

**University of Kansas Medical Center
School of Allied Health
Program of Nuclear Medicine Technology**

**Policy and Procedure Manual
2019-2020**

TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
WELCOME	6
ACCREDITATION & POLICY CHANGES	7
HEALTH PROFESSIONS STUDENT HANDBOOK	7
EQUAL OPPORTUNITIES/NON DISCRIMINATION POLICY	7
MISSION & VISION STATEMENTS	8
PROGRAM GOALS	9
ADMISSIONS POLICY	11
STUDENT ROLES AND RESPONSIBILITIES	12
ACADEMIC EVALUATIONS	13
CLINICAL OBJECTIVES & EVALUATIONS	14
COMPETENCY ASSESSMENTS	14
CLINICAL ROTATIONS AND CLASS TIMES	15
STUDENT WORK POLICY/STUDENT ADVANCEMENT	16
CLINICAL AND ACADEMIC COMPETENCIES	16
DISCIPLINARY POLICIES	17
TUITION AND FEES/ENROLLMENT	18
BACKGROUND CHECKS	18
FINANCIAL AID	18
TRANSFER POLICY	18
HOUSING	19
DRESS	19
PROFESSIONAL APPEARANCE	19

TABLE OF CONTENTS CONTINUED

<u>SUBJECT</u>	<u>PAGE</u>
TELEPHONE	19
INTERNET/EMAIL/CELL PHONE/SOCIAL MEDIA	19
EXCUSED ABSENCE POLICY	20
LATENESS	20
NO CALL/NO SHOW	20
MEDICAL LEAVE	21
VACATION	21
HEALTH CARE	21
DIABILITY INSURANCE	21
OVERTIME	21
MEETINGS	21
HOLIDAYS	21
WITHDRAWALS	21
DISMISSALS	21
GRADUATION	22
CALL DUTY	22
STUDENT RECORDS	22
MEDICAL LIABILITY INSURANCE	22
LIBRARY	22
TIME SHEETS	22
LUNCH/BREAKS	22
TEXT BOOKS	22
FUNERAL LEAVE	23

TABLE OF CONTENTS CONTINUED

<u>SUBJECT</u>	<u>PAGE</u>
APPOINTMENTS	23
CONDUCT	23
PATIENT PRIVACY/HIPAA	23
EMPLOYEE/STUDENT ASSISTANCE PROGRAM	23
LOCKERS	23
BRAIN BOOKS	23
FILM BADGES	24
MILITARY/JURY DUTY	24
STUDENT PARKING	24
STUDENT HEALTH SERVICES FEE	24
PROCEDURE FOR IMAGING PATIENTS	25
NEEDLE RECAPPING POLICY	25
RADIOPHARMACY POLICIES	26
REPORTABLE/RECORDABLE EVENT(Misadministration)	26
POLICY FOR REPORTING MISADMINISTRATIONS	26
POLICY FOR ADMINISTERING RADIOPHARMACEUTICALS	27
SPILLS	28
HAND MONITORING	28
PERSONAL SAFETY RULES	29
STUDENT SUPERVISION POLICY	30
DEPARTMENT POLICIES	30
SMOKING AND EATING POLICY	31

TABLE OF CONTENTS CONTINUED

<u>SUBJECT</u>	<u>PAGE</u>
CHEATING AND PLAGIARISM	32
INCLEMENT WEATHER OR EMERGENCY CONDIIIONS	32
FOREIGN STUDENT POLICY	33
SEXUAL HARASSMENT	33
DISABILITY POLICY	34
GRIEVANCE PROCEDURE	34
ALCOHOL AND DRUG USE POLICY	35
DRUG FREE ASSISTANCE PROGRAMS	36
COPYRIGHT POLICY	36
BLOOD AND BODY FLUID EXPOSURE	36
IMMUNIZATION POLICY	37
COMMUNICABLE DISEASE	37
FLU VACCINATION	38
STUDENT PREGNANCY POLICY	38
STUDENTS RIGHTS AND RESPONSIBILITIES	39
PATIENTS RIGHTS	40
FACULTY	41
ADVISORY COMMITTEE	42
INTERVIEW COMMITTEE	42
DISCIPLINE COMMITTEE	43
DIDACTIC COURSES	44

WELCOME

From the Program Director, Education Coordinator, Medical Director, faculty and staff of Nuclear Medicine, we would like to congratulate and welcome you to the University of Kansas Medical Center's Program of Nuclear Medicine Technology. This program will last twelve months, starting September 2018 and ending August 2019.

This *Policy and Procedure Handbook* has been prepared to let you know what is expected and required of you, and your responsibilities as a student, peer and patient representative.

I would like to extend a special welcome to any problems or concerns you may have during the following year. The Education Coordinator, Medical Director and I will be glad to address any questions that you may have during and after your year of training.

Sincerely,

Wendell Yap, MD
Medical Director

Kellee R. George, MS, CNMT, RT(R)(N)
Program Director

Bret Press, BS, CNMT, RT(R)(N)(CT)(MRI)
Education/Clinical Coordinator

ACCREDITATION

The University of Kansas Medical Center Program of Nuclear Medicine Technology has received a seven-year accreditation status for the school years of 2016-2023 from the Joint Review Commission for Nuclear Medicine Technology.

HEALTH PROFESSIONS STUDENT HANDBOOK

Website: <http://www.kumc.edu/school-of-health-professions/student-handbook.html>

The Student Handbook is our effort to inform you about services, policies, and solutions. We hope this information will help you find the right place to begin looking for answers and opportunities. Ultimately, it will be up to you to decide which opportunities to pursue and when to ask for help with your concerns.

POLICY CHANGES

The Education Programs of the University of Kansas Medical Center reserve the right to make changes without prior notice to any of the policies stated in this manual. This Manual is available in hard copy form in the Program Director's office.

EQUAL OPPORTUNITIES/NONDISCRIMINATIONS POLICIES

KUMC is committed to equal opportunity and nondiscrimination in all programs and services, and does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, sexual orientation, marital status, disability or veteran status.

Retaliation. Retaliation against anyone reporting or thought to have reported illegal discrimination, including sexual harassment, is a violation of this policy and will be considered independently of the discrimination complaint. Encouraging others to retaliate also violates this policy.

Reporting Discrimination and Incidents of Sexual or Racial Harassment. Illegal discrimination may arise from actions by faculty or supervisors in the educational environment, or between students. Sexual harassment can occur between persons without regard to gender, age, appearance, or professional status. Individuals who believe they have been subjected to illegal discrimination, including sexual or racial harassment, are encouraged to report incidents to the Equal Opportunity Office, or to the appropriate department head. Such reports will be treated with respect and diligence. Complaints are handled internally through the Discrimination Complaint Procedure.

Information and policies relating to Equal Opportunity and Affirmative action can be accessed on the following University Website: <http://www.kumc.edu/eoo>.

SCHOOL OF HEALTH PROFESSIONS

Mission Statement

To serve the citizens of Kansas, the region, the nation and develop tomorrow's leaders through exemplary education , research and service.

THE MEDICAL CENTER

Mission Statement

With dedication to excellence, it is the mission of the University of Kansas Hospital along with its partner physicians to maintain and enhance the health of all people living within the communities that we serve and to facilitate and support the education and public service activities of the University of Kansas Medical Center.

NUCLEAR MEDICINE TECHNOLOGY PROGRAM

Mission Statement

The mission of The University of Kansas Nuclear Medicine Technology Program is to provide quality education and promote excellence in nuclear medicine technology through clinical practice, teaching, and research to graduate qualified professionals prepared for a career in healthcare as a Nuclear Medicine Technologist.

DEPARTMENT OF RADIOLOGY

Mission Statement

"The Department of Radiology is committed to providing excellence in patient-centered radiologic care and consultation in a technologically superior environment integrating high quality radiological education and research."

RADIOLOGY VISION

The Department of Radiology is committed to providing exceptional care to our patients in an environment that embraces learning and innovation in support of unsurpassed quality in clinical care.

UNIVERSITY OF KANSAS HOSPITAL

VALUES

Our core values drive our decisions, our actions and our care.

- Excellence
- Compassion
- Diversity
- Innovation
- Integrity
- Evidence-based decision making

PHILOSOPHY OF THE EDUCATIONAL PROGRAMS

The philosophy of the radiology programs is to produce competent technologists through requisite education and clinical experiences. Graduates should be able to correlate their academic and clinical knowledge to perform quality diagnostic examinations. Academic performance is evaluated by standard testing methods, and clinical evaluations reflect the student's ability to perform the technical aspects of the diagnostic procedure as well as to care for the patients' physical and emotional needs.

PROGRAM GOALS

The goal of the University of Kansas Medical Center Program of Nuclear Medicine Technology is to provide an environment so the students will attain the knowledge necessary to enter the field of Nuclear Medicine as a well trained and registry eligible Technologist.

