_\_\_\_\_ Average impression, adheres to professional standards in an acceptable manner.
- 1. \_\_\_\_\_ Sometimes does not follow professional standards when dealing with others.
- 0. \_\_\_\_\_ Negative attitude, rude, arrogant to patients, peers and staff technologists, uses poor professional judgment.

Comments:

5. **Initiative:** Ability to originate action in meeting objectives. Willingness to learn new skills.

- 5. \_\_\_\_\_ Looks for things to do, hard worker, self-directed, always productive.
- 4. \_\_\_\_\_ Consistently above average, needs minimum supervision, uses time efficiently.
- 3. \_\_\_\_\_ Does assigned work only, needs to improve initiative.
- 1. \_\_\_\_\_ Takes some initiative, but occasionally needs to be prodded along.
- 0. \_\_\_\_\_ Avoids work.

Comments:

6. **Productivity:** Output of satisfactory work.

- 5. \_\_\_\_\_ Superior work, always productive, consistently does more than is required.
- 4. \_\_\_\_\_ Consistently completes work in an efficient timely manner.
- 3. \_\_\_\_\_ Completes work in a reasonable amount of time.
- 1. \_\_\_\_\_ Needs constant urging to complete exams at an acceptable rate.
- 0. \_\_\_\_\_ Slow in completing assigned tasks.

Comments:

7. **Quality of work:** Positioning progress, technical & equipment manipulation and knowledge of protocol.

- 5. \_\_\_\_\_ Superior, consistently competent, exceptionally high quality of performance in all phases of practical applications, uses critical thinking skills to problem solve & adapt to changing situations.
- 4. \_\_\_\_\_ Is exact, precise, requires little correction, consistently above average. Recognizes mistakes and can correct them.
- 3. \_\_\_\_\_ Usually accurate, makes only average number of mistakes. Needs help thinking Problems through.
- 1. \_\_\_\_\_ Careless, makes recurrent errors. Unable to adjust to changes, often becomes frustrated in stressful situations.
- 0. \_\_\_\_\_ Makes frequent errors, does not retain, uses poor judgment in stressful situations. Unable to apply classroom knowledge in clinical practice.

Comments:

**8. Concern for Patients and Communication Skills:** Consider patient care and communication skills  
Ex: eye contact, patient comfort, addressing patient

- 5. \_\_\_\_\_ Always attentive to patient's condition and needs, physical and mental. Uses effective verbal and non-verbal communication skills to build rapport with pts, excellent written communication.
- 4. \_\_\_\_\_ Attentive to pt.'s comfort (blanket/cushions/extra pillows), displays good comm. skills
- 3. \_\_\_\_\_ Sometimes indifferent to patient's condition and needs, does not always communicate effectively.
- 1. \_\_\_\_\_ Is indifferent to patient's condition and needs, needs improvement in verbal, non verbal and written communication skills.
- 0. \_\_\_\_\_ Unconcerned for patients, actions may jeopardize patient's welfare.

Comments:

**9. Organization of Work:** The ability to perform tasks in an orderly manner.

- 5. \_\_\_\_\_ Able to determine logical work order, room always ready, excellent time management skills
- 4. \_\_\_\_\_ Organized most of the time, follows through with small details
- 3. \_\_\_\_\_ Organized most of the time, needs improvement in follow-up on small details, i.e. Paperwork ,etc.
- 1. \_\_\_\_\_ Rarely organized, needs major improvement
- 0. \_\_\_\_\_ No organizational skills, disoriented, and confused.

Comments:

**10. Radiation Protection:** Efforts made to protect self and others from unnecessary radiation exposure.

- 5. \_\_\_\_\_ Always uses protective devices, i.e. syringe shields, pigs... and practices ALARA
- 4. \_\_\_\_\_ Usually uses protective devices
- 3. \_\_\_\_\_ Sometimes uses protective devices; may sometimes forget film badge and/or shielding.
- 1. \_\_\_\_\_ Needs improvement protecting self and others
- 0. \_\_\_\_\_ Actions could be detrimental to self and/or others

Comments:

**11. Ability to Follow Directions:** Ability to listen and apply instruction to clinical performance.

- 5. \_\_\_\_\_ Excellent ability to listen, understand and apply instruction to clinical performance.
- 4. \_\_\_\_\_ Follows directions without errors.
- 3. \_\_\_\_\_ Occasionally makes mistakes in following directions.
- 1. \_\_\_\_\_ Initially follows directions, but does not retain, headstrong.
- 0. \_\_\_\_\_ Does not follow directions.

Comments:

12.     **Application of Knowledge:**           The ability to apply classroom knowledge to clinical applications.

- 5.       \_\_\_\_\_ Always uses knowledge well, uses critical thinking skills to problem solve and to adapt to changing situations.
- 4.       \_\_\_\_\_ Able to apply knowledge, able to solve problems and adjust to changes.
- 3.       \_\_\_\_\_ Usually able to apply knowledge, needs help in thinking things through.
- 1.       \_\_\_\_\_ Unable to adjust to changes, major improvement needed in applying critical thinking skills to clinical applications.
- 0.       \_\_\_\_\_ Unable to used knowledge in clinical practice, unable to adjust to changes.

Comments:

**SAMPLE.....DO NOT USE.....**

This is the opinion of the instructors and does not reflect in point value.

Total Performance:           Professional opinion of ability and potentiality.

- \_\_\_\_\_ Consistently above average, superior skills in all areas of performance.
- \_\_\_\_\_ Above Average, Excellent
- \_\_\_\_\_ Average, Satisfactory
- \_\_\_\_\_ Below Average, Below Satisfactory
- \_\_\_\_\_ Unsatisfactory, Not Acceptable

Recommendations:

Student's Signature: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Date and Semester: \_\_\_\_\_

## CLINICAL MERITS

**Merits** - A numerical documentation of performance which *exceeds the expectations of clinical performance to a notable degree*. Merits are assigned by the clinical supervisor and are used only for comp time. A merit cannot be used in any way to increase the clinic grade

One merit coupon will be given for:

1. Perfect attendance. (No days missed and no tardies in a semester.) – 2 Merits
2. Written thanks from patients, physicians, or nurses. – 2 Merits
3. Exceeding the required number of competencies by two or more. These competencies must not be repeats. You must get a “perfect score” to receive the merit. – 1 Merit
4. Other merits may be given at the instructor's discretion.

### **Rules:**

- One Merit equals one hour of comp time.
- Merit coupons can be carried from one semester to the next.

## CLINICAL DEMERITS

**Demerits** - A demerit is a numerical documentation of unsatisfactory performance which will affect a student's clinical grade. Demerits are assigned by the Program Director or Clinical Coordinator. One demerit equals 1.7 points. The number of demerits given will depend on the seriousness and frequency of the infraction. Demerits will be taken from the clinic grade. Demerits will be given for:

1. Not properly calling in when absent from clinical practice. (2 demerits)
2. Late call in when reporting to clinical up to 1 hour after start time (1 demerit).
3. Not submitting required number of evaluations. (1 demerit per missing evaluation)
4. All absences after three (3). (Only two absences for summer semester)
5. Leaving clinic without permission.
6. Failure to complete competency exams by due date.
7. Not cleaning rooms as assigned.
8. Not following professional standards.
9. Not having radiation badges in clinic area.
10. Being unprepared for clinical assignments or clinic class.
11. Mislabeling images.
12. Failure to finish entire exam. (Example: release patient; finish paperwork; reschedule patient.)
13. Inconsistent performance in clinical setting and lack of retention.
14. Not having staff check image before patient leaves.
15. Not entering appropriate data in the computer.
16. Leaving clinic early without Clinical Coordinator or Program Director's permission.
17. Not calling to notify early departure. (2 demerits)
18. Failure to park in the designated student parking areas at the clinical sites.
19. Failure to follow Trajecsyst time clock policies.

