



STUDENT HANDBOOK

UNC HOSPITALS NUCLEAR MEDICINE TECHNOLOGY CERTIFICATE PROGRAM

INTRODUCTION

The following general information regarding policies, procedures, regulations and schedules has been prepared for the student entering the Nuclear Medicine Technology Program of the Nuclear Medicine Section, Department of Imaging Services at UNC Hospitals.

Therefore, you, as the student, need to familiarize yourself with these policies, procedures, etc., ask questions you may need for a better understanding and abide by them to the best of your ability.

UNCH NMT PROGRAM GOALS AND OBJECTIVES

The overall objective of this program is to provide the student with the superior quality technical education necessary for becoming a well-trained, competent, certified Nuclear Medicine Technologist. The following goals and objectives are utilized to meet the overall objective:

- To provide an environment conducive to learning that will enable the student to become competent in their nuclear medicine training.
- To provide the nuclear medicine student technologist with quality educational experiences both academically and clinically.
- To strive to maintain departmental radiation, employee, and patient safety always.
- To constantly demonstrate outstanding patient care techniques.
- To provide continuous upgrades to the curriculum as clinical changes occur.
- Encourage students, staff, and faculty to participate in professional organizations and continuing education activities.

**Certificate Program
in
Nuclear Medicine Technology and Molecular Imaging
UNC Hospitals
University of North Carolina at Chapel Hill**

Nuclear medicine is the medical specialty that utilizes the nuclear properties of radioactive and stable nuclides for the diagnostic evaluation of the physiologic and/or anatomic conditions of the body and to provide therapy with radioactive sources. The nuclear medicine technologist is an allied health professional who, under the direction of an authorized user, is committed to applying the art and skill of diagnostic evaluation and therapeutics through the safe and effective use of radiopharmaceuticals and pharmaceuticals. (from: JRCNMT Standards)

The University of North Carolina Hospitals through the Nuclear Medicine Section of Radiology sponsors a twelve-month program in Nuclear Medicine Technology.

The Joint Review Committee on Education Programs in Nuclear Medicine Technology accredits the program. Graduates are awarded a Certificate in Nuclear Medicine Technology by the University of North Carolina Hospitals and are eligible for national certification by The American Registry of Radiologic Technologists in nuclear medicine technology and/or by The Nuclear Medicine Technology Certification Board.

Diversity Statement:

The School of Nuclear Medicine and Molecular Imaging believes a diverse, inclusive and culturally sensitive learning environment for students is essential to fulfilling our mission. We commit to value the diversity of all those we serve including diversity in race, ethnicity, gender identity, age, gender expression, sexual orientation, religious beliefs and life experiences.

Admission Requirements:

In order to be eligible for admission into the UNC Hospitals School of Nuclear Medicine Technology and Molecular Imaging, you must meet the following requirements:

Prerequisites:

Chemistry with Laboratory, Human Anatomy and Physiology with Laboratory (1&2), College Algebra, General Physics, Medical Terminology & Written Communication. Credit is given for post-secondary courses graded a "C" or better.

Degree:

All applicants must have a degree prior to beginning the program. The program will accept applicants with associates and bachelor's degrees or higher. If associates, the degree must be in a healthcare related field such as: Imaging Sciences, Respiratory, Occupational or Physical Therapy or Nursing. If Bachelor's, the degree must be in a natural or physical science.

Degrees earned in the United States must be from an institution accredited by one of the major accrediting bodies approved by the U.S. Department of Education. International degrees must be evaluated by the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators Inc. (AICE).

How to Apply

Application forms are available on request from Wes Kaczmarek, Program Director, UNCH School of Nuclear Medicine Technology, Radiology Administration, 101 Manning Drive, Chapel Hill, N.C., 27514. Completed applications must be submitted no later than **MARCH 1** preceding fall (August) enrollment. Specific information required for a complete application includes:

- 1) Official transcript from high school (if less than ten (10) years since graduation).
- 2) Official transcripts of **all** academic work, college or other academic institutions attended.
- 3) As appropriate, official transcripts from Radiologic Science Program attended.
- 4) Three personal references using UNCH NMT Program official reference forms.
- 5) Additional information as requested by program admissions.

A personal interview and visit to the Nuclear Medicine facility is normally a required part of the application process. April 1 will be our target date for returning admissions committee decisions.

A maximum of eight students may be admitted into the program each year. This may vary, as program needs change. Orientation will take place usually during the last week of August and classes and clinical will begin immediately following.

Student Fees and Expenses

The UNC Hospitals Nuclear Medicine Technology Program is fully supported by the UNC Hospitals and does not require students to pay tuition.

Students will be required to purchase books, pay for SNM (Society of Nuclear Medicine) membership if required and to register for the ARRT and NMTCB Certification tests at the end of the program. Any other miscellaneous supplies will be the responsibility of the student. Scrub uniforms for the clinical area will be the responsibility of the student. The student is also responsible for his or her own health insurance.

Books	\$600.00
Certification Exam	ARRT \$200.00 NMTCB \$175.00
Health Insurance	Variable
Uniforms	\$150 - \$300.00 depending on style

UNC Hospitals reserves the right to change fees without prior notice.

