



Baptist Health College Little Rock



Baptist Health College Little Rock School of Nuclear Medicine Technology

JULY 1, 2022 – JUNE 30, 2023

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NON-DISCRIMINATION STATEMENT

BAPTIST HEALTH does not exclude or discriminate on the basis of race, color, creed, religion, gender, national origin, age, disability, genetic information, or veteran status in accordance with applicable federal, state and local laws.

FORWARD

This *handbook* is provided to the student to serve as an overall guide to the Baptist Health College Little Rock-School of Nuclear Medicine Technology. **Policies contained herein are current at the time of printing; however,** policies, procedures and information contained within require continual evaluation, review, and approval. Therefore, the faculty and administration of the school reserve the right to change the policies, procedures and general information at any time without prior notice, according to policy; **all new and revised policies are posted on appropriate and designated student bulletin boards, for a defined period of time or students receive electronic notification of new or revised policies. Additionally, changes will be made on the website version. Students are expected to remain informed by checking the schools website regularly at www.BHCLR.edu.**

STATEMENT REGARDING STUDENT HANDBOOK

Students enrolled in the Baptist Health College Little Rock are responsible for information contained in the current Student Handbook and current Catalog. Students enrolled in a program of study are expected to comply with all policies of: a) Baptist Health College Little Rock, b) all institutions with which the schools are affiliated, and c) the respective program of enrollment. Additional details of policies that specifically pertain to a student's specific program of enrollment are applicable and are located herein in the programs respective School Specific section.

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11900 Colonel Glenn Road

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**BAPTIST HEALTH COLLEGE LITTLE ROCK
SCHOOL OF NUCLEAR MEDICINE TECHNOLOGY**

SCHOOL SPECIFIC STUDENT HANDBOOK

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SCHOOL OF NUCLEAR MEDICINE TECHNOLOGY

NEW STUDENT WELCOME

WELCOME to the Baptist Health College Little Rock (BHCLR) School of Nuclear Medicine Technology. We believe that you have made an excellent decision in choosing this type of allied health profession as your career choice. During the next 12 months, you will learn the basic principles and practices of Nuclear Medicine Technology and develop competency in many of the clinical procedures that you will experience. This is an exciting time during which you will work alongside other allied health professionals, nursing professionals, and physicians.

The purpose of the Student Handbook is to acquaint you with the rules and regulations of the BHCLR School of Nuclear Medicine Technology, familiarize students with the objectives of both the theory and clinical portions of the program and inform you of the evaluative processes that will be used to determine your progress in both phases of the program.

During your clinical training, you will experience a diversity of clinical sites offering specialty training in the areas of general diagnostic nuclear medicine imaging, pediatric imaging, PET/CT, CT, nuclear cardiology, nuclear pharmacy and radionuclide therapy.

Read this Student Handbook thoroughly and carefully, as you are accountable for the information herein contained. If at any point in this program you need clarification of the contents of the handbook, please contact me at 501-202-7919.

Again, welcome to the BHCLR- School of Nuclear Medicine Technology. We look forward to teaching and learning with you for the next twelve 12 months.

Yours truly,

Daniel Guffey

Daniel Guffey, MBA, CNMT, NMTCB(CT), RT(N)(CT)
Program Director
Baptist Health College Little Rock School of Nuclear Medicine Technology

INTRODUCTION

HISTORY

The BHCLR- School of Nuclear Medicine Technology was founded in 1979 as a clinical affiliate of St. Vincent Infirmary. The hospital-based program was transferred to the sponsorship of Baptist Health in 1986. The school has maintained full accreditation since its initial accreditation in 1987 by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). The program is also accredited by the Accrediting Bureau of Health Education Schools (ABHES), and certified by the Arkansas Division of Higher Education. The school is affiliated with the University of Central Arkansas, Henderson State University, and Arkansas Tech University for a 3+1 baccalaureate program, with the universities granting the graduate a baccalaureate degree from that university at the successful conclusion of the program.

PROGRAM OVERVIEW

The Assistant Vice President of Education/Chancellor for BHCLR has overall administrative authority and responsibility for all schools and employee development within the department. The Program Director of the BHCLR-School of Nuclear Medicine Technology has overall operational responsibility with specified administrative authority. The Program Director is responsible for planning, implementing and evaluating the total Program of Studies in accordance with the Arkansas Division of Higher Education, Accrediting Bureau of Health Education Schools, and the Joint Review Committee for Educational Programs in Nuclear Medicine Technology.

The supervisors and coordinators of the clinical Nuclear Medicine departments at the various clinical sites assist both the AVP and Program Director with their responsibilities and serve as their designees in the clinical development of students during their rotation assignments. Respective AES's have direct input to policy development and operations as members of the BHCLR-School of Nuclear Medicine Technology Advisory Committee.

The BHCLR School of Nuclear Medicine Technology is comprised of faculty, students, administrative support staff and a Program of Studies that reflects a curriculum model for a student to achieve the educational goal of a Nuclear Medicine Technologist.

The School is committed to providing entry level job competent graduates to the healthcare community by promoting high standards of education and for the professional development of students

MISSION STATEMENT

The BHCLR- School of Nuclear Medicine Technology exists to fulfill the demand for highly skilled and competent Nuclear Medicine Technologists within Baptist Health as well as in the surrounding community. The School is committed to providing students with the highest standards of education and training.

VALUES

The BHCLR-School of Nuclear Medicine Technology exemplifies the philosophy and the Values of Baptist Health by emphasizing the values of Respect, Service, Honesty, Stewardship, and Performance, and a commitment to providing quality patient care. The School also supports the Code of Ethical Conduct of Baptist Health. These Christian values of Service, Honesty, Respect, Stewardship and Performance provide the framework for all operations within the school.

PHILOSOPHY

The School upholds the Philosophy and Values of Baptist Health by encouraging Service, Honesty, Respect, Stewardship and Performance with a commitment to providing quality patient care. Christian ideas, attitudes and spiritual perspectives as they apply to the caring of the patient are emphasized, as well as personal and professional conduct.

It is the School's belief that a competent individual in the health care field of today, must not only prove to be proficient in the field of Nuclear Medicine Technology, but must also possess an appreciation of his/her role within the clinical setting and an understanding of the organizational culture affecting the work environment.

In order to assure that the student acquires this competency, ethical principles, Christian values, and management skills are interrelated with the practice of Nuclear Medicine Technology.

The School is committed to providing competent, entry-level job graduates to Baptist Health and the healthcare community through its high standards of professional education.

BELIEF

The BHCLR-School of Nuclear Medicine Technology shares the values of Baptist Health. Baptist Health is more than a business; it is a healing ministry. Our healing ministry is based on the revelation of God through creation, the Bible and Jesus Christ. At Baptist Health, care of the whole person, body, mind and spirit, is an expression of Christian faith. We are instruments of God's restorative power and are responsible for giving compassionate care.

PROGRAM GOALS

Connect students to a wide network of healthcare facilities to support diverse learning opportunities and seamless transition into professional practice.

Graduate technologists who exemplify the values of Baptist Health by emphasizing Respect, Service, Honesty, Stewardship, and Performance.

Provide the knowledge and competencies to prepare skilled and professional technologists who achieve national certification upon first attempt.

Place skilled and professional technologists in the Baptist Health system and other healthcare organizations around the country.

STUDENT LEARNING OUTCOMES

Demonstrate entry-level competency in clinical procedures, instrument quality control, and patient care.

Utilize knowledge of radiation physics and safety regulations to limit the public, workers, and self to ALARA when handling radioactive material.