The student will achieve this by demonstrating:

1. Use of effective interpersonal communication skills with co-workers and patients.
2. Skills to enter the field of Nuclear Medicine as an entry-level technologist.
3. Qualities necessary for motivation, dependability, accurate judgement, care for patient and the motivation for obtaining continuing education.
4. Knowledge of the "Rights of Patients" and their families.
5. Knowledge of the rights of co-workers, physicians and administrators.
6. Accurate, precise and efficient decisions in regards to patient exams and care.
7. Accurate decisions of the correct exam to be performed in regards to the information provided about the patient.
8. Aseptic Technique.
9. Accuracy in the correct radiopharmaceutical to be used for the most accurate procedure.
10. Characteristics, or how to obtain the information, of all radiopharmaceuticals used in the field of Nuclear Medicine.
11. Accuracy, precision and efficiency in the performance of clinical studies.
12. Accurate use of the various instrumentation used in Nuclear Medicine.
13. Proper radiation safety techniques.
14. Proper usage, handling and disposal of radioactive materials.
15. Quality control procedures on equipment, dose calibrators and radiopharmaceuticals.

PROGRAM GOALS CONTINUED

16. Uses of therapy in Nuclear Medicine.
17. Abilities in identifying ionizing effects of radiation.
18. Adhering to the rules of the NRC and Agreement state.
19. Adhering to ALARA.
20. Proper physical and mental health.
21. Responsibility in adhering to regulations and policy procedures of the Program of Nuclear Medicine Technology, Division of Nuclear Medicine, Radiology, and the Institutional Guidelines.

ADMISSIONS POLICY

Applicants for admission to the Program of Nuclear Medicine Technology should send their application to:

Kellee R. George, MS, CNMT, RT(R)(N)
University of Kansas Medical Center
Division of Nuclear Medicine
Mail Stop 4032
3901 Rainbow Boulevard
Kansas City, Kansas 66160-7234
TDD: (913) 588-7184

The starting date to the school will be the Tuesday following Labor Day of each September.

ADMISSIONS PROCEDURE

- A. The following required material must be sent **directly to the Program Director** at the above address:
 1. Application Fee of \$60.00 (subject to change)
 2. Completed Application
 3. All Official College and/or Post Secondary Transcripts
 4. Three completed reference forms
 5. Summary of reasons for selecting the professional program
 6. Background Check once accepted into program
- B. After review of the applicant's file the applicant may be called in to tour the Division of Nuclear Medicine and proceed through the interview selection committee.
- C. After completion of the interview the applicant will be given a specific time period, in which the interview committee will review the applicant's file and the results of the interview process. The applicant may be called in for a second interview.
- D. The criteria is as follows in the selection process:
 1. Personal interviews
 2. Letters of recommendation
 3. Academic performance in college and/or post secondary schools

PERSONAL INTERVIEWS

1. Personal interviews will be conducted on a one-to-one basis or in a panel.
2. The student will be asked to provide a picture ID.
3. After the completion of all applicant interviews the Admissions Committee will make the class selection.
4. Applicants will receive a "Letter of Acceptance, Alternate or Non-Acceptance." If the applicant receives a "Letter of Acceptance," he/she will need to send a "Letter of Intent" within the time period specified in the acceptance letter.

STUDENT ROLES AND RESPONSIBILITIES

TITLE

Student, Nuclear Medicine Technology Program

DEFINITION

The Nuclear Medicine Student will become an important part of the Nuclear Medicine Team. The student will receive didactic and on-the-job training under the direct supervision of a Certified/Registered Nuclear Medicine Technologist and a Certified Nuclear Medicine Physician or Radiologist. This program is designed to provide the student with the knowledge and skills to perform accurate diagnostic/therapeutic scans.

AREA OF TRAINING

Training and didactic class work will be provided through the School of Allied Health at the University of Kansas Medical Center in the Nuclear Medicine Division.

RESPONSIBLE TO

The student will be responsible to the Nuclear Medicine Physician and/or Radiologist, Program Director, Education Coordinator, Supervisor, and Staff Technologists.

RESPONSIBILITIES

The student will be responsible for his or her own actions. The student will be responsible to adhere to the school's policies and procedures.

The student will maintain a professional attitude towards co-students, technologists, physicians and patients.

The student will become an integral part of the health care team. It will be their responsibility to conduct themselves in a manner that is mature and professional at all times.

The student will seek counsel for academic and clinical problems, which may arise throughout their training.

THE STUDENT AS A ROLE MODEL IN A HEALTH CARE INSTITUTION

Students are important members of the health care team in a teaching institution, and are often regarded by patients as a most important and caring contact during hospitalization. It is not unusual for patients to regard a student as a legitimate health care provider, although students are urged to dissuade patients from this conclusion. It is therefore incumbent upon every student to serve as a role model for their patients, not only in appearance, but also in their observance of accepted standards of healthy lifestyle. Students are therefore expected to refrain from smoking in accordance with medical center policy. The use of alcoholic beverages in the school or hospital is absolutely forbidden, with violations of this institutional regulation bringing disciplinary action.

STUDENT ACADEMIC EVALUATIONS

1. Students will receive a copy of objectives identifying necessary competency levels for each course.
2. The evaluation system is consistent with the objectives. A variety of testing methods: multiple choice, true/false, short answer, matching, and essay are used by the instructors to reliably measure achievement.
3. Students will be given a written examination upon the completion of the course. It will be to the discretion of the instructor to test during the course.
4. Instructors maintain an attendance and grade record for each course. This record is reviewed and maintained by the Program Director upon completion of each course.
5. Students must maintain an overall GPA of 2.5 on a 4.0 scale according to the grading scale provided on the attendance records. A total of three unexcused absences from any course automatically constitutes a grade of "F" for the course.
6. The grading scale is as follows:

90 - 100	A	(4.0)
80 - 89	B	(3.0)
70 - 79	C	(2.0)
60 - 69	D	(1.0)
Below 60	F	
7. The Program Director is primarily responsible for student counseling regarding progress in the program.
8. Instructors are strongly encouraged to counsel the student(s) whose academic performance is below acceptable standards before reporting the non-acceptable performance to the Program Director.
9. Students are continuously encouraged by the Program Director to schedule individual instruction when necessary.
10. The faculty of the Nuclear Medicine Technology Program is dedicated to providing proper guidance for the student through the entire program period. A system of due process for review of unfavorable evaluations, disciplinary actions and suspension and dismissal is provided and established according to University, Departmental and Hospital Guidelines.

CLINICAL OBJECTIVES

The student will receive a copy of the objectives/expectations of each clinical rotation. This will be given to the student during the week of Orientation and/or prior to the beginning of the rotation.

STUDENT CLINICAL PERFORMANCE EVALUATION

1. A student's Clinical Performance is evaluated by the Education Coordinator or Program Director at the end of each clinical rotation (which may vary from one to two weeks).
2. A student will be rated on his/her performance based on specific performance standards.
3. The evaluation form is completed and signed by the Education Coordinator and returned to the Program Director for review.
4. It is the responsibility of the student to review the evaluation with the Program Director and/or Education Coordinator and sign it to indicate its acceptance and review.
5. All evaluation forms are filed in the student file in the Program Director's office.

COMPETENCY ASSESSMENTS

The student will be given various assignments to assess their competency levels throughout their training. The Program Director, Education Coordinator, Clinical Supervisor, or the Medical Director will distribute the assignments. The student will be expected to pass each assignment with full competency in order to graduate from the program.

CLINICAL ROTATIONS AND CLASS SCHEDULES

Student shifts will be 6:30 AM until 5:00 PM unless otherwise stated.

Class times will vary from morning to afternoon to allow students to see studies that are AM versus PM related.

Classes and clinical rotations will be Monday through Thursday, and with rotating Monday through Fridays, unless it is a holiday week and students will be assigned split rotations. Student's holiday shifts and 8 hour work weeks are 6:30 AM - 3:00 PM, 7:30 AM - 4:00 PM, 8:30 AM - 5:00 PM.

During the holiday week the student's designated day off will be the recognized holiday. Students will be in clinic and class the remaining portion of the week.

Clinical rotations into each scheduled room will be on one- or two-week rotations. The students will receive their assigned room lists at the beginning of each month. This will also include the clinical and class hours.

Radiopharmacy hours for student rotations will be 6:30-5. Triad radiopharmacy hours will be 6:30-4 and one summer shift 12:30am-8:30am.

Clinical rotations and class schedules are subject to change.

Clinical logs will be maintained by each student.

** Clinical and academic class hours are subject to change.

STUDENT WORK POLICY

Students do not work (receiving pay) in this or other nuclear medicine facilities as a part of their clinical assignment for this program.

Students may work while attending this program. Recommendation from the Advisory Committee is that students should not work more than 20 hours per week. If a student's education starts deteriorating then the Program Director or Clinical/Educational Coordinator will discuss possibility of the student altering their work schedule. The educational program schedule will not change.