**\*\* THIS IS ONLY A PARTIAL LIST; OTHERS MAY BE GIVEN AT THE DISCRETION OF INSTRUCTORS.**

Each demerit affects the clinical grade. One demerit equals 1.7 points from the clinical grade. Two demerits equal 3.4 points... Five demerits will drop the clinic grade by one. If continuation of the violation of policies and procedures persist, the number of demerits will double, i.e., 1 demerit goes to 2 demerits, next offense goes to 4 demerits, etc. The assignment of demerits DOES NOT start over each semester. Students are expected to maintain a consistent professional attitude and behavior.

## **CLINICAL PROBATION**

When a student demonstrates a consistent lack of performance in the clinical requirements of the program and is performing below average (grade "C"), the student is placed on clinical probation status for one or more semesters.

A student can also be placed on clinical probation for a severe infraction of program policy or for the continuation of an unprofessional attitude or behavior that required previous counseling.

If a student is placed on clinical probation, the student will have a time frame designed for them to demonstrate that their weakness in clinical performance can be overcome. At the time of assigning the probationary status, the student will be advised of the problem and be offered suggestions and ways to improve. If the student does not show improvement within the given period, the student will be dismissed from the program.

The student will be allowed due process.

### **SECTION III: ATTENDANCE AND SCHEDULING**

## **LATE POLICY**

As an allied health professional, one is expected to be dependable in all job assignments. Punctuality is one of the most important assets of a nuclear medicine technologist in the medical field.

Punctuality is strictly enforced to help the graduate better adjust to the work force. Since punctuality is a vital part of dependable performance, records of student tardies are kept to help give future employers accurate information.

If the student has excessive tardies from clinical assignments, this could affect the student's chances of gaining valuable knowledge and also affect the clinic grade. The student is allowed two (2) tardies per semester regardless of the reason. More than two (2) tardies will be considered excessive and demerits will be given.

### **Rules:**

1. The student must notify the clinical site if he/she expects to be late.
2. The student must also notify the Clinical Coordinator if he/she expects to be late.
3. All time missed must be made up at the end of same day or at the discretion of the Clinical Coordinator. The student will need to get the "ok" from the AES as the department may be finished with patients for the day.
4. Students should not be tardy more than two times during the term regardless of the reason.
5. More than two tardies in one semester will result in demerits and points will be taken from the clinic grade as follows:

0 - 2 tardies	= no demerits
3 tardies	= 1 demerit and 1 absence
>3 tardies	= 1 demerit for each tardy thereafter (3 additional tardies = 1 absence)



## INCLEMENT WEATHER POLICY

### Academic:

If classes at Midlands Technical College are canceled due to inclement weather conditions, then the courses in the hospital will also be canceled. The MTC general information number is 738-1400. You are also encouraged to sign up for MTC alerts found on MyMTC.

### Clinical:

1. Students assigned to other areas in the state must follow the local technical college guidelines and should in no way go to clinic if there are college closings in those areas.
2. Students at affiliates in other cities that are not being affected by the weather and whose nearest college is open are required to go to clinic. For example, Columbia has snow but Florence does not.
3. Due to the requirements of the program, clinical time missed due to inclement weather conditions **must be made up**.
4. Students not reporting to clinic because of bad weather are required to call the appropriate persons at the hospital by the hour they are to report and the Clinical Coordinator at 803-822-6754.

## **ABSENCE POLICY**

The purpose of the Nuclear Medicine program is to produce graduates that are competent entry-level technologists. In order to be competent, students must be present academically and clinically. It is imperative that students are present in class and assigned clinical affiliate each and every day.

However, sometimes it is necessary for a student to miss clinic. If the student needs to be absent from clinic, he/she must abide by the following guidelines:

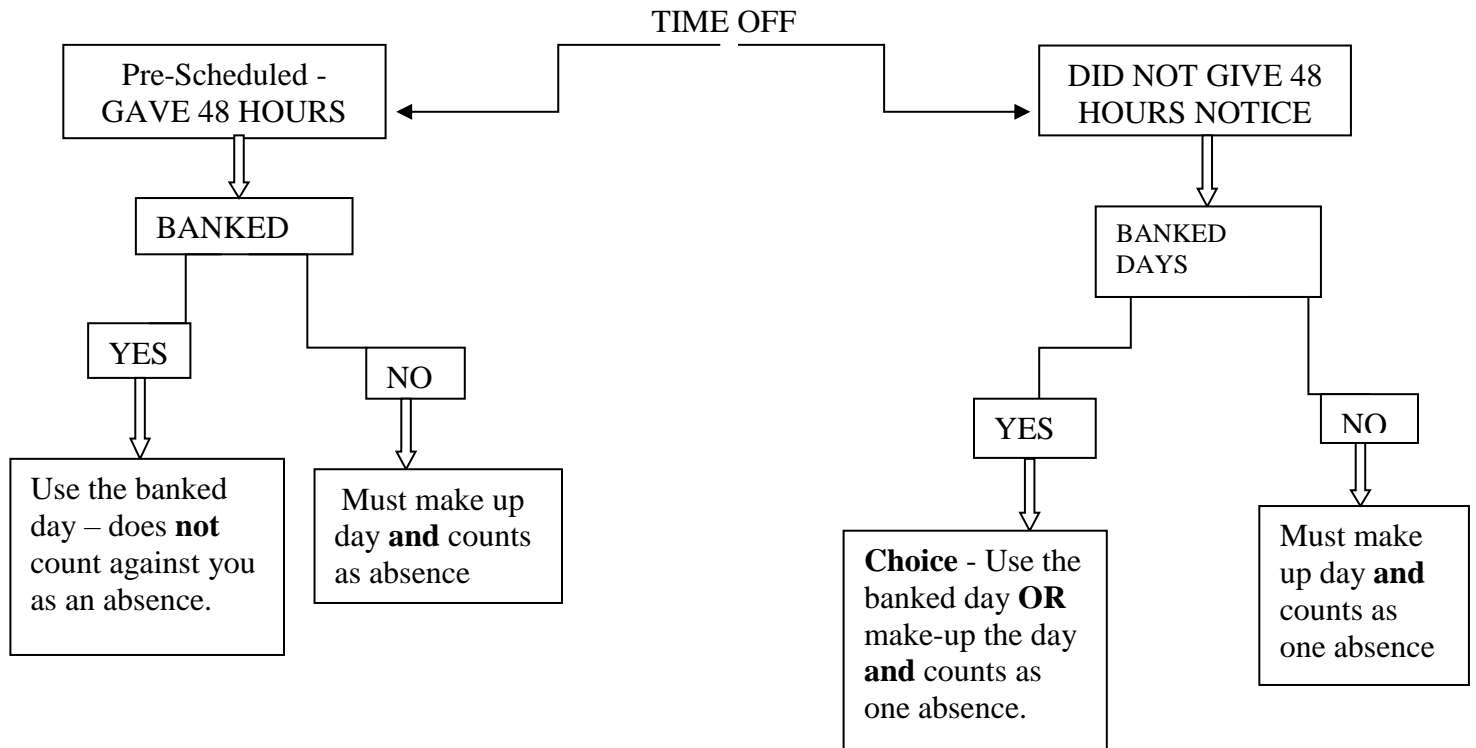
- The students are required to notify the Clinical Coordinator **48 hours** in advance via email or phone call for scheduled time off.
- When the student gives 48 hour notice with accrued/banked time, the time will be taken from the accrued bank. This “scheduled time” will not count against the students’ absences but will be kept for the students clinical records.
- When the student gives a 48 hour notice and does not have banked days, he/she must make up the day and it counts as an absence.
- When the student does **not** give 48 hours and does not have banked time, he/she must make up the time and it counts as absence.
- If 48 hours is not given but the student has banked time, the time is not considered “scheduled time”. The student can either use a banked day or make up the day. This will count as one absence.
- The student must have the “make-up days” approved by the Clinical Coordinator.
- For further clarification, see the flow chart on the following page.