Demonstrate professionalism when dealing with patients, faculty, and interactions with other members of the healthcare team

STANDARDS

CODE OF ETHICAL CONDUCT

The BHCLR- School of Nuclear Medicine Technology has high expectations of professional behavior for its students. As a member of the Baptist Health family, it is the student's personal duty and responsibility to comply with all regulatory requirements, standards, policies and procedures. "Ethical Conduct" means doing the right thing. It is very important to remember that members of the Baptist Health family are expected to follow the rules because our Values tell us it is the right thing to do, not simply because it is required. Students in health professions are held to higher standards of integrity due to their unique relationships with society. Nuclear Medicine Technology students are guided by the ethical principles and standards adopted by the Society of Nuclear Medicine and Molecular Imaging—Technologist Section and the American Registry of Radiologic Technologists. Conforming to the policies and procedures will assist the student in obtaining the necessary affective behaviors needed to perform the professional duties and responsibilities of a Nuclear Medicine Technologist.

Violation of these standards include but are not limited to lying, cheating, plagiarism, fraud or other act(s) of ethical misconduct. The BHCLR School of Nuclear Medicine Technology has developed consequences for the violation of established professional standards which can result in disciplinary action. Ethical misconduct can result in sanctions by the American Registry of Radiologic Technologists.

BHCLR-School of Nuclear Medicine Technology advisory board committee endorses and supports the enforcement of the violation of the programs Code of Ethical Conduct in order to instill professional behaviors, honesty, and integrity of its students.

OBJECTIVES OF THE COMPETENCY BASED CURRICULUM

In order for a School of Nuclear Medicine Technology to be accredited by the Joint Review Committee on

Educational Programs in Nuclear Medicine Technology (JRCNMT), a minimum level of competency in specific areas of knowledge and understanding must be attained by the time the student graduates. These areas are presented in their broadest terms; more information is provided in specific objectives in course syllabi and clinical performance objectives. After completing the program, each student should have attained a level of knowledge and skill to be capable of performing the various tasks required of an entry-level Nuclear Medicine Technologist as defined in the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) guidelines:

A. Professionalism

A nuclear medicine technology graduate must:

1. Practice in accordance with ethical standards, legal statutes and published standards of practice.
2. Demonstrate professionalism befitting a health care provider.
3. Collaborate as a member of an interprofessional team.
4. Display respect for diversity.
5. Apply problem-solving, critical-thinking and decision-making strategies.
6. Evaluate published research studies and apply appropriate principles to improve evidence-based practice.

B. Patient Care

A nuclear medicine technology graduate must:

1. Practice universal precautions.
2. Practice aseptic technique.
3. Assess patient status and vital signs.
4. Establish, verify and maintain vascular access.
5. Provide appropriate patient comfort, monitoring, and care before, during and after procedures.
6. Recognize and respond appropriately to unexpected and emergency situations.

C. Radiation Safety

A nuclear medicine technology graduate must:

1. Maintain compliance with institutional radioactive materials license under supervision of an authorized user or radiation safety officer.
2. Maintain compliance with local, state and federal radiation safety regulations.
3. Practice ALARA principles thereby limiting the radiation exposure of the patient, public, fellow workers, and self.
4. Perform and document radiation surveys and when necessary, take appropriate action.
5. Respond appropriately to a radioactive spill.
6. Perform decontamination procedures in accordance with the radiation safety program.
7. Participate in appropriate in-service programs to educate other personnel regarding radiation and principles of radiation protection.
8. Prepare to participate in the management of radiation disasters.

D. Instrumentation and Quality Control

A nuclear medicine technology graduate must:

1. Identify the function and application of the following instruments:
 - a) Dose calibrators
 - b) GM survey meters

c) NaI(Tl) counting and/or uptake systems

d) Imaging systems including:

i. Planar

ii. SPECT

iii. PET

iv. CT component of hybrid imaging

v. Fusion or hybrid imaging system

2. Perform the appropriate quality control for the instruments listed in D1.

3. Document performance and results of all quality control testing according to quality control program procedures.

4. Analyze QC results and take appropriate corrective action(s) when necessary.

5. View, process and archive acquired data on picture archival communicating systems (PACS).

6. Utilize radiology and hospital information systems, managing patient information in these systems according to facility policies, state and federal statutes and accreditation standards.

E. Radiopharmaceuticals and Pharmaceuticals

A nuclear medicine technology graduate must:

1. Procure appropriate radiopharmaceuticals for the day's schedule in accordance with license possession limits.

2. Store radiopharmaceuticals consistent with established safeguards and institutional radiation safety guidelines.

3. Follow Department of Transportation (DOT) and institutional radiation safety guidelines in the transport, receipt and shipment of radioactive materials.

4. Prepare and label applicable radiopharmaceuticals in accordance with institutional protocols.

5. Apply radioactive decay calculations as appropriate to determine required volume and activity.

6. Verify physician order, procedure, time, patient, radiopharmaceutical or adjunctive pharmaceutical, dosage, and route for administration.

7. Apply weight and age-based calculations as appropriate to verify the prescribed dosage of radiopharmaceuticals or pharmaceuticals.

8. Dispense and administer radiopharmaceuticals and/or adjunctive pharmaceuticals under the direction of an authorized user.

9. Document radiopharmaceutical and/or adjunctive pharmaceutical administration in accordance with institutional policies.

10. Follow institutional protocols for blood withdrawal and radioactive labeling.

11. Evaluate patients for contraindications, precautions, physiological response and side effects of radiopharmaceuticals and adjunctive pharmaceuticals.

12. Manage the disposal of radioactive materials.

F. Diagnostic Procedures

A nuclear medicine technology graduate must:

1. Identify indications for performing imaging and physiologic quantitation.
2. Identify the chemical and brand names of the radiopharmaceutical(s) for a specific procedure.
3. Identify the acceptable dose ranges for the radiopharmaceutical(s).
4. Identify the route of administration for the radiopharmaceutical(s).
5. Explain the appropriate methods to administer the radiopharmaceutical(s).
6. Describe the normal bio-distribution of the radiopharmaceutical including route of excretion and organ receiving highest radioactive dose.
7. Schedule a procedure, keeping in mind appropriate sequence when multiple procedures have been ordered.
8. Review and evaluate patient medical history in preparation for the nuclear medicine procedure.
9. Verify the written order for the procedure and evaluate procedure appropriateness.
10. Verify the patient's identity prior to radiopharmaceutical or adjunctive pharmaceutical administration.
11. Identify any contraindications including pregnancy and/or lactation status, prior to the procedure.
12. Verify patient's physiological preparation (e.g. NPO status).
13. Explain the impact of patient preparation on the procedure, imaging and quantitative data.
14. Explain the procedure, patient involvement, length of study and radiation safety to the patient and family.
15. Verify informed consent, if appropriate.
16. Select and organize the supplies necessary to perform the procedure.
17. Select appropriate instrument and parameters for the procedure.
18. Administer the radiopharmaceutical and/or adjunctive pharmaceutical in accordance with institutional guidelines.
19. Document the radiopharmaceutical and/or adjunctive pharmaceutical in accordance with institutional guidelines.
20. Position the patient appropriately for the procedure.
21. Assist the healthcare provider in nuclear cardiac stress testing performed in conjunction with nuclear medicine procedures.
22. Acquire appropriate imaging view(s) and/or non imaging data for complete procedure.
23. Annotate and/or process imaging or non imaging data for physician interpretation.
24. Review acquired images and processed data critically in order to assure diagnostic quality.
25. Analyze normal and abnormal bio-distribution of the radiopharmaceutical in nuclear medicine

images and correlate with physiology and /or pathology.