ADVANCED PLACEMENT POLICY

The program of nuclear medicine technology does not have an advanced placement program. As the program is notified of potential openings these will be posted and/or communicated to the students.

CLINICAL AND ACADEMIC COMPETENCIES

The student will be required to receive 75 percent or better in each didactic course before successfully completing the program. If a student performs between a 70-75 percent they will be required to either do remedial work or repeat the course at the discretion of the Program Director and/or Instructor of the course and/or Advisory Committee. If a student receives a course grade between 70-75 in more than two classes this student will be placed on Academic Probation, which may lead to dismissal from the program. The student will be placed on Academic Probation if he/she performs below a 70 percent in any one course. If a student falls below 70 percent in a second course they will be subject to disciplinary action, which may lead to dismissal from the program. The Program Director and/or the Advisory Committee will decide this.

The student will be required to receive 80 percent or better in each clinical rotation. The student will be placed on probation if they fall below 80 percent in any one rotation. If the student falls below 80 percent in a second clinical rotation they will be subject to disciplinary action, which may lead to dismissal from the program. The Program Director and/or the Advisory Committee will decide this.

The student must maintain an overall 2.5 grade point average on a scale of 4.0 in order to successfully complete the program.

CLINICAL AND ACADEMIC REQUIREMENTS

At the time of graduation, the student will have completed approximately 445 hours of didactic course work and approximately 1451 hours of clinical totaling an approximate 1896 contact hours. *

* This is subject to change as each course progresses.

DISCIPLINARY, SUSPENSION AND DISMISSAL POLICIES

A student can be terminated or dismissed for unprofessional conduct, failure to follow University and/or program policies and/or rules, failure to maintain a grade of 2.5 average, and/or unsatisfactory clinical performance (80% per rotation). Disciplinary measures or suspension can also occur for any of the above.

Generally, disciplinary actions are taken following a minimum of three admonitions and can include a reduction in grade(s), lengthening or repeating of clinical education, reduction of holiday time, exclusion from participation in any specified student privilege, and/or exclusion from classes.

Suspension or dismissal will follow formal counseling with the Program Director. Generally, a student will receive an admonition before formal counseling; however, a serious deed of misconduct does not warrant an oral statement prior to formal counseling. Admonitions are as follows:

1. Informal counseling with any of the following:
 - a. Medical Director
 - b. Program Director
 - c. Education Coordinator
 - d. Clinical Supervisor
2. Formal counseling with any of the following:
 - a. Medical Director
 - b. Program Director
 - c. Education Coordinator
 - d. Clinical Supervisor
3. 3-day suspension with the possibility of time to be made up on designated days off.
4. Dismissal

The Program Director, Educational Coordinator or other appropriate faculty dependent upon the type of misconduct counsel's students between admonitions and warnings.

The main objective of the Educational Programs in Radiology is to graduate competent and skilled technologists. All program courses are directly related to the profession; therefore, a grade of 2.5 or above must be attained in each course, thus ensuring the major program objective. In the same respect, a totally unsatisfactory clinical evaluation constitutes dismissal.

A student may withdraw from the program at any time by presentation of a written notice to the Program Director. Tuition reimbursement will follow the guidelines of the School of Allied Health.

TUITION AND FEES

Fees are as follows:

1. Application Fee of \$60.00 (subject to change)
2. Tuition for the Nuclear Medicine Technology Program will be six thousand dollars (\$6,000) per student per year. This tuition will be paid at the beginning of each semester (for a total of three semesters) or as required by the date determined by the School of Health Professions. If the student should decide to withdraw from the program a written notification will need to be submitted to the program director. Reimbursement of tuition will follow the fee schedule on the registrar website.. ***These fees are subject to changes.***
3. Books* = these fees are not listed due to varying costs of books.
4. Registration fees approximately** = these include the following and will be paid each semester: Student service fees will be due each semester. ***These fees are subject to change.*** The Fall semester payment will be due first week of September. The Spring semester payment) will be due the first of January. The Summer semester payment will be due the first week of June. These fees include uses of the library, student activities, student governing counsel fee, disability fee, Kirmayer fitness center, and student health fee. Disability insurance is approximately \$9.84 for Fall and Spring Semesters.
5. Uniforms will be the responsibility of the student.
6. Background Check – approximately \$50.00

** these fees are non-refundable

BACKGROUND CHECKS

All students of the University of Kansas School of Health Professions will undergo background checks at the cost of the student for the school year (the estimated price is \$50.00). This requirement will be conducted at the discretion of the School of Allied Health. The background check must be completed before the start of the program. If background is flagged, action will be taken according to the policy set for the by the University of Kansas School of Allied Health.

ENROLLMENT

It is the responsibility of the student to enroll prior to the enrollment deadline. If the student has not completed their enroll and pay or has a hold on their account by the first day of class they will not be able to start class any semester and subject to removal from the educational program or re-enroll/re-apply in the following school year if applicable.

FINANCIAL AID

Student financial aid is available through the Student Services located at 4008 Student Center at the Medical Center the extension is (913) 588-5170.

TRANSFER POLICY

The Program of Nuclear Medicine Technology, due to the twelve-month intense training period, will not accept Advanced Placement, Part-time or transfer students.

STUDENT REGULATIONS, POLICIES AND INFORMATION

HOUSING

Students are responsible for their own rooms, board, living expenses and transportation.

THERE ARE NO DORMITORY FACILITIES

A housing list of apartments, sleeping rooms, etc, near the Medical Center is available upon request.

*DRESS**

- A. Uniforms
 - 1. Scrubs are the required uniform accompanied by a white or matching lab jacket to be worn at all times.
 - 2. No cropped tops allowed.
 - 3. Undergarments are required.
 - 4. Denim scrubs are not allowed.

- B. Shoes
 - 1. Tennis shoes and socks are allowed.
 - 2. Sandals, high heels, open toe shoes, etc are not accepted.
 - 3. Shoes and shoelaces are to be kept polished and clean, respectively.

* The Nuclear Medicine Program dress code will adhere to the same dress code required by the Division of Nuclear Medicine or Department of Radiology.

PROFESSIONAL APPEARANCE

The student is expected to adhere the University of Kansas Hospital's policy on Appearance. This is located in the Program Director's office.

- A. Costume jewelry, such as bracelets or large earrings, is not acceptable as professional uniform attire.
- B. Cosmetics, especially eye make-up and perfume, if used, should be used in moderation.
- C. Uniforms should always present a clean and pressed appearance. Hair should be kept clean and neat.
- D. A white lab jacket is required to be worn at all times in the clinical and radiopharmacy areas.
- F. Fingernails should be clean and groomed and acrylic nails are not allowed. Fingernails should not be more than a quarter inch in length/
- G. Daily hygiene is required.

TELEPHONE

- A. Personal phone calls should be on an emergency basis only or on the student's own time.
- B. Absolutely no long-distance calls should be made from the Department of Radiology.

INTERNET/ EMAIL/CELL PHONE/ SOCIAL MEDIA

The use of the internet, email and/or cell phones will follow the policies of the School of Health Professions and the University of Kansas Hospital. Inappropriate use of the internet and email will result in immediate disciplinary action which may result to dismissal. Appropriate use is that which involves use for assignments during approved didactic and clinical time. Approval is granted through the program director or clinical/educational coordinator. Policies are listed on the following website: <http://www.kumc.edu/policies-procedures-and-operational-protocols.html>

Excused Absence Policy

Excused absence is one that is approved by the Program Director. In the case of illness the student will be required to call one hour prior to their scheduled shift. Voice mail will be activated. The student will need to call both the Program Director and the Nuclear Medicine Division.

- A. Thirty hours of excused absence are allowed. Thirty additional hours may be used for excused absences, but the time will need to be made up on the following Friday(s) on an hour for hour basis. A certificate of completion from the program will not be granted until all “make up” time is completed. **If a student misses more than 60 hours he/she will need to withdraw from the current year program.** At that time the student will be given the option to begin his/her training over at the start of the new school year.
- B. **Regular attendance and punctuality** are critical factors in providing all the services offered in Nuclear Medicine. If for any reason if you are unable to report at your scheduled time you must personally notify the Program Director, Education Coordinator or Clinical Supervisor within the established time period.
- C. A student will be required to call one hour prior to his/her scheduled report time. Voice mail will be activated on off-hours, extensions 913.588.7184 and 913.588.6839.

LATENESS (TARDY)

Lateness occurs when a student fails to report up to (1) hour after the specified reporting time. More than one hour missed will count as sickness. Lateness is defined as greater than 6 minutes past the student's assigned shift. Incidents of lateness will be recorded and will be grounds for disciplinary action decided by the advisory committee.

