



NUCLEAR MEDICINE

Nuclear Medicine Technology Program

Handbook

2019 – 2020

- I. [Welcome!](#)

- II. [Robert Morris University](#)
 - A. [Accreditation and Approval](#)
 - B. [Mission, Vision and Values Statements of the RMU School of Nursing, Education and Human Studies](#)
 - C. [Nuclear Medicine Technology Program Faculty](#)
 - D. [Academic Calendar](#)
 - E. [Robert Morris University Policies](#)
 - F. [Academic Integrity](#)

- III. [Nuclear Medicine Technology Program](#)
 - A. [Mission Statement](#)
 - B. [Goals and Objectives](#)
 - C. [Acceptable Academic Status](#)
 - D. [Cheating and/or plagiarism](#)
 - E. [Withdrawal Policy](#)
 - F. [Chain of Command Issues / Concerns Related to a Course](#)
 - G. [Grade Change Policy](#)
 - H. [Academic Progression Policy and Procedure](#)

- IV. [Preclinical Policies](#)
 - A. [Preclinical Health Evaluations](#)
 - B. [Preclinical and Clinical Drug Testing](#)
 - 1. [Notice of Results](#)
 - 2. [Positive Test Results](#)
 - 3. [Confidentiality](#)
 - 4. [Costs](#)
 - C. [Preclinical Clearances](#)
 - D. [Clinical Insurance](#)
 - 1. [Student Health Insurance](#)
 - 2. [Clinical Malpractice Insurance](#)
 - E. [Clinical Rotation Placement](#)
 - F. [Preclinical Mandatory Training](#)
 - 1. [Health Insurance Portability and Accountability Act \(HIPPA\) Training](#)

2. [Occupational Safety & Health Administration \(OSHA\) Training](#)
3. [Sexual Harassment Training](#)
4. [Cardiopulmonary Resuscitation Certification](#)

V. [Clinical Policies](#)

- A. [Clinical Attendance](#)
 1. [Clinical Absences](#)
 2. [Clinical Time Off \(CTO\)](#)
 3. [Excused Clinical Time Off \(ECTO\)](#)
 4. [Unexcused Clinical Time Off \(UCTO\)](#)
 5. [Short Term Leave](#)
 6. [Extended Leave](#)
 7. [Bereavement Leave](#)
 8. [Military Leave](#)
 9. [Clinical Tardiness](#)
- B. [Specific Essentials and Guidelines for Clinical Program Phase Re-entry](#)
- C. [Clinical Attire and Appearance](#)
 1. [Acceptable Attire – Uniforms](#)
 2. [Acceptable Attire – Lab Coats](#)
 3. [Acceptable Attire – Shoes](#)
 4. [Acceptable Attire – Appearance](#)
 5. [Unacceptable Attire](#)
- D. [Clinical Rotation Badges](#)
- E. [Clinical Housing](#)
- F. [Clinical Transportation](#)
- G. [Clinical Activities](#)
 1. [Seminar](#)
 2. [Field Experience](#)
 3. [Pittsburgh Chapter of the SNMMI, Workshops and/or Conferences](#)
- H. [Clinical Competencies](#)
 1. [Clinical Performance Objectives](#)
 2. [Levels of Achievement](#)
- I. [Clinical Evaluation](#)
 1. [Clinical Notebooks](#)
 2. [Clinical Weekly Evaluations](#)
 3. [Clinical Scholarly Reading Assignments](#)

- 4. [Clinical Oral and Written Assignments](#)
- 5. [Clinical Tests](#)
- 6. [Clinical Competency Requirements](#)
- 7. [Clinical Midterm and Final Evaluation](#)
- 8. [Class Participation](#)
- 9. [Professionalism](#)
- J. [Clinical Pregnancy Policy](#)
- K. [Clinical Rules and Regulations](#)
 - 1. [Clinical Rules and Regulations – Failure to Comply](#)
 - 2. [Clinical Social Media Usage](#)
 - 3. [Confidential Information](#)
- L. [Clinical Impaired Thinking](#)
 - 1. [Drug Violation to Include Prescription and Nonprescription Drugs](#)
 - 2. [Alcohol](#)
 - 3. [Illegal Drugs](#)
 - 4. [Tobacco Usage](#)
- M. [Clinical Disciplinary Actions/Dismissal](#)
 - 1. [Clinical Dismissal](#)
- N. [Employment at a Clinical Site](#)
- O. [Data Analysis](#)
- P. [Student Agreement Form](#)

I. **Welcome!**

Congratulations on your acceptance into the Nuclear Medicine Technology program at Robert Morris University (RMU). Your studies will prepare you for the profession of Nuclear Medicine Technology. This handbook will serve as a guide to assist you throughout your years in the Nuclear Medicine Technology program and increase your awareness of the policies and guidelines of the program. Awareness of and adherence to these policies and guidelines is imperative to your success in the program and will help to prepare you for the licensure exam and the profession of Nuclear Medicine Technology.

A successful undergraduate Nuclear Medicine Technology student is responsible, accountable, and informed. Your success depends on many factors, including a dedication and commitment to academics, effective communication skills, utilization of the resources available to you at RMU, and an awareness of guidelines and policies of the Nuclear Medicine Technology program as well as clinical facilities.

It is imperative that you are aware of the guidelines and policies of the Nuclear Medicine Technology program. It is an expectation that you will review this handbook and refer to it throughout your time in the Nuclear Medicine Technology program. The document will be updated on a yearly basis and you are responsible for being current with policies and guidelines.

Please refer to the links provided within this document. The School of Nursing Education and Human Studies (SNEHS) website is rich with information to assist you in achieving success as a Nuclear Medicine Technology student:

[Robert Morris University-SNEHS-website](#)

The administration, faculty and staff, want to welcome you to the RMU Nuclear Medicine Technology program and wish you every success as you prepare for your role as a baccalaureate-prepared, certified Nuclear Medicine Technologist.

II. Robert Morris University

Robert Morris University, a private nonprofit institution, was founded in 1921 as the Pittsburgh School of Accountancy. In 1935 the School was named The Robert Morris School in honor of a famous Pennsylvanian financier of the American Revolution. In 1962, the Pennsylvania Department of Education approved status as Robert Morris Junior College. With authorization to grant the Bachelor of Science in business administration degree in 1969, the State approved status as Robert Morris College. The State approved the granting of the MBA degree in 1988.

Over the years, most notably since 1990, the College expanded and diversified its curriculum beyond the original specialty of business with its addition of graduate programs in

communication, information systems, and education. In recognition of these changes, the Carnegie Foundation reclassified Robert Morris as a Master's (Comprehensive) I institution in 2000. Following a comprehensive self-study and site visit, the State granted University status in May 2001. The institution formally changed its name to Robert Morris University in January 2002. Robert Morris University is organized into five academic units. Degrees are offered in the School of Business; School of Communications and Information Systems; School of Engineering, Mathematics, and Science; School of Education and Social Sciences; and the School of Nursing and Health Sciences. Deans of the five schools report to the Provost and Senior Vice President for Academic and Student Affairs. Robert Morris University offers baccalaureate, masters, and doctoral degrees.

A. Accreditation and Approval

Robert Morris University Department of Health Sciences, Nuclear Medicine Technology program received full accreditation in 2008 by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). The JRCNMT is the nationally recognized accrediting agency for educational programs for nuclear medicine technologists.

B. Mission, Vision and Values Statements of the RMU School of Nursing, Education and Human Studies

2018 SNEHS Mission: The SNHS develops engaged, productive and successful healthcare professionals through experiential learning, inspiring faculty, and worldwide opportunities.

2018 SNHS Vision: As a student-centered school of excellence, we aspire to lead, co-create, and transform healthcare education through innovative programs that build relationships, knowledge, and skills.

The SNHS Values:

Innovation: High-quality cutting edge programs with attention to individual student achievement.

Professional Focus: Accountability and commitment to the healthcare professions.

Transformation: Changing lives through engagement that promotes lifelong learning

Responsiveness: Prepared for a volatile, uncertain, complex and ambiguous healthcare environment
Global Perspective: Respect and appreciate differing cultural values and perspectives.

Excellence: A learning organization committed to exemplary teaching, scholarship, service and/or clinical practice.

Inclusion: We welcome and embrace the unique differences and varying perspectives of individuals.

C. Nuclear Medicine Technology Program Faculty

The Department of Health Sciences is committed to hiring highly-qualified Nuclear Medicine Technology faculty members who have expertise in Nuclear Medicine Technology and education. We encourage you to form scholarly relationships with your faculty and to seek individual assistance when needed. Our faculty are committed to assisting students in achieving success while maintaining the high standards required by the Nuclear Medicine Technology profession.

Click on the following link to view a listing of the faculty and staff of the Department of Health Sciences, Nuclear Medicine Technology program.

[SNEHS Faculty](#)

D. Academic Calendar

The academic calendar has important dates, including start and end dates for the semester, dates for registration and tuition payment, course withdrawal among other important dates. Be sure to enter the correct range of dates for which you are searching.

Click on the following link to view the RMU Academic Calendar.

[RMU Academic Calendar](#)

E. Robert Morris University Policies

Click on the following link to view the RMU Undergraduate Academic Policies and Procedures.

[RMU Academic Policies](#)

Click on the following link to view the RMU Undergraduate Policies and Procedures specific to SNEHS.

[SNEHS Academic Policies](#)

F. Academic Integrity

The fundamentals of Academic Integrity are valued within the Robert Morris University community of scholars. All students are expected to understand and adhere to the standards of Academic Integrity as stated in the RMU Academic Integrity Policy. Click on the following link to view the RMU Academic Integrity Policy.