Each time a day of clinic is missed, it is the student’s responsibility to make sure they have the opportunity to make up the time before the end of the semester.

Each semester the students will be notified of the date in which all clinical time must be made up. If the time is not made up by that date, the student will receive 3 demerits.

If the time is not made up by the end of the semester, the student will receive an “Incomplete” and may not graduate.

Note\*\* we are still following the policy that states “If receiving 3 absences during the fall and spring each, and 2 absences during the summer, 2 demerits will be given for each absence”.



## ACCRUED TIME

Throughout the program, students will be given the opportunity to accrue/bank clinic time. The accrued time is allowed to give students the opportunity to attend interviews, scheduled doctor's appointments, etc.

First semester, students will be allowed to **accrue 4 days**. Second semester, students will be allowed to **accrue 4 days**. Third semester, students are allowed to **accrue 1 day**.

Once the student is ready to use an accrued day, he/she must follow the guidelines found in "Absence Policy".

Regardless of the number of days accrued, students are not allowed to take two consecutive weeks off from clinic without prior approval from the Program Director and Clinical Coordinator.

## **SECTION IV: HEALTH AND SAFETY**

## **HEALTH AND SAFETY POLICY**

All students are required to have a pre-admission health examination to insure the safety and well-being of students, staff and patients. In addition, the hospital's policy regarding infectious diseases will be followed, as well as random drug testing if required.

If a student becomes ill or injured at the clinical site, he/she must report to the clinical instructor who may send the student home, to the employee health nurse or the emergency room. The student will be required to fill out an incident report in the event of an injury. In the event that the student contacts or is exposed to a communicable disease, the student must notify the clinical instructor. All of the program's affiliate department and hospital policies regarding infection control will be observed. It is recommended that the student maintain individual health insurance coverage.

## **DRUG SCREENING AND PRESCRIBED DRUG USE**

If a clinical affiliate requires mandatory or random drug testing, students in the Nuclear Medicine Program must comply or they will be suspended from the Program for failure to do so. A student that is on prescribed medication which could hinder their discretion and judgment in dealing with patients will not be allowed in the clinical area. If a student is taking any prescribed medication that could cause drowsiness, impair their judgment, or psychomotor skills, the student must inform the clinical instructors prior to starting clinical rotations. If in doubt, the student should question the clinical instructor. Failure to do so will result in clinical demerits and could jeopardize the student's continuation in the program.

## **CRIMINAL BACKGROUND CHECK & DRUG SCREENING**

Applicants to the program *are required* to notify the Program Director as soon as possible and prior to the information session, of any misdemeanors or felonies. Also current full-time Nuclear Medicine students *must notify* the Program Director of arrests while in the program.

All nuclear medicine students are required to have a criminal background check completed once they have been fully accepted into the program. The Program Director will provide the information to the students. This is to be completed prior to the NMT Orientation.

All Nuclear Medicine students are required to pass a drug screen test. This will be done prior to the NMT Orientation. Failure to pass either of these two tests will result in the student not being able to start the program.

Failure to notify the program director as soon as possible but no later than seven (7) calendar days of learning of such charges or convictions may result in dismissal from the Program.

**NOTE:** Students can also be requested to participate in random alcohol and drug screens at the request of any clinical site at any time.

## **LIABILITY INSURANCE**

All Nuclear Medicine students are required to have liability insurance. This insurance is purchased through Midlands Technical College and is included with the tuition each semester.

A copy of the liability insurance policy is available through the Department Head of Health Sciences at Midlands Technical College.



## INCIDENT REPORTS AND EMERGENCY HOSPITAL INSURANCE

### Rules:

1. Accident school coverage is only provided by MTC for the student while attending class or clinical practice.
2. When an incident occurs, notify an instructor (or technologist in charge in the absence of an instructor) as soon as possible.
3. An incident report is a written documentation of the facts concerning injury to patient or student.
4. Fill out a form per hospital policy no matter how trivial the incident may appear to be at the time.
5. In addition to the incident form, submit a summary of the incident to be kept in the instructor's file.
6. Illness requiring medical treatment becomes the financial responsibility of the student.
7. When injured while in clinic rotations, if possible, the charge person will refer the student to the emergency room for treatment.

The College's insurance policy can change at any time due to the type of coverage and company in which the college is insured.

### Procedure:

#### Responsibility

#### Action

##### **Student**

1. Notifies instructor or supervisor (in the absence of instructor) as soon as possible after incident (within 24 hours).
2. If incident involves patient, notify department supervisor.
3. Gives fully completed incident form to nuclear medicine supervisor.
4. Gives incident summary to instructor, as well as a copy of the incident form.

##### **Clinical Liaison**

##### **Or**

##### **Clinical Coordinator**

1. Assists student in filling out forms.
2. Files summary in instructors' office.
3. Reports documentation to program director.
4. Advises the student to seek medical attention if injured.

##### **Chief Tech**

##### **Or Designee**

##### **Program Director**

1. Accepts responsibility for student in absence of instructor.
2. Assists student in filling out forms.
1. Reviews all documentation.

## **FIRE PREVENTION AND PROTECTION POLICY**

### **Rules:**

1. Know procedures in the event of fire
2. Know locations of fire alarms and fire equipment in department.
3. Know how to use fire extinguishers and which to use for various fires.  
NOTE: ABC extinguishers are located throughout the department and can be used for any fire which may occur.
4. Never endanger yourself or your patient should a fire exist.
5. Report fire and electrical hazards to supervisor.

### **Procedure:**

#### **Responsibility**

#### **Action**

#### **Student**

#### **A. Prevention of Fires**

1. Investigates suspicious fire hazards.
2. Keeps passageways, fire exits, and corridors clear at all times.
3. Knows location of all firefighting equipment and their use.
4. Reports fire hazards to immediate supervisor.

#### **B. Event of Fire – Follow established hospital fire prevention and protection policy.**

### **Radiation Safety:**

To ensure the safety of the student, radiation safety regulations must be followed at all times.

1. Never inject or expose yourself or a fellow student for demonstration.
2. Use ALARA principle.
3. Minimize “holding” patients or doses during exam.  
If a patient must be held, wear gloves and switch off with technologist
4. Practice the principles of time, distance, and shielding.
5. Always wear the TLD monitoring badge at the collar level.  
**NOTICE: FAILURE TO WEAR THE RADIATION BADGES OR RETURN IT IN A TIMELY FASHION WILL RESULT IN DISCIPLINARY ACTION AND/OR GRADE REDUCTION.**
6. Lost badges must be reported immediately to the Clinical Coordinator or Program Director.

Radiation reports will be posted in the classroom and must be initialed monthly.

Classes on radiation safety will be taught in NMT 103 (Physics), fall semester, as well as NMT 105 (Radiopharmacy) during the second semester.

The program conforms to Title A, 61-63 of SCDHEC Regulations for the Use of Ionizing Radiation. Students and instructors conform to the various affiliates’ policies regarding radiation safety and shielding. Variances in these policies will be covered in class.

Policies involving pregnant students are also covered.

See policy for pregnant Nuclear Medicine student.

