

**MIDLANDS TECHNICAL COLLEGE**

**NUCLEAR MEDICINE TECHNOLOGY**  
**PROGRAM**

**ABRIDGED COPY OF THE**  
**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.**

**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 with 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 characterizes 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.

## 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 physiological 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) point deductions 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 "75%" to continue.
4. Students may not repeat prerequisite and/or curriculum courses more than once.
5. Students must complete at least 8 hours of approved Community Service.
6. Successful completion of all required courses for the Associate of Applied Sciences degree in the general studies area with 75% or better.

### 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 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 patients, 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.

**MIDLANDS TECHNICAL COLLEGE  
NUCLEAR MEDICINE PROGRAM**

**GRADING**

The Nuclear Medicine program requires a “C” or higher in all prerequisite and curriculum courses. Final course grades are determined by calculating the total of all related course exams, labs, HW, quizzes, remediation assignments and case studies. However, to qualify to take the final exam, a student must attain an average exam score of 75.0% on all course topic exams leading up to that course final exam. Labs, HW, quizzes, remediation assignments and case studies are not considered in this average until the final/passing (“subtotal”) lecture grade is calculated.

If a student has not maintained a 75% or higher topic exam average, they will not qualify to take the final exam. Students must attain a grade of 75% or higher in all Nuclear Medicine courses to academically progress to the next semester. Students must also complete all courses with a 75% or higher to graduate from the Nuclear Medicine program.

<b>90 – 100</b>	<b>A</b>
<b>80 – 89</b>	<b>B</b>
<b>70 – 79</b>	<b>C</b>
<b>60 – 69</b>	<b>D (not passing in the NMT program)</b>
<b>0 – 59</b>	<b>F</b>
<b>W</b>	<b>Withdrawal</b>

The NMT Program coursework is structured such that successful completion of each course in a semester is required in order to proceed to the next semester. Courses must be successfully completed in the prescribed sequence.

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

Dr. Jeff McCarty  
Dean, School of Health Care  
Office: 803-822-3434

Erica S. Albritton, DHA, MHA, CMA (AAMA), AHI (AMT)  
Department Chair  
Office: 803-822-3466

S. Crystal Snow, MHA, CNMT  
Program Director, Nuclear Medicine Technology  
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Mauren Kreiner, MHS, CNMT RT (N) ARRT  
Clinical Coordinator, Nuclear Medicine Technology  
Office: 803.822.6754

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

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

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

## 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. Attendance is to be clocked in and out on a computer at each site. Cell phones are not to be used for clocking in/out of clinic **unless it is approved by the Clinical Coordinator.**
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. And send an email to Mrs. Kreiner ([kreiner@midlandstech.edu](mailto:kreiner@midlandstech.edu)) to alert her of the **absence** the day of the absence by the end of that clinic day (by 3:30pm). An email is not required if the student is going to be late; just a phone call to the site (1<sup>st</sup>) and to the CC (2<sup>nd</sup>).
3. Meet the physical requirements of the program. Complete all onboarding processes for each clinical facility prior to the start of the assigned rotation.
4. Rotate through all clinical assignments and gain working knowledge of the equipment and procedures.
5. Make up all clinic time before 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 missed clinic 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 a student fails to make up clinical time prior to the start of the following 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.

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

9. Demonstrate compassion and professional conduct at all times while working with patients.
10. Be able to communicate clearly and professionally with patients.
11. Be able to communicate professionally with fellow students, technologists, physicians and other healthcare workers; verbally and with body language.
12. Exhibit professional conduct and adhere to dress code at all times while assigned to the clinical area.
13. Be able to cope and function during stressful situations in a professional manner, verbally and with body language.
14. Be able to apply didactic knowledge to clinic and retain the information.
15. Have clinical notebooks containing competencies and required paperwork in clinic each day. Students must also have the “pocket” clinical notebook in their lab coat pocket ready to use.
16. Retain and apply learned concepts. During periods of low activity or downtime, students are expected to engage in productive tasks that reinforce learning and support clinical operations. These activities include cleaning and restocking rooms, practicing with the gamma cameras, uptake probe, Geiger counter, and other equipment. You may also organize your pocket clinical notebook or study notecards kept in your lab coat pocket.
17. Get approval from the Clinical Coordinator and department AES to go to clinic if the student left evaluations, paperwork, etc. in the department. The clinical site must be called first, and the student must be in uniform. Students are never allowed in the clinic unless assigned or approved by the Clinical Coordinator or Program Director.
18. Be in uniform when going to clinic for all “call” rotations.
19. Get approval from the Clinical Coordinator before you leave clinic early. If the AES says you can leave early (the department is closing), you **must** call the Clinical Coordinator from the department. 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”.
20. Provide a completed pink Trajecsyst card AND the laminated copy of the competency form to the AES or staff technologist **before** the student attempts a competency. Each clinical site is given laminated copies of the competency evaluation forms.