26. Recognize image or patient artifacts and take appropriate action.

G. Radionuclide Therapy

A nuclear medicine technology graduate must:

1. Assist an authorized user with the therapy procedure including preparation, documentation, patient care and radiation safety.
2. Identify any contraindications to the therapy including pregnancy and/or lactation status, prior to the procedure.
3. Verify the patient's physiological preparation.
4. Verify completion of informed consent, written directive, radiation safety instructions, and patient and family education.
5. Verify and document patient identity, radiopharmaceutical, route of administration and dosage for the therapy.
6. Assist the authorized user in room preparation, instructing hospital staff, patient and/or caregivers in appropriate patient care and radiation safety precautions.
7. Practice prescribed radiation safety procedures during the preparation and the administration of therapy.
8. Conduct and document radiation surveys of designated patient areas and/or the patient, when indicated.
9. Assure appropriate post therapy monitoring, documentation and follow up is performed.

ACCREDITATION, APPROVAL, LICENSURE AND MEMBERSHIP

The BHCLR- School of Nuclear Medicine Technology is accredited by The Joint Review Committee on Education Programs in Nuclear Medicine Technology (JRCNMT). In addition, the school is accredited by the Accrediting Bureau of Health Education Schools (ABHES). The school is certified by the Arkansas Division of Higher Education.

Additional information about the school may be obtained or a complaint filed concerning an established policy and process described in the STUDENT HANDBOOK, by contacting the following state board and professional accrediting agencies.

Inquiries regarding the program meeting the JRCNMT/AHES standards and fulfilling the state educational requirements as published in the Student Handbook, should direct inquiries to:

Arkansas Division of Higher Education (ADHE)

423 Main Street, Suite 400
Little Rock, AR 72201-4740
Phone 501 371-2000
Fax 501 683-8050
Email: ADHE_Info@adhe.edu

**Joint Review Committee on Educational Programs in Nuclear Medicine
Technology (JRCNMT)**

820 W. Danforth Rd. #B1
Edmond OK 73003
Phone 405 285-0546
Fax 405 285-0579
Email: mail@jrcnmt.org

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314
N. Falls Church, Virginia 22043
Phone 703 917 4109
E Mail info@abh-es.org

BHCLR- School of Nuclear Medicine Technology is a member of the Arkansas Hospital Association.

AFFILIATIONS

Academic

University of Central Arkansas—Conway, Arkansas
Henderson State University- Arkadelphia, Arkansas
Arkansas Tech University- Russellville, Arkansas

Clinical

Baptist Health Medical Center- Little Rock
Baptist Health Medical Center- North Little Rock
Arkansas Cardiology/Baptist Health Heart Institute
Cardinal Health Nuclear Pharmacy
Arkansas Children's Hospital
CARTI
Unity Health WCMC
Highlands Oncology Group
Baptist Health Fort Smith
Unity Health WCMC Cancer
Center
Jefferson Regional Medical Center
Genesis Cancer and Blood Institute

ADMINISTRATION

Troy Wells.....	President & CEO, Baptist Health
Doug Weeks, FACHE.....	Ex. Vice President, Hospital Operations
Greg Crain, MHSA FACHE.....	Sr. Vice President & Administrator, BHMC-LR
Dr. Judy Pile Ed.D.. ..	Chancellor and Assistant Vice President Baptist Health College Little Rock
Kevin Forte M.D.....	Medical Director, BHCLR School of Nuclear Medicine Technology
Daniel Guffey MBA, CNMT, NMTCB(CT), RT(N)(CT)	Program Director, BHCLR School of Nuclear Medicine Technology
Tracy Hawkins MBA, RT(R)	Director, BHMC-LR Radiology Dept.

Faculty

Daniel Guffey MBA-Ethics and Leadership-John Brown University – Program Director
Hope Coleman Ph.D.- Interdisciplinary Leadership Studies- University of Central Arkansas- Faculty
Suzanne Bullard MHA- Health Administration – Webster University- Faculty
Melody Etherton BS-University of Central Arkansas-Faculty

Affiliate Educational Supervisors**Baptist Health Medical Center Little Rock**

Brad Temple BS, CNMT, RT(N)

Baptist Health Medical Center North Little Rock

Jason Lee BS, CNMT,RT(CT)

Arkansas Cardiology (Baptist Health Heart Group)

Josh Ward BS, CNMT, RT(N)

CARTI/Arkansas Cancer Center

Monica Prince BS, CNMT, RT(R)(N)

Arkansas Children's Hospital

Allen Kinsey BS, CNMT, RT(N)

Cardinal Health Pharmacy (Radiopharmacy)

Kevin Hughes, PD

Unity Health White County Medical Center

Tina McGhee BS, CNMT

Unity Health White County Medical Center Oncology

Jill Roberts BS CNMT

Highlands Oncology Group

Lauren Rushing RT (R) CNMT

Baptist Health Medical Center Fort Smith

Tiffany Wiggins RT (N) (CT) CNMT

Jefferson Regional Medical Center

Jennifer Loftis CNMT

Genesis Cancer and Blood Institute
Autumn Jones BS CNMT RT(CT)

BHCLR PROFESSIONAL STAFF

Cheyenne Guffy , MS BHMC Head Librarian
Jamie Clark, Ed.D..... Business Office Coordinator
P. Hope Coleman, Ph.D. Academic & Spiritual Counselor
Kristen Waddel.....Registrar
John Ramsay..... Systems Administrator
Natalie Martin.....Financial Aid Administrator
LaQuinta Fleming.....Financial Aid Advisor
Melanie Zajac MPA CHES.....Enrollment Coordinator

BHCLR SUPPORT STAFF

Garrett Gray, BS..... Allied Health Secretary
Sharon Eubanks.....AVP Secretary/Accounting Specialist III
Bethany Griffis Accounting Specialist II
Jamie Ramey.....Accounting Specialist II
Stephen Thomas..... Maintenance Technician
Vanessa Wilson Accounting Specialist III

ACADEMIC

ACADEMIC PROGRESS

Students are required to attend all scheduled classes and clinical rotations.

BHCLR utilizes a grading scale to signify student academic progression through a program of study. A final letter grade is assigned for each course. The letter grade has a corresponding rating that denoted the value of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and for other purposes such as honors awards during the commencement ceremony and scholarship awards by the Baptist Health Foundation and by others.

The student progresses and promotes through the program of study by completing each required course with at least a minimum final grade average of “C” (77%). The Final Course Grade is determined by the student’s success on course examinations, evaluations, and other required material.

Students are required to attend all scheduled classes and clinical rotations.

The grading scale of the School of Nuclear Medicine Technology for the didactic and clinical curriculum is presented below. A student is required to maintain a minimum final grade of “C” (77%). Failure to do so may result in administrative withdraw from the program.

All didactic courses utilize the grading scale for Baptist Health College Little Rock to determine the student theory or clinical grade.

Theory Grade:

GRADE	RANGE%	VALUE
A	94 – 100	4
B	86 – 93	3
C	77 – 85	2
D	70 – 76	1
F	0 – 69	0
I	Incomplete	0
W	Withdrawal	0
WX	Administrative Withdrawal	0
CR	Credit	0
NC	No Credit	0

Final course grades are calculated by using scores from written tests, homework, and clinical evaluations. Incomplete “I” grades are made up at the discretion of the program director. If the incomplete course work is not made-up according to directions and within the established time-frame, the “I” becomes a final grade of “F”.

Value points are used in the calculation for the determination of the Grade Point Average (GPA). The grade point average is the academic standard that serves many purposes, three (3) examples being:

1. Honors recognition at the Commencement Ceremony.
2. Baptist Health Foundation Scholarship Awards.
3. Approval of Baptist Health Student Loan Program (if available).