## **STUDENT RADIATION MONITORING**

To help insure that the student is working in a safe environment, the amount of radiation received will be monitored. Radiation film badges will be issued to each student monthly.

It is the responsibility of the student to wear the assigned film badge at all times while in the clinical setting. The student must use caution as not to lose or damage the badge. The badge must face forward at all times for an accurate reading.

At the beginning of each month, the Environmental Manager and Radiation Safety Officer, Ray Wiegner, will collect the used badges and issue new badges. The readings from the badges will be recorded in the student's permanent record and will be reviewed each month by the radiation safety officer and the program director. If the radiation level exceeds acceptable limits, the student will be counseled. All monthly recordings are available for student review and must be initialed and dated.

After graduation, the permanent record of radiation dose will be placed with the Director. To obtain a copy of these records, the student must request the information to be released.

It is the goal of this program and each graduate to practice safe radiation practices which leads to dosages as low as reasonably achievable. (ALARA).

## **Student Injury - Exposure**

### Infectious Diseases

Each clinical facility is expected to practice Universal/Standard Precaution procedures in the care of patients with infectious diseases. The student technologist is educated in, and is expected to be knowledgeable in the practice of these precautions and care for these patients.

Clinical grades are awarded according to student performance. Refusal to render care to any patient in a manner which follows the hospital guidelines may result in dismissal from the program.

### Procedure for Accidental Exposure to Blood or Body Fluid

All contaminated needle sticks or bloody body fluid splash to mucous membrane or open skin should be treated as if there is a potential risk of pathogen exposure.

1. If the student sustains a puncture wound:
  - A. Withdraw needle or other object immediately
  - B. Immediately wash hands/area of puncture wound using soap and water; follow application of povidone iodine and/or alcohol.
  - C. Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
  - D. Wipe away any blood.
2. If the student receives a spray or splash of body fluids:
  - A. To eyes, nose or mouth - irrigate with a large amount of water
  - B. To a break in the skin, follow procedure for puncture wound (#1 above)
3. The student will report the incident immediately to the AES and to Infection Control Practitioner/Safety Office/Employee Health Services.
4. The student will follow the clinical agency's procedures for reporting and follow-up of the exposure. Any required incident report should be completed before leaving the facility.
5. The student will seek a risk assessment and determination of recommended screening, treatment and/or follow up from the Infection Control Practitioner or AES.

## STUDENT INJURY REPORT

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Faculty: \_\_\_\_\_

Description of Injury - Exposure:

\_\_\_\_\_

### Faculty Responsibilities:

\_\_\_\_\_ Assist the student in completion of required reports and evaluation as required by the clinical agency policy.

\_\_\_\_\_ Assist the student accessing risk assessment.

\_\_\_\_\_ Inform the student of his/her rights, responsibilities, and required procedures.

\_\_\_\_\_ Inform the student regarding resources for risk assessment, screening, advice, referral for testing, treatment and counseling.

\_\_\_\_\_ Assist the student to analyze the occurrence regarding implications, if any, for future practice.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
AES Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

**RECORD OF STUDENT CONTAMINATION**

**\*Students MUST complete on the day of contamination and email to [kreinerm@midlandstech.edu](mailto:kreinerm@midlandstech.edu) or fax to 803-822-3417\***

Name of Student: \_\_\_\_\_

Date of contamination: \_\_\_\_\_

Location of spill/contamination: \_\_\_\_\_

Reading of spill before decontamination: \_\_\_\_\_ mR/hr

Radioisotopes present or suspected in spill: \_\_\_\_\_

\_\_\_\_\_ mCi of \_\_\_\_\_

\_\_\_\_\_ mCi of \_\_\_\_\_

\_\_\_\_\_ mCi of \_\_\_\_\_

Explanation of incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedure used to clean spill:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reading of spill after decontamination: \_\_\_\_\_ mR/hr

Reading of student after decontamination: \_\_\_\_\_ mR/hr

Follow-up actions taken to prevent recurrence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director/Faculty Signature

\_\_\_\_\_  
Date

**MIDLANDS TECHNICAL COLLEGE  
NUCLEAR MEDICINE PROGRAM**

**SUBJECT:** PREGNANT NUCLEAR MEDICINE STUDENT

**POLICY STATEMENT:** DURING PREGNANCY, IF DECLARED, NUCLEAR MEDICINE STUDENTS MUST ADHERE TO THE FOLLOWING RULES AND GUIDELINES.

**Rules:**

1. A student should declare their pregnancy to the Program Director as soon as possible.
2. The health physicist will review radiation safety devices with the student.
3. The health physicist will be notified by the Program Director. At this time, an additional radiation monitoring badge will be provided to monitor the student's unborn fetus.

**Procedure:**

**RESPONSIBILITY**

**ACTION**

Student	<ol style="list-style-type: none"><li>1. May inform her Program Director of pregnancy.</li><li>2. Will exercise good judgment in protection from radiation exposure by using the devices provided</li><li>3. Will wear additional radiation badge provided by the health physicist.</li></ol>
Clinical Coordinator	<ol style="list-style-type: none"><li>1. Will review radiation safety devices with the student.</li></ol>
Health Physicist	<ol style="list-style-type: none"><li>1. Will answer any questions concerning exposure to radiation.</li></ol>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mauren Kreiner, Program Director

\_\_\_\_\_  
Ray Wiegner, B.S.R.T.(R)(N), RSO



# MIDLANDS TECHNICAL COLLEGE

## NUCLEAR MEDICINE PROGRAM

### Declaration of Pregnancy Form

**NAME:** \_\_\_\_\_  
Last
First
Middle

**STUDENT IDENTIFICATION NUMBER:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_  
Month/Day/Year

**PROGRAM**\_\_\_\_\_

**CONCEPTION DATE:** \_\_\_\_\_  
Month/Year

**I HAVE BEEN GIVEN A COPY OF U.S. NRC GUIDE 8.13** YES\_\_\_\_ NO \_\_\_\_

This is to certify that I am voluntarily notifying Midlands Technical College/Radiography Program of my pregnancy and that I have read and understand the U.S. Nuclear Regulatory Guide 8.13 (Instruction Concerning Prenatal Radiation Exposure). I also understand that the above information is for Radiation Safety use only.

**STUDENT'S SIGNATURE**

DATE \_\_\_\_\_

\*South Carolina Department of Health and Environmental Control’s Rules and Regulations for radiation control Title A paragraph 3.12.1 requires that “the licensee shall ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv).”

A “declared pregnant woman” is defined as a woman who has voluntarily informed her employer or educational program, in writing of her pregnancy and the estimated date of conception (RHA 3.2.14).

## **SECTION V: OTHER CLINICAL POLICIES**

## **LOST AND FOUND POLICY**

If a student finds any article, item, etc., in the Nuclear Medicine Department, they are to immediately turn the item over to the technologist in charge and give them a brief summary as to where the item was found. The technologist in charge will then report this to security and turn the found item over to security.

If a student finds an article on hospital property, it should be returned to security.

You must report this to your instructor if such should occur.

## TELEPHONE PROCEDURES

### Rules:

1. The telephones located in the nuclear medicine department are to be used for professional and business use.
2. Personal calls should be for emergencies only.
3. Due to the number of incoming calls to the Nuclear Medicine department, your incoming calls may not be transferred but a message may be taken by front desk personnel.
4. **No cell phones are allowed in the clinical area this includes Smart/Apple Watches.**
5. Students may use their cell phone during their lunch break, but it must be kept in a locker or drawer during regular clinic hours on silent mode or off.
6. If the student has a pending emergent situation and must have their cell phone in their pocket, they must inform the AES and Clinical Coordinator. If not, they will receive demerits.