Professional Liability Insurance coverage is taken care of by a group policy through the UNC Hospital.

NUCLEAR MEDICINE TECHNOLOGY COURSE SEQUENCE

FALL SEMESTER (AUGUST – DECEMBER)

<u>Course #</u>		<u>Lecture Hours/Week</u>	<u>Lab Hours/Week</u>
NMT 320	Nuclear Physics & Instrumentation I	2.0	0.0
NMT 322	Clinical Mathematical Applications	2.0	0.0
NMT 330	Clinical Nuclear Medicine Technology	4.0	0.0
NMT 340	Practicum in Nuclear Medicine Technology I	0.0	22.0
NMT 343	Sectional Anatomy I	1.0	0.0
NMT 350	Nuclear Medicine Conference I	2.0	0.0
NMT 337	Cardiovascular Nuclear Medicine	2.0	0.0

SPRING SEMESTER (JANUARY – APRIL)

NMT 321	Nuclear Physics and Instrumentation II	2.0	0.0
NMT 321L	Nuclear Physics and Instrumentation Lab	2.0 hours per week for 16 weeks	
NMT 331	Seminars in Nuclear Medicine Technology I	4.0	0.0**
NMT 335	Radiobiology & Radiation Protection	3.0	0.0
NMT 341	Practicum in Nuclear Medicine Technology II	0.0	22.0
NMT 344	Sectional Anatomy II	1.0	0.0
NMT 351	Nuclear Medicine Conference II	2.0	0.0
NMT 334	Radiopharmaceuticals	3.0	0.0

SUMMER SESSIONS I AND II (MAY – AUGUST)

NMT 341	Seminars in Nuclear Medicine Technology II (Comprehensive Registry Review)	28.0 hours total
NMT 342	Internship in Nuclear Medicine Technology	35.0 hours per week for 14 weeks

** Research projects/papers are completed during the Spring Semester and Summer Session I and can be presented during Summer session II.

CURRICULUM

<u>COURSE AND NUMBER</u>	<u>TITLE AND DESCRIPTION</u>
NMT 320 AND 321	NUCLEAR PHYSICS AND INSTRUMENTATION I AND II A discussion of the basics of nuclear physics and the instrumentation used to detect the presence of radioactivity in the nuclear medicine setting. FALL AND SPRING (2.0 hours per week)
NMT 321L	NUCLEAR PHYSICS AND INSTRUMENTATION LAB A series of instrumentation experiments will be conducted during the spring semester after hours in the UNC Nuclear Medicine department. SUMMER SESSIONS I (2.0 hours per week)
NMT 322	CLINICAL MATHEMATICAL APPLICATIONS An introduction to the mathematical concepts utilized daily in the nuclear medicine clinical setting. FALL (2.0 hours per week)
NMT 330	CLINICAL NUCLEAR MEDICINE TECHNOLOGY An introduction to nuclear medicine technology including discussion of general imaging procedures, In Vivo lab procedures and therapeutic doses of radionuclides. Anatomy, physiology, metabolism, and pathology as related to each procedure is discussed and correlated to pertinent findings. FALL (4.0 hours per week)
NMT 331	SEMINARS IN NUCLEAR MEDICINE TECHNOLOGY I A continuation of NMT 330, Seminars in NMT I will continue to present the theory and application of procedures and techniques in nuclear medicine. SPRING (4.0 hours per week)
NMT 332	SEMINARS IN NUCLEAR MEDICINE TECHNOLOGY II Prerequisite, completion of entire NMT curriculum. Final reviews to aid the student technologist in the preparation for taking the national certifying exams or registry. (Research presentation will be made from work completed during the spring semester and summer sessions.) SUMMER SESSION II (37 hours)
NMT 334	RADIOPHARMACEUTICALS A study of the physical, chemical and biological characteristics of radiopharmaceutical dosage forms. Rules and regulations governing the possession and human use of these agents will be discussed. Mathematical calculations are stressed. FALL (3.0 hours per week)
NMT 335	RADIOBIOLOGY AND RADIATION PROTECTION Discussion of the principles and practices of radiobiology and radiation protection as they relate to the field of Nuclear Medicine Technology. SPRING (3.0 hours per week)