Student academic and clinical achievement is measured periodically by written, oral and practical examinations.

A student is required to maintain a minimum final grade of “C” (77% in each course and clinical practicum) in order to progress in the program. Failure to do so will result in administrative withdraw. In addition, the student is expected to achieve clinical competency in all mandatory and elective procedures as described in the ARRT Handbook and the JRCNMT.

Remediation

A student who does not make a “C” or higher in a theory course or on the final examination may be offered a remediation opportunity to achieve a minimum required score.

Remediation Guidelines:

Theory Remediation: The student will be given additional course work and one comprehensive examination. The student will attend classes throughout the remediation attempt.

Summary:

- ◆ If the student is successful in passing the remediation, the final course grade will be no higher than 77% (C).
- ◆ If the student is successful in the remediation attempt, they will progress on in the program.
- ◆ Remediation Attempts: Theory: One (not one per course) Internships: Zero (none) Final Examination: Two
- ◆ Students who choose remediation forfeit the right to appeal the remedial grade and the original grade.

Student grades and credits for courses shall be recorded and permanently maintained by the Baptist Health College Little Rock in the office of the Registrar. The program shall maintain the student’s records permanently, and transcripts can be requested from the program by the graduate for a specified fee at any time.

Clinical grades are tabulated from the rotational clinical evaluations of the student by the clinical Nuclear Medicine Technologist or Radiopharmacist with whom the student is rotating. The clinical instructor is to go over the rotation evaluation with the student in a timely manner and discuss any deficiencies that are present. If the evaluation is lower than required, counseling and assistance is given by the clinical instructor and Program Director.

Counseling sessions are documented and placed in the student’s record. A student must pass Clinical Practicum I (NM 4108) and Clinical Practicum II (NM 4320) with a satisfactory grade of “C” or higher. An unsatisfactory grade and/or performance in a clinical practicum may result in written warning and/or administrative withdraw from the program.

Evaluation outcomes are developed from the objectives and competencies as described in the curriculum for both academic and supervised clinical education components. These outcomes are calculated at the end of each semester and shared with the student. Students not meeting the necessary clinical or didactic achievement levels expected may be placed on probation for a specified period of time. During probation, student evaluations are closely monitored, clinical deficiencies are discussed and a plan for improvement is implemented and documented. Students are counseled, given assistance if needed (extra practice, and so forth) and other additional support.

A student not demonstrating the necessary progressive development in classroom and clinical education shall not be allowed a second probationary period.

An incomplete “I” grade may be completed at the sole discretion of the Program Director. If not completed by the established time, “I” will convert to a final grade of “F.”

Satisfactory Progress

The student must maintain a 2.0 or higher grade point average (GPA) in each course and clinical practicum. If at any time the student’s average is less than required, he or she shall be placed on Academic Probation. A student who does not obtain the required GPA during a probationary period may be administratively withdrawn (*see section on “Remediation”*).

APPLICATION AND ENTRY PROCESS

The application process is initiated when the school first receives a required document/material from the applicant. An applicant file is then established. Once all required information and materials are received, the applicant is scheduled for a personal interview with the selection committee. The interview completes the application process.

The paramount responsibility of the school is protection of the public in the selection of applicants, education and promotion of students through the program of study and graduation of individuals for entry into the profession. This responsibility is fulfilled through established policies and corresponding process decision-making activities.

The application process is initiated upon receipt of a completed application form and continues with the receipt of an official transcript from an accredited college/university reflecting a baccalaureate degree or completion of the prescribed pre-professional curriculum at the University of Central Arkansas, or Henderson State University for a Bachelor of Science degree in Nuclear Medicine Technology. In addition, the transcript must reflect successful completion with a "C" or higher in each of the following prerequisite courses: College Mathematics, General Chemistry with Lab, General Physics, Human Anatomy and Physiology with Lab (8hrs) and a general education course in Written Communications.

The applicant completes two (2) processes before admission to the program is complete: the Application Process and the Entry Process. Specific materials and information are required for each.

Application Requirements

1. Submission of a completed Application for Admission Form indicating former and current education and former and current employment.
2. One (1) official transcript from each educational institution attended; and either an official high school transcript reflecting a minimum cumulative Grade Point Average (GPA) of 2.5 or higher or a General Education Diploma (GED) minimum composite score of 50 or higher.
3. A baccalaureate degree from an accredited college or university, or,
4. Have three years of prescribed curriculum from the University of Central Arkansas, Arkansas Tech University, and Henderson State University with a cumulative GPA of 2.5 or higher and eligible to receive a B.S. degree upon completion of the BHCLR School of Nuclear Medicine Technology from the affiliate (3 + 1 program).
5. Foreign students must have a TOFEL (Test of English as a Foreign Language) examination and obtain a minimum score of 550 or a computer-based score of 213. See General Section of the Student Handbook for further requirements on the TOFEL.
6. American College Test (ACT) results reflecting a minimum score of 21 is preferred.
7. Completed Personal Statement Form.
8. Two (2) personal recommendations from teachers, clergy or employer personnel; family members are not acceptable.
9. Complete Demographic Data Form (optional).
10. Personal interview with the Selection Committee.
11. Provide additional information as requested by the school.
12. Criminal Background Check (CBC), Social Security Verification (SSV) and other background checks forms are signed and the process initiated after acceptance into the program. The complete list of mandatory background checks changes periodically, and can be found in the General Section of the Student Handbook.
13. Note that the BHCLR School of Nuclear Medicine Technology accepts advanced placement and transferred credit from any other allied health or nursing program, including other programs in nuclear medicine technology on an as

needed basis. All entering students must complete the twelve (12) month program in its entirety at the Baptist Health College Little Rock campus and our affiliate clinical sites.

14. Satisfactory completion of the application process.*

*Satisfactory completion indicates that all application requirements have been fulfilled by the applicant.

Entry Requirements

1. Immunization record reflecting the requirements as stated in the General Section of the Student Handbook and in the Application and Admission Information Section of the Catalog.
2. Official Grade Report for high school/college courses enrolled in at time of application and a letter of verification from the respective School/College Counselor/Advisor;
3. Submission of health professional certification or license for visual observation as applicable;
4. Negative entry drug screen (conducted by School);
5. Participate in the New Student Orientation Program (NSOP);
6. Provide additional information as required by school; and
7. Satisfactory completion of entry process.*

*Satisfactory completion is defined as fulfillment of all entry requirements.

Entry and Graduation

The entry registration and graduation dates are reflected on the school calendar herein contained.

Prerequisite Requirements (Minimum)

Completion of prerequisites with a minimum final grade of “C” in the following courses:

1. 3 credit hours College Mathematics
2. 4 credit hours General Chemistry (includes laboratory)
3. 3 credit hours College Physics
4. 8 credit hours Human Anatomy and Physiology (includes laboratory)
5. 3 credit hours Written Communications

Application Final Date

In accordance with the entry registration date, the Selection Committee must complete its work prior to arrival of the entering class. In order to facilitate selection of the incoming new class and its entry registration, a preferred application final date of March 1st has been established. The applicant process must be completed by March 15th.