[RMU Academic Integrity](#)

Any student who violates the Academic Integrity Policy is subject to possible judicial proceedings according to the recommendations of the Academic Integrity Committee. Sanctions are outlined in the policy and depending upon the severity of the violation could range from no disciplinary action to being dismissed from the university.

III. Nuclear Medicine Technology Program

A. Mission Statement

The mission of the Nuclear Medicine Technology Program in support of the overall mission of Robert Morris University is to provide the student the opportunity to achieve academic excellence in the profession of Nuclear Medicine Technology. Faithful to the high standards of Robert Morris University, we deliver a quality education leading to a Bachelor of Science degree supporting the student's board-eligibility status for the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists in Nuclear Medicine Technology. We are committed to providing the student an enriching environment in preparation for his or her future in a health career as a Nuclear Medicine Technologist.

B. Goals and Objectives

To carry out its mission, the Nuclear Medicine Technology Program goals are to:

- Educate individuals to become high quality nuclear medicine technologists.
- Prepare the student to achieve a satisfactory result on the Nuclear Medicine Technology certification Boards and the American Registry of Radiological Technology.
- Develop professionals who become future leaders in the ever changing field of Nuclear Medicine Technology.
- Fulfill the need for nuclear medicine technologists in the local and regional communities.

C. Acceptable Academic Status

Students must:

- Maintain a cumulative quality point average (QPA) of 2.30 or better on a 4.0 scale in all courses,
- Maintain a cumulative quality point average (QPA) of 2.50 or better on a 4.0 scale in clinical science and all cognate courses, and
- Successfully complete ALL components of the didactic phase of the Nuclear Medicine Technology program.

If a student earns a non-passing grade (any grade below a C) in any two required courses with the NMED or NURS prefix, which may include two failures in the same course or two different NMED or NURS course failures, the student will be dismissed from the program.

Under the circumstances that a course failure occurs during the spring semester of the junior year, delay of entry into the clinical phase may occur. The ability to repeat a NMED course may not occur for one full calendar year.

D. Cheating and/or Plagiarism

Examinations, quizzes, and tests enable a faculty member to assess the student's mastery of the subject matter under the same conditions under which other students in the class are also assessed.

If a student is found guilty of a major violation through the Robert Morris University, Academic Integrity Committee process, the student will be dismissed from the Nuclear Medicine Technology program.

E. Withdrawal Policy

A NMED student who wishes to discontinue a course after the drop period has ended may withdraw during the time period specified by the RMU Withdrawal Policies. Withdrawing from courses during the prescribed period may have serious consequences for academic progress to the NMED degree for sequencing of courses, placement in the clinical phase of the degree, and financial aid eligibility. Students should consult with their instructors and academic advisors before withdrawing from a course.

Students are not permitted to enroll in the same NMED course more than two (2) times. If a student withdraws from a NMED course during the fall, spring, or summer semester, they must apply in writing to the Program Director for [readmission](#) to the NMED program. The Program Director will refer all requests for readmission to the NMED Faculty Committee for review. The Committee seeks to readmit only those students who have demonstrated the ability to remain in academic good standing. Readmission depends on the circumstances/nature of the withdrawal, the duration of the withdrawal, and demonstration that upon return the student can satisfactorily complete the NMED program. Demonstration of academic and/or clinical proficiency will be determined by the Committee. Readmission is not guaranteed to any applicant. No NMED student may repeat a course a third time.

F. Chain of Command Issues / Concerns Related to a Course

Students who have an issue or concern with a course must attempt to resolve the issue at the level of the instructor. If the issue or concern remains unresolved, the student should bring the issue/concern to the attention of the Program Director; the Program Director will guide the student accordingly. In some situations, students will be advised to follow the procedure outlined in the Student-Faculty Disputes Policy.

[RMU Grade Appeal Policy](#)

In situations of course sequencing, the issue may be called to the attention of the Academic Progression Committee (APC). The APC review is an internal process initiated by the Program Director (See below Section H).

[SNEHS Academic Progression Policy](#)

G. Grade Change Policy

All requests for grade changes must be submitted to the faculty member who originally awarded the grade. If a student disputes a grade and an acceptable solution is not reached by discussion with the faculty member, the student should put the issue regarding the grade or grading procedure in writing and deliver a copy to the faculty member and NMED department head. A final letter grade of C or better in a course with a NMED prefix is acceptable for continuation in the NMED program.

Click on the following link to view the RMU Undergraduate Grade Changes Policy.

[RMU Grade Changes](#)

The School of Nursing, Education and Human Studies will convene a Progression Board comprised of members of the DOHS. The Board's decision will be based on (1) the student's letter of appeal which must include the reason for poor academic performance, (2) documentation of extenuating circumstances, and (3) a plan for improving academic performance. The faculty member will cooperate with the Board for review and assessment, including, but not limited to: instructional materials, grade books, exams, and syllabi. This process is not intended to replace informal conferences between a student and a faculty member concerning the issuance of a grade. All materials will be reviewed by the Board in making their decision.

H. Academic Progression Policy and Procedure

Student progression and course sequencing in an academic program are guided by faculty-approved curricular plans, program policies, and specific course requirements. The DOHS Progression Committee oversees the implementation of academic regulations that deviate from the jurisdiction of SNEHS policies, procedures, and course syllabi requirements. In such cases when deviation from regulations may occur, and/or when student progression in an academic program may be affected, the DOHS progression committee must be consulted.

Procedure:

When a student progression issue is identified, it will be brought to the attention of the program director, who in turn completes the *Progression Review Form*. The form will be forwarded to the DOHS Academic Progression Committee. In addition, substantive documentation from all parties will be solicited as necessary for decision-making purposes.

Following the review, the DOHS Academic Progression Committee will submit a formal recommendation to the appropriate administrator, and faculty where necessary. The department head will be responsible for communicating the final decision to the student.

[SNEHS Academic Progression Review Form](#)

IV. Preclinical Policies

A. Academic Progression Policy and Procedure

To enter into the clinical phase of the NMED program, the student must have a health evaluation to be permitted to participate in clinical activities.

Procedure:

- Students are responsible for arranging and paying for the required health evaluation.
- The Program Director monitors the RMU NMED "[Health Evaluation](#)" form for completeness and appropriate signatures.
- Up-to-date health evaluations are required for all clinical experiences.
- Any falsification of the Health Evaluation form will result in immediate dismissal from the NMED program.
- All original Health Evaluation documents are the property of the RMU NMED program. A PDF file of the Health Evaluation documents will be provided upon request.

B. Preclinical and Clinical Drug Testing

Included in the Preclinical Health Evaluation, students must obtain a current drug test in order to attend the clinical experience. In addition, current NMED students who provide patient care at affiliated clinical sites may/will be asked to submit to drug testing.

1. Notice of Results

The Nuclear Medicine Technology program strives to maintain and preserve confidentiality. The student will be notified by telephone and/or in-person whether the test was confirmed positive.

2. Positive Test Results

If the student receives notice that the student's test results were confirmed positive, the student will be given the opportunity to explain the positive result following the student's receipt of the test result. In addition, the student may have the same sample retested at a laboratory of the student's choice.

3. Confidentiality

Robert Morris University, Nuclear Medicine Technology program will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know will have access to the results. The student will be asked for their consent and permission before any and all test results are released. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the student's drug testing. Also, results will be sent to federal agencies as required by federal law. If the student is to be referred to a treatment facility for evaluation, the student's test results will also be made available to the student's treatment counselor. The results of drug testing in the workplace will not be used against the student in any criminal prosecution.

4. Costs

Robert Morris University, Nuclear Medicine Technology program will not pay the cost of any drug testing that it requires or requests students submit to, including retesting of confirmed positive results. Any additional testing that the student requests will be paid for by the student.

No student may enter the Robert Morris University, Nuclear Medicine Technology program clinical phase if the report of criminal history record information indicates the student has been convicted of a felony offense or fails the drug testing. The student will be dismissed from the Nuclear Medicine Technology program.

C. Preclinical Clearances

Students must obtain a current Pennsylvania Child Abuse History Clearance: (Act 33), a Pennsylvania Criminal Record Check Clearance: (Act 34), and a FBI Clearance (Act 73) in order to attend the clinical experience. These clearances are considered valid for one year from date of issue. Social security numbers (SSN) are mandatory for the clearance process and the issuing of radiation badges.

Procedure:

- Students must submit original documentation of the clearances to the program director at least eight weeks prior to the first NMED course with a clinical component.
- These clearances must be renewed annually while in the NMED program, and will be kept in the student's file by the Program Director.
- Students will not be permitted to attend clinical experiences until they have submitted these current clearances to the Program Director.
- Students are responsible for any costs incurred to obtain clearances.
- Any falsification of submitted documents will not be tolerated and is grounds for dismissal from the NMED program.
- All original clearance documents are the property of the RMU NMED program.
- A PDF file of the clearance documents will be provided upon request.

D. Clinical Insurance

Insurance is to protect the NMED student against future risk which is mostly accidental in nature or an unexpected incident.

1. Student Health Insurance

In compliance with the RMU policy all students must maintain healthcare insurance. If the student is not covered, the student must buy coverage from RMU's provider. The University requires that all traditional undergraduate students, both full-time and part-time, carry health insurance. Proof of comparable medical insurance coverage must be provided in March/April for each upcoming academic year or you will automatically be enrolled in the University's health insurance plan. Please be advised that you are requested to refer to the RMU website for the applicable information in regards to the cost, terms and coverage dates.