<u>COURSE AND NUMBER</u>	<u>TITLE AND DESCRIPTION</u>
NMT 337	<p>CARDIOVASCULAR NUCLEAR MEDICINE The course is an in-depth discussion of the patient, terminology, anatomy, physiology, pathology and procedures necessary for the acquisition and analysis of quality cardiovascular nuclear medicine studies. SPRING (2.0 hours per week)</p>
NMT 340	<p>PRACTICUM IN NUCLEAR MEDICINE TECHNOLOGY I Observation, performance, and technical evaluation of diagnostic procedures using radionuclides in the clinical laboratory. Students acquire clinical skills under the direct supervision of a radiologist and certified nuclear medicine technologist. FALL (24.0 hours per week)</p>
NMT 341	<p>PRACTICUM IN NUCLEAR MEDICINE TECHNOLOGY II A continuation of NMT 340. The student is expected to exhibit initiative in the performance of procedures. An investigational project is required. SPRING (24.0 hours per week)</p>
NMT 342	<p>INTERNSHIP IN NUCLEAR MEDICINE TECHNOLOGY Prerequisite, completion of all required course work and clinical practicum in general, cardiac and PET nuclear medicine. The remainder of the time is devoted to improving clinical skills at the UNC Clinical Facility as well as nearby affiliates (if applicable). Under general supervision of the Nuclear Medicine staff technologists, the student will have increased responsibility in procedural performance and evaluation as well as overall departmental management. SUMMER SESSIONS I AND II (37.5 hours per week)</p>
NMT 343	<p>SECTIONAL ANATOMY 1 This independent course allows the student to study Human Sectional Anatomy and provides the student with an introduction to basic anatomic structures and pathologies, as viewed through medical imaging. All sectional anatomy is presented using CT, MRI, and PET imaging. Proctored examinations will be given at regular intervals throughout the semester. FALL (1.5 hours per week)</p>
NMT 344	<p>SECTIONAL ANATOMY II This independent course allows the student to study Human Sectional Anatomy and provides the student with an introduction to basic anatomic structures and pathologies, as viewed through medical imaging. All sectional anatomy is presented using CT, MRI, and PET imaging. Proctored examinations will be given at regular intervals throughout the semester. SPRING (1.5 hours per week)</p>
NMT 350 AND 351	<p>NUCLEAR MEDICINE CONFERENCE I AND II This course provides discussion of nuclear images with emphasis on interpretation and correlation between image quality and technique. Review of current literature and presentation of journal articles to classmates, assures that the student will stay abreast of the ever evident changes occurring in the field. Spring semester will be a continuation of fall semester. FALL AND SPRING (2.0 hours per week)</p>

FACULTY & STAFF

Eve Pederson, MBA, *Director Department of Radiology UNC Medical Center*

Blaine Mischen,, MD, *Professor and Director Division of Imaging and Medical Director of Nuclear Medicine Technology*

Jorge Olden, MD *Professor of Radiology (Attending Nuclear Medicine Physician)*

Robert Huynh, PharmD *Associate Professor of Pharmacy/Radiology(Radiopharmacist)*

Marijana Ivanovic, PhD, *Assistant Professor of Radiology, Nuclear Physicist, Adjunct Professor, Department of Biomedical Engineering*

Elizabeth Carey, MS, DABR, DABMP, DABSNM, *Medical Physicist*

Gregory S. Beavers, Ph.D., MBA, CNMT, RT(N) *Nuclear Medicine Technology Program Advisory Board*

Wes Kaczmarek, MBA/MHA R.T.(R)(N)(CT) *Nuclear Medicine Technology Associate Program Director*

UNC Medical Center

Justin Pope, MEd, CNMT, *Clinical Affiliate Manager Nuclear Medicine Department, UNC Medical Center*

Heather Collins, CNMT, RT (R)(N), *Clinical Supervisor, Nuclear Medicine Technology Program*

Sarah Brandon, CNMT, *Clinical Instructor, Nuclear Medicine Technology Program*

Allen Chau, CNMT, RT (R), *Clinical Instructor, Nuclear Medicine Technology Program.*

Keli Drogos, CNMT, RT (R)(N), *Clinical Instructor, Nuclear Medicine Technology Program*

Matthew Hanna, CNMT, RT (R), *Clinical Instructor, Nuclear Medicine Technology Program*

Cynthia Janice, CNMT, RT (R), *Clinical Instructor, Nuclear Medicine Technology Program*

Lisa Laws, CNMT, *Clinical Instructor, Nuclear Medicine Technology Program.*

Kassie Lowe, CNMT,RT (N), *Clinical Instructor, Nuclear Medicine Technology Program*

Krista Sherrell, CNMT, RT (N), *Clinical Instructor, Nuclear Medicine Technology Program*

Marionette Talbert, CNMT, *Clinical Instructor, Nuclear Medicine Technology Program.*

Katie Warren, RT (R), *CNMT Clinical Instructor, Nuclear Medicine Technology Program*

Christopher Whitmer, CNMT, RT (N), *Clinical Instructor, Nuclear Medicine Technology Program*

Lauren Smith, *Clinical Instructor, Nuclear Medicine Technology Program*

Sandra Madore, *Clinical Instructor, Nuclear Medicine Technology Program*

UNC REX

Brian Karin, CNMT, *Clinical Affiliate Supervisor, Nuclear Medicine Technology Program*

Sarah Revell, CNMT, *Clinical Instructor, Nuclear Medicine Technology Program*

Melissa Bowers, CNMT, *Clinical Instructor, Nuclear Medicine Technology Program*

Alicia Iannone, CNMT, *Clinical Instructor, Nuclear Medicine Technology Program*

Gideon Mullins, CNMT, *Clinical Instructor, Nuclear Medicine Technology Program*

Jordan Grant, CNMT, *Clinical Instructor, Nuclear Medicine Technology Program*

Shannon Hardin, CNMT, *Clinical Instructor, Nuclear Medicine Technology Program*

Jasmine Leon-Beck, CNMT, *Clinical Instructor, Nuclear Medicine Technology Program*

Nuclear Medicine Section: Staff and Facilities

The Nuclear Medicine Section is located in the basement of the Women’s and Children’s Hospital. The primary classroom, WHB 0409D. Students will train clinically, primarily in the Nuclear Medicine Section and the PET facility during the Fall and Spring Semesters. An internship to include increased clinical responsibilities is planned for the Summer sessions I & II as well as a comprehensive review and research presentation.