**Any infraction of the above rules may result in point deductions.**

## OBSERVATION POLICIES FOR PROSPECTIVE STUDENTS

The following regulations are placed on observing prospective students while under the supervision of an AES or affiliate staff technologist.

Students must present themselves in professional attire: no jeans, no sneakers or high heels (due to safety). Prospective students should **not** be wearing perfume or cologne and should have a small notebook. Students should **not** be using a phone to take notes.

### Observing students **WILL NOT** be allowed to:

1. Perform procedures
2. Go to hospital patient rooms with the technologist
3. Process images or manipulate the computer in any capacity
4. Read a patient's chart or electronic medical record
5. Monitor patients (watch the patient while the technologist leaves the room)
6. Answer patient's questions about their procedure, scan or diagnosis.
7. Observe a technologist prep a female patient for a stress test or lymphoscintigraphy (when patient is exposed).
8. Lift or move patients or push patients in wheelchairs or stretchers
9. Be in any room with an isolation patient
10. Make calls or be on their cell phones while in the department.

The regulations are intended to protect the patient's privacy, 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.
- ✓ If the student is running late to the observation, they must call the clinical site first and then Mrs. Kreiner 803-822-6754 and leave a voice message.
- ✓ The clinical site phone numbers will be provided to the students.

## DRESS REGULATIONS AND PROFESSIONAL ETHICS

The “Program’s Dress Code and General Appearance” policies are based on all clinical site dress regulations. For our students to rotate through a clinical site, the student cannot violate the clinical site's dress code. The program’s dress code and general appearance policies meet all clinical sites' expectations of how professional nuclear medicine technologists should present themselves to patients and visitors. This will 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-sleeved 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 sleeves.
3. A Midlands Technical College patch 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, sports logos or clogs (the back of the shoe must cover the heel) are to be worn. White crew socks (not footies) 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 or back of the head, so **it is above the top of the shoulders**. This is due to health and hygiene purposes for the patient and the safety of the student. Hairstyles must meet the approval of the MTC instructors.

Medium hair is considered a length touching the top of the shoulders. This will need to be pulled back away from the face. Short hair is to be styled conservatively. ALL HAIR STYLES MUST BE KEPT CLEAN, NEAT, AND OF ACCEPTABLE COLOR. ALL HAIRSTYLES 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 CC. 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 or any watch that receives text messages 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.

8. A short lightweight gold or silver chain may be worn on the **inside** of the shirt. No pendants or charms allowed. Only small matching stud earrings may be worn for pierced ears in the earlobes. 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 is facing you at the eye level. Acrylic nails, tips, gel, or extensions are not allowed. These can all chip and harbor bacteria.
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. The body should be kept free of any offensive odors including smoke. Our personal hygiene is very important as we maintain close contact with our patients during the examinations.
13. NO perfumes or cologne can be used while in the 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 the clinic. TIP...use detergent specifically made for dark colors. If your patch becomes faded, purchase a new one at the bookstore.
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 an NMT student nametag.
16. Radiation monitor badges will only be worn in the clinical area and are worn home for the next clinical rotation. They are worn at collar level.
17. Professors in the classroom and instructors in the clinical areas, such as supervisors, managers and Affiliate Education Supervisors (AES) will be referred to by their 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 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 clinical areas according to schedule. This includes make-up 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) allowed in the clinic. 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 patient's condition, show an image or 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-point deductions and students may be sent home from the clinic. These point deductions will be reflected in the clinical grade for the semester in which the infraction occurred. Infractions will double with additional occurrences.

## CLINICAL MERITS

**Merits** - A numerical documentation of performance which *exceeds the expectations of clinical performance to a notable degree*. Merits are assigned by the AES 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 POINT DEDUCTIONS

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

1. Not properly calling in when absent from clinical practice. (2)
2. Late call when reporting to clinical up to 1 hour after the start time (1).
3. All absences after two (2) (All absences after 1 in the summer semester).
4. Leaving clinic without permission (2).
5. Failure to complete competency exams by due date (5 per competency).
6. Not cleaning rooms as assigned (1).
7. Not following professional standards (The number of point deductions issued will depend on the situation).
8. Not having radiation badges in clinic area. (1)
9. Being unprepared for clinic e.g., missing notebook, name tag, ID badge, documents (1).
10. Mislabeling images (2).
11. Failure to finish the entire exam as instructed (1).
12. Failing to get the technologist to check patient images before the patient leaves (2).
13. Not entering the correct data in the computer for a patient's procedure (1).
14. Not calling the Clinical Coordinator to notify early departure from clinic (2).
15. Failure to park in the designated student parking areas at the clinical sites (1).
16. Failure to follow Trajecsys time clock policies (1).
17. Jeopardizing patient safety (i.e., forgetting to inform the patient to empty bladder before the scan, not raising arm rails, not helping a compromised patient up from the bed/table, not checking patient ID prior to starting procedure, not following ALARA when administering the radiopharmaceutical, etc.) – (2).
18. Failure to verify order in the chart or EMR prior to administration (3).
19. Failure to question pregnancy on childbearing aged females (12- 60 years) (1).
20. Having your cell phone in ANY clinical area – must be stored in a locker, drawer, purse or bookbag (2).
21. Ignoring patient exams in favor of studying textbooks while in the clinical area (1).  
Textbooks can be in lockers and used to study during lunch break. Notecards can be kept in the lab coat pockets.