## WORKING FOR PAY

### Rules:

1. The student's first responsibility is to the training program. No outside job can interfere with scheduled clinic or classroom hours. Clinical hours are 7:00 a.m. – 3:30 p.m. You may clock in after 3:30 p.m. or after the normal assigned clinic time.
2. If a student wishes to work in a Nuclear Medicine Department as a student, then he/she must consult with the Clinical Coordinator and Program Director prior to employment.
3. The student must not have MTC patch or name tag visible while working for pay.
4. The student cannot check off on exams, accrue or make up time, or document patient numbers while working for pay.

### Procedure:

#### Responsibility

#### Action

##### **Student**

1. Adheres to above rules.
2. Notify instructor when working for pay.
3. Does not perform competency checks while working for pay.
4. Does not count numbers of patients done while working for pay.

##### **Clinical Coordinator**

1. Enforces above stated rules and issues demerits for infractions.

##### **Program Director**

1. Reviews all rules and makes final decisions pertaining to same and to any disciplinary action taken.

### **Basic Life Support and First Aid:**

When medical personnel are functioning in their official capacities, they have a positive obligation to initiate CPR when indicated. Often, within the routine examinations initiated by the technologist, patients are at risk for cardiac and/or respiratory arrest. Therefore, it is imperative that each student successfully complete an approved Basic Life Support course. This course should include, but is not necessarily limited to:

- Cardiovascular disease prevention
- Adult, child, and infant one-rescuer
- CPR adult and child two-rescuer CPR
- Adult, child and infant foreign body airway obstruction management
- AED training

No student will be allowed to participate in the clinical experience portion of the Nuclear Medicine program without ANNUAL verification of BLS with AED and a separate First Aid course.

Certification should be current, and copies of cards should be uploaded to the Certified Background Wolfe, Inc. website. It is the student's responsibility to maintain current certification status.

**The only BLS CPR course we will accept is the American Heart Association BLS CPR beginning August 9, 2019.**

## **SECTION VI: GENERAL INFORMATION**

## NUCLEAR MEDICINE CURRICULUM

### FALL SEMESTER (1st)

		CONTACT	LAB	CREDIT
NMT 101	Introduction to Nuclear Medicine	1	3	2.0
NMT 102	Nuclear Medicine Procedures I	1	3	2.0
NMT 103	Nuclear Medicine Physics	1	3	2.0
NMT 150	Applied Nuclear Medicine I	0	24	8.0
		3	24	14

### SPRING SEMESTER (2nd)

NMT 104	Nuclear Medicine Procedures II	1	3	2.0
NMT 105	Quality Assurance Methodology	1	3	2.0
NMT 107	Nuclear Medicine Instrumentation	2	3	3.0
NMT 151	Applied Nuclear Medicine II	0	24	8.0
		4	33	15

### SUMMER SEMESTER (3<sup>rd</sup>)

NMT 106	Nuclear Medicine Procedures III	1	3	2.0
NMT 109	Selected Topics in Nuclear Medicine	1	3	2.0
NMT 152	Applied Nuclear Medicine III	0	18	6.0
		2	24	10

**TOTAL CREDITS      39**



## **ACADEMIC GRADING POLICIES**

### **Rules:**

1. Any nuclear medicine course grade less than "C" results in automatic dismissal from the program.
2. No student will be excused from scheduled classes to take college courses.

### **ACADEMIC GRADING SCALE**

A = 100 - 92  
B = 91 - 83  
C = 82 - 75  
F = Below 75

## ACADEMIC ABSENCES

For Clinical attendance see clinical procedure course outline.

### Rules:

1. Nuclear Medicine students will be allowed two (2) absences per semester in Nuclear Medicine classroom courses unless otherwise stated in the course outline. Summer semester is two (1) absence.
2. The 3<sup>rd</sup> absence will result in dismissal from the course (dismissal from nuclear medicine courses results in dismissal from the program). Summer semester is the 2<sup>nd</sup> absence.
3. Students who are over 10 minutes late for class will be counted as absent for that class. Students are responsible for all information covered in class.

### Procedure:

#### Responsibility

#### Action

##### **Student**

1. Does not exceed absences as specified in course outline.
2. When extenuating circumstances are present, the student must get approval of the instructor.

##### **Course Instructor**

1. Advises student after maximum absence by filling out "Documentation of Conference" form and having student sign form.
2. Gives copy of form to student, program director, and places a copy in grade book.
3. Informs program director.

##### **Program Director**

1. Reviews rules and makes decisions pertaining to same and disciplinary action is taken.

## **TEST POLICIES**

### **Rules:**

1. All tests must be made up within three (3) days after original test was given. Any clinical time missed must be made up.
2. Make up tests will have 5 points deducted and may be essay in nature.
3. The student is responsible for scheduling the make-up test time with the instructor.
4. The student is to come to the next scheduled class prepared to take a make-up test if the instructor so expresses.
5. Failure to make up a test within the given time results in a zero for a grade.

## **DUE PROCESS/ACADEMIC APPEALS/PROGRAM GRIEVANCE**

The program respects the students' right to grieve or appeal decisions which may seem unfair.

The program follows the College's Academic Appeals Policy found in the MTC Student Handbook. The students will acknowledge their right to question program conditions by signing the Grievance Acknowledgement form.

The purpose of the student academic appeals process is to provide an informal but structured system of academic review for students who have questions, concerns, and/or serious disagreements concerning academic matters. This procedure is to be used only when a student has an academic concern listed below that cannot be resolved to the student's satisfaction at the faculty or department chair level.

### Definition:

Academic matters covered under this appeals process include:

1. Unfair, inequitable treatment of students
2. Unfair grading procedures and computation of grades
3. Inappropriate classroom/personal conduct of instructor
4. Improper disclosure of grades
5. Improper applications or interpretations of academic rules and standards
6. Improper/unfair testing procedures
7. Misadvisement

This procedure is not meant to replace or substitute for the College's procedures related to alleged discrimination or other matters as defined in the College/State Student Code and Grievance Procedure. Students have the right to use the grievance procedure after pursuing the Academic Appeals procedure, provided the matter is grievable. Students should not use both systems simultaneously.

Refer to the Student Handbook for detailed steps to follow.

## **RE-ENTRY/ RE-ADMITTANCE TO THE NMT PROGRAM**

### **Voluntary Withdrawal**

Students that voluntarily withdraw from the Nuclear Medicine Program may be eligible for re-entry, based on program space availability.

The NMT program director will allow a student to petition for re-entry in to the program and will make a determination on re-entry eligibility based on the individual circumstance and situation.

In order to be considered for re-entry eligibility, the student must make his/her request in writing to the NMT program director. The NMT program director will make a determination and inform student of re-entry eligibility within ten working days of receipt of written petition. If the student is determined to be re-entry eligible, the NMT program director will assist the student in a plan of action for re-entry and will advise student on an individual basis.

### **Academic or Clinical Failure**

If a student is dismissed from the NMT program due to academic failure, and the student wishes to re-enter the program, the student must re-apply for admittance. Re-entry is based on program space availability.

In order to be considered for re-entry eligibility, the student must make his/her request in writing to the NMT program director. The NMT program director will make a determination and inform student of re-entry eligibility within ten working days of receipt of written petition. If the student is determined to be re-entry eligible, the NMT program director will assist the student in a plan of action for re-entry and will advise student on an individual basis.

If a student is dismissed from the NMT program due to clinical failure, and the student wishes to re-enter the program, the student is allowed to re-apply for admittance unless they were dismissed for the starred (\*) reasons listed under “Grounds for dismissal” on page 84.

## **PROFESSIONAL ORGANIZATIONS**

All students will join and must attend the South Carolina Society of Nuclear Medicine Technologists annual Spring meeting (see [www.scsnm.org](http://www.scsnm.org) for dates).