Students are invited and encouraged to attend as many divisional functions as possible, such as Tumor Board, Huddles and social functions.

Procedure and policy manuals are posted within the Division in their respective areas. All schedules, meeting fliers, memos, etc., are posted either on the bulletin boards located in the large central hallway, the cardiac room, just outside the lounge or on the refrigerator door.

All problems relating to the Division should be taken directly to the Program Director, Greg Beavers.

Equipment

The Nuclear Medicine section is primarily equipped with the following types of equipment:

Siemens Gamma Cameras	Cardiac equipment needs
1. Siemens SPECT E-Cam (3)	1. Treadmill
2. Siemens SPECT/CT Symbia Scanners (2)	2. EKG equipment
3. Siemens SPECT Evo Scanner (1)	3. Gating devices
4. Siemens PET/CT TruePoint (2)	4. Blood pressure & pulse oximetry equipment
5. Siemens PET/MRI (1) BRIC	5. Stress pharmaceutical pump and IV pump
Radiopharmacy equipment	Miscellaneous equipment
1. Radioisotope dose calibrator	1. Thyroid uptake probe & scaler
2. Laminar flow hood	2. Well counter & scaler
3. Centrifuges	3. Cyclotron
4. Lab radiation monitor	4. Computers
5. GM type survey meter	5. Lung ventilation system
6. Multichannel analyzer	6. Instrumentation phantoms
7. Calculators	
8. Single and Multi-Channel PHA’s	
9. Liquid Scintillation Counter	

Clerical Staff
Wynter Kendrick

Nursing Staff
Nicholas Victorino. Nursing Manager

NUCLEAR MEDICINE TECHNOLOGY STUDENT - POLICIES AND PROCEDURES

Evaluations and Grading System

The University of North Carolina Hospitals School of Nuclear Medicine Technology and Molecular Imaging utilizes the following grading scale:

A	90- 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 or below

Any student making a “D” in any course will be placed on academic probation. To remove that probationary status, the student must earn a minimum of a “C” on all courses the following semester. Failure to achieve a “C” in each course the following semester will result in automatic dismissal from the NMT Program. Grades are converted to a 4.0 scale for the purpose of standardization on the final transcript. **You must make a 2.0 or higher to graduate from the program.**

Dismissal

Students are on general probation throughout the entire course of the program. A student may be judged unacceptable for continuation in the program when he/she has repeatedly displayed lack of professionalism with respect to patients, other students, technologists or faculty. If at any time during the course, the student’s academic or clinical performance is considered inadequate by the Program Director in collaboration with the Advisory Committee, he/she may be put on formal probation. Students on formal probation are given an action plan to be completed in a determined amount of time given to the student when he/she is placed on formal probation. If the student fails to complete or make sufficient progress toward completing the action plan, he/she will be dismissed from the program regardless of grades. All actions are completed in writing, given to the student and copied to their student record.

Any student who does not meet the attendance requirements for any class or clinical rotation without prior approval from the Program Director will be dismissed from the program.

The UNC Hospitals Nuclear Medicine Technology Program reserves the right to change the policies and procedures governing the operation of the Nuclear Medicine Technology Program without prior notification.

Any student entering the Nuclear Medicine Technology Program as a Radiologic Science graduate, who has not yet taken the ARRT examination in Radiography, must do so and make a passing score no later than October following admission. Failure to become a Certified Radiographer prior to the end of the 1st semester results in automatic dismissal from the Nuclear Medicine Technology Program.

Right to Appeal

A student may appeal any course grade, probation, dismissal or other action regarding these policies and procedures. He/she must do so in writing to the Program Director within 10 calendar days of notification.

A student, whose protest has been denied by the Program Director, has the right to appeal in writing to the Medical Director of the Nuclear Medicine Technology Program, Amir H. Khandani MD.

In the event the Medical Director is part of the dismissal process, the student may appeal to Jessica Church of the Radiation Therapy School. Ms. Church will hear from both parties and his decision will be final.

Policy and procedure acceptance is assumed at registration. The Program Director in conjunction with the Advisory Committee reserves the right to change these policies at such time that it is deemed necessary for the best interest of the students and the program.

Withdrawal from the Program

If for any reason a student wishes to withdraw from the program, he/she should do so in writing to the Program Director, stating date of withdrawal and reason(s).

Readmission Policy

Any student who withdraws from the program and wishes to re-enter must re-apply and be judged under the same criteria as a new applicant. The program must be completed in its entirety with no credit given for prior courses. The program is more than just the sum of its parts and must be completed in the proper series for greatest effect. Special cases will be considered at the discretion of the Program Director.

Confidentiality and Professionalism

Confidentiality in regards to all patients' diagnoses, treatment, and records must be maintained at all times.

The Radiologic Science Code of Ethics is the model by which each Nuclear Medicine Technology student is expected to conduct himself professionally at all times. <https://www.arrt.org/pdfs/governing-documents/standards-of-ethics.pdf>

The new HIPPA regulations regarding confidentiality are in effect and must be followed by students at all times. Any breach of HIPPA regulations will result in immediate dismissal from the program.