Selection Committee

The Selection Committee conducts a personal interview with each applicant. Each applicant who completes the application process is reviewed for acceptance through an individualized, competitive and nondiscriminatory basis by the Selection

Committee. Acceptance for entry to the School is on a competitive basis as opposed to a first come first serve. The highest qualified applicants are first accepted from the applicant pool composed of individuals who have completed the application process. The process is followed until the prescribed class size is reached. The focus of the interview is on the applicants' rationale for pursuing the program of study, and on the written personal references reflecting assessment of attitude, integrity, motivation and ability. Overall college GPA and Science GPA as well as the composite ACT score is weighted very heavily (approximately 70%) on the interview tool. The committee consists of the Program Director of the school and one to two other panel members who may be faculty members of Baptist Health College Little Rock and/or Clinical Faculty from the Nuclear Medicine Departments at BHMC-LR or BHMC-NLR. The interview completes the application process.

Selection Process

The Selection Committee reviews each Applicant File for entry to the school after the File is complete. Selection for entry is on a competitive basis, as each entering class is limited in number. The committee formulates a recommendation for each applicant and forwards it to the Program Director for final action. The applicant is notified after the interview of the decision.

The process of selection includes a review of the completed Applicant File and the personal interview score(s). Each applicant is ranked according to qualifications, with the highest qualified being number one (1). The process is continued until the class is filled. Qualified applicants not included in the selected class number, are placed on the Alternate List.

The highest qualified alternate is ranked number one (1) and so on. Alternates are notified by rank number if spaces in the class become available. Alternates are strongly encouraged to keep their file active by contacting the Program Director, and obtaining academic advice. Alternate status does not guarantee the applicant a future position in the next entering class or any future class. The alternate should contact the Program Director before the March 1st deadline of the next school year and request that the file be kept active. If the time since last inquiry is greater than one (1) calendar year, the individual must update the file as requested by the school.

Applicants selected for entry are expected to notify the school of intent to register by returning a special form to the school prior to a registration date. Selected applicants not registering, who seek admission at a later date, have no preferential status and will be reconsidered for acceptance at the time as new applicants for the next class.

COST OF PROGRAM

Total cost of the program at the time of handbook publication was approximately \$13,438.68. This amount covers all costs of the program including: tuition for all courses, course materials, lab coat patches, uniforms and lab coat (estimated cost), board certification fees, approximate cost of textbooks and parking. The cost is subject to change without notice pending variations in expenses associated with overall operation of the school and potential changes in fees associated with the board certification exams. A Student Direct Cost flier is available on-line at BHCLR.edu and at the business office. (*see Appendix I*)

The additional costs that will occur during March of the Spring semester will be the board certification fees paid by the student to the American Registry of Radiologic Technologists (ARRT) and to the Nuclear Medicine Technology Certification Board (NMTCB) for the nuclear medicine technology board exams. The total cost for these two exams will be approximately \$400. The approximate cost for the Arkansas State Licensure (required if the student plans on working in Arkansas after graduation) is \$45, payable in June prior to graduation. If the graduate decides to seek employment in a different state, they should be aware that there may be a different cost for that state's license.

FINANCE

A financial aid officer is available on the campus for students. The financial aid officer can be contacted at 501-202-7986

for questions concerning scholarships, financial, etc.

TUITION REFUND

Payment in full is expected for all expenses associated with tuition, fees, books and course related cost at time of registration. A non-refundable enrollment deposit is due upon notification of selection. The deposit is applied to tuition at first registration.

Expenses associated with fees, fines, books, course materials, uniforms, activities and ceremonies are not refunded. A student officially withdrawing from a school may be eligible for a refund of tuition. Refunds are made after all outstanding balances to the school and supporting institutions are paid.

All Administrative Fees in excess of \$100 will be refunded at any time during the semester.

The refund* policy applies to the time period beginning with the published first class date according to the following schedule:

REFUND METHODOLOGY FOR ALLIED HEALTH STUDENTS:

See Financial Refund Policy in the General Section of the Student Handbook

*Includes classroom lectures, field trips, skills laboratory, and clinical laboratory of any scheduled learning experience.

Refunds of tuition are made after all outstanding balances to the respective school are paid. Expenses associated with fees, fines, books, equipment, supplies and uniforms are not refunded.

LENGTH OF PROGRAM

The program of study is twelve (12) months in length. One (1) week break/vacation is scheduled during the Fall Semester, a three (3) week vacation during Christmas before the start of Spring Semester, and one (1) week in late-March (Spring Break). In addition, the school provides six (6) Holidays. The combined total of break/vacation days and holidays equals approximately six (6) School weeks that the student is not engaged in contact study with the school.

POLICIES

After selection, the student is given a “take-home test” concerning school policies. They can access this Student Handbook which contains detailed information regarding policies and requirements for progression and graduation associated with the program of studies online at www.BHCLR.edu. The student returns the test on the first day of classes (Orientation Day). On entry to the School, the student receives a copy of the Student Handbook. School policies and clinical policies are endorsed by the school’s advisory board and will be followed. Failure to do so can result in disciplinary action. The school may add additional policies as needed at any point during the program.

Academic schedules and clinical schedules are posted monthly. It is understood that upon registration, a student agrees to fulfill the assigned course schedule, fulfill the attendance requirements of all scheduled learning assignments and abide by all school policies.

The following objective and policies provide direction for decision making related to student attendance during classroom and clinical assignments, and are effective immediately.

ATTENDANCE POLICIES

Absences

A student is expected to attend all scheduled classes and clinical rotations. An absence is excused only in the event of an emergency. Students should contact the Program Director and the Affiliate Educational Supervisor (AES) of their assigned clinical rotation as soon as possible when he or she cannot attend class or clinical. Students missing class or clinical time without notifying both the Program Director and the AES of their assigned rotation may be issued a written warning which will be kept in their permanent file.

Absences from classroom or clinical assignments for personal income purposes are considered unexcused absences from the school. Falsifying attendance will result in appropriate disciplinary action, which may include administrative withdraw from the school. Clinical assignments may not be completed by another student.

Continued absences or tardiness is a symptom of negligence or irresponsibility, and is not in keeping with the Baptist Health Values of service, honesty, respect, performance, and stewardship. Therefore, excessive absences or tardiness may result in administrative withdraw from the school.

Absence is defined as not being present after one (1) clock hour for a scheduled class or clinical rotation.

All absences (excused and/or unexcused) from either clinical or classroom must be made up in the clinical rotations by the end of the school year. The student is required to make-up the absent time on weekends and evenings, at the end of the school year or during one of the scheduled breaks. Make-up time must be scheduled with the prior approval of the Program Director and AES of the rotation in which the Absence occurred.

Absences in excess of three (3) absences (excused and/or unexcused) in any semester will result in the clinical grade being dropped by one letter grade. Cumulative absences in excess of five (5) in any semester or during the school year, even with the time being made up, will result in the current semester's clinical grade being dropped by two letter grades, a written warning being issued, and possible administrative withdraw from the program if the clinical grade is below a "C". Additional absences in any semester or during the school year will result in the clinical grade being dropped by three letter grades, a written warning being issued, and will result in administrative withdraw from the program.

Time lost from absences for part of a day from either class or clinical rotations for scheduled physician and dentist appointments should be made up within two weeks of the missed time. Other absences should be made up within three weeks of the absence. The student is expected to attempt to make physician and dentist appointments at the end of the class or clinical day.

Disciplinary actions related to unexcused absences:

1. Written warning: First unexcused absent day.
2. Probation status: Second unexcused absent day.
3. Administrative withdrawal may result after the third unexcused absent day.

Any absences must be made up during the scheduled break times (Fall Break, Christmas Break, Spring Break or after Commencement). A student may make up hours, with permission of the clinical rotation facility and the program director, by staying later or coming in earlier to the clinical rotation.

Students still making-up time at year-end shall participate in the Commencement Ceremony, however, Graduation shall not occur, and the Diploma/Certificate is withheld along with the Registry graduation verification until the time is made up and all graduation requirements are fulfilled.