The following will be the policy of action:

- 1. First incident = documented, but no corrective action
- 2. Second incident = documented, informal counseling with Education Coordinator
- 3. Third incident = documented, formal counseling with Program Director
- 4. Fourth incident = documented, formal counseling with Program Director and Educational Coordinator
- 5. Fifth incident = documented, assigned 10 hour working day on the following Friday after the incident
- 6. Sixth incident = documented, one day suspension, assigned 10 hour working day on the following Friday after suspension
- 7. Seventh incident = documented, three day suspension, assigned three, 10 hour working days on the following Fridays after suspension
- 8. Eighth incident = documented, meeting with Advisory Committee, disciplinary action (subject to dismissal, even the last week of the program).

NO CALL/NO SHOW

An incidence of absence "NO CALL/NO SHOW" will occur when a student fails to notify his/her Program Director, Education Coordinator or Clinical Supervisor within one hour after the beginning of his/her shift of his/her intention to be absent for one or more work shifts. Even if a student calls in to notify his or her department that part of a shift will be missed, it will be treated as a NO CALL/NO SHOW if the student subsequently fails to report for duty.

Number of Incidents

One (1) Corrective Action: Formal Counseling with Program Director

Two (2) Corrective Action: Dismissal

MEDICAL LEAVE

A leave of absence due to an illness may be granted for a period up to 60 hours total for the year (this includes any excused absence that may have previously occurred.) Time will need to be made up according to the excused absence policy. A certificate of completion from the program will be granted once scheduled time is made up.

VACATIONS

A vacation of eight working days is given to each student during the 12-month program period. This time off does not affect the program length. There will be a designated vacation week (4 working days) between Christmas and New Years. The second designated vacation week (4 working days) will occur in the spring. These vacation days are set by the Program Director with no exceptions.

HEALTH CARE

All students are required to carry some form of hospitalization insurance. This insurance may be obtained through Student Health Services at a reasonable cost. Health service is available to each student during normal working hours through Student Health Services. Information of the insurance available through the Medical Center can be obtained through the Program Director.

DIASABILITY INSURANCE

All students will be required to carry disability insurance. This will be purchased through the School of Allied Health as a part of the Student Services Fees.

OVERTIME

Students do not receive financial compensation if they stay beyond their established program time. Compensatory time off will be designated at the discretion of the Program Director regarding on-call time only.

MEETINGS

The Kansas City Subchapter of the Society of Nuclear Medicine meetings are recommended, but are not required attendance by students.

HOLIDAYS

Students will adhere to the same holiday schedule as the Division of Nuclear Medicine. The discretionary holiday is not given to the students.

WITHDRAWALS

A student may withdraw from the program at any time. A letter of resignation must be submitted to the Program Director. Tuition reimbursement will follow the guidelines of the School of Allied Health:

Before the first day of class-100%

1st-5th day of class-90%

6th-20th day of class-50%

DISMISSALS

A student may be dismissed at any time during the 12-month program for academic reasons, nonprofessional conduct, lack of interest, excessive tardiness and absence, and/or multiple legitimate complaints from patients, technologists and/or physicians.

GRADUATION

At the end of the 12 months and after all academic and clinical requirements have been met, the student (1) is awarded a certificate from the University of Kansas Medical Center and (2) is recommended for the American Registry of Radiologic Technologists and the Nuclear Medicine Certification Board.

CALL DUTY

It maybe determined that each student will be required to take call with a designated technologist at a designated time during the program. Money will not be allotted. Compensatory time off will be given equaling the time spent on campus for the imaging procedure. The time off will need to be approved by the Program Director.

STUDENT RECORDS

The following individual student records are confidential and maintained in a secure area. Each student may review his/her own records at any time in the presence of the Program Director. Written request must be made by the student to the Program Director for copies of the records to be sent to any individual or institution.

1. A transcript of academic achievement
2. A copy of the pre-entrance physical examination and immunization record
3. A copy of the radiation records
4. All clinical evaluation records
5. A clinical experience record
6. A clinical examination record
7. A time card
8. The complete and original application
9. All correspondence relating to the student

MEDICAL LIABILITY INSURANCE

This is provided by the University.

LIBRARY

Students will be able to use both the Dykes Medical Library and the Radiology Library. There is a small library located in the Program Director's office. The Radiology Library/Program Director's will be the one of most help.

TIME SHEETS

All students will be required to time in and out at all times.
Time cards will be kept in a file in the Program Director's office.

LUNCH/BREAKS

All students will receive a 30-minute lunch break. I recommend these to be utilized before class periods begin. A 15-minute break can be taken, as duties permit. Lunches and breaks will be scheduled around class and patient care.

TEXT BOOKS

Students are required to purchase specific books. These books can be bought through the University of Kansas Medical Center Bookstore. There will be a time that certain books will need to be purchased after the start of school due to publish dates.

FUNERAL LEAVE

Excused absence for funerals must be approved by your Program Director. Compensatory time off may be used as necessary when the need involves other than persons considered as immediate family, which generally has been interpreted to include: spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, grandfather, grandmother and grandchild.

APPOINTMENTS

Students need to schedule personal, doctor and other appointments on their own time (i.e. scheduled day off, lunch or breaks).

CONDUCT

All students are expected to exercise good judgement and discretion in performance of duties.

1. Personal matters must be conducted on personal time removed from your job area and job responsibilities.
2. All patient information is confidential. Any deviation in this matter will be cause for immediate disciplinary action.
3. Student and employee records and information are confidential, and it is contrary to department policy to release any information regarding department personnel via phone inquiry and/or unauthorized written general request. Rigid protocol exists for protection of student privacy, and all inquires regarding any student (whether currently employed or formerly employed) should be referred to student services.
4. Name tags and Medical Center identification tags must be worn as requested by the department and Executive Vice-Chancellor.
5. Each student is expected to maintain a neat and orderly work area and to assume responsibility for equipment in the area to which they are assigned. All rooms need to be stocked at the end of the day.

PATIENT PRIVACY/HIPAA

It is the responsibility of the student to follow the HIPAA guidelines and maintain patient privacy/confidentiality.

STUDENT ASSISTANCE PROGRAM

Students can use the student assistance program that is offered through the School of Health Professionals. Information regarding these services is located on the Student Handbook website. This program is a confidential, short term counseling and referral service. Your participation in this program will not jeopardize your position in our program.

LOCKERS

Lockers can be furnished upon availability.

BRAIN BOOKS

"Brain Books" will be required by all students. This is a notebook that the student will purchase and write all exam information in and to have on hand. This notebook will be a part of the student's clinical grade and will be reviewed at each of the student's conferences.

FILM BADGES

Each student is required to wear their assigned film and ring badge at all times in the clinic.

MILITARY/JURY DUTY

The students will follow the same regulations that are required by the Nuclear Medicine Technologists in the Department Policy and Procedures Manual.

STUDENT PARKING

Parking is not provided by the Department of Radiology. There are several lots students can park in depending on space availability. Parking is on a fee basis. There are waiting lists available. Questions regarding parking should be addressed to KUMC Parking Services at extension 85175.

* subject to change

STUDENT HEALTH SERVICES FEE

Registration fees approximately** = these include the following and will be paid each semester: These fees are subject to change. Student service fees will be due each semester. These fees include uses of the library, student activities, and student governing counsel fee, disability fee, Kirmayer fitness center, and student health fee.

*PROCEDURES TO BE FOLLOWED
FOR IMAGING NUCLEAR MEDICINE PATIENTS*

1. Positive identification of patient
 - A. Use two patient identifiers. Ask the patient his/her name and birth date and verify with armband.
 - B. Verify the name with the patient's chart if patient is unable to respond.
 - C. Double-check the patient's identification number on the chart and with the wristband. (It is very possible to have two patients with the same first and last name, so make sure you double-check the identification number).

2. Doctor's Orders
 - A. Verify written orders in the patient's chart/EMR by the patient's physician. If there are none, refer to our senior M.D. staff or radiology resident.
 - B. Are you planning to perform the study requested in the chart/EMR? If not, inform our physicians, and if required, the patient's physician.
 - C. Verify ordering requisition with the supervising technologist.
 - D. Review previous imaging studies on PACS and review any previous diagnostic reports, films and lab results and patient chart prior to the start of the exam.

3. Radiopharmaceutical
 - A. **CHECK THE NAME ON THE SYRINGE WITH THE PATIENT DOSE TAG.**
 - B. Check the dose amount on the dose tag. If preparing your own dose, make sure the dose calibrator is set for the isotope being measured. Does the dose calibrator read what you expected? **RECORD** the reading on the dose tag. All doses must be verified by the supervising technologist prior to being injected.

4. Patient Injection
 - A. **DOUBLE CHECK EVERYTHING**
 - B. Do you have the correct radiopharmaceutical for your patient?
 - C. Is the activity correct?
 - D. Does the dose tag have the patient's ID number on it?
 - E. Observe proper radiation safety precautions.
 - F. Follow universal body fluid precautions.