Employment Situations

Students are **not** allowed to work as a nuclear medicine technologist while enrolled in the program. Any student found to be working as a nuclear medicine technologist prior to program completion will be immediately dismissed from the program and therefore not eligible for certification.

Agreement to Adhere to the Nuclear Medicine Technology Policies and Procedures

Acceptance of these policies and procedures is assumed with registration. The school reserves the right to change these regulations when, in its judgment, changes are in the best interest of the students and the program. Students will receive written notification of any addenda or changes to these policies and procedures.

Student Records

All student records are maintained permanently by the program director and sponsoring institution. All records shall be kept in the program director's office in paper form in a locked file cabinet for a period of not less than 7 years. Records older than seven years may be scanned in their entirety and stored digitally on secured hospital network drives.

Any student that would like to have the faculty provide verbal or written recommendations must provide written and signed permission releasing your records to be used when developing the recommendation.

Policy on Illegal Drugs

Students, faculty members, administrators, and other employees of the UNC Hospitals are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the hospital community who violates that law is subject to both prosecution and punishment by the civil authorities and to disciplinary proceedings by UNC Hospitals. Disciplinary proceedings against a student, faculty member, administrator, or other employee will be initiated when the alleged conduct is deemed to affect the interests of the hospital.

Penalties will be imposed for violation of the policies of UNC Hospitals only in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators and employees. The penalties that may be imposed range from written warnings with probationary status to expulsions from enrollment and discharges from employment.

Every student, faculty member, administrator, and employee of the hospital is responsible for being familiar with and complying with the terms of the policy on illegal drugs adopted by the Board of Trustees. Copies of the full text of that policy are available on the intranet via policy stat.

Class/Clinic Schedule and Attendance

The attendance policy for the program requires each student to attend 90.0% of the total number of hours for each class per semester or session. Any un-excused absence or tardiness must be reported to the Program Director as soon as possible and before a clinical shift starts. Arrangements for contacting the Program Director or instructor for a particular class will be discussed at the beginning of each class. Any absences that would exceed the 90.0% rule must have written approval from the Program Director or the Instructor for the particular class.

Tardiness is a poor reflection on the student. It is important to be present on time for class and clinical. Three tardies will be tolerated per class per semester or session, not to exceed thirty minutes. The fourth tardy will result in a verbal warning, the fifth a written warning and the sixth will result in dismissal from the program. If you arrive more than thirty minutes late for a class or clinical rotation, you will be considered absent.

All students will use "C-Data" to clock in and out of clinical rotations each day. It is not necessary to clock out for lunch, however if lunches become problematic the program director reserves the right to enforce lunch clock in and out. Each student will clock in and out on the designated computer in each clinical rotation site. Currently there are three computers: UNCMC Nuclear Medicine, UNCMC PET/CT and ARMC. The rotation times are listed on the "Clinical Schedule".

Clinical Evaluations

Clinical evaluations will be made at the end of each rotation by the technologist to whom the student is assigned in the clinic and by the Program Director.

Apparel & Appearance

Appropriate good taste, fashion, good grooming, safety and consideration for others should govern the appearance of all employees and students regardless of the type of clothing their jobs require. Attractiveness, neatness and cleanliness are evidence of concern for our patients, their families, the public and each other.

1. In the Nuclear Medicine Section, you must wear black scrub suits and either, white, grey or black undershirts. Lab coats must be worn anytime you are preparing, handling, transporting, or injecting radioactive material.
2. Comfortable shoes should be worn. Athletic shoes are acceptable. Shoes should be all or mostly black, have a leather toe section, and have a non-scuffing bottom. Most tennis and running shoes are acceptable as long as the main or primary color is black.
3. Open styled sandals are not allowed for safety reasons.
4. Do not wear any kind of denim.
5. Wear nametags (name displayed) and dosimetry badges at all times (Changed out at the beginning of each month). Nametag and dosimetry badge must be worn above the xyphoid process.
6. Always strive to look your best, while at the same time maintaining utmost comfort.
7. Facial jewelry and tongue piercings must be removed prior to entering the clinical area and no more than two earrings per ear shall be worn, and earrings should be small enough that a patient could not grab them and put the student at risk.
8. Lanyards and long neck chains shall not be worn in the clinical area.
9. Hair shall be tied back and not allowed to fall down into the face.

Honor Code

Lying, cheating and stealing are the three major classifications of Honor Code violation. Any violation of the Honor Code may result in dismissal from the program. Be Honest.

Telephone Etiquette

Personality can be reflected over the telephone as easily as in face-to-face conversations. Correct telephone habits aid in making good impressions for the nuclear section. Calls should be answered promptly before the third ring. Identify the area as "Nuclear Medicine, Ms. Smith speaking. May I help you?" Don't leave the callers hanging on the telephone for a long period of time; offer to take a message. If holding is unavoidable, tell the caller to wait just a minute longer.