Tardiness

Defined as not present up to one (1) clock hour of a scheduled class or arriving in the assigned clinical area at any time (up to one clock hour) after the scheduled time to be present has passed.. A tardy is recorded, if the student arrives in clinical or class after their scheduled time to be present has passed. Three (3) or more documented Tardy Occurrences shall cause disciplinary action.

***Absences of one (1) class period equals one (1) tardy.
Three (3) tardies equals one (1) day absence.***

Disciplinary actions for tardiness:

Written counseling: Three (3) tardy times (counts as one [1] day of absence)

Written warning: Six (6) tardy times (counts as two [2] days of absence)

Probation status: Nine (9) tardy times (counts as three [3] days of absence)

Tardy times in excess of nine (9) may result in administrative withdraw

Any tardiness resulting in absence days will be made up during the scheduled break times (Fall Break, Christmas Break, Spring Break or after Commencement).

In addition, points from the clinical grade will be deducted for each tardy over one [1] as follows:

1 Tardy:	no points deducted
2-9 Tardies:	2 points/tardy deducted
>9 Tardies:	possible administrative withdraw of clinical semester

MAKING UP TIME

Time missed from either the clinical or classroom schedule must be made up in the clinical area. The time must be scheduled with the Program Director and the AES of the clinical area in which the time will be made up. On the official form, a Nuclear Medicine Technologist must verify the exact time that the student arrived in the clinical area and left. This form must be turned in to the Program Director the next scheduled class. Any time made up that is not properly documented will not be accepted

ESSENTIAL FUNCTIONS

The Essential Functions (non-academic) established for the program describe the essential functions that must be met by all students. Essential functions reflect the physical requirements that students must be capable of engaging in during the educational activities in such a way that they will not endanger other students or the public, including patients. The student must be able to perform and maintain the following physical standards and essential functions throughout enrollment in the program:

Standards	Essential Functions
1. Visual/Hearing	Read and apply appropriate instructions in patient charts and on requests, procedure manuals, computer screens and particularly small print on syringes and vials. Visually monitor patients in a dimly lit room. A minimum vision of 20/20 or corrected to 20/25 in at least one eye. Hear various equipment and background sounds during equipment operations. Hear normal conversational speech at 10 feet.
2. Communication/Behavioral	Communicate, in English, both verbally and in writing in a

- clear and concise manner in order to transmit information to the patient, all members of the health care team, and to individuals in various departments. Students and technologists must be able to assess non-verbal communication. In addition, it is essential that the student be able to write both legibly and quickly in order to document on charts and patient requests. Reading skills are essential for reading physician orders, and understanding departmental and hospital policies.
3. Fine Motor Skills/Movement

Lift fifty (50) pounds of weight using both hands simultaneously. Move immobile patients from stretcher to imaging table with assistance from departmental personnel. Push and maneuver patient stretchers with IV poles and imaging equipment safely. Utilize computer keyboard, mouse and monitor in order to input and manipulate clinical data. Possess all skills necessary to carry out diagnostic procedures and manipulate clinical data. Perform phlebotomy safely and accurately.
 4. Locomotion

Possess the ability to move freely from one location to another by use of both legs in physical settings of the department, patient room, elevator and stairway in order to perform duties and respond quickly to life-threatening emergencies in the clinical area. Push standard wheelchair and stretcher. Must be capable of standing for a minimum of 8 (eight) hours per day.
 5. Intellectual/Conceptual

Possess the emotional health required for full utilization of intellectual abilities. Recognize emergency situations and take appropriate actions through critical thinking. Understand and apply clinical instructions given from departmental personnel in order to effectively carry out diagnostic procedures.
 6. Safety

Must be able to adhere to organizational policies to maintain safety in the environment for the patient, self and others.

SCHOOL CALENDAR 2022-2023

Classes Start	July 5
New Student Orientation	July 5
Labor Day (campus closed)	Monday, September 5
Fall Break	September 26-30
Thanksgiving (campus closed)	Thursday, November 24
Day after Thanksgiving (campus closed)	Friday, November 25
Christmas Break	December 12 –January 2
Spring Semester Begins	Monday, January 3
Spring Break	March 20-24
Memorial Day	Monday, May 29
Last Day of Classes	Friday June 9
Commencement	TBA
Graduation	

*as appropriate

*Students having “time” to make-up, do not graduate until verification is provided that all “time” has been made up and graduation requirements fulfilled.

CLASSES AND CLINICAL ROTATIONS

Classes begin on July 5, 2022 and end on June 09, 2023 with commencement tentatively scheduled for the following Monday, June 14. Classes are scheduled on a regular basis and may be scheduled either in the morning, afternoon, or all day, depending on the courses being taught at the time. Most of the classes are taught at the BHCLR Campus, but some courses may be scheduled in various rooms at Baptist Health Medical Center in Little Rock as needed. The Fall schedule of classes is distributed to students during New Student Orientation (NSO) and will be updated on a monthly basis during the year.

At the beginning of each course taught in both the clinical and the didactic setting, the student will be provided with written course syllabi with detailed learning objectives and performance criteria for determining satisfactory achievement of the objectives. The principles taught in the didactic portion of the curriculum are correlated with the clinical objectives in the performance of nuclear medicine procedures, patient care, radiation safety, record keeping, quality control and radiopharmacy techniques. The course syllabi, outlines, objectives and other supplementary information are also available to the student on the BHCLR.edu website.

Some courses have clinical laboratory demonstrations and practical's taught concurrently with the lecture topics. This approach gives the students hands-on experience and visual reinforcement of the principles learned in the classroom. Labs are scheduled by the clinical instructor and the student may be given time to complete the laboratory assignments on his/her own, depending on the course and the particular instructor. The supervised clinical education of the student is designed to assure competent performance of an appropriate number and variety of procedures.

Students are required to participate in the clinical setting as scheduled during the entire twelve (12) month Class Year. Student rotations include the Nuclear Medicine imaging rooms at Baptist Health Medical Center-LR (BHMC-LR), Baptist Health Medical Center-NLR (BHMC-NLR), Arkansas Cardiology (Baptist Health Heart Institute), CARTI/Arkansas Cancer Center (PET/CT) and diagnostic imaging, Arkansas Children's Hospital, White County Medical Center, White County Medical Center Oncology, HOG, Baptist Health Fort Smith, Jefferson Regional Medical Center, Genesis Cancer Center, and Cardinal Health.

Students are scheduled to be in class or clinical Monday through Friday. Clinical days are typically 7:30 a.m. to 4:00 p.m. (0730-1600) with the exception of the BHMC-LR QC/Hot Lab rotation from 6:00 a.m. to 2:30 p.m. (0600- 1430). The other clinical sites have specific times that they want the student to begin their rotation and this schedule will be given to the student at the beginning of the clinical rotations in August. Class days are 7:30 a.m. to 4:00 p.m. (0730-1600). Students are not required to work weekends, overtime, or take call. If a student desires to remain in the clinical area overtime in order to observe and/or assist with a procedure, compensatory time-off is not given. If necessary, students may request permission from the Program Director to schedule make-up time after 4:00 p.m. in the imaging clinical areas, on Saturdays or on specific days during scheduled vacation time.