Students must do an exhibit and/or presentation for competition at the SCSNM annual meeting.

Students are encouraged to attend the annual SCSNM Fall President's Meeting but it is not mandatory.

### **Attendance at Professional Meetings:**

1. Students who attend local SCSNM meetings will receive comp time. Students must provide documentation of attendance.

## **CLASSROOM ETIQUETTE/RULES**

### **Rules:**

1. No drinking or eating in classroom or labs.
2. Students are responsible for all information discussed during classes.
3. No cell phones or Smart phones allowed. All will be placed in basket in a zip lock bag upon entry.
4. In case of potential emergency situations, request permission from the instructor.

### **Required Counseling Notification Policy**

Affective behaviors are extremely important in the educational process and employment of nuclear medicine technologists. Due to the medical professions' emphasis on customer service and teamwork, affective behaviors such as professionalism, attitude, the proper use of discretion and judgment, etc. is extremely important.

It is the purpose of this program to graduate competent and caring nuclear medicine technologists who exhibit the necessary affective behaviors as deemed important by the Joint Review on Educational Programs in Nuclear Medicine Technology (JRCNMT) as well as the SNMTS/ARRT's Code of Ethics for the Nuclear Medicine Technologist.

The Nuclear Medicine faculty will assist the student in forming the necessary behaviors. If after **one** counseling session with the Nuclear Medicine faculty, the negative affective behaviors have not changed, the student will make an appointment with the College's Counseling Services office or additional help, in order to continue. If after professional assistance the behavior or related problems continue, the student's continuation in the program is in jeopardy due to an accumulation of demerits.



## Negative Affective Behaviors Partial List

Poor Attitude  
Lack of discretion or judgment  
Lack of professionalism  
Not following policies or procedures  
Tardiness/Attendance  
Other

### Progression of Counseling for Negative Behaviors

- I. Student are counseled by instructors on negative affective behaviors.
- II. If after the first session, the problem(s) continues, the student will be recommended to the College Counseling Services office and demerits may be assigned. The student will make an appointment with a counselor within one week of the conference with the program director. The student must verify the appointment to the program director in writing. The student will continue in the program.
- III. Counseling Services Personnel will notify the program director that counseling has begun.
- IV. After counseling has actually begun, the student's behavior will be evaluated by the nuclear medicine faculty.
- VI. The student will be required to write a Plan of Action (POA) to the Program Director to include information they learned at the Counseling Session(s).

If progress is not made in modifying/correcting the problem, or if there are future reoccurring behavior problems, additional demerits will be assigned to the unprofessional behavior and could lead to clinical/program failure.

I have read the required Counseling Notification Policy, understand its importance, and have had the opportunity to question it. My signature represents my agreeing to follow this policy if needed.

---

Student Signature

Date

## **Counseling Services**

As a partner in the mission of the college, the Counseling Services' staff at the College plays a vital role in creating a college environment that maximizes student success and the total development of the individual.

Counseling Services' staff takes a proactive role in working with faculty, staff, administration and students to design and implement programs and services that positively affect identified student goals and outcomes.

Programs and services include personal, academic and career counseling, computerized information delivery systems, and advising students with undeclared majors. All of these services are available to students with disabilities. In addition, Counseling Services offers support and assistance by arranging appropriate accommodations for students with disabilities.

Please refer to the College's Student Handbook for specific services and information regarding counseling services available.

## **Academics/Behavioral/Clinical**

All faculty have open door policies regarding the students' progress in the program. Each student will receive (at a minimum), a midterm conference per semester regarding their academic/behavioral and clinical progress.

Advisement for course scheduling will be with the program director at the end of each semester. Course considerations beyond the normal nuclear medicine curriculum will be on an individual basis. Career counseling for post-graduate nuclear medicine technologists will be anytime at the students' request.

### **Learning Resources Available**

- ☐ College library
- ☐ Program library
- ☐ Hospital libraries
- ☐ Computer labs at the College

Student services are available to all students

- ☐ Counseling for career/personal needs
- ☐ Financial aid
- ☐ Tutor after hours
- ☐ Additional clinical instruction during break
- ☐ Volunteer clinical time
- ☐ Minimum of two conferences per semester with faculty

### **Classroom/Lab/Computer Use After Hours**

The program encourages students to utilize the facilities and equipment after normal school hours. Therefore, students may request that the lab be made available to them for additional clinical practice or study time.

## **PROGRAM ASSESSMENT AND GOVERNANCE**

The students' input in the program's governance is extremely valuable. There will be several areas of the programs operation that will be evaluated during the students' educational experience. Suggestions for improving the program through assessment surveys or in-class or personal discussions are welcomed and encouraged.

Students also have decision making responsibilities by serving as class representatives or holding a position on the program's Advisory Committee.

## **STATEMENT OF NONDISCRIMINATION**

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin or ethnic group, color, age, religion, disability, genetic information, gender, military service, pregnancy or other category protected by applicable law. In compliance with all federal and state laws, including the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. The Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. Mr. Ian A. MacLean has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, Title VI and Title VII and Title IX regulations. Information concerning the provisions of the Americans with Disabilities Act and the rights and privileges thereunder are available from Mr. Ian A. MacLean in his position as Director of Internal Audit and Risk Management and the Chief Compliance Officer for Affirmative Action, Equal Employment Opportunity, Sexual Harassment, Disability Action and the Title IX Coordinator. He can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, 803.822.3204, [macleani@midlandstech.edu](mailto:macleani@midlandstech.edu).

## **SECTION VII: FORMS TO BE SIGNED**

**NUCLEAR MEDICINE TECHNOLOGY AUTHORIZATION  
TO RELEASE REFERENCE INFORMATION**

I hereby authorize the program director and/or instructors in the Nuclear Medicine Program of Midlands Technical College to release information concerning my performance while enrolled in the program.

This information should only be released to prospective employers of which I have given the Program Director and/or instructors as references.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\*\*\*\*\*

I hereby authorize the program director and/or instructors in the Nuclear Medicine Program of Midlands Technical College to release personal contact information specifically limited to inquiries from prospective employers. This information may be given out by letter or via telephone conversation.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## PREGNANCY POLICY

A student who becomes pregnant at any time during the program and decides to declare her pregnancy should declare the fact to the program director as soon as possible. The program director/radiation safety officer will counsel the student and the student **will choose one of two options.**

- A. If the student wishes to continue in the program, the student will not be treated any differently than a non-pregnant student. Course objectives, attendance, clinical rotations, etc., will still be adhered to.

The National Council on Radiation Protection and Measurement recommends radiation dose to the mother and fetus not to exceed .05 rems during the gestation period. The radiation dose will be carefully monitored during this time to assure this amount is not exceeded. The student will be provided a second badge referred to as a “baby” badge. The student will be required to read N.R.C. Reg 8.13 which are “INSTRUCTIONS CONCERNING PRENATAL RADIATION EXPOSURE.”

- B. Should pregnancy occur during the early part of the program and the said student wishes to drop the program at that point to minimize any possible danger to her unborn baby, she may return the following year at the beginning of the semester in which she left.

Although it is both procedure and practice of this program to offer the utmost in radiation protection to the students, the college or its affiliates will not assume liability of the mother or child in case of pregnancy.

Information regarding a student’s leaving due to pregnancy will be held in utmost confidence.

It is both the procedure and practice of this program to offer maximum radiation protection to the students. The program always requires safe radiation practices in accordance with the ALARA concept.

I have read the pregnancy policy and understand its contents.