2. Clinical Malpractice Insurance

The University shall insure that all students assigned to the Agency for clinical experiences are provided with the necessary health insurance and professional liability insurance coverage in an amount not to exceed \$2,000,000 each incident/occurrence, \$4,000,000 aggregate.

Student liability insurance is insured with Marsh Affinity Group Services. Names, social security, sex, and date of birth are given to the Department Head of Nursing. The demographics are recorded and forwarded accordingly. This medical professional liability insurance is considered a student malpractice blanket liability coverage product. Any and all information that is personally identifiable will be handled with confidentiality and disclosure will be handled with caution.

E. Clinical Rotation Placement

After successful completion of the didactic phase of the NMED program, students will progress to the 8-month clinical learning phase. Before progression into the clinical learning phase, students must provide the clinical coordinator(s) with a request using the Clinical Rotation Request form available on Blackboard® or from the Program Director of their choice(s) for the clinical rotations. NMED students have the right to request their three top choices of affiliate clinical sites. The NMED program director will determine the final clinical rotation schedule.

	Current Major Clinical Affiliate
1.	Allegheny General Hospital (Pittsburgh, PA)
2.	Cleveland Clinic Foundation (Cleveland, OH)
3.	Fairfield Health Center (Columbus, OH)
4.	Heritage Valley Health System (Sewickley, PA)
5.	Heritage Valley Health System (Beaver, PA)
6.	Monroeville Imaging Center (Monroeville, PA)
7.	UPMC Altoona (Altoona, PA)
8.	UPMC Children’s Hospital of Pittsburgh (Pittsburgh, PA)
9.	UPMC East (Monroeville, PA)
10.	UPMC Hamot (Erie, PA)
11.	UPMC Horizon (Greenville & Shenango, PA)
12.	UPMC Mercy Hospital (Pittsburgh, PA)
13.	UPMC St. Margaret (Aspinwall, PA)
14.	UPMC Passavant McCandless & Cranberry (Pittsburgh, PA)
15.	UPMC Presbyterian (Shadyside & Hillman Cancer Center) (Pittsburgh, PA)
16.	Veterans Affairs Medical Center, University Drive (Pittsburgh, PA)
17.	Washington Hospital (Washington, PA)

A student may be assigned to any one of the current major clinical affiliate sites. All attempts will be made to provide an equal distribution of clinical site assignments within

and among the cohort. The NMED faculty will attempt, to the best of their ability, to determine clinical site assignments based on the student's preferred clinical site(s). When it is impracticable to grant the student's preferred clinical site(s), assignments will be arranged with the intention of meeting the student's educational goals and geographic/personal preference. Determination of the requested clinical site(s) will be granted to the student with the highest transcript credits, overall grade point average (GPA). Final assignments will be determined by the NMED faculty and Administration.

Each student is required to spend two consecutive clinical rotations in nuclear medicine department(s) affiliated with Robert Morris University. A student following the normal course sequence will begin the first clinical rotation in May of the clinical year and finish in mid-August. The second clinical rotation will begin in late August of the clinical year and will be completed in December.

All attempts will be made so that each student will be furnished with a preliminary clinical schedule by the start of the spring semester of the junior year. The final clinical schedule will be distributed upon successful coordination within the student cohort and clinical site availability. This scheduling process is being followed so that the student may make the necessary living arrangements as early as possible. Please note that living arrangements during the clinical experience are the student's responsibility.

F. Preclinical Mandatory Training

All pre-clinical training will be provided to the NMED student by the RMU faculty. The training will address HIPAA policy, proper work practices for protecting workers from injuries and illnesses, elimination of sexual harassment in the workplace, and preparation for and response to cardiopulmonary emergencies.

1. Health Insurance Portability and Accountability Act (HIPAA) Training

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is an extensive piece of legislation that requires the standardization of electronic patient health, administrative, and financial data.

HIPAA training will be provided to the NMED student by the RMU faculty. This training will take place in the spring of the junior year prior to the start of the clinical experience. Student attendance is mandatory at the HIPAA training session. Students will not be able to attend clinical if they do not attend this training session.

This training will take place in the spring of the junior year prior to the start of the clinical experience. Some affiliate clinical sites may request the NMED student to participate in additional HIPAA training sessions. Students will not be able to attend clinical if they do not participate in these training sessions.

2. Occupational Safety & Health Administration (OSHA) Training

The Occupational Safety & Health Administration (OSHA) two principal functions are setting standards and conducting workplace inspections to ensure that employers are complying with the standards and providing a safe and healthful workplace. OSHA standards may require that employers adopt certain practices, means, methods or processes reasonably necessary to protect workers on the job. It is the responsibility of employers and students to become familiar with standards applicable to their establishments, to eliminate hazardous conditions to the extent possible, and to comply with the standards. Compliance may include ensuring that employees and students have and use personal protective equipment when required for safety or health. Employees and students must comply with all rules and regulations that are applicable to their own actions and conduct.

This training will take place in the spring of the junior year prior to the start of the clinical experience. Some affiliate clinical sites may request the NMED student to participate in additional OSHA training sessions. Students will not be able to attend clinical if they do not participate in these training sessions.

3. Sexual Harassment Training

Robert Morris University believes that you should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment refers to behavior that is not welcome, that is personally offensive, debilitates morale and interferes with work effectiveness. No individual, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual Harassment Policy training will be provided to the NMED student by the RMU faculty. This training will take place in the spring of the junior year prior to the start of the clinical experience. Some affiliate clinical sites may request the NMED student to participate in additional Sexual Harassment Policy training sessions. Students will not be able to attend clinical if they do not participate in these training sessions.

4. Cardiopulmonary Resuscitation Certification

All NMED students must be certified in CPR in order to enter the clinical setting. Students must be certified in ONE of the following classifications of CPR:

- CPR for the Health Care Provider (BLS), American Heart Association (preferred) or
- CPR for the Professional Rescuer, American Red Cross

CPR training will be provided to the NMED student by the RMU faculty. This training will take place in the spring of the junior year prior to the start of the clinical experience. Student attendance is mandatory at the CPR training session.

Students will not be able to attend clinical if they do not attend and complete this training session with successful certification status.

- Students are responsible for providing a copy of their current CPR card to the clinical coordinator(s) to be kept on file in the department.
- Students are responsible for any costs incurred to obtain certification.
- Any falsification of submitted documentation will not be tolerated and is grounds for disciplinary action by the department of Nuclear Medicine Technology.

V. Clinical Policies

A. Clinical Attendance

Regular attendance in all clinical experiences is necessary for students' mastery of the body of knowledge needed for safe clinical practice and adequate preparation for licensure. Clinical attendance is mandatory.

1. Clinical Absences

Attendance is mandatory in all aspects of the clinical rotations. During the clinical phase and where didactic participation and/or clinical classes are assigned, attendance will also be deemed mandatory.

All hours of the student's clinical experience must be documented and submitted using the designated computerized delivery system (Trajecsys®).

Scope: Procedures and policies to ensure proper and professional student participation during the clinical phase of the student's professional competencies must be followed. In circumstances where illnesses and significant extenuating circumstances may render a student incapable of attending required sessions, all attempts must be made to notify the Program Director and the Affiliate Education Supervisor in the event of a clinical absence. These guidelines will be defined so that appropriate permission may be granted to all students in a fair and impartial manner. The program director reserves the right to determine the circumstances which qualifies as an excused absence.

2. Clinical Time Off (CTO)

Each student will be given the opportunity of fifteen (15) clinically scheduled work days to be granted as time off during the total clinical experience.

- The NMED student is responsible to notify the Program Director and Affiliate Education Supervisor in writing at least forty-eight (48) hours in advance to the scheduled time off or as far in advance as possible.
- CTO cannot be less than 4 hours
- CTO can occur in either of the clinical rotations.
- CTO must be scheduled under the permission of clinical coordinator(s) in conjunction with the clinical supervisor.
- CTO may not be granted during the last week of either clinical rotation.
- It is highly recommended that all students submit CTO requests in advance so as to minimize conflict with Seminar.

Please note CTO cannot be granted without communication, documentation and approval.

3. Excused Clinical Time Off (ECTO)

Excused Clinical Time Off (ECTO) requires permission of the Program Director for reasons such as illness and death in the family. ETCO may require appropriate documentation from the student, such as a note from a healthcare provider for illness, or evidence of death of the family member. It is the responsibility of the NMED student to promptly inform the RMU Program Director and the Affiliate Education Supervisor (AES) in the event of an absence or illness. Please be cognizant of the time, no earlier than 6:30 am.

If the NMED student cannot reach the AES, the student will notify the clinical Nuclear Medicine Department personnel at least one half hour before the scheduled clinical experience. Please be cognizant of the time, no earlier than 6:30 am.

Scope: The definition of ECTO will always require permission of the Program Director or AES for policy regulations. The overall philosophy and guidelines are as follows:

- In the event of an emergency leave or illness, early communication must be exercised.
- ETCO may require appropriate documentation, such as a signed medical excuse from a healthcare provider.
- ETCOs which require more than five consecutive days please refer to section 3.14 Short Term Leave.
- In the event of a death in the family, please refer to 3.16 Bereavement Leave for specific clarifications.

Procedure:

1. If the student is unable to attend their assigned clinical work schedule, the student must:

- Notify the Program Director no later than 30 minutes prior to the scheduled starting time via e-mail for verification.
- Notify the AES or clinical Nuclear Medicine Department personnel no later than 30 minutes prior to the scheduled starting time.

While follow up verification to the AES is not required, it is recommended. This measure is suggested to the student so as not to jeopardize the student's standing at the clinical site.

2. If the student is unable to attend a scheduled clinical course assignment on or off site, the student must assume responsibility for the content and assignments missed. (Specific attendance requirements are delineated in each course syllabus if applicable.)