Students must demonstrate and have written verification of competency in a selected list of imaging and non-imaging procedures as required by the ARRT board of registry prior to commencement. The appropriate forms and instructions for completing the forms will be handed out to each student at the beginning of the year, prior to beginning the clinical experience. Students must demonstrate competency in 16 different procedures on the list and at least 9 additional procedures on the list. The required competencies will be included in the student's clinical rotation packet. Students are encouraged to begin working on their competencies as soon as their clinical rotations begin. A student must pass each clinical practicum with a satisfactory grade of “C” or higher. In order to complete a competency, the student must demonstrate proficiency in all aspects of performing the procedure, and must be able to answer satisfactorily all questions posed by the technologist or Radiopharmacist evaluating their performance.

MAKE-UP WORK

Class assignments and exams missed must be made up. It is the student's responsibility to meet with the Program Director to review and obtain make-up assignments and arrange to take the missed exam. A student who continually completes assignments late or has to make up tests more than one time, may be in danger of disciplinary action, which may result in being administratively withdrawn from the program.

REMEDIATION

A student who fails to maintain a passing grade of "C" in either the clinical or didactic area, may be allowed to formally appeal the grade, request remediation of the failed material or clinical practicum at the Program Director's discretion. This remediation time will be in addition to the regularly scheduled time for both classes and clinical and will include, but is not limited to, written and/or oral examination and additional assignments as deemed appropriate by the instructor. The amount of time needed for the remediation and the requirements will be determined prior to the beginning of the term of remediation by the Program Director. Failure to achieve a final passing score of "C" at the end of the remediation will result in withdraw from the program.

ACADEMIC ADVISING

The Program Director and the School Chaplain serve as the primary academic advisors to students. Additional conferences are initiated through advisor-advisee arrangements.

Advising is available to a student in the following areas:

1. Adjustment to student role,
2. Adjustment to clinical area,
3. Study habits,
4. Tutoring,
5. Test taking.

SPECIAL REQUIREMENTS FOR UNIVERSITY (UCA, HSU, ATU) STUDENTS

Students enrolled at the University of Central Arkansas, Henderson State University, or Arkansas Tech University are encouraged to consult with their Nuclear Medicine Advisor at their respective college to assure completion of all general education and specific program prerequisites. Students from affiliate universities must meet with their college advisor during the spring semester (usually April) in order to complete all necessary requirements for graduation and the commencement ceremony in August. All applicants are encouraged to contact the Program Director of the School of Nuclear Medicine Technology during their sophomore year in college for additional information.

Although the affiliate student will have already graduated from the BHCLR School of Nuclear Medicine Technology and received their certificate prior to the commencement ceremony at the affiliate, the student must complete all the necessary paperwork with the college to verify that they will be or have been awarded the Bachelor's Degree

GRADUATION REQUIREMENTS

1. Fulfill all Progression and Promotion Criteria;
2. Complete the Student/Graduate Clearance Form and process;
3. Cooperate in the taking of Class and Individual Senior photo session arranged by school;
4. Participate in Commencement Ceremony and Practice, wearing the school required attire*;

5. Successful Criminal Background Check Record and random drug screens;
6. Successful completion of the Program of study;
7. Satisfactory demonstration of Terminal Objectives;
8. Successful completion of the Clinical Competency Requirements as outlined by the ARRT Certification Handbook; (*see Appendix II*)
9. Satisfactory demonstration of a minimum level of competency as set forth in the Objectives of the program.
10. Satisfactory performance of the Essential Requirements (technical performance standards).
11. Application to sit for the national certification board exams.

*Entire personal appearance. An instruction sheet outlining the appropriate dress attire to be worn under the commencement gown will be given to the students approximately three weeks prior to the ceremony.

CERTIFICATION AND CREDENTIALS

Completion of the program and graduation assures eligibility to apply for national certification with the two (2) boards of registry: the Nuclear Medicine Technology Certification Board (NMTCB) and the American Registry of Radiologic Technologists (ARRT[N]).

Successful candidates are recognized as registered Nuclear Medicine Technologists, having demonstrated a commitment to maximal quality performance in the profession. The professional signs the credential “CNMT” and “RT(N)” and has full privileges as a member of the profession.

Students will register for both of these national board exams in March. Payment is to be made out to each of the boards and the applications and checks will be taken up and mailed to the respective agencies by March 15. The 2022 costs for the two board exams was \$400. The NMTCB and the ARRT are typically scheduled to be taken as soon as classes are completed or the week of graduation.

In addition, in June prior to graduation, those students who plan on remaining in Arkansas will need to apply for their temporary Arkansas State Health License in order to work as a Nuclear Medicine Technologist in the state of Arkansas. The approximate cost of this licensure is \$45. Students seeking employment in other states will need to verify the licensing requirements of that state and begin the licensing process as soon as possible.

Students are encouraged to go to the web sites of the two certification boards and become familiar with the mandatory continuing education requirements for each certification.

STUDENT APPEAL/DISCIPLINARY/DRESS CODE

The School supports the BHCLR policies summarized in the General Information content. Detailed and specific elaboration on the policies and subsequent processes are published in the General Section of the BHCLR catalog.

BEHAVIORAL EXPECTATIONS IN CLINICAL ROTATIONS

1. Students are required to be in the assigned clinical department at all times other than when in class, on break, or at lunch, or when performing an assigned responsibility that will take them out of the department.

2. Students are expected to participate in all phases of clinical studies as scheduled. Students are not allowed to exchange clinical rotations with other students. If a problem arises within the clinical area concerning rotations, the problem should be discussed with the Program Director and the AES of the Student's clinical rotation in order to arrive at a solution.
3. The **Clinical Competency Forms**, as required by the American Registry of Radiologic Technologists (Nuclear Medicine), must be completed and turned in to the Program Director during the year as they are finished. All Competencies must be completed and turned in by the end of May. 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 the Program Director and/or AES early in the program so that arrangements can be made for the completion of the competency. Students failing to complete the required Competencies will not graduate until they have completed each of the requirements, nor will they be allowed to sit for the board exams until they have completed the Competencies. (*see Appendix II*)
4. **Clinical Evaluation Forms** are to be filled out for each clinical rotation by the clinical instructor, AES, or Program Director. These clinical evaluations will help to determine the progress of the student and in what areas the student may be having difficulty. Any student failing a clinical evaluation will be counseled by the AES and the Program Director and the course of action determined at that time (*see section on "Remediation"*). If there is a problem area, the problem will be defined and a solution will be attempted. Any student needing additional individual attention in order to become competent in a specific area will be given that attention by the Program Director and/or the AES. As long as the student is willing and demonstrates an ability to learn and work agreeably with the technologists, he/she will not be placed on probation.

If a student is unable or unwilling to attempt to improve, he/she may be placed on probation, the length of which shall be determined by the Program Director according to the individual case. If, at the end of the probationary period, the student has not demonstrated significant improvement, administrative withdraw from the program may be the only recourse.

Students rotating at BHMC-Little Rock can place their Clinical Evaluation Forms in the lock-box provided.

CLINICAL ROTATIONS: Clinical instruction will take place at the following:

BAPTIST HEALTH Medical Center Little Rock-: Clinical time at this institution will be spent performing various diagnostic and therapeutic procedures. The AES at BHMC-LR, **Brad Temple (501 202-2257)**, and the Lead Technologist, **Tiago Lewis (501 202-2257)** are responsible for the student's clinical training during the rotation as well as overseeing the evaluation of the student by each clinical instructor. The student will rotate each room in the clinical Nuclear Medicine area on a scheduled, rotating basis. Periodically, the student will be rotating with a different technologist in order to give him/her a more varied clinical education. For CT rotations **Janet Jackson is the AES (501 202-2772)**.