---

Student Signature

---

Printed Name

---

Date



**MIDLANDS TECHNICAL COLLEGE**  
**Nuclear Medicine Program**  
**PROFESSIONAL STANDARDS**

A student entering the profession of Nuclear Medicine Technology must understand that they are entering a field of medicine that requires certain professional standards that other career choices may not. Professional dress, appearance, and modes of communication must be of certain standards in order to maintain the confidence and care of the patient. Patients under the care of a nuclear medicine technologist/student present themselves in all ages, cultures, and of various ethnic origins; therefore, trendy modes of dress and appearance are not allowed.

The program has an established dress code and a code of conduct you must follow throughout the academic year.

By signing of the Professional Standards form, you indicate that you understand the requirements of the program and that you agree to abide by these standards.

---

Student Signature

Date

Printed Name\_\_\_\_\_

## GROUND FOR DISMISSAL

The grounds for dismissal are listed below. It should be noted that a student can be dismissed from the program at any time during their training for violation of any one of the grounds listed, either for academic reasons or disciplinary reasons. Due process would be allowed in applicable situations.

1. Failing grades in nuclear medicine and/or college courses.
2. Insubordination.\*
3. Conviction of distribution and/ or possession of illegal drugs or controlled substances.\*
4. Failure to accomplish clinical assignments and objectives.
5. Unprofessional or unethical conduct.\*
6. Cheating in related or professional courses and falsification of clinical documents.\*
7. Discussing grades and or counseling sessions with other students or faculty.
8. If a clinical site refuses to allow a student on hospital property for violations such as theft or misconduct.\*
9. If a clinical site refuses to allow a student to continue clinical rotation at their site.\*
10. Conviction of a felony.\*

**\*Students dismissed from the program for these reasons or grounds, are not eligible for re-admittance to the program.**

Your signature indicates that you are aware of these policies before entering the program.

---

Signature of Student

---

Date

---

Printed name

# **MIDLANDS TECHNICAL COLLEGE**

## **CONFIDENTIALITY STATEMENT**

### **TEMPORARY STAFF, STUDENTS, CLINICAL INSTRUCTORS, AND ALL OTHERS REQUIRING ACCESS TO PATIENT/EMPLOYEE/BUSINESS INFORMATION**

I understand that information concerning patients, their illnesses or their families is private. I will preserve this right to privacy by not discussing their conditions, treatments, or any other private matters in public settings either in the Hospital or outside of the Hospital.

Any information obtained from the patients' medical record will be used only for the authorized purposes. I will preserve and protect contents of the records and any other confidential information obtained.

Information concerning employees, and employee records, is private and confidential. I understand that this private information shall be distributed only to authorized personnel. Financial information of patients, employees, or the organization shall be distributed only to authorized personnel.

Computer access codes are recognized as electronic signatures to access automated patient and employee records. I understand that due to the confidential nature of the documentation in the medical record my password should not be shared with another person. I hereby agree not to reveal my password, nor will I attempt unauthorized access to the system. If I suspect the security of my password has been compromised I agree to report this to the Security Administrator immediately.

I understand that any violation of these rules of confidentiality may subject my association with all affiliates to be terminated. I understand that a breach in confidentiality may be in violation of federal and/or state statutes and regulations, and subject to prosecution under the law.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student Identification Number

\_\_\_\_\_  
Name of Company (School)

## **CLASS AND CLINICAL SCHEDULING**

All nuclear medicine classes will follow the College's academic calendar. However, due to the clinical requirements needed for graduation the clinical rotations do not follow the published college calendar.

The nuclear medicine program's curriculum is based on three semesters of academic study and clinical rotations to acquire clinical competency. The purpose of clinical rotations through hospitals and offices is to provide students the variety and number of nuclear medicine procedures they need to be evaluated on to be performed before competency and graduation can be obtained.

In order to graduate from the program within the published three semesters a standard number of nuclear medicine procedures must be competently completed by each student as well as other written assignments and the completion of specific clinical objectives.

The nuclear medicine's clinical schedule does not follow the normal college schedule. Students will receive specified breaks as noted in the college calendar, however, those students who have not obtained the required number of competencies for that semester will be required to schedule designated break days for clinical rotations in order to achieve the number of procedures as required. There will be several occasions during the program that all students will be scheduled for clinical rotations during breaks in order to meet clinical objectives. This will assist the student in graduating as scheduled, and to be able to sit for the national board examinations with their classmates.

A student entering the Nuclear Medicine Program must be willing to devote their time and energies into a medical technical specialty that requires dedication and commitment.

I have read this information about class and clinical scheduling and understand that due to my own progression of clinical competence I may, or may not receive all of the College's academic breaks as designated by the College's calendar.

**QUESTIONS WILL BE ANSWERED BY THE NUCLEAR MEDICINE  
FACULTY OR STAFF PRIOR TO SIGNING.**

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**APPLICANT/STUDENT****DATE**

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**FACULTY/STAFF****DATE**

All course outlines specifically state the required objectives, goals, and outcomes of each course which will lead to all terminal objectives being met and the Program's mission completed.

**MIDLANDS TECHNICAL COLLEGE**  
**NUCLEAR MEDICINE**  
**Code of Conduct**

The following are professional standards by which all students must adhere. The Nuclear Medicine program involves professional behavior, honesty, and integrity of graduates and students.

An accumulation of demerits which will affect the students' clinical grade which could lead to temporary suspension or dismissal will be assigned for the following actions or behaviors:

1. Falsifying clinical information such as evaluations, competencies, patient exam sheets, etc. (Immediate dismissal).
2. Negative attitude toward instructors, staff, patients, and fellow classmates (demerits/conference).
3. Instigating a negative climate among classmates or others (cliques) (Demerits).
4. Sharing test information with others asking what is on a test or providing test information to others. (College policy – immediate dismissal).
5. Cheating in any form on academic or clinical tests or assignments, i.e. using previously submitted reports/tests, cell phones (text messaging), etc. (College policy – immediate dismissal).
6. Insubordination to a staff member or instructor (Immediate dismissal).
7. Plagiarizing assignments with books, magazines, or internet information (immediate dismissal).
8. Disruptive behavior in either class or clinical (College policy – removal/demerits/dismissal).
9. Failing to meet course (academic/clinical) objectives with a minimum of “C” (dismissal).
10. Excessive absences in class/clinical Class = “W” Withdrawn from class/program  
Clinical = demerits – refer to course outlines (College policy)
11. Required counseling will result if attitudinal problems require a third conference with instructors or director. Severe demerits will accumulate if problems continue. The attitudinal problems involve all aspects of affective behaviors. Refer to the students' policy and procedure manual.

12. Failure to follow established policies and procedures (demerits).
13. Lack of discretion or judgment (demerits).
14. Jeopardizing patient care (demerits).
15. If a staff evaluates you as competent on a particular exam and you know you did not perform the exam competently according to the program's requirements, you must notify the clinical instructor of the unsuccessful competency (demerits).

Students in the Nuclear Medicine program are responsible for their behavior. Any student who has information about another student violating the code of conduct or program policies is to report the violation(s) to their instructors or program director.

I have read the program's code of conduct and understand the seriousness of any violations. I also have had the opportunity to question the code.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## **GRIEVANCE AND JRCNMT ACKNOWLEDGEMENT FORM**

### MIDLANDS TECHNICAL COLLEGE – NUCLEAR MEDICINE PROGRAM

I have been informed of the College's Grievance Procedure. I have also been given the opportunity to read about the MTC Grievance Procedure on the [www.midlandstech.edu](http://www.midlandstech.edu) website and ask questions regarding the policy.