A message should be taken for calls of employees that are not in the area. The telephone message should include:

1. Name of caller
2. Business affiliation of caller
3. Telephone number of caller
4. Date and time of call
5. All pertinent information so that the person for whom the call was intended will know what action to take or what to expect when returning the call.
6. Your initials on message

Safety Rules and Regulations

It is up to each individual person involved to keep the area in which he/she works safe for himself as well as his/her patient. Observing safe practices daily and reporting unsafe situations to supervisory personnel can easily do this.

The following safety rules and regulations are intended to assist nuclear personnel in performing their divisional responsibilities in the safest and most productive manner.

A. Patient Safety.

1. The patient being imaged. All instrumentation should be in proper working order. Quality control and electrical checks should be performed before imaging procedures each day. Cameras should be operating, checked for correct collimation, movement, etc. Radiation producing and measuring instruments should be monitored and calibrated accurately.
2. Between Studies and when the patient must wait. Side rails must be up on the patient's stretcher. Use seat belts for patients being transported in wheelchairs.
3. Patient Identification: Always check the patient's wristband or medical identification card for correct name and medical record number before starting intravenous lines or injecting radiopharmaceuticals. All patients must be identified by two methods, such as date of birth, name, medical record number, etc. Refer to LMS for specific training.

4. Insertion of Intravenous Catheters: Students may only start intravenous lines under the DIRECT supervision of a nuclear medicine technologist or physician until they have been deemed competent by the nuclear medicine technology program director. At this point, the student is allowed to start an intravenous catheter without direct supervision. However, at **no point** during the program is the student allowed to inject any medication or radiopharmaceutical (other than normal saline) without DIRECT supervision by a nuclear medicine technologist or physician.
5. Preparation of Radiopharmaceutical: Students may only prepare, draw, transport, and inject radiopharmaceuticals under the DIRECT supervision of a nuclear medicine technologist or physician. The technologist must identify the radiopharmaceutical vial prior to the student accessing the vial. In the event the technologist does not identify the radiopharmaceutical prior to dose preparation, the dose should be discarded and a new dose prepared. With radiopharmaceutical dosages, confirm correct isotope and amount with dose calibrator. If the patient is an in-patient, the student and technologist must confirm the order for the procedure prior to beginning.
6. Injection of Radiopharmaceuticals: Students may only deliver a radiopharmaceutical to a patient, via any means (oral, IV, etc.) under the DIRECT supervision of a nuclear medicine technologist or physician. The supervising technologist or physician takes complete responsibility for the delivery of the radiopharmaceutical.
7. Infants. Infants are to be watched at all times - do not leave an infant or a small child unattended under any circumstances. One can expect an infant or child to present injection problems, so arrange for nursing to start an intravenous line prior to performing the procedure if necessary.
8. Intensive Care Patients. A nurse or physician must accompany the intensive care patient. Know the history and condition of the patient, whenever possible. These patients require special attention, so have instrumentation, pharmaceuticals and scanning area ready when the patient arrives, to decrease the time the patient is in the department. Place the emergency medical cart in the area if the patient's condition becomes critical. Have oxygen, blood pressure cuffs and tongue blades available upon request.

B. Personnel Safety

1. Radiation workers should wear dosimetry badges at all times.
2. Lab coats or jackets should be worn in case of biohazard exposure from patients and accidental radiation spills.
3. Wear gloves, masks and gowns when handling patients in contact isolation. (No students are allowed to assist in any airborne cases)
4. Wash hands before and after contact with each patient and frequently during the day.
5. No food or drink is permitted in the Nuclear Medicine Scanning Area or the Radiopharmacy, so as to eliminate ingestion of radioactive materials.
6. Perform quality control checks and calibrations to verify equipment is in safe operating condition. When moving patients from bed to stretcher or vice versa, use draw sheet to eliminate injury to yourself and the patient and always get help.

7. Radiopharmaceutical injections should be performed with proper techniques, such as wearing gloves, using syringe shields and correct patient identification.
8. When helping patients from wheelchair, lock the wheelchair and spread your feet slightly to help maintain your balance when shifting or moving the patient.
9. Follow Standard Blood and Body Fluid Precautions at all times.
10. Students must review and initial dosimetry reports as they are posted each month.

C. Physical Requirements

1. The physical activity of this position requires the student be able to: climb, push, talk, stand, hear, walk, reach, grasp, kneel, feel, balance, pull, stoop, lift, use fingers, crawl, crouch, and perform repetitive motion.
2. The physical requirements of this position require the student be able to perform heavy work involving the exertion of up to 100 lbs. of force occasionally and/or 50 lbs. of force frequently.
3. The visual requirements, including color, depth perception, and field of vision are that the student's visual acuity is required to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).
4. the conditions to which the student will be subject in this position include, but are not limited to:
 - a. Inside environmental conditions: protection from weather conditions, but not necessarily from temperature changes.
 - b. Hazards: includes physical conditions such as proximity to moving parts, moving vehicles, electrical current, working in scaffolding or high places, exposure to high heat or exposure to chemicals.
 - c. He or she may be exposed to infectious diseases.
 - d. He or she will have to interact with prisoners and mental health patients.

Health Program

The Nuclear Medicine Technology Student is required to provide his/her own health insurance throughout the entire program. Proof of personal health insurance coverage will be required.

All immunization records should be forwarded to the Program Director at the time of Orientation.