22. Discussing classmates' academic or clinical progress with clinical sites or other students (3).

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

One point deduction equals 1.7- and two-point deductions equal 3.4 points... If continuation of the violation of policies and procedures persists, the number of point deductions will double, i.e., 1 point deduction goes to 2 point deductions, next offense goes to 4 point deductions, etc. The assignment of point deductions DOES NOT start over each semester. In other words, if a student gets 1 point deduction for a dress code violation in one semester and they have a second dress code violation the next semester, they will earn 2, point deductions for the second occurrence.

## **CLINICAL PROBATION**

When a student demonstrates a consistent lack of performance in the clinical requirements of the program and is performing below average (grade "75%"), 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.

## **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 point deductions will be given.

### **Rules:**

1. The student must notify the clinical site if he/she expects to be late (call).
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 point deductions from the clinic grade as follows:

0 - 2 tardies = no point deduction

3 tardies = 1 point deduction and 1 absence

>3 tardies = 1 point deduction for each tardy thereafter (3 additional tardies = 1 absence)

## 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 point deductions.

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

## **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 that 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 ask the Clinical Coordinator. Failure to do so will result in clinical point deductions and could jeopardize the students' 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.

## **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. unless otherwise specified. 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, he/she must consult with the Clinical Coordinator and Program Director prior to employment.
3. The student must not have an 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 point deductions for infractions.

#### **Program Director**

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

## 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**

**MIDLANDS TECHNICAL COLLEGE  
NUCLEAR MEDICINE PROGRAM**

**STUDENT RETENTION**

The NMT Program addresses retention of NMT students in several ways.

Upon any instances of receiving a grade below 83% on any test, the student is assigned 8-10 essay questions (depending on the number missed) related to the areas of weakness. Students are required to use their textbooks to answer the questions and must reference the text. The remediation assignment is due 7 days from the day the questions are given, and they are posted in the D2L gradebook, in the feedback section of that test grade. There will also be three questions given to the student: How did you prepare for this exam? What kinds of mistakes did you make? How will you prepare differently next time?

This assignment will be designed to reinforce students' understanding and knowledge of the topic as well as benefit the student's future study habits and techniques.

Students are provided with all due dates at the beginning of each semester. If a student fails to turn in an assignment by the due date, they earn a grade of zero (0) but, they must still complete 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.

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.

A Student Lead Final Exam Review is offered to students at the end of the semester, before the final exam week. Each professor will decide when the topics to review must be posted on D2L in the Discussion section. Students can post anonymously. The professor will cover the students' questions the last class before the final exam. If students do not post questions, there will not be a final exam review. A student lead exam review makes the student take responsibility for their learning because they will need to review their textbooks, notes and power points and pinpoint topics, concepts and procedures they do not understand fully.

## **ACADEMIC GRADING POLICIES**

### **Rules:**

1. Any nuclear medicine course grade less than "75%" results in automatic dismissal from the program.
2. No student will be excused from scheduled classes to take college courses.

## **ACADEMIC GRADING SCALE**

90 – 100	A
80 – 89	B
70 – 79	C
(Must score 75% to matriculate to next semester and to graduate)	
60 – 69	D
0 – 59	F

## 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 one (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 from 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.

## 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, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, 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), the South Carolina Pregnancy Accommodations Act of 2018 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. 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.

Student inquiries or complaints should be directed to Patrick Bennett, the MTC Title IX Coordinator. He can be reached at Midlands Technical College in Wade Martin Hall Room 416, Beltline Campus, 316 S Beltline Blvd, Columbia, SC 29205; by telephone at 803.822.3793; or email at [bennettp@midlandstech.edu](mailto:bennettp@midlandstech.edu).

Faculty and staff inquiries or complaints should be directed to Ms. Alexea Ray in her position as Employee Relations Manager/Equal Employment Opportunity (EEO) Officer. She can be reached at Midlands Technical College in Suite 134, Reed Hall, Airport Campus, 1260 Lexington Drive, West Columbia, SC 29170; by telephone at 803. 822.3251 or email at [alexearay@midlandstech.edu](mailto:alexearay@midlandstech.edu).

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

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Student Signature

Date

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

## GROUNDS 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 (less than 75%) in nuclear medicine and/or college courses.
2. Insubordination. \* Ex: Intentionally not following instructions given by a professor or other school staff or refusing to complete a task or requirement.
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

## 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 students 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

## **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 Clinical Coordinator prior to the event.

Students will provide the Clinical Coordinator with the Community Service form complete with the event name, date of event and the time required to complete the event.

Once the Clinical Coordinator 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 uploaded to the clinic course D2L page drop box.

The Community Service activity must be completed and uploaded by the end of the Spring semester.

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 Abridged 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