4. Unexcused Clinical Time Off (UCTO)

Scope: Unexcused Clinical Time Off (UCTO) from the scheduled clinical activity is defined as absence from such activity without appropriate notification.

Unexcused Clinical Time Off (UCTO) must be made up. Please note it is the student's responsibility to schedule this mandatory time in conjunction with the AES and Program Director).

Some examples of an UCTO include, but are not limited to: improper or unacceptable advanced notification of the absence(s), not showing up for clinical, taking a day off to study, and/or outside employment activities. The program director reserves the right to determine the circumstances which qualifies as an UCTO.

Please refer to section 7.00 Clinical Disciplinary Actions.

5. Short Term Leave

Scope: Short term leave of absence will be defined as greater than three days but less than five consecutive working clinical days. In the event and when it becomes necessary for a student to need, request or require a short term leave of absence all measures will be taken to ensure the academic integrity of the student, the clinical site and the University.

By definition, in the circumstances that an illness and/or injury occurs which prevents a student from performing at full capacity a short term leave of absence may be initiated.

Please note that the student will not be able to return to clinical until he/she is able to perform at full capacity due to the unavailability of light duty assignments in the clinical practicum.

- **Verbal:** The Program Director and the AES at the hospital must be notified verbally within 24 hours of the occurrence of the extended illness/injury.
- **Written:** Official documentation from the appropriate physician or healthcare provider must be faxed to the Program Director within 48 hours of the occurrence of the extended illness/injury. Documentation should include the time expected to be absent from clinical. (Please fax to: 412-397-3977).
- **Documentation:** A completed Leave of Absence form is required from the NMED student to be presented to the Program Director. Please note this form is available on Blackboard®. All applicable documentation will become part of the students' permanent record.
- The student will be required to obtain a physician's release stating that he/she is able to perform all duties with no limitations before returning to clinical.
- The student will be required to make-up or utilize CTO for the time missed during this period.
- The AES has the right to approve or deny the student's return to his/her department.
- The Program Director will verify if and when the student may return to the clinical site. The program director reserves the right to assign the student to an alternative clinical site in the event the student has forfeited their placement.
- Under no circumstances will the student return to the clinical site without the prior approval of the program director.

Any violation of the above mentioned scope, procedure or policy will result in dismissal for the student of the NMED program.

6. Extended Leave

Scope: Extended leave of absence will be defined as greater than five consecutive working clinical days. In the event and when it becomes necessary for a student to need, request or require an extended leave of absence all measures will be taken to ensure the academic integrity of the student, the clinical site and the University.

By definition, in the circumstances that an illness and/or injury occurs which prevents a student from performing at full capacity an extended leave of absence maybe initiated.

Please note that the student will not be able to return to clinical until he/she is able to perform at full capacity and all documentation has been secured.

Should an illness or injury require that a student be absent from clinical longer than five days. All steps must be followed as defined in the Short Term Leave of Absence.

7. Bereavement Leave

This policy applies to full-time NMED students during clinical rotations.

Students may be granted up to five days off from clinical assignments in the event of the death of a spouse, child, brother, sister, step-brother, step-sister, parent, or step-parent.

Students may be granted up to three days off from clinical assignments in the event of the death of a grandparent, grandchild, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

Students may be granted up to one day off from clinical assignments in the event of the death of a relative not a member of the immediate family as defined by this policy.

Additional time off may be taken when approved by the Program Director. The Program director reserves the right to disapprove all requests.

The University, the clinical coordinator(s) and/or the program director may request the NMED student to provide verification of the death.

8. Military Leave

Military leave will be granted to NMED students who are members of the U. S. Armed Forces reserve components to attend required annual training or other duty required by the services.

Requests for a military leave should be submitted in writing to the program director with as much notice as is possible.

Every reasonable effort will be made to return the student to their previous position or a comparable one.

The student must assume responsibility for all content and assignments missed.

- The program director will determine the amount of time the student is required to perform, at the re-entered clinical site. This measure is in accordance with the requirements of the American Registry of Radiologic Technologists and in compliance with the Joint Review Committee on Educational Programs in Nuclear Medicine Technology.
- Copies of the orders must be filed with the program director at least three weeks prior to the beginning of the leave.

9. Clinical Tardiness

Students are expected to report to their assigned clinical site and be ready for the day's activities at the prescribed starting time. Repeated tardiness greater than 3 days, regardless of reason, will result in an unexcused absence. A student, who anticipates that he/she will be more than 15 minutes late for clinical, must notify the AES and Program Director prior to the scheduled starting time for that clinical rotation.

Procedure:

Should a student see that he/she is going to be more than 15 minutes late to work, the student must:

- Immediately notify the AES at the hospital of the tardiness. If the clinical supervisor is not available to receive the telephone call, a message may be left with a staff technologist.
- The reason for the anticipated tardiness must be given when calling.
- Notify the Program Director within 30 minutes of the scheduled starting time and no earlier than 6:30 am.

Failure to call the clinical site constitutes an unexcused absence regardless of the reason for being late.

Leaving early from clinical is unacceptable. Students should not ask to leave clinical early unless personal illness or extenuating circumstances prevail.

Three events of tardiness will result in an unexcused absence. An unexcused absence results in the student's final grade for that clinical rotation being lowered by one letter grade (NMED 4013 and/or NMED 4019) and will receive a verbal warning. A subsequent unexcused absence results in the student's final grade for that clinical rotation being lowered by an additional letter grade (NMED 4013 and/or NMED 4019) and will receive a written warning. A third infraction will result in probation and/or dismissal from the Nuclear Medicine Technology program.

B. Specific Essential and Guidelines for Clinical Program Phase Re-entry

1. Reentry depends on the student's clinical/academic performance prior to the illness or injury.
2. If a student's clinical/academic performance is less than satisfactory, student may not be able to reenter the program.
3. Reentry is based on a committee decision. At a scheduled hearing, the Program Director, NMED clinical faculty and possibly the AES will then make a decision about whether or not reentry is warranted.

4. Should the student be granted continued program progression several guidelines will be incorporated. The guidelines are as follows:
 - Any time missed due to extended illness or injury must be made up.
 - It is the student's responsibility to communicate with the clinical coordinator(s) to begin the process of making the performance scheduling arrangements.
5. The Program Director will determine the amount of time the student is required to perform, at the reentered clinical site. This measure is being done so as to fulfill the requirements of the performance objectives set forth by the American Registry of Radiologic Technologist in compliance with the Joint Review Committee on Educational Programs in Nuclear Medicine Technology.

Please note that there is no guarantee as to which clinical site will be available for the student to make up the missed time.

Please note that no student may return to the clinical setting without the prior approval of the Program Director. Failure to make up the missed time will result in dismissal from the Nuclear Medicine Technology program.

Students are encouraged to consult Robert Morris University, Student Accounts for information regarding Medical Withdrawal Requests.

C. Clinical Attire and Appearance

During the clinical phase of the NMED program, students will dress professionally. A standard uniform has been adopted by the RMU NMED program. Each student must dress and report to work under the code and guidelines defined below as Acceptable Attire. Failure to abide by these standards can and may result in the student's withdrawal and/or denial of clinical involvement. All situations will be approached on case-by-case basis. Time release and/or suspension from clinical involvement will be required to be made up. The program director and/or RMU faculty reserves the right to determine compliance and penalty.

1. Acceptable Attire – Uniforms

- Clothing must be clean, odor free and well pressed
- The standard uniform for both male and female NMED students is a "scrub" type uniform
- Navy blue colored scrub pants
- White scrub tops
- **Cleveland Clinic Foundation students only:** navy blue colored scrub top and white scrub bottoms
- White T-shirts (short or long sleeve) may be worn beneath scrub shirts
- No printed material or collars on tee shirts are permitted

- White lab coat

2. Acceptable Attire – Lab Coats

- Lab coats must be clean, odor free and well pressed
- White lab coats, scrub-type with banding at wrists or mid-thigh style with collar with the Robert Morris University patch on the right sleeve.
- Students must always display their RMU identification badge while at the clinical site
- Lab coats should be buttoned or snapped while at the clinic site
- Lab coats must be worn at all times during clinical assignment
- If applicable, students must always display hospital identification badge while at the clinical site

3. Acceptable Attire – Shoes

- Shoes must be dirt free, clean and polished
- Only white leather shoes are acceptable. No garish stripes or shoestrings, no writing or ads, and no cloth-type shoes are permitted
- All shoes must have an enclosed heel and toe, with low heels only
- Hospital footwear regulations will be maintained at all times

4. Acceptable Attire – Appearance

- Hair must be neat, clean and of a natural color
- Hair must not come in contact with the patient (long hair should be pulled back)
- Beards, mustaches and sideburns must be clean and trimmed
- Cosmetics must convey a professional appearance. Make-up should not be excessive.
- Fingernails should be clean and reasonably short
- No artificial fingernails
- Polish should be of a light/neutral color
- Jewelry can be hazardous to the student as well as the patient
- No facial piercings
- Remove tongue piercings
- Females – no more than two small stud earrings in each ear
- Males – must remove all visible piercings
- No other jewelry may be visible in parts of the body that have been pierced
- Strong perfumes, colognes and after-shave lotions should be avoided.
- The use of chewing material is not permitted in the clinical setting.
- The clinical uniform must cover any and all visible tattoos

5. Unacceptable Attire

- all clothing other than listed above
- any variation of the dress code will need to be preapproved by the clinical site supervisor

Due to the increasing impact of transmitted diseases these guidelines have been established to protect both the student and the patient.