Health Status

A student must report, to the Program Director, any serious illness or injury that affects the student's ability to perform classwork or clinical rotations.

In the instance of serious illness or injury, permission to continue in the program is contingent upon: (a) a written statement from a qualified physician confirming the student's ability to continue clinical and didactic studies. Such a statement may be required as often as may be deemed appropriate and reasonable by the Program Director and (b) in the judgment of the clinical education responsibilities without hazard to patients, self and others. The student may not miss more time than can reasonably be made up during the same program year as they were enrolled.

All UNCH NMT students will be required to have proof that they have health insurance coverage.

Accidents or Injuries During Clinical Assignments

All accidents, injuries or hazardous incidents in which the student is personally involved, **must** be reported as soon as possible to the Program Director.

If the incident involves the student and a patient, the supervising technologist must complete a formal incident report.

If the incident involves injury directly to the student, the student should seek immediate care from the acute facility of their choice. The student will be responsible for all charges involved and related to the incident. This includes needle sticks and any other clinic exposure related health problems.

Guidance and Counseling

Students are encouraged to come to the program director with any academic personal or professional problems they feel need discussing. The program director has an "open door" policy and students needing counseling services do not need an appointment. While the program director is in the hospital he can be reached via "vocera" or pager if he is not in the office or clinic. All sessions with the program director are confidential.

Nuclear Medicine Pregnant Student Policy

Any student who wishes to declare her pregnancy must do so in writing to the Program Director. At that point the Director will follow the "Pregnant Employee-Conceptus Dose" policy found in the hospital's radiation safety manual. Throughout the document, Employee should be replaced by student and supervisor by Program Director. If any student has questions regarding the policy, she should direct them to the Program Director. Provisions will be made so that the pregnant student will not be assigned to the Radiopharmacy and will not be expected to administer diagnostic or therapeutic radiopharmaceuticals. However, prior to program completion and graduation, all clinical education requirements must be met.

Transportation and Parking

Parking is a constant problem at the hospital and may inconvenience you on occasion.

The town of Chapel Hill has a bus service, running scheduled routes to and from the hospital at no expense to the student.

Housing

It is the personal responsibility of each student to provide his/her own housing.

Permitted Leave Time

The Program Director must approve all leave.

If leave time is required for whatever reason, the student should discuss leave with the Program Director and schedule time to make up any missed work or clinical time.

Leave Time Allowed

Each student is granted (5) days personal leave per twelve-month period. Leave time should only be used when there are no scheduled classes.

Each student will clock-in and out using Trajecsys upon arrival and departure into and from the clinical area. Failure to clock-in or out will be considered as a tardy even if you arrive on time. If you realize you forgot to clock in or out, you should notify the Program Director immediately. Each student will be assigned a unique number for using the time clock. Vacation must be approved by the Program Director at least one day prior. A student must call in prior to their scheduled clinic time if they are going to be out (sick or otherwise). Students calling out or asking for a day off shall e-mail the program director with notification of their absence.

Student Leave Time is tracked on the "NMT Student Time Off" Calendar shared with you in your hospital's outlook email account. If you do not have access to this account, your program director will share that with you.

Holidays

10 or 12 holidays (2 of which are floating holidays) are given to each student each year. Floating holidays can either be taken on the holiday or forfeited to make up for lost time only if the clinic is open during the holiday.

*All class or clinic work missed must be made up, prior to program completion. Clinical make-up time is not a normal part of the program, and will only be considered on a case-by-case basis by the Program Director.

Financial Aid

There is no financial aid available from the hospital, because no tuition is charged. The student should look outside of the hospital system for any financial aid they may require for fees or other living expenses.

Standards of Professional Performance

It is important that students learn the value of proper professional conduct as well as clinical competence. A professional realizes the value of having proper dress, being on time, and dealing with patients and staff in a courteous, professional manner. Therefore, these standards are designed to guide the students toward attaining a sense of professionalism. In actual practice, violation of some of these standards could result in legal complications. A list of violations of performance and their corrective actions are provided below. **The suspension days will be subtracted from your vacation days.** Any student receiving a corrective action will be placed on clinical probation. The student may continue clinical practice while under probation status. The probation period will last at least until the end of the following semester. Any student exceeding the five (5) allowed leave days will immediately be dismissed from the Nuclear Medicine Technology Program.

At the end of the probation period, the student must request in writing to the Program Director to have the probation status removed. Removal of probation will be based on the following two criteria: (1) Improvement in the areas of Clinical Competency and Professional Profile and (2) Clear violation record illustrating no program policy

violations while on probation. A conference with the Program Director and the student will be held to review above criteria. If all the criteria are met the student will be removed from probation status and the violation points cleared. Any violation points become a part of the student's permanent clinical record.

If the criteria are not met, the student may request another review conference when he/she feels the criteria have been fulfilled. The conferences should be at least seven weeks apart to allow adequate time for progress evaluation. If the student wishes to appeal any decision made under this system, he/she may do so following the Right to Appeal procedure outlined below.