5. Ending a Procedure
 - A. The supervising technologists must verify all studies prior to turning them into the reading room.
 - B. All requisitions and paper records must be scanned into PACS.
 - C. The student and/or technologist will review the case with the Nuclear Medicine physician.
 - D. Monitor all in-patients until they are escorted out of the department.

NEEDLE RECAPPING POLICY

The Division of Nuclear Medicine will utilize the Single-handed (Scoop-Method) needle recapping technique. This is used to limit the amount of radioactive contamination of syringe shields and lead pigs.

RADIOPHARMACY POLICIES

1. NO doses will be dispensed from the Nuclear Pharmacy unless a valid requisition is presented at the time a dose is needed. NO EXCEPTIONS
2. Any dose leaving the Nuclear Pharmacy shall either be injected as planned or if unused, it will be discarded properly either in the injection room, camera room, or nuclear pharmacy. UNDER NO CIRCUMSTANCES WILL A DOSE THAT IS DRAWN FOR ONE PATIENT BE USED FOR A DIFFERENT PATIENT.
3. If a radiopharmaceutical is dispensed and removed from the Nuclear Pharmacy but is not injected into a patient, it must be discarded by the technologist or student in a lead-lined sharps container. It must not be given back to the radiopharmacist. The technologist/student must in front the radiopharmacist that the dose was not used so the radioactivity may be accounted for.
4. All doses leaving the radiopharmacy must be assayed for activity. This is a State and Federal law which must be complied with.
5. NO student will be allowed to make up a kit or dispense a dose without a supervising technologist present. A technologist or radiopharmacy personnel must double-check all doses being made up or dispensed. NO EXCEPTIONS

REPORTABLE/RECORDABLE EVENT (Misadministration)

"Diagnostic misadministration" means a diagnostic dosage that differs from the prescribed dosage by more than 50 percent.

"Misadministration" means:

- (A) administration of a radiopharmaceutical or radiation from sealed source other than that intended;
- (B) administration of a radiopharmaceutical or radiation from a sealed source to the wrong patient; or
- (C) use of route of administration for a radiopharmaceutical or radiation from a sealed source other than that prescribed.

PROCEDURE FOR REPORTING MISADMINISTRATION

1. Notify the Clinical Educator, Program Director, Supervisor, Nuclear Medicine Technologist and/or the Staff Nuclear Medicine Physician immediately.
2. With the assistance of the Staff Nuclear Medicine Physician, determine the impact of the misadministration and corrective action to be taken, if any.
3. Explain the error to the patient and what will be required to correct the problem. (Example: reschedule the examination, re-inject with the appropriate radioisotope, etc.) This may require the assistance of a physician to help explain the error and alleviate the patient's fears.
4. The Hospital Incident Report form must be completed with all required information reviewed by the Nuclear Medicine Physician involved and given to the Supervisor for review.

Failure to document radiopharmaceutical misadministration may result in disciplinary action.

POLICY FOR THE ADMINISTRATION OF RADIOPHARMACEUTICALS

Our goal is to assure that the correct patient always receives the correct radiopharmaceutical in the correct dosage, and the correct route of administration. In the event that this does not occur, the following definitions, rules and regulations will apply.

In the event that any one or combinations of the following occur, the person(s) involved will be subject to disciplinary action:

1. If a wrong patient is given a diagnostic radiopharmaceutical.
2. If the correct patient receives an incorrect diagnostic radiopharmaceutical.
3. If a diagnostic radiopharmaceutical is given and varies by more than 20% from the prescribed amount.
4. If therapy dose is given to either the wrong patient or varies from the prescribed amount by more than 10%, or is the incorrect radiopharmaceutical.
5. If a misadministration occurs, which by the State of Kansas, a misadministration is defined as the following:

(1) "Misadministration" means administration of:

(A) a radiopharmaceutical dosage greater than 30 microcuries of either I-125 or I-131 involving the wrong patient, or wrong pharmaceutical, or when both the administered dosage differs from the prescribed dosage by more than 20 percent of the

prescribed dosage and the difference between the administered dosage and prescribed dosage exceeds 30 microcuries;

(B) a therapeutic radiopharmaceutical dosage, other than I-125 or I-131 as sodium iodide, to the wrong patient, wrong route of administration or when the administered dosage differs from the prescribed dosage by more than 20 percent of the prescribed dosage;

(F) a diagnostic radiopharmaceutical dosage, other than quantities greater than 30 microcuries of either sodium iodide I-125 or I-131, or both:

(i) involving the wrong patient, wrong radiopharmaceutical, wrong route of administration, or when the administered dosage differs from the prescribed dosage; and

(ii) when the dose to the patient exceeds 5 rems dose equivalent to any individual organ.

The disciplinary actions to be taken in the event of a diagnostic radiopharmaceutical are as follows:

Each incident will be investigated with appropriate follow-up for improvement and risk management purposes. Appropriate disciplinary action will be taken on a case by case basis. Appropriate disciplinary action may include counseling, written reprimand, leave without pay or termination. Each case will be reviewed by a panel comprised of the Supervisor of Nuclear Medicine, the Director of Nuclear Pharmacy, and the Medical Director of Nuclear Medicine. The findings of the committee will be reviewed by the Radiology Administrator prior to any action being taken.

Adopted: 6/94

Revised: 3/95, 12/98, JT 4/99

Reviewed: 9/97, JT 4/99, 10/01, 08/18, 06/19

SPILLS (CONTAMINATION/DECONTAMINATION)

Because Nuclear Medicine technologists and students handle unsealed radioactive materials, the possibility of contamination always exists. Radioactive material may be spilled on the floor, examination tables, injection stands or gurneys. It may be spilled on bedding or patients and technologist's garments. Contamination events will occur and the following steps should be taken to handle them.

1. Do not panic - uncontrolled haste will result in a further spread of the contamination.
2. Confine the spill by isolating the area. If the spill is in liquid form, place an absorbent pad over the spill.
3. Persons who were in the room at the time of the spill should not leave the room unless they have been monitored.
4. If clothing is grossly contaminated, discard outer clothing at once.
5. If skin is contaminated, flush thoroughly with cool running water.
6. Contact the supervisor as soon as possible and relay the following information:
 - a. Isotope-spilled
 - b. Approximate activity
 - c. Location of contamination
 - d. Time of event

The supervisor will immediately contact the Radiation Safety Office, whose personnel will supervise the decontamination procedure.

7. Report all spills - do not put yourself in the position of judging whether or not merit reporting.
8. Under no circumstances should contaminated clothing, bed linen, towels, etc. be treated as normal laundry. The Radiation Safety Office will assist with these items.
9. Under no circumstances should contaminated absorbent pads, gauze pads, gloves, paper towels, etc., be treated as normal waste. They should be handled as other radioactive wastes are handled.

HAND MONITORING POLICY

Whenever anyone is working in the imaging area, they should monitor their hands using the appropriate survey meter, located in room 2134 and or the Radiopharmacy, and record the results on the "Daily Hand Monitor Check" sheet. Any employee or student whose name is not on the sheet should add your name and results at the bottom of the list. Monitoring should occur each time you leave Division.

Action levels for cleaning is any reading above background. If your hands are contaminated, you should scrub them with a brush and soapy water until they are decontaminated. If the contamination cannot be removed, contact the Radiation Safety Office at ext. 81713

PERSONAL SAFETY RULES

1. Do not smoke, drink, or eat in an area where work is conducted with unsealed sources.
2. Do not apply cosmetics in this area.
3. Wear appropriate apparel to prevent skin contamination.
4. If you are assigned a film badge, wear it in the same location on the body, and wear it whenever you are in the area where radiation hazard might exist.
5. Monitor the project with suitable instrument. Monitor hands and feet if there could be any chance of contamination.
6. Never pipette radioactive liquids by mouth.
7. Label containers with proper information as to activity, shielding.
8. Use minimum material and time, but maximum distance and shielding.
9. Keep accurate records of monitoring, usage and disposal and follow standard disposal procedures.
10. Wash hands often.
11. Do not use personal items in the area.
12. Keep work area free of equipment not needed in the procedure.
13. Be especially cautious if there is a break in the skin of the hands.
14. If a spill is suspected, avoid spreading contamination by isolating the area. Call the project supervisor and the Radiation Safety Officer, at ext 81713.

UNIVERSITY OF KANSAS HOSPITAL
DEPARTMENT OF RADIOLOGY
DIVISION OF NUCLEAR MEDICINE
STUDENT SUPERVISION POLICY

The Nuclear Medicine Technology student understands that the technologist is the one responsible for all patient studies in the Division of Nuclear Medicine. Students are here to learn and to be educated about Nuclear Medicine Technology.

A technologist or appropriate personnel will always be assigned to an imaging area or radiopharmacy in which a student is assigned. A student can perform a study as long as a Certified/Registered Nuclear Medicine Technologist is supervising the student.