D. Clinical Radiation Badges

Monthly radiation badges are provided by Robert Morris University.

- All students participating in a clinical rotation are required to wear their radiation dosimeters (badge and ring) at all times.
- All students are responsible for returning all exposed dosimeters to the Radiation Safety Officer (RSO) and/or designee on the designated monthly change schedule.
- If you have lost your badge and/or ring, immediately contact the Program Director and the RSO.
- All students will be financially responsible for all costs associated with the replacement of the lost dosimeter(s).
- Any student found to have purposely exposed another person's, or their own badge, to direct or scattered radiation is subject to immediate dismissal from the NMED program.

A failure to return exposed dosimeters on the designated monthly change schedule will result in the student's final grade for that clinical rotation being lowered by one letter grade in the corresponding semester course of NMED 4013 or NMED 4019. This will result in a verbal warning. A second failure to return exposed dosimeters on the designated monthly change schedule will result in the student's final grade for that clinical rotation being lowered by an additional letter grade in the corresponding semester course of NMED 4013 or NMED 4019. This second violation will result in a written warning. A third failure will result in probation and/or dismissal from the Nuclear Medicine Technology program.

The RMU RSO and/or designee is responsible for reviewing the occupational radiation doses of all students. Under the circumstances that a student exceeds an ALARA level, an investigation will occur. Measures will be taken to comply with the ALARA philosophy. On a monthly basis, the RSO or designee will be responsible for distributing dose report results and reviewing them privately with each student. The student will sign and date the report.

Final badge readings will be provided under the provisions of the Nuclear Regulatory Commission regulations entitled, "Standards for Protection Against Radiation", Title 10 CFR 20.2104, Determination of Prior Occupational Dose.

Deactivation and termination of badges will occur at the completion of the NMED program. Students will be responsible for providing a current or forwarding address when applicable.

E. Clinical Housing

During the clinical phase of the NMED program, securing housing is the responsibility of the student. RMU does not provide off campus housing for students.

All students are responsible to update their current address, email address and telephone number(s) with RMU and the Nuclear Medicine Technology program.

F. Clinical Transportation

Clinical placements are arranged within the greater Pittsburgh, Pennsylvania area, and include Allegheny, Beaver, Blair, Butler, Erie, and Washington counties. In the state of Ohio, clinical placements are located in the Cleveland and Columbus metropolitan areas.

Transportation to the clinical site is the student's responsibility. The student may use their own car, public transportation, or carpool with other students in the cohort.

Commute/transportation issues are not considered as part of the clinical placements.

G. Clinical Activities

Learning opportunities for students to develop personal and professional attributes and values relevant to the practice of Nuclear Medicine Technology will be maintained and established.

1. Seminar

Seminar is a comprehensive review course that is designed to prepare the NMED student to participate in the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists examinations. Schedule for attendance will be provided prior the start of the clinical rotations in May. Monthly scheduling will be coordinated with RMU campus events. See syllabus NMED 4022: Seminar for program of study.

Participation in a class discussion is a vital component of the learning process and this is accomplished by this monthly activity. Participation will be evaluated on the following: attendance, active participation in class discussions and full participation in any group work. See syllabi for NMED 4022: Seminar for the Nuclear Medicine Technologist.

2. Field Experience

The field experience is to enhance the student's clinical education by exposing them to unique health care experiences. Students are permitted to participate in a field experience for up to two weeks from their normal clinical rotations. This allows students

to seek out diverse learning activities and opportunities to participate as a member of the health care team. These field experiences require the student to complete and submit the Field Experience Request form available on Blackboard® to the program director for approval.

Upon completion of a field experience, students will achieve at least one of the following applicable objectives and be able to:

- Identify and participate in activities that assist the interdisciplinary health care team.
- Develop cross-cultural understanding through cultural immersion.
- Demonstrate the ability to interact constructively with people of diverse populations.
- Synthesize a knowledge of political, historical, cultural, and social issues from their field experience.
- Communicate appropriately and effectively with diverse individuals and groups.

Upon completion of a field experience, students will be expected to present their field experience to their fellow classmates via a PowerPoint presentation (7-15 minutes) at the following NMED 4022: Seminar class or designated time and place.

Students are required to follow all the rules, regulations and standards of RMU, the NMED program and the SNHS as defined within the guidelines of the handbook.

3. Pittsburgh Chapter of the SNMMI, Workshops and/or Conferences

Local professional society meetings of an educational nature will be held and students are required to attend. Attendance at national meetings (SNMMI, ASRT, RSNA, etc.) is highly encouraged but not required. In the circumstances where it is in the best interest of the student to attend a conference, a professional meeting or presentation, the academic coordinator(s) in conjunction with the program director, will ensure that the student are given equal and comparable course/class release time. In the circumstances when the student is unable to attend, the student will be required to submit research paper regarding the corresponding content material. Failure to submit or comply with this professional activity or research paper will result in lowering by one letter grade of corresponding semester course NMED4013 or NMED4019.

If the professional activity warrants and is accessible to all students this event will require attendance. For example, the Pittsburgh SNMMI Workshop is routinely scheduled on a Saturday and an advance notice enables the scheduling of the RMU NMED students to participate. All RMU NMED students are required to attend and participate to the completion of the professional scheduled activity. Failure to comply with this professional activity will result in lowering by one letter grade of corresponding semester course NMED4013 or NMED4019.

Due to the fact that all students are not in geographic locations at the same time, we strongly recommend their participation. Students are encouraged to seek educational opportunities at their clinical sites.

In the circumstances where the event is scheduled at the clinical site during off hours the student is encouraged to attend. The clinical site supervisor has the right to request the RMU student to attend a professional activity at their facility. If a conflict exists and any situations will be reviewed on a student to student basis. The program director reserves the right to mandate all professional activities.

H. Clinical Competencies

The purpose of the clinical competency requirements is to verify that the student has demonstrated competence performing the clinical activities fundamental to Nuclear Medicine Technology. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills will be evaluated. The overall objective and philosophy is to develop in an environment which will provide the student with clinical skills on all levels and within a variety of settings.

1. Clinical Performance Objectives

Each student must complete a total of forty mandatory performance objectives:

- Twenty mandatory performance objectives must be completed two weeks prior to the end of the first clinical rotation.
- An Additional twenty mandatory performance objectives must be completed before the start of Thanksgiving break for the second clinical rotation.

Each student must complete a total of five elective performance objectives:

- Two elective performance objectives must be completed two weeks prior to the end of the first clinical rotation.
- An additional three elective performance objectives must be completed before the start of Thanksgiving break for the second clinical rotation.

Mandatory studies cannot be repeated. Elective studies can only be performed once.

Specific dates for each calendar year will be provided to the students prior to entering the clinical phase of the program.

2. Levels of Achievement

Level 1 Observe and Assist: At this level the student will observe and assist. The student will not directly participate in the procedure. At this stage the student is becoming familiar with the exam and the procedure. Observations occur during the initial assignment. The student should take this opportunity to begin writing in their personal

clinical science handbook. Students should review the case with a radiologist when appropriate.

The clinical technologist has the right to determine when the student may participate on a limited basis under the direct supervision of the clinical technologist.

Level 2 Assist with Direct Supervision: The achievement and progress of the student will determine whether or not the student should be allowed to perform the majority of the exam. The technologist has the right to determine the student's knowledge as it relates to the procedure. The student may perform and document the patient history, verify the exam and release the patient. In the circumstances where the technologist deems it appropriate for the student to perform radiopharmaceutical administration can only be performed under direct supervision. This is considered a limited dependent based performance objective.

Level 3 Direct Proficiency with Minimal Supervision: Students are encouraged to secure their performance objective evaluations upon achieving and mastering this level of competency. The student will perform all duties associated with the diagnostic procedure from beginning to end. Supervision must be immediately available to the student by a qualified nuclear medicine technologist adjacent present or within a reasonable hearing distance from where the procedure is being performed. As always, the nuclear medicine technologist is responsible for the completed study assigned to their student.

Procedure:

The student will demonstrate clinical competence by performing the procedure independently, consistently, and effectively during the course of his or her formal education. All Clinical Competencies are available on Blackboard® or the designated computerized delivery system (Trajecsys®).

- All students must complete a total of forty mandatory and a total of five elective performance objectives to demonstrate clinical competency.
 - It is the responsibility of the student to make sure that they have met all the competency requirements. If the student is having difficulty meeting all of the requirements, it is their responsibility to notify Program Director early in the program so that arrangements can be made for the completion of the competency.
- a. The student will have two attempts to perform the clinical competency according to each procedure. The student must achieve an average score of "2.5" to achieve satisfactory performance for that procedure.
 - b. If the student successfully meets all of the objectives on the first trial, the grade will be determined as an average (total number of points achieved/number of steps completed in that objective).
 - c. If the objectives of the clinical competency are not met, the student will be given the opportunity to practice, review, and be reevaluated. If a second trial is necessary

to meet the objectives, the final grade that the student achieves for that objective will be reduced one letter grade (for example, A- to a B-). This is to encourage students to be well prepared for successful completion upon the first attempt.

- d. The evaluating technologist will sign and date the performance objective. Comments are encouraged, especially in unsatisfactory areas (score of less than 3.0 on any step).
- e. All completed clinical competencies must appear in the student's clinical notebook.
- f. Discussion of the evaluation between the evaluating technologist and student will occur. The evaluating technologist will reinforce positive behaviors and proficient skills, and make suggestions for remedial work in deficient areas. It will be the student's responsibility to make arrangements for remedial time.
- g. The student should sign the evaluation. The student may also write comments if he/she wishes.
- h. All clinical competencies are to be turned in to the Program Director per the RMU clinical calendar.
- i. Failure to complete any required clinical competency within the clinical phase of the Nuclear Medicine Technology program will result in the inability to participate in the Nuclear Medicine Technology Certification Board and/or the American Registry of Radiologic Technologists examination.