VIOLATION OF POLICY POINT VALUES

<u>Action</u>	<u>Days Suspension</u>
Violating dress code	1
Arriving late for clinical without notifying Program Director	1
Leaving clinical assignment early without notifying Program Director	1
Failing to notify Program Director concerning an absence or tardy (See call-in procedure)	1
Using profanity	1
Refusing to perform an examination or follow instruction	2
Endangering patient by leaving patient unattended	2
Demonstrating unprofessional conduct	1
Sleeping in class or clinic	3
Using a cell phone during clinic or class	1
Surfing the internet during clinic	1

* A second violation of any of the above rules will result in immediate dismissal from the program.

Any other actions warranting violation points may be added at a later date after notification to all faculty, clinical staff and students.

Right to Appeal

A student may appeal a course grade, dismissal or other actions related to these policies. The appeal must be presented in writing to the NMT Program Director. Such appeals must be made within 10 calendar days of notification to the student.

A student whose protest has been denied by the NMT Program Director, has the right to appeal to the Medical Director of the Program, Dr. Khandani. If Dr. Khandani is a participant in the corrective action, then the student

may appeal to Jessica Church, CMD of the Radiation Therapy School. Ms. Church' decision will be final. Acceptance of these policies and procedures is assumed with registration. The faculty reserves the right to change these regulations when, in it's judgment, changes are in the best interest of the students and the program.

Library Facilities

The NMT students have access to the Health Sciences Library located just in front of the UNC School of Medicine. We will tour the library as a part of orientation. There are some books in the Program Director's Office that the student may use at any time.

** Students are urged to make good use of these library facilities during their course of training.

Primary Textbooks Utilized by the Nuclear Medicine Technology Student

If a student wishes to purchase any of the books, he/she may do so through the bookstores on campus or through the Caduceus, on the floor beneath the Grapevine cafeteria. Inform the Program Director first, because books will have to be ordered in advance.

Students must pay the Section for any book, which is assigned him/her, which is not returned prior to being eligible to complete the program.

The following list contains some of the books used in course preparation for the Nuclear Medicine Technology Program curriculum. Most of these books can be found in the Program Director's office or the Health Sciences Library and can be signed out by the student as desired.

<u>Subject</u>	<u>Title</u>	<u>Author</u>
Anatomy & Physiology	Anatomy & Physiology	Thibodeau
Clinical NMT	Nuclear Medicine Procedure Manual	Wick Publishing
Clinical NMT	Essentials of Nuclear Medicine Imaging	Mettler & Guiberteau
Radiopharmaceuticals	Radiopharmaceuticals in Nuclear Pharmacy and Nuclear Medicine	Kowalsky & Falen
NMT	NM and PET Technologies and Techniques, 9 th Edition	Christian & Waterstram-Rich
Physics	Physics in Nuclear Medicine	Cherry, Sorenson & Phelps
Computer Technology	Computers in NM	Lee
SPECT	SPECT Primer	English & Brown
Nuclear Review	Review of Nuclear Medicine Tech.	Ann Steves
NMT Review	Review of Nuclear Med. Tech., Ed. 2	Ann Steves
NM Review	NM Board Review	Goldfarb, Cooper, Parmett, Zuckier
Review Questions	NMT Registry Exam Type Questions	Gallo Foss

NM Journals & NM Tech Journals and many others

YEARLY PROJECTS

1. During the Fall and Spring semesters, as a part of the course titled "Nuclear Medicine Conference I & II", you will be responsible for presenting Journal articles to the class, as well as having film critique/case presentation.
2. During the spring semester and summer internship you are required to do a series of lab experiments for the Instrumentation/Physics Lab (NMT 321L). These are to be written up, made into a booklet and turned in for grading.
3. A final assignment will be given during the Summer Internship, to be completed prior to the August Board Review.

Professional Organizations

- I. Society of Nuclear Medicine
 - A. Technologist Section, Society of Nuclear Medicine
 - 1. VOICE (Verification of Involvement in Continuing Education)
 - 2. Annual Meeting in June
 - B. Southeastern Chapter, Society of Nuclear Medicine
 - 1. Annual Meeting in September or October
- II. North Carolina Nuclear Medicine Technologists, Inc.
 - A. Fall Seminar, September or October
 - B. Annual Meeting, April or May

Membership in the Society of Nuclear Medicine entitles you to membership in the Tech Section and the regional chapter, as well as VOICE. Students receive free membership for one year.

Membership entitles you to online access to the Journal of Nuclear Medicine, published monthly, and to the Journal of Nuclear Medicine Technology, published quarterly.

You will receive all newsletters and meeting information.

You will have a voice in what happens in your profession.

Membership allows for reduced registration fees for educational meetings.

Certifying Agencies

- I. NMTCB (Nuclear Medicine Technology Certification Board)
- II. ARRT (American Registry of Radiologic Technologists)

Program Accreditation

The Nuclear Medicine Technology Program offered at UNC Hospitals is fully accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology, 2000 W. Danforth Rd., Ste 130 #203 Edmond, OK 73003 Tel: (405) 285-0546. Fax: (405) 285-0579. Email: mail.jrcnmt.org The Nuclear Medicine Technology Master plan contains a copy of the Standards and Guidelines of an Accredited Educational Program in Nuclear Medicine Technology. You are encouraged to read these and check with the program director regarding any questions you may have.