Communication between the student and supervising technologist is required for quality patient care. To define supervision means an assigned Certified/Registered Nuclear Medicine Technologist must be within the Division of Nuclear Medicine during a patient study. The Division of Nuclear Medicine consists of the following:

- Patient Injection Rooms
- Nuclear Medicine Waiting Room
- Radiopharmacy
- Clinical Supervisor's Office
- Program/Educational Coordinator's Office
- Imaging Rooms: 2137, 2140, 2141, 2142, 2133,
- Reading Room
- Radiology Copy/Mail Room
- Restroom

A student is not to relieve a technologist without another supervising technologist assigned to the student for any of the following reasons: technologist's break, lunch, to leave work early, or to leave the department. It will be the responsibility of the technologist to find relief from another technologist. If a student is abandoned with a patient the Nuclear Medicine Supervisor will be notified and disciplinary processes will be implemented.

DEPARTMENT POLICIES

Students will follow the policies of the Division of Nuclear Medicine, Department of Radiology, Program of Nuclear Medicine Technology, University of Kansas Hospital and Medical Center, and the School of Allied Health unless otherwise stated. Changes in policies will be posted in the Nuclear Medicine Division on the bulletin board across from the main telephone or in the office of the Program Director. Diagnostic Radiology and the Division of Nuclear Medicine Policy and Procedure Manuals are located Kay Dreiling (Lead Nuclear Medicine Technologist).

Procedure Manuals for Nuclear Medicine Examination are located in each room.

Processing Manuals and exam technique manuals are located in each room by the computer.

SMOKING AND EATING POLICY

Patient care is the primary consideration within the Department of Radiology as well as within the Medical Center as a whole. Consequently, attention to patient needs, convenience of facilities in patient areas, and physical appearance and safety of patient areas are responsibilities involving all employees. Smoking and eating policies are defined in order to coordinate these activities with Medical Center policies.

SMOKING

Employees/Students, Out-Patients and Visitors

There is a NO SMOKING policy in effect for the entire KUMC Campus.

FOOD AND BEVERAGE

Patients and Visitors

Other food or beverage is not permitted in this area or any other area of the Department because of sanitation reasons and courtesy to patients waiting for their examinations. All radiology employees must gently discourage any exception to this rule. Out-Patients and/or visitors may be referred to the hospital cafeteria or vending area of eating purposes.

Employees/Students

Food and beverages are permitted in the Radiology Employees' Lounge and in a closed door affect area removed from patient care areas. It is mandatory that radiology employees/students refrain from eating and drinking in any department patient care or public areas such as, clinical rooms, front office, work corridors, waiting rooms, hallways, stairwells, elevators, classrooms, conference rooms, library etc. Liquids are never to be at workstations or in close proximity to any type of radiology equipment. Failure to adhere to this rule will result in disciplinary action.

Many times it is necessary for an employee to forego lunch and/or break time in order to provide patient care, and many times the only break time available is a quick snack within the department. Each divisional area has a supervisor's area where a quick snack or cup of coffee need not disrupt patient routine or the supervisor's time, provided this area is available at the discretion of the supervisor.

CHEATING AND PLAGIARISM

DEFINITION

Any kind of cheating on examinations is academically dishonest, and students participating in such activity will be subject to disciplinary action. Cheating in this context means any student seeking or giving unauthorized assistance on an examination.

The following are examples of cheating on examinations:

- A. The use and/or possession of unauthorized notes, books, journals or articles during an examination.
- B. Allowing a student to copy one's work during an exam.
- C. Copying or attempting to copy another student's work with or without permission during an examination.
- D. Obtaining or attempting to (successful or unsuccessful) to obtain one or more than one copy of any test before the exam has been given by an instructor.
- E. Any attempt to change answers after the completion of the examination for credit.
- F. Any deliberate disobedience of rules set by the instructor prior to any exam.
- G. Any behavior that could possibly create unfair advantages among all students.

Disciplinary action that may be due to cheating could be immediate dismissal from the program. If the students feels they have been unjustly accused they will have the option to confront the grievance committee.

See polices listed on the School of Allied Health website under the Student Handbook section.

Website: <http://www.studenthandbook.ku.edu>.

PLAGIARISM

Plagiarism is defined as the dishonest use of another one's work without permission.

Plagiarism includes borrowing sentences or phrases without giving credit to the original writer.

Copyrighting can be a form of plagiarism. Making copies of articles and distributing them is not allowed unless permission has been given from the publisher of the article or journal that it originated from.

All forms of plagiarism are subject to disciplinary action, which may include dismissal from the program.

INCLEMENT WEATHER OR EMERGENCY CONDITION POLICY

All students are expected to be at their assigned clinical areas and/or class regardless of weather conditions. Inclement weather may prevent some students from reporting or may require students to depart earlier than scheduled, but this is always subject to supervisory approval. In the event the Chancellor or the Executive vice-chancellor declares an inclement weather or other emergency condition (such as a major disaster), then the following procedures will be followed.

- A. Student(s) who do not report or who elect to return home after reporting, during an inclement or other emergency condition, can select one of the following options for handling the lost time:
 - 1. Charge to excused absence time
 - 2. Make up the absent hours on the following Friday on an hour per hour basis.
- B. The student must meet with the Program Director to confirm the option chosen for make up of lost time-no exceptions.
- C. Students reporting for duty up to one hour late because of inclement weather or other emergency shall not be charged leave time for that hour or part of the hour. Those students reporting more than one hour late shall use one of the options above for handling all additional lost time beyond one hour. Students who fail to report will make up all lost time.

FOREIGN STUDENT POLICY

Students for whom English is a second language must satisfy the following requirements:

1. Recent TOEFL (Test of English as a Foreign Language) exam minimum score of 23 (57 for the paper based testing) is required in each of the three sections, with a minimum of 4.0 on the written essay. The TOEFL must have been taken **within the last two years of the semester of enrollment (September)**.
2. A minimum score of 50 on the TSE (Test of Spoken English). Available at the International Studies Office -KUMC. Exam must have been taken **within the last two years of the semester of enrollment (September)**.
3. Documentation that you are a permanent resident and have resided in the United States for two or more years. If you are not a permanent resident you must submit copies of all pages of your I-20 form, I-94 card, F1 or J1 and passport. If you are a permanent resident, you must submit copies of all pages of the permanent resident document. Documentation of proof of citizenship may be requested.
4. If the applicant's degree is not from an accredited U.S. College/University, official transcripts and/or credentials must be evaluated by the International Administrative Coordinator at the International Student Services Office at the University of Kansas - Lawrence. If the evaluation warrants, the applicant must make up any deficiencies in the following areas:
 - a. A completed degree equal to that of a Bachelors Degree from an Accredited U.S. College or University, including the following classes which must be completed with a passing grade of a "C" in each.

Anatomy	Human Physiology	Speech or Oral Communications
General Chemistry	English	General Physics
Medical Terminology	Algebra	Introduction to Computers

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination, prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Kansas State laws. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct or activity is made wither explicitly or implicitly a term or condition of an individual's employment or academic progress;
- submission to or rejection of such conduct or activity is used as the basis for employment or evaluation;
- such conduct or activity interferes with an individual's employment or educational advancement; or
- such conduct or activity creates an intimidating, hostile or offensive environment.

The University of Kansas Medical Center is committed to providing a positive learning and working environment for its students and employees. Sexual harassment in any form is not tolerated. Anyone who violates this policy will be subject to a range of sanctions, including written reprimand, termination or expulsion. When the University becomes aware of sexual harassment allegations, it is bound by state and federal law to investigate those allegations, stop the harassment if it is found to exist, and take measures to ensure a working and learning environment that is free of sexual harassment.

ACCOMODATION OF INDIVIDUALS WITH DISABILITIES

Accommodation Policy. It is the policy of the University of Kansas Medical Center to provide reasonable accommodations to qualified individuals with known impairments that meet the statutory definition of a covered disability except where such accommodation would impose undue hardship or present the threat of harm. Reasonable accommodation applies to all aspects of employment and all-educational programs, services and activities. Persons with disabilities who are covered under this policy include students who satisfy eligibility criteria, and with or without reasonable accommodation, meet the technical standards and matriculations requirements of a program.

Procedure for Requesting Accommodation. Students with documented disabilities who are enrolled at the University should direct their request for accommodation to:

Cynthia Ukoko
Academic Accommodations Services Office
G020 Dykes
Phone: 913-945- 7035

Students may also discuss their need for accommodation with faculty or the school's Disability Officer. Any member of the university who receives an accommodation request will contact the Academic Accommodations Services Office for purposes of notification and/or to receive assistance and advice. The Academic Accommodations Services Office is responsible for ensuring that requests are considered on a case-by-case basis in accordance with state and federal regulations, and that appropriate University officials are involved in evaluating the request, identifying funds and implementing the accommodation. The right to reject and accommodation because of undue hardship is reserved for the Executive Vice Chancellor or his designee.