I. Clinical Evaluation

As part of the clinical experience, all students must demonstrate competency requirements at each clinical rotation. The competency requirement is met through successful completion of specific objectives. All Clinical Competency forms are available to the student via the computerized delivery system (Trajecsys®). The student must demonstrate the ability to effectively convey their knowledge in an organized manner, use understandable language, and respond to questions asked of him/her in an appropriate dialogue.

The following clinical courses will be evaluated at each clinical site for grade determination. To obtain the final letter grade for each rotation, the specific criteria will be assessed.

If a student earns below the letter grade of a C in any one course with the NMED or NURS prefix, the student will be dismissed from the Nuclear Medicine Technology program.

Clinical Table

Clinical Course and Evaluation Criteria

Course Number	Weekly Evaluations	Midterm Evaluation	Final Evaluation	Professional Conduct	Performance Objectives and Notebooks	Readings/ Questions	Radiation Safety Manual	Case Studies
NMED 4013	15%	15%	15%	15%	15%	25%		
NMED 4016	15%	15%	15%	15%	15%			25%
NMED 4018	15%	15%	15%	15%	15%		25%	
NMED 4019	15%	15%	15%	15%	15%	25%		
Course Number	Written Research	Oral Presentation	Professional Conduct	Performance Objectives and Notebooks				
NMED 4021	40%	40%	10%	10%				
Course Number	Testing							
NMED 4022	100%							

1. Clinical Notebooks

Each student is responsible to maintain an ongoing working clinical procedural notebook. This notebook must be written in a logical, systematic and accurate style. The objective of this notebook is so that the student will develop and use this manual as a personal tool to reference any and all diagnostic procedures at the clinical site. The data entries will represent acquisition protocols, patient preparations, radiopharmaceutical and dosing, ancillary equipment, camera and computer parameters, and any and all procedural and processing parameters corresponding to the study. This notebook is a means to maintain diagnostic imaging procedures for student's reference and access. The notebook will assist the student in promoting and ensuring accuracy with a high technical performance. Each procedure must be documented in the appropriate format which will be distributed prior to the clinical rotation. The notebook must be legible and must be hand written. It is advisable for the student to use a pocket- style notebook that

is portable and accessible at all times. Students are advised that notebook entries will be evaluated.

2. Clinical Weekly Evaluations

NMED students will be evaluated on an on-going basis by way of Weekly Evaluations. The Program Director will provide feedback, both positive and negative, to each student on an as-needed basis through informal communication or in written comments.

As part of the ongoing evaluation process, via Trajecsys[®], the academic educational supervisors are required to submit weekly evaluations of the student(s) at their clinical site. The objective of this assessment tool is to ensure students that standards and competencies are being met. The ongoing process of weekly evaluations enables the NMED faculty member to develop an open dialog and communication in clinical proficiency. The weekly evaluation addresses the student's punctuality, cooperation, motivation, dependability, and professionalism at the clinical site. The Weekly Evaluation form is available on Blackboard[®] or the designated computerized delivery system (Trajecsys[®]). It is the student's responsibility to secure the completed evaluation. It is highly recommended that the technologist responsible for the weekly supervision of the student assess their performance. The supervising technologist should sign and date the completed evaluation. The student has the right to review and make any comments on the weekly evaluation that he/she deems necessary. All weekly evaluation must be signed and dated.

3. Clinical Scholarly Reading Assignments

As a means to expose students to the process of continuing education units (CEUs), students will develop techniques for online reading assignments and test taking. Using the SNMTS format of CEUs voice credits, RMU NMED students will be required to perform this activity.

Scholarly reading assignments related to nuclear medicine technology, positron emission tomography, computed tomography, radio pharmacy and pharmaceutical interventions will be assigned by the clinical course instructor, academic educational supervisor and/or radiopharmacist. These lecture units are electronically available on the RMU Blackboard[®]. Successful completion of the content material questions are required to be answered and submitted within the designated time allotment. Students must receive a minimum of 85%.

In the circumstances when a scholarly paper and/or quiz has been assigned by an Affiliate Education Supervisor or designee which is not on Blackboard[®] or designated computerized delivery system (Trajecsys[®]), the student is responsible to satisfactorily and successfully complete the assignment.

4. Clinical Oral and Written Assignments

Specific oral and/or written assignment requirements are delineated in each course syllabus within the clinical phase of the program.

5. Clinical Tests

Specific testing requirements are delineated in each course syllabus within the clinical phase of the program.

6. Clinical Competency Requirements

The purpose of this evaluation is representative of the student's clinical experience. The clinical experience is under the direct supervision of a certified nuclear medicine technologist. At this level the students are under direct supervision. Students are not permitted to work independently but may participate on a limited basis as deemed appropriate based on their knowledge and skills. While under the supervision of the technologist the student will assess and respond to the patient needs. As the student progresses, and the development of their technical skills advance, we begin to see the building blocks of their clinical education take form. To quantitatively assess their skills and their competency the students demonstrate this component of the clinical education as it relates to their performance objectives.

7. Clinical Mid-Term and Final Evaluation

Assessment of the student's clinical abilities and progress will be monitored and graded in a systematic manner. Student assessment and evaluations are comprised of standard measurements to include but not limited to competencies, testing, written research and performance objectives. The process consists of distribution of the evaluation material sent to the Affiliate Education Supervisor (AES) by the Program Director. All clinical technologists that have participated in the student's clinical education are requested to complete and to submit the evaluation form. The form will arrive two weeks prior to the due date corresponding to the University academic calendar. This process will occur with each clinical rotation. Students will continue to adhere to the grading policies of the NMED program, SNEHS and RMU. Progression within the major will reflect successful course grade completion and QPA requirements.

The AES will provide feedback at midterm and end of semester of the clinical phase of the program. The Midterm and Final clinical evaluation tools describe components of nuclear medicine technology including activities related to appearance and demeanor, radiation safety, equipment operation, patient care, and attitude on learning.

- A clinical evaluation will be distributed for each RMU NMED student at the midpoint and the end of each clinical rotation.

- Completed clinical evaluations are to be returned to the NMED Program Director.
- The NMED Program Director will provide feedback, both positive and negative, to each student at the midpoint and end of each clinical rotation through informal communication and/or in written comments.
- This clinical evaluation tool has been designed to measure student performance in relation to the clinical setting.
 - Behaviors listed above performance level indicate a better than average performance.
 - Behaviors listed below performance level indicate deficiencies.

Clinical evaluators documenting below the performance level must add additional comments at the end of the evaluation.

The following point scale will be utilized for objective scoring purposes: 0 = not met (student did not complete expectation)

1 = minimal (below expected level)

2 = satisfactory (performed skills at expected student level)

3 = exceptional (performed skills at a level above expectations) N/A = not applicable for specific clinical site

8. Class Participation

Participation in class discussion is a vital component in the learning process.

Participation will be evaluated on the following: attendance, active participation in class discussions and full participation in any group work.

9. Professionalism

As nuclear medicine technologists, we will promote integrity, dignity, independent judgment, effectiveness, and efficiency of the clinical affiliate. We will work professionally with all parties and will conduct our practice in a courteous, fair, and respectful and timely manner. We will commit ourselves to developing and preserving the ideals of integrity, honesty, competence, fairness, and devotion to our patients.

J. Clinical Pregnancy Policy

To assure compliance with the United States Nuclear Regulatory Commission (NRC) and the State of Pennsylvania Department of Environmental Protection (DEP), this policy reflects the regulations relating to declared pregnant workers who are exposed to radiation. All students regardless of age or gender are required to read the Nuclear Regulatory Commission's guidelines and appendix - 8.13 "Radiation Exposure and Pregnancy". It is the RMU NMED policy to explain and discuss this policy with students and provide an opportunity for them

to ask questions. Following this discussion, the student will then be required to sign the applicable document acknowledging his/her understanding.

The NMED student who becomes pregnant or suspects pregnancy may choose to voluntarily notify the NMED program director in accordance with this policy.

A student desiring to declare her pregnancy must do so in writing. The declaration of pregnancy must be written and dated with the student's signature. The declaration must include the estimated date of conception so as to determine fetal development and growth. Confidentiality will be protected in accordance with the Family Educational Rights and Privacy Act. The student will be responsible, at her election, for declaring her pregnancy to any clinical site where she is presently or may be exposed to radiation. The student may also voluntarily permit the NMED program director to notify clinical sites of her pregnancy, and must do so in writing in which case the pregnancy declaration and any pertinent medical documentation will be shared with the clinical site. It is expected that the clinical site will be responsible for compliance with its own Declared Pregnant Worker policy in all circumstances.

Students will be held accountable to perform all duties in compliance to the performance objectives. Pregnant students are to be held to the same standards and accountability in the accepted practice of a student nuclear medicine technologist. RMU NMED faculty shall not be held accountable, assume responsibility or mandate the decisions of the pregnant student worker to either withdraw or remain in the NMED program. The pregnant student worker has the right to consult with the RMU radiation physicist in any and all decisions regarding this policy or his/her decision.