\*To read about the MTC Grievance Procedure, go to the following link:

[www.midlandstech.edu](http://www.midlandstech.edu)

- Student Resources
- Scroll to the bottom of the page
- Under Quick Links, choose "Student Handbook"
- Pages 77-83

\*\* Once you have read about the MTC Grievance Procedure, sign, date and upload to the appropriate drop box by the end of the first week of clinic.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **USE OF SOCIAL MEDIA**

TO: Health Science Program Directors

FROM: Candace Doyle, M.S.Ed, CCP-Emeritus, Chair Health Sciences Department

RE: Health Sciences Departmental "Use of Social Media" Policy Statement

DATE: August 22, 2016

In response to a request that the Health Science Department develop a "Professionalism in the Use of Social Media" policy statement, I submit the following:

Health Science students are responsible for their actions on-line and may be dismissed from their program should the content posted breach rules of patient privacy/confidentiality or professional behavior.

The concerns that have been expressed by MTC HS faculty about postings via social media have centered on: 1) patient privacy; 2) disclosure of protected health information; and 3) defaming colleagues/clinical supervisors/clinical sites. Educating the health science student about their legal and ethical responsibilities as novice health care professionals is routinely included as part of the curriculum.

Faculty efforts to educate students on inappropriate or illegal communications about patients/colleagues and clinical sites have historically been limited to apply to "bricks and mortar locales". The exponential growth of social media requires the faculty member to incorporate learning experiences/scenarios to increase the student's awareness that inappropriate communication about patients, colleagues and clinical affiliates extends to these electronic venues.

Program faculty are encouraged to integrate social media guidelines into their program and course documents related to ethics, patient privacy, to HIPAA and to professionalism. Some guidelines and good scenarios can be found in a National Council of State Boards of Nursing White Paper: A Nurse's Guide to the Use of Social Media at <https://www.ncsbn.org/388.htm>.

**THIS POLICY APPLIES TO NUCLEAR MEDICINE STUDENTS WHILE ENROLLED AT MIDLANDS TECHNICAL COLLEGE.**

**I AGREE TO ABIDE BY THE ABOVE POLICY.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## NUCLEAR MEDICINE STUDENTS

I understand I must inform the Program Director of the Nuclear Medicine Program of any arrests and /or criminal charges or convictions filed on me since I started the program full time and until I graduate from the program.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **STUDENT RANDOM ALCOHOL AND DRUG CONSENT TO TEST FORM**

I fully understand that my performance as a student in the Nuclear Medicine Program, both in class and in clinic, could affect classmates and patients. I am subject to testing as required by Midlands Technical College or any clinical site that I am rotating in to conduct a test on urine and/or breath.

I will provide whatever is requested of my clinical site to test for drug and alcohol use. This can be on a random basis or if my behavior is such that it is questionable. I also authorize the release of information concerning the results of such tests to the Program Director of Nuclear Medicine.

Positive test results will immediately result in dismissal from the program. Because some medications can cause a positive test result, it will be my responsibility to provide proof that the medication causing the positive test result was legally prescribed to me by my physician.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

MTC Student ID #: \_\_\_\_\_

## Late Assignments

Assignment due dates serve to determine how well students can master the content in a specified amount of time. Students who cannot complete the assignment in this allotted time will not earn credit for the assignment as an indication that they did not show an acceptable level of mastery in the time allotted; however, they must still complete and submit the assignment to complete the course.

When an assignment is turned in past the due date, the student will receive a “0” for that assignment and will be required to turn in the assignment by the next class period. For example, if the assignment is required for NMT 103 and the class is held on Thursday each week, the “late” assignment is due the next Thursday. If the assignment is not turned in by that due date, the final grade for that class will drop by one point. Each week the assignment is not completed and turned in, one point will be deducted from the final grade. If when the student submits the late assignment, it is not completed correctly, the student will have one week from that day to correctly complete the assignment and will lose one point from the final grade. These assignments must be uploaded to the Drop Box for that class or handed to the instructor (not emailed or faxed)..

**Examples:** Research Paper, Radiation Safety/Physics Presentation, Case Study presentation, Doctor Critique, Labs, Wells homework, Journal Critiques...etc

Students are required to do Test Homework on every test below an 83. Guidelines are provided for the student each semester. If the guidelines are not followed, the student loses one point from that test grade. The test homework must be completed by the following class period. If it is not turned in by that day, an additional point will be deducted from the test grade. Each week the assignment is not completed correctly and turned in, one point will be deducted from the test grade. The test HW must be submitted to the Drop Box for that class or in-person (not emailed or faxed).

I have read and understand the Midlands Technical College Nuclear Medicine Policy Manual and agree to abide by the policies therein.

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Signature of Student

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Printed Name

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Date

**ESSENTIAL STANDARDS REQUIRED OF STUDENTS  
FOR ADMISSION AND PROGRESSION IN  
Nuclear Medicine Technology Program**

Applicants and students should be able to perform these essential functions or with reasonable accommodations, such as the help of

compensatory techniques and/or assistive devices, be able to demonstrate ability to become proficient in these essential functions.

**\*\*Assessed by the student/verified by physician/PA/NP**

ESSENTIAL FUNCTION	TECHNICAL STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)	Limitations NO YES (initial each)		If yes, list accommodations needed below
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations; evaluate patient or instrument responses; synthesize data; draw sound conclusions.			
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients and colleagues. Use therapeutic communication (attending, clarifying, coaching, facilitating, teaching). Function (consult, negotiate, share) as a part of a team.			
Professional Attitude and Demeanor	Ability to present professional appearance and implement measures to maintain one's own physical and mental health and emotional stability.	Work under stressful conditions. Be exposed to communicable diseases and contaminated body fluids. React calmly in emergency situations. Demonstrate flexibility. Show concern for others.			

**\*\*Assessed by the students physician/PA/NP**

Communication Ability	Communication abilities sufficient for effective interaction with others in spoken and written <b>English</b> .	Explain treatment procedures; initiate health teaching; document and interpret instructions. Listen attentively.			
Physical Endurance	Remain continuously on task for several hours while standing, sitting, moving, lifting and/or bending.	Manually resuscitate patients in emergency situations or stand/walk for extended periods of time. Turn, position, and transfer patients.			
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination.	Move around in work area and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment.			
Motor Skills	Gross and fine motor skills sufficient to provide safe patient care and operate equipment.	Use equipment and instruments with necessary dexterity.			
Hearing Ability	Auditory ability sufficient to monitor and assess health needs.	Ability to hear alarms, emergency signals, muffled voices, auscultatory sounds, and cries for help.			
Visual Ability	Normal or corrected visual ability sufficient for patient observation and assessment, ability to discriminate between subtle changes in density (black and grey) or a color at low light.	Observe patient responses, secretions, color. Read thermometer, chart, computer screen, digital printouts, labels, and gauges.			
Tactile Ability	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention.			
Olfactory Ability	Olfactory senses (smell) sufficient for maintaining environmental and patient safety.	Distinguish smells which are contributory to assessing and/or maintaining the patient's health status or environmental safety.			

## Community Service Requirement

Students are required to complete at least 8 hours of community service/volunteer opportunity during the program to graduate. The Community Service event must be approved by the Program Director prior to the event. Students will provide the Program Director the event name, date of event and the time required to complete the event.

Once the Program Director approves the community service event and the student completes the activity, the student must get the signature of the event manager (they must sign the form) and submit a paragraph on the form discussing the event and how their participation impacted the community. The completed form will be given to the Program Director.

Students will earn 1 day of comp time when all 8 hours of community service are completed and submitted.

## **NUCLEAR MEDICINE TECHNOLOGY**

I have read and understand the Midlands Technical College Nuclear Medicine Policy Manual and agree to abide by the policies therein.

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Signature of Student

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Printed Name

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Date