Documentation of Disability. Individual who request accommodation are obligated to provide documentation of their disability from an appropriate health care provider upon request of the Academic Accommodations Services Office. The University reserves the right to obtain additional medical or psychological assessment at its own cost. All documentation received by the AAS Office regarding disability shall be retained in confidential files in the Equal Opportunity Office, separate from the academic or personnel files of the individual.

Reporting Failure to Provide Reasonable Accommodation. Individual s who believe they have been denied reasonable accommodation or have been subjected to discrimination because of their disability are advised to contact the AAS Office. Disputes related to reasonable accommodation are handled internally through the Discrimination Complaint Procedure outlined in Section E in the *University of Kansas Medical Center's Student Planner and Handbook* located in the Program Director's Office.

STUDENT GRIEVANCE PROCEDURE

These guidelines have been written for students of the School of Allied Health. All Nuclear Medicine Program students need to follow the following procedures.

1. First, try to resolve the conflict with the person or persons involved. This should be done in a fashion that will not disturb staff in the department, and most importantly, this should not affect patient care.
2. If confronting the situation does not resolve the conflict the Program Director will contact the involved parties, Department Supervisor, and Physicians if necessary, to try to resolve the conflict.
3. If conflict cannot be resolved within the Division of Nuclear Medicine the student may follow the Grievance Procedure developed by the School of Health Professions which is outlined in the *University of Kansas Medical Center's Student Planner and Handbook* website: <http://www.studenthandbook.ku.edu/>

ALCOHOL AND DRUG USE POLICY

The University of Kansas prohibits the unlawful possession, use manufacture, or distribution of alcohol or drugs by students and employees on its property or as a part of any of its activities.

The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs by students and employees. Any student or employee of the University found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on University property or at University events shall be subject to disciplinary action in accordance with applicable policies of the State of Kansas, the Board of Regents, and the University of Kansas. Students who violate this policy will be subject to sanctions which include suspension and expulsion from the University.

Students and employees are reminded that illegal possession or use of drugs or alcohol may also subject individual to criminal prosecution. **The University will refer violations of proscribed conduct to appropriate authorities for prosecution.** Kansas law provides for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C Felony. For a conviction of a Class C Felony, the court may sentence a person to a term of imprisonment of a minimum of 3 to 5 years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to one year in jail and a fine of \$2,500. Depressants include barbiturates, Valium, and barbitol. Hallucinogens include LSD, marijuana, and psilocybin. State law classifies amphetamines and methamphetamine as stimulants.

The Federal Controlled Substances Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with the intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Accidents and injuries are more likely to occur if alcohol and drugs are used on University property or as a part of University activities. Every year in the United States, over 200,000 people are treated in hospitals for drug-related accidents and mental and physical illness; another 25,000 die every year from drug-related accidents or health problems. Drug tolerance and psychological dependence can develop after sustained use of drugs. More specifically, physical dependency, heart problems, infections, malnutrition, and death may result for continued high doses of amphetamines. Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death. Depressants, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses, because the abuser is unaware of how much of the drug or alcohol has been taken. Use of hallucinogens may cause psychosis, convulsions, coma and psychological dependency.

Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal lives by affecting finances, health, social relationships, and families. It can have

ALCOHOL AND DRUG USE POLICY CONTINUED

Significant legal consequences. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

The term "controlled substance" as used in this policy means those substances in Schedules I through V as defined by Section 812 of Title 21 of the United States Code and as further defined by the Code of Federal Regulation, 21 CFR 1300.11 through 1300/15. The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

The term "alcohol" as used in this policy means any product of distillation of a fermented liquid which is intended for human consumption and which is more than 3.2% alcohol by weight as defined in Chapter 41 of the Kansas statutes.

(This policy is undergoing re-write and some wording in this policy may change after publication of this handbook)

POLICY ON DRUG-FREE ASSISTANCE PROGRAMS

The University of Kansas Medical Center is interested in the health and well-being of its students, faculty and staff. At some time, members of the University community may be faced with a variety of personal problems which may affect their wellness and job performance. While some people attempt to deal with such problems of their own, there can be times when professional assistance can be helpful.

It is in the best interest of the University, its students and employees to provide assistance to those with personal problems involving alcohol, drugs, family, marriage, finances, emotions or other conditions which may interfere with work attendance, productivity, and the ability to get along with co-workers. The University believes that an effective Drug-Free Assistance Program encourages wellness and promotes efficiency of its students, faculty and staff members.

Drug abuse is against the law, and the University may institute disciplinary proceedings for the use of controlled substances in the workplace or other violations of the drug-free workplace policy. To avoid these adverse situations, the University encourages its students and employees to seek counseling and assistance from on-campus and community resources.

COPYRIGHT POLICIES

These policies are listed on the Student Planner and Handbook website: <http://www.studenthandbook.ku.edu/>

BLOOD AND BODY FLUID EXPOSURE PROTOCOL

In event of exposure follow these guidelines located in appendix E of the policy:

1. Decontaminate area of body
 - Puncture wound and cutaneous injuries should be cleaned with antimicrobial soap and water for 10 minutes. When there is a visible defect, the wound should be irrigated with sterile saline. Exposed organ and nasal mucosae should be vigorously flushed with water 10-15 minutes. IN eyes use clean water, saline, or irrigation fluids designed for ophthalmic use.
2. Report Incidents to supervisor and file an incident report with Student Health
 - After normal working hours or on weekends report to Emergency Services.
*If at an outside clinic, ask about exposure protocol for that clinic and follow with Student Health.
3. Identify source and if possible determine risk status for HIV, HBV and HCV
4. Student Health conducts screening laboratory tests for bloodborne pathogens.
*All test results are confidential
5. Education and Counseling provided by Student Health.

Note for detailed copy of official Blood and Body Fluid Exposure protocol please contact your Program Director or Student Health web site: <http://www.studenthandbook.ku.edu>.

IMMUNIZATION POLICY

Currently, the Centers for Disease Control (CDC), American College Health Association and the Kansas Department of Health and Environment recommend that all college students be immunized against diphtheria, tetanus and polio. In addition, to decrease the risk of outbreaks or epidemics of infections on university campuses across the country, it is required that each student be properly immunized against measles, mumps, and rubella prior to enrollment.

Therefore, all students born after January 1, 1957 who are new to the University of Kansas Medical Center, must provide written medical documentation of two immunizations against measles, mumps and rubella prior to enrollment. Upon presentation of supportive evidence a waiver for religious or other appropriate reasons will be granted by Student Health Services. Failure to comply with this policy will result in denial of class registration.

COMMUNICABLE DISEASES

All patients include those with rule out of known communicable disease receive the same quality of care as patients without a communicable disease.

Currently enrolled students having a communicable disease might affect the health and safety of students, faculty, and patients must advise the Student Health Physician and may be required to provide medical records in order to determine if reasonable accommodation can be made by KUMC to provide the student with the normal course of study without risk to him/herself or to others.

Please call Student Health at 913-588-1941 for information regarding the student health policy on communicable diseases.

STUDENT FLU VACCINATION POLICY, KUMC STUDENT HEALTH

Purpose: To prevent acquisition and transmission of the influenza virus.

Rationale:

According to the Centers for Disease Control and Prevention (CDC), vaccination is considered the single most important influenza control measure to reduce the chances that you will get the seasonal flu and lessen the chance that you will spread it to others. As most hospitals throughout the United States now require mandatory influenza vaccination, KUMC Student Health is contractually obligated to verify that students have received the flu vaccine for outside clinical placements. In addition, The University of Kansas Hospital requires seasonal influenza vaccine for all employees, licensed independent practitioners, and volunteers. All students at KUMC will be in alignment with hospital policy, including visiting students, regardless of clinical activities or presence on campus.

Policy:

All currently enrolled KUMC Students must receive seasonal influenza vaccine. Students may receive the flu vaccine at Student Health Services (SHS) or provide documentation of the vaccine to SHS. If a student is submitting documentation, the documentation must include the name of the vaccine, lot number, expiration date, date received and provider name with credentials. This includes vaccines that are obtained via University of Kansas Hospital Occupational Health Clinic or other hospital clinics.

Reasonable attempts will be made to provide free vaccine to students during the fall semester. Students who are not able to obtain the vaccination at SHS due to distance considerations, scheduling conflicts, or for any other reason are responsible for obtaining the vaccine elsewhere at their own expense and providing the proper documentation.

A vaccination deadline date will be assigned each year by which the seasonal influenza vaccine must be received. . Any student who has not received vaccination by this date will receive a Student Health hold which will prevent enrollment. Students who do not have the hold removed by the first day of class may incur additional re-activation fees.