The pregnant NMED student or interested party has the right to withdraw from the program. A formal withdrawal in writing to the NMED program director is required. Under the circumstances of student's formal withdrawal from the NMED program, she will adhere to certain guidelines:

- They may return at a later date as determined by the student and program director. (See Clinical Absences).
- The NMED program director will assist the student in revising the course work plan.
- Placement of the student at the time of return will be determined by the student's past performance, level of competency, and rotations missed.
- After delivery, the student can return to clinical only with written consent of the student's physician.
- All attempts will be made to accommodate the re-entry of the student to the NMED program at RMU.
- Current student clinical placement will maintain scheduling priority.
- Re-entry will be based on the clinical site availability.

Below are the recommendations concerning the student's progression in the NMED Program:

- The NMED student will abide by the pregnancy policy of the affiliate clinical site.
- The declared pregnant student assumes all risks and responsibility to the unborn fetus.
- The declared pregnant student will be given a monitoring device to wear at waist level to monitor fetal exposure during gestation.
- The declared pregnant student is responsible to submit the exposed fetal monitoring badge on a monthly basis.
- Readings will be monitored closely by the Robert Morris University Radiation Safety Officer.
- In the event that the fetal or students' exposure levels are not within the accepted ranges, further consultation will occur with the RMU radiation physicist.
- The declared pregnant student may continue in the NMED Program but be required to proceed with limitations in the hot lab, PET area, therapy dosing, Xenon-133 gas administration, etc.

The awarding of the RMU NMED Bachelor of Science degree requires both didactic and clinical course work. In order to ensure that all students complete all NMED Program course requirements, both clinical course objectives and clinical competencies, students will be held accountable for the successful completion of the degree requirements. Therefore, it is highly recommended that the student contacts the program director to make arrangements for making up all clinical hours/days and performance objectives which may have been missed. All attempts will be made to accommodate all interested parties.

Please note that there is no guarantee as to which clinical site will be available for the student to make up the missed time.

Please note that, should a student withdraw from a clinical setting, no student may return to the clinical setting without the prior approval of the program director. Failure to make up the missed time will result in dismissal from the Nuclear Medicine Technology program.

Students are encouraged to consult Robert Morris University, Student Accounts for information regarding Medical Withdrawal Requests and are also encouraged to contact the Center for Student Success to discuss reasonable accommodations, should they be necessary.

K. Clinical Rules and Regulations

Scope: The basic philosophy of the NMED student is to maintain a professional working presentation and relationship during the clinical component of the NMED major. Students will be evaluated as to their professional practice and conduct in relationship to the faculty, staff, peers and patients in protecting the integrity of the NMED profession. As required by the ARRT® Standards of Ethics, the NMTCB® Code of Ethics and the Scope of Practice

supported the SNMTS all students will assume personal responsibility and accountability for the profession of Nuclear Medicine Technology. During the clinical phase of the NMED major the student will promote the goals and objectives set forth by the RMU NMED program and mission statement.

- Students are required to abide by the specific rules and regulations set forth by the clinical site to which they are assigned. The student will strive to obtain competency by continually learning, observing and performing within an accepted standard of practice at the clinical site.
- The student will follow the guidelines and aspects of the tiers within the Levels of Achievement as described in detail under the Clinical Competencies.
- The student will communicate to the academic educational supervisor all activities which are subject to the work flow in the departmental environment.
 - Lunch time parameters are as per clinical site policy.
 - Students are not permitted to skip lunch as a means to leave early unless the student has secured a supervisor's approval.
- Students are required to obtain permission prior to leaving their assigned area for extended periods of time or activities professional or otherwise.
 - Student should report to the technologist prior to leaving any assigned area.
 - Absence from the assigned area is at the technologist's discretion.
 - Students are subject to the provisions under the clinical absence policy if any conduct or absence results in a failure to comply with this regulation.
- Active participation in the clinical setting by the student is a requirement of the NMED program. The RMU NMED program has been designed to fulfill the criteria set forth by the JRCNMT. In the event that a student is unable to attend a scheduled clinical assignment, the RMU NMED call-off policy will be followed. (See Clinical Absences).
- As a standard of practice the student is required to maintain and conduct themselves in a manner that is appropriate to job practice. (See Clinical Tardiness, Clinical Attendance, Clinical Activities, Clinical Absences).
- Students will procure and maintain all documentation necessary for the evaluation of the student's clinical assessment. All evaluations and forms are the student's responsibility to be completed in an accurate and timely fashion. (See Clinical Evaluation).
- Students will procure and maintain a legible and up-to-date notebook for each clinical rotation to include techniques and procedures relevant to the accepted

standard of practice as identified within the performance objectives. (See Clinical Evaluation, Clinical Competencies).

- Students will hold in confidence patient information and use judgment in sharing this information. (See Clinical Training) Please refer to the HIPAA legislation.
- Students will limit their mobile phone, personal digital assistant, and other electronic innovation usage to during breaks and meal periods only. Texting, web browsing, social network services, e-mailing, picture taking, etc., and within patient care areas is not permitted. Please communicate this policy to friends and family members.
- Students will adhere to the RMU NMED calendar for clinical rotations. Please note that the Robert Morris University school calendar during clinical rotations is not applicable.
- Patient care will include the highest quality of patient comfort care and concern. The SNMETS scope of practice will govern and guide the student's delivery of the professional practice. The student will act in a manner that maintains mental, physical, social and spiritual wellbeing of the patient. The student will act in the best interest of the patient.
- Students are not permitted to use the hospital address for personal or business correspondence while at clinical.
- The student will promote an environment in which the human rights, values, customs and spiritual beliefs of the patient, families, staff, and peers are respected.

1. Clinical Rules and Regulations – Failure to Comply

Failure to comply with the Clinical Rules and Regulations will result in Clinical Disciplinary Actions.

Clinical Disciplinary Actions are based on the performance of the student in relationship to course objectives, and expected behaviors and attitudes that are consistent with those of a nuclear medicine technologist.

Clinical Disciplinary Actions will be sanctioned for reasons which include but are not limited to the following:

- a. unprofessional behavior
- b. recurring absenteeism or tardiness in the clinical setting
- c. repeated lack of preparation for the clinical setting
- d. acts of dishonesty

- e. misuse of hospital property to include destruction and/or theft
- f. misadministration of radiopharmaceuticals
- g. consistent difficulties in applying theory to the clinical setting
- h. any breach or violation of the confidence of a patient being served
- i. falsification of documents or records
- j. improper patient care due to student carelessness which results in patient harm or procedure error
- k. demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practice
- l. demonstrating practices that are inconsistent with professional standards or codes of ethics
- m. insubordination or failure to follow direct orders from a clinical supervisor/educating technologist
- n. recurring failure to follow policies of the clinical site or recommendations of the supervisor, educating technologist, radio pharmacist, and/or physician
- o. while in the clinical area, being under the influence of alcohol, marijuana, or any controlled substances not legally prescribed
- p. recommendation from the clinical site supervisor

In the event that a student is cited for clinical disciplinary actions by the program director, please refer to section 7.00 Clinical Disciplinary Actions.

Please note: A clinical site has the right to deny a student continuation at their facility. A student will not be guaranteed alternative clinical site participation. The current student assignments will be maintained and priority will be given to the students who are in good standing with the policies of the RMU NMED Clinical Handbook.

2. Clinical Social Media Usage

This policy addresses students' use of publicly available social media networks including: personal websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media. The NMED program takes no position on a student's decision to participate in the use of social media networks for personal use on personal time. However, use of these media for personal use during clinical time or on clinical equipment is prohibited. In addition, students must avoid posting any negative information or engaging in communications that are considered unprofessional, uncivil, irresponsible and/or disrespectful, in person, in writing, or online.

The student agrees to use the various social media sites available in a responsible manner and will not use the sites to:

- post offensive or negative comments;
- use offensive language;
- defame or personally attack another person, clinical site or organization;

- elicit illegal activities;
- harass another person;
- promote organizations or events not related to the content of the site; or
- release private information regarding a patient or patient families.

Should a student be involved in the posting of hateful, discriminatory, and/or obscene material on a social media network site, this may be grounds for dismissal from the Nuclear Medicine Technology program. Robert Morris University strives to maintain a high standard of conduct. Any student who violates the social media policy, either intentionally or unintentionally, will be subject to immediate sanctions by the NMED program. This may include but not be limited to, verbal and/or written warnings and possible dismissal from the program.

3. Confidential Information

Students may not share information that is confidential or proprietary regarding their clinical site or Robert Morris University. This information includes trademarks, upcoming news releases, sales, finances, and number of patients treated, number of employees, and any other information that has not been publicly released by the student's clinical site or Robert Morris University.

Respect and Privacy Rights Components of the Social Media Policy

Students will speak respectfully regarding Robert Morris University, the Nuclear Medicine Technology program, our current and potential clinical sites, as well as competing nuclear medicine technology programs. Students will not engage in behavior that will reflect negatively on the reputation of Robert Morris University. Robert Morris University and the Nuclear Medicine Technology program seek to encourage its students to write knowledgeable, accurately, and use appropriate professional dialog.

Legal Liability Component of the Social Media Policy

Students may be held legally liable for anything written or presented online. Students may be disciplined by Robert Morris University or the Nuclear Medicine Technology program for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that may create a hostile work environment. Students may also be sued by site employees, competitors, and any individual or company that views the commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Robert Morris University and the NMED program are not responsible for any legal fees' incurred by the student.

L. Clinical Rules and Regulations

Scope: It is the policy of the RMU NMED program to provide a safe environment in a drug free work zone for the clinical site and the student. To ensure patient safety, a student who appears to be in a weakened state, mentally or physically, will be rendered clinically impaired. When deemed necessary all students will be requested and may be subjected to the confirmation or determination of being clinically impaired. The student has the right to challenge this allegation with appropriate screening. In the event of a student's noncompliance and/or refusal to additional testing the student can and may jeopardize their continuation in the NMED program at Robert Morris University.