For clinical students, influenza vaccine declinations are considered for medical or religious reasons only. To be considered for a religious exemption, documentation from an appropriate religious leader must be submitted to KUMC Student Health Services by the vaccination deadline . All persons who believe that they have a medical exemption must provide appropriate documentation of their medical condition and meet with the SHS Medical Director to determine if they qualify for an exemption in the KUMC system. All other requests for declinations are handled on an individual basis. Declining the influenza vaccination may impact the student's ability to complete academic requirements and may especially impact their choice for clinical rotations, since many institutions do not allow students to rotate to their facility if the student has not received the seasonal influenza vaccine.

STUDENT PREGNANCY POLICY

The National Council on Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks probability of detectable effects induced by medical diagnostic exposure are very small. All pregnant students in the Diagnostic Radiology Programs must make the final decision as to their acceptance or non-acceptance of this minimal risk. The NCRP currently states that the dose equivalent to the embryo and fetus should be limited to 0.5 rem during the entire gestation period. Based on the above information, the following guidelines are suggested:

1. Upon confirmation of pregnancy, the student should immediately notify the Program Director. General program policies will be reviewed in detail in order to provide the student with a complete understanding of her status in the program.
2. The student should, upon confirmation of pregnancy, seek counsel with the Medical Physicist in the Department of Radiology and/or the Radiation Safety Officer of the Medical Center relating to her recent exposure history, acceptable exposure levels, and radiation protection procedures.
3. The pregnant student should seek the advice and counsel of her attending physician.

The pregnant student must follow the established program policies and meet the same clinical and didactic criteria as all other students before graduation and recommendation for the national certifying examinations.

The pregnant student will follow the same guidelines that are set for the policy regarding Excused Absence. If additional time is missed over the 60 hours the student will need to withdraw from the current year program. At that time the student will be given the option to begin their training over at the start of the new school year.

If the student decides to remain in the Nuclear Medicine Program during her pregnancy, she accepts full responsibility for her actions and releases the University of Kansas Medicine Center and its faculty of any responsibilities in case of adverse effects.

STUDENTS RIGHTS AND RESPONSIBILITIES

The Students Rights and Responsibilities is outlined in the *University of Kansas Medical Center's Student Planner and Handbook* located on the Allied Health website: <http://www.studenthandbook.ku.edu>.

The Code of Student Rights and Responsibilities:

The Code of Student Rights and Responsibilities describes exactly what its title implies-protected rights of each and every student and responsibilities or expectations for student conduct. As such, it forms a significant part of the rules of the campus community. Included are rights to free speech, expression, assembly, pursuit of educational goals, privacy and due process. It outlines how student and campus organizations may operate. The Code also describes-academic misconduct such as threats and violence against persons, theft, vandalism, hazing, carrying firearms, falsely reporting bomb threats, forgery, fake Ids, disrupting University classes and events, and hearings when violations occur. The complete text of the Code is printed in the Timetable of Classes available in the Department of Student Services, 3001 Student Center.

PATIENTS RIGHTS

The University of Kansas Medical Center's Patients Rights is outlined in the *University of Kansas Medical Center's Student Planner and Handbook* located on the Health Professions website:
<http://www.studenthandbook.ku.edu>.

*FACULTY **

Wendell Yap, MD
Nuclear Medicine Physician/Radiologist

Tina R. Crain, MS, CNMT, RT(R)(N)(QM)
Assistant Director of Radiology

Kellee George, MS, CNMT, RT(R)(N)
Program Director

Bret Press, BS, CNMT, RT(R)(N)(CT)(MRI)
Clinical Educator/Coordinator

James Traylor, CNMT
Quality Manager

Jon Ternus, R.Ph.BCNP
Radiopharmacy Instructor

Andrew Free, CNMT,
Nuclear Medicine Technologist

Kay Dreiling, RT(R)(N), CNMT
Nuclear Medicine Technologist

Shay Ioerger, BS, RT(R)(N)(CT)
Nuclear Medicine Technologist

Ashley Mille, RT(R)(N), CNMT
Nuclear Medicine Technologist

Todd Schafer, BS, CNMT, RT(R)(N)
Nuclear Medicine Technologist

Alanna Martin, CNMT
Nuclear Medicine Technologist

Vicky Bird, CNMT
Nuclear Medicine Technologist

Mike Feldkamp, CNMT
Nuclear Medicine Director, MAC

Thomas Miller, CNMT, RT(N)
Nuclear Medicine Technologist

Karen Fernandez, CNMT, RT(N)
Nuclear Medicine Technologist

Mitchell Rudkin, CNMT, RT(N)(CT)(R)
Nuclear Medicine Technology

Riley Wenzel, CNMT, RT (N)(CT)
Nuclear Medicine Technologist

Arianna Martin, CNMT, RT (R)(N)
Nuclear Medicine Technologist

Alexandra Kelley, CNMT, RT(N)
Nuclear Medicine Technologist

Angela Barton, CNMT
Research Technologist

Roseanne Hoover, CNMT
Research Technologist

Greg Wegst, PhD
Physicist

Audrey Wegst, Ph.D.
Physicist

Tom Conley, RSO
Radiation Safety Officer

Staci Spilinek, RT(R)(CT)
CT Technologist

*subject to change

ADVISORY COMMITTEE

The advisory committee is a group of individuals that decide the policies of the Program of Nuclear Medicine Technology. This committee is made up of the following people:*

Wendell Yap, M.D.
Nuclear Medicine Physician/Radiologist
Dave Burnett, PhD, RRT, AE-C, Assistant Dean
School of Health Professions
Tina R. Crain, MS, CNMT, RT(R)(N)(QM)
Assistant Director of Radiology
Kellee George, MS, CNMT, RT(R)(N)
Program Director
Bret Press, BS, CNMT, RT(R)(N)(CT)(MRI)
Clinical Educator/Coordinator
James Traylor, CNMT
Quality Manager
Jon Ternus, R.Ph. BCNP
Radiopharmacy Instructor
Kay Dreiling, CNMT, RT(R)(N)
Nuclear Medicine Technologist
Mike Feldkamp, CNMT, RT(N)
Nuclear Medicine Director
Mid-America Cardiology
Candy Spalding, RVT
Medical Sonographer/Supervisor
Turi Wiedner,
CVT /Program Director
Joe Huber RPh,
Triad Isotopes, Outside Facility

*subject to change

INTERVIEW COMMITTEE

The interview committee is made up of a group of people who will make the decision of the following year students into the Program of Nuclear Medicine Technology. The interview committee is made up of the following people:*

Wendell Yap, MD
Nuclear Medicine Physician
Tina R. Crain, MS, CNMT, RT(R)(N)(QM)
Assistant Director of Radiology
Kellee George, MS, CNMT, RT(R)(N)
Program Director
Bret Press, BS, CNMT, RT(R)(N)(CT)(MRI)
Clinical Educator/Coordinator
Mike Feldkamp, CNMT
Nuclear Cardiology Manager
Jon Ternus, R.Ph, BCNP
Radiopharmacy Supervisor

*subject to change

DISCIPLINE COMMITTEE
*PROGRAM OF NUCLEAR MEDICINE TECHNOLOGY**

Wendell Yap, M.D.

Nuclear Medicine Physician

Tina R. Crain, MS, CNMT, RT(R)(N)(QM)

Assistant Director of Radiology

Kellee George, MA, CNMT, RT(R)(N)

Program Director

Bret Press, BS, CNMT, RT(R)(N)(CT)(MRI)

Clinical Educator/Coordinator

Candy Spalding, BA, RDMS, RVT, RT(R)

Medical Sonographer/Supervisor

* subject to change

*DIDACTIC COURSES**

Math and Statistics	16 Hours
Medical Terminology	4 Hours
Department Organization and Function	2 Hours
Medical Law and Ethics	10 Hours
Nursing	2 Hours
Introduction to Nuclear Medicine	10 Hours
Chemistry	16 Hours
Patient Care-IV	8 Hours
Physics	18 Hours
Radiopharmacy/pharmacology	70 Hours
Genito-Urinary System**	14 Hours
Liver-Spleen**	10 Hours
Radiation Safety	14 Hours
Radiobiology	10 Hours
Hepatobiliary System**	8 Hours
Computers and medical informatics	18 Hours
Respiratory System**	12 Hours
Instrumentation	18 Hours
Quality Control	10 Hours
Skeletal System**	8 Hours
Endocrine System**	18 Hours

*DIDACTIC COURSES CONTINUED**

EKG	12 Hours
Infection-Tumor**	12 Hours
Cardiology**	12 Hours
Gastrointestinal System**	8 Hours
Neurology**	10 Hours
PET**	15 Hours
Computed Tomography**	12 Hours
Miscellaneous Studies**	7 Hours
Non-Imaging In-Vivo	6 Hours
Research Methods	10 Hours
Review	40 Hours
Health Administration	5 Hours approximately

* Courses and hours may be subject to variation and change.

** Clinical Courses will include cross-sectional anatomy