1. Drug Violation to Include Prescription and Nonprescription Drugs

The NMED program prohibits the possession, use or distribution of illicit drugs and the abuse of alcohol and drugs/substances. Any NMED student found to be in the possession of, using, selling, trading, or offering for sale illicit drugs or alcohol during the clinical phase will be subject to dismissal as well as applicable local, state, and federal laws.

2. Alcohol

Under no circumstance may an NMED student be under the influence of alcohol before starting clinical hours or during clinical hours. If the student comes to a clinical site under the influence of drugs or alcohol or uses drugs or alcohol during clinical time and it has been verified, the student will be dismissed from the Nuclear Medicine Technology program. When deemed necessary all students will be requested and may be subjected to the confirmation or determination of alcohol impairment.

3. Illegal Drugs

Consistent with existing state and federal laws, the use, sale, purchase transfer or possession of an illegal drug by a NMED student is prohibited. Upon verification and in the circumstances, the student comes to a clinical site under the influence of illegal drugs; the student will be dismissed from the Nuclear Medicine Technology program. When deemed necessary all students will be requested and may be subjected to the confirmation or determination of illegal drug participation.

All RMU NMED students will be dismissed from the program without the ability to reapply in the event that the student has been charged with illegal drug possession, participation (buying, selling, delivery or usage). Immediate grounds for dismissal will be upheld.

4. Tobacco Usage

SNEHS students are not permitted to smoke, vape, or use any form of tobacco products in RMU classrooms, labs, and clinical facilities. Students are strictly prohibited from smoking or using any form of tobacco product while in uniform at any time. Smoking is defined by the University as inhaling, exhaling, or holding any lighted cigarette, cigar, pipe or similar product or device. This policy also applies to hookahs, vaporizers, electronic vapor devices, and chewing tobacco.

Any student who violates the policy will be subject to disciplinary action which may include, but is not limited to, dismissal from class or clinical.

In addition, SNEHS students must also adhere to clinical agency guidelines related to smoking and use of tobacco products; therefore, students are also subject to any disciplinary action imposed by the agency.

M. Clinical Disciplinary Actions / Dismissals

The following progressive steps are used for the administration of disciplinary actions for various types of misconduct when just cause has been established. The NMED faculty takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Verbal Warning:

The initial step in the progressive discipline process is a verbal warning. A verbal warning is an oral notice to a student that he or she is not meeting expectations or that his or her behavior is inappropriate in the workplace, what needs to change, and the potential consequences if the behavior does not improve. Notice of the Verbal Warning will be documented and placed into the student's permanent file.

Written warning: Performance Expectation Plan (PEP) with or without Probation:

The secondary step in the progressive discipline process is a written warning with or without probation. The purpose of a written warning is to once again bring to the student's attention ongoing deficiencies in their conduct and/or performance. The intent is to define the seriousness of the situation so that immediate corrective action may take place. This written warning will be placed in the student's permanent file.

Probation is a trial period or condition where the student is being permitted to redeem failures, misconduct, etc.

The PEP will contain:

- specific improvements required to resolve the performance or conduct problem.
- consequences for failing to make required improvement.
- timeframe allowed for the required improvement.

- follow up conferences held, dates and time.

Suspension and/or Dismissal:

The tertiary step in the progressive discipline process is suspension and/or dismissal from the Nuclear Medicine Technology program.

A student may be suspended when he or she engages in conduct that justifies a suspension or the student engages in unacceptable behavior during the period that a written warning is in effect.

A student may be dismissed when he or she engages in conduct that justifies termination or due to the frequency or nature of his or her misconduct or inappropriate workplace behavior.

Serious misconduct or inappropriate workplace behavior may be cause for dismissal without prior disciplinary steps having been taken.

Dismissal may be grieved through the University grievance procedure. (See 7.20 University Judicial Process)

1. Clinical Dismissal

If a student earns a non-passing grade in any one course with the NMED prefix, the student will be dismissed from the Nuclear Medicine Technology program. It should be noted that a student may be dismissed from clinical for unsafe clinical practice at any time. In such cases a letter grade of "F" will be given for all clinical courses. Students will be sent a registered letter via postal mail in all dismissal situations. The returned postal signature card/ validation will be maintained in the student's permanent file.

Disciplinary action and/or immediate grounds for dismissal from the NMED program can and may include workplace violence. Signs of workplace violence can be anything from verbal abuse to bodily harm. Workplace violence or the use of derogatory language to intimidate, unprofessional behavior and/or unethical behavior will be subject to disciplinary action.

All students will be expected to maintain and uphold the SNMMI-TS Code of Ethics. In addition, unsafe clinical practices include, but are not limited to, sexual harassment suggested or implied, falsification or alteration of documents, using company resources for personal use, taking or misusing company property, or violation of institutional and University policies.

Students are expected and required to report to the clinical site on time in an appropriate physical and mental condition. Failure to perform professionally based on attitudinal or physical problems i.e. impaired behavior will be subject to disciplinary action but not limited to verbal warning, written reprimand, suspension and/or

dismissal. Attitudinal issues consist of but not limited to integrity, respect of person, respect of position, interest, initiative or dependability. While standards of good personal hygiene are to be maintained, the program director or academic clinical coordinator(s) reserves the right to address issues within this sensitive nature. All discussions will be made in a professional manner.

Any breach of the HIPAA philosophy or policy will result in immediate dismissal of the NMED program. Please note all students are required to sign an acknowledgement of their HIPAA training prior to entry into the clinical phase.

Upon notification to the program director regarding unsafe practices, violation of program rules, unprofessional behavior or any such conduct that jeopardizes the patient, the student or the institution, an immediate investigation will be implemented. Based on the gravity of the situation, steps will be undertaken to correct the problem. Verbal counseling as a minimum will be instituted. In all circumstances, the student will be given written notice concerning the unsafe practice from the program director and/or clinical coordinator(s). All documents will become part of the permanent student file.

The program director upon recommendation from the academic education supervisor reserves the right to remove the student from the clinical site for unsafe practices. In cases when the clinical affiliate deems a student unsafe even though this occurs prior to the departmental hearing, the clinical site decision will be upheld. The clinical affiliate has the right to accept or deny the students participation within their institution.

Due process is a procedural safeguard to ensure that persons know what steps they need to take so that they can receive fair and impartial treatment. Students will be afforded due process in cases of dismissal for unsafe clinical practice. At a mutually agreed upon date and time a meeting/hearing will be scheduled in a timely manner. The student will have the right to be given in writing the allegations against him or her. The student has the right to know, to question witnesses, to request and to present any and all evidence in preparation for the formal hearing. The student has the right to request a University faculty member to be present at the hearing. Students are required to notify the program director of this request

A decision about whether or not dismissal is warranted will involve the student, the program director, clinical course instructor, and possibly the academic educational supervisor. Notification to all concerned parties regarding the date and time of the hearing will be sent via registered postal mail with confirmed and applicable certified mail. The student and appropriate University personnel will be given the opportunity to be present during the departmental hearing in order for rebuttal. In the event the departmental hearing results in favor of the student, the student should be given the opportunity to make up the clinical time. If the situation warrants the student may be placed in an alternative clinical site. If the situation occurs during the grade submission

period the student will receive an incomplete until the decision will be made. Students who are dismissed from the clinical site and the program will be given an automatic letter grade of “F” for that clinical course. Students will adhere to all rules and regulations of the NMED program progression clauses. Copies of the dismissal findings will be forwarded to the Academic Services with the attention to the Registrar.

N. Employment at a Clinical Site

Students who accept employment at an affiliated clinical site will not be scheduled as an employee during the same time as normally scheduled clinical assignments. This employment will not constitute as academic clinical time attendance. No performance objectives may be completed, granted, or awarded to a student at a clinical site during their scheduled work hours. All students have the privilege to obtain any type of employment while enrolled in the RMU NMED program. However, it is recommended that students accepting employment allocate adequate time for academic responsibilities.

O. Data Analysis

To further compliment the student's didactic learning, it is required that the student participate in hands-on experiences in the theory and practice of computer processing, data analysis, and image reconstruction. This hands-on learning will take place in the NMED Learning Lab prior to the start of the clinical component of the program.

P. Student Agreement Form

Robert Morris University, Nuclear Medicine Technology Program.

STUDENT AGREEMENT FORM

Students are expected to abide by all policies and procedures of Robert Morris University and the Nuclear Medicine Technology program.

I acknowledge that I, _____ have read

(print name)

and that I am in agreement with the policies and procedures outlined in the Robert Morris University, Nuclear Medicine Technology Program Student Policy Manual. Furthermore, I understand that I must abide, maintain and adhere to the rules and regulations of the NMED program for continuation in both the clinical and didactic components for the successful completion of the Bachelors of Science degree. I understand, acknowledge and accept these rules and regulations that have been established to fulfill all degree requirements as per Robert Morris University in conjunction with the Pennsylvania Department of Education and in compliance to the Essentials and Guidelines set forth by the Joint Review Committee of Nuclear Medicine Technology.

Date	Signature	Printed Name
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Date	Signature	Printed Name
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All policies and procedures may be found on the Robert Morris University NMED website at www.rmu.edu, Blackboard® and/or the designated computerized delivery system (Trajecsys®). In the event of any deletions, additions and/or changes to this manual, the student will be notified of any changes with applicable documentation as reasonably as possible. The general guidelines and rules and regulations are not intended to be legal advice. Students are requested to refer to the RMU University policies, the Family Educational Rights and Privacy Act of 1974: 34CFR Part 99, (FERPA), or the applicable clinical site rules and regulations.