BAPTIST HEALTH Medical Center North Little Rock-: Clinical time at this institution will be spent performing various diagnostic and therapeutic procedures. BHMC-NLR is a part of Baptist Health and as such can be considered as an extension of the BHMC-LR Nuclear Medicine Department. The AES at this facility, **Jason Lee (501 202-3564)**, is responsible for the student's clinical training and evaluation during the rotation. Rotation will not be scheduled on a room

assignment basis as there are only three imaging rooms and one cardiac stress room.

Cardinal Health Radiopharmacy: Clinical time at this institution will give the student experience in preparing radiopharmaceutical kits and drawing up patient doses, generator elution and set-up, tagging blood components, radiation safety techniques, record keeping and Nuclear Regulatory Requirements. The AES of the radiopharmacy, **Kevin Hughes (501 225-2626)**, is responsible for the training and evaluation of the student during the rotation.

Arkansas Cardiology (Baptist Health Heart Institute): Clinical time at this institution will primarily be centered upon performing various diagnostic cardiovascular imaging procedures. The AES is **Josh Ward (501 227-9035 Ext. 1253)**, is responsible for the student's clinical training during the rotation as well as overseeing the evaluation of the student by each clinical instructor. The student will rotate the various imaging rooms in the clinical area on a scheduled basis. Periodically, the student may be rotating with a different technologist in order to give him/her a more varied clinical education.

CARTI/Ark. Cancer Center (PET/CT) and Diagnostic Imaging: Clinical time in the diagnostic imaging center will expose the student primarily to whole body bone imaging and gated blood pool imaging (MUGA scans). The PET/CT will give the student an intensive clinical experience in patient preparation for both PET imaging and general imaging procedures, in vitro tagging of RBCs, dosing patients, imaging and processing the PET/CT scans and in learning to perform QC procedures on the PET/CT scanner and the scintillation camera. The AES for the students is **Monica Prince (501 907-8324)** for both the diagnostic imaging and PET/CT.

Arkansas Children's Hospital: Clinical time at the Children's Hospital will be focused on working with pediatric patients and the special techniques used when imaging children. The AES is **Alan Kinsey (501 364-1180)**.

White County Medical Center: Clinical time at WCMC will be spent learning various diagnostic and therapeutic nuclear medicine procedures. AES is **Tina McGhee (501 380-2037)**

White County Medical Center Oncology: Clinical time will be spent in PET/CT and learning proper patient care and quality control. AES is **Jill Roberts (501 278-3348)**

HOG: Clinical Time will be spent in PET/CT and learning proper patient care and quality control. AES is **Lauren Rushing (479 587-1700)**

Baptist Health Medical Center Fort Smith: Clinical Time will be spent in PET/CT and learning proper patient care and quality control. AES is **Tiffany Wiggins (479 441- 5162)**

Jefferson Regional Medical Center: Clinical time at WCMC will be spent learning various diagnostic and therapeutic nuclear medicine procedures. AES is **Jennifer Loftis (870 – 541- 7100)**

Genesis Cancer and Blood Institute: Clinic time will be spent performing various PET/CT, CT, and Therapy procedures. AES is Autumn Jones 501-624-7740

LEVEL OF SUPERVISION DURING CLINICAL ROTATIONS

1. **Direct supervision:** Student supervision by a qualified practitioner who reviews the procedures in relation to the student's achievement, evaluates the condition of the patient in relation to the student's

knowledge, is present during the procedure, and reviews and approves the procedure.

- a. Instruct and demonstrate as the student observes;
- b. Provide step by step instruction (if necessary when the student assists or performs);
- c. Observe closely, the student's performance of the exam.

2. **Indirect supervision:** For Nuclear Medicine Technology, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where an imaging procedure is being performed. This availability applies to all areas where ionizing radiation is in use, including diagnostic imaging, CT, PET/CT and the Radiopharmacy.

STUDENT EMPLOYMENT/WORK RELATED POLICIES

1. Students may be employed at Baptist Health or at other facilities, provided the "work for pay hours" do not interfere with classroom or clinical assignments. Enrollment at BHCLR does not Guaranty employment at any Baptist Health Facility.
2. The time spent as an employee at Baptist Health cannot be credited to the clinical educational program of the School. Classroom or clinical assignments will not be altered to accommodate the work schedule.
3. At no time may a student "clock-in" and begin "work for pay hours" prior to 4:00 pm (1600) during weekdays unless it is during a scheduled vacation (e.g. Christmas Break and/or Spring Break).
4. After the student has developed a level of competency in performing the various clinical procedures in the Nuclear Medicine Department, he/she may apply to the Supervisor of Nuclear Medicine to work as a "non- registered technologist" (NRT) if a position is available. Hiring will be contingent upon the agreement between the Program Director and the Supervisor that the student has met the required clinical competencies. The Program Director will not participate in the hiring process of the student for work purposes other than the verification of clinical competency. The extent to which the student is allowed to perform the duties of a NRT is at the discretion of the manager of the Nuclear Medicine department and the guidelines of the Arkansas Department of Radiological Health. However, it is understood that under no circumstances will a student employee be allowed to take call or work as an independent technologist without direct supervision of a licensed Nuclear Medicine Technologist. A student employee as a NRT may not be used to take the place of qualified staff at any time
5. A student choosing to work must complete the regular hiring process of the Personnel Department of Baptist Health and the Radiology Department (if applying to work there).
6. Although School Student Policies and Baptist Health Employee Policies are in fact separate one from the other, a student's behavior during a Baptist Health employment period that results in a disciplinary action may in turn result in the same by the school and vice versa. The school is not responsible for any unprofessional conduct by the student while "on the job working for pay." The employer has the full responsibility for that aspect. However, any unprofessional conduct may be reported to the Program Director for documentation and further evaluation.
7. The student "at work" is required to exemplify the BH Code of Ethical Conduct the same as all other BH employees.
8. The Program Director will not participate in the hiring process of students for work purposes.

9. Students on school directed clinical assignments shall not be directed by another student who is working at the same time. Working employee students shall not delegate work, (tasks) such as “process images”, complete paper work, or “run errands”, and so forth, to other students in the area for school directed clinical assignments.
10. A status “Good Standing” in the school is required in order to qualify for employment for BAPTIST HEALTH. “Good Standing” is defined as:
 - 10.1 having the required attendance record,
 - 10.2 satisfactory attendance record, and
 - 10.3 record void of disciplinary action.
11. Students shall not wear the school uniform when working as an employee. This includes Baptist Health, as well as other places of employment.
12. The health and safety of patients, students and faculty must not be jeopardized in any way by the activity of a student, even if the student is acting in the role of an employee in the facility.

STANDARDS OF CONDUCT

1. Students must be in the correct uniform at the beginning of their rotation. Any student that does not have on the correct uniform, including clean shoes (solid white, black or grey) and lab coat, will be sent home to change. The tardy/absence policy will apply to the time that the student is not in the clinical area.
2. Eating, drinking, chewing gum, or smoking is not allowed in any of the clinical settings in which students will be rotating due to hospital policy, State Health and Nuclear Regulatory Commission requirements. Students and technologists are not allowed to have any food, gum, smoking materials, etc. in their pockets in any controlled area.
3. **Cell phones are not allowed to be turned on or used in either the classroom or the clinical rotations (this includes texting).** Cell phones/Smart Watches/Bluetooth Devices must remain turned off and placed in the student’s backpack or left in their vehicle. Any student caught utilizing a cell phone/ Smart Watch/Bluetooth device in a patient care area or clinical rotation area is subject to immediate withdrawal from the program. Because cellular devices have been linked to student cheating on examinations, any student having a cell phone in the immediate vicinity during a test will be subject to immediate disciplinary action. Any student caught taking a photograph of a patient, patient image or record will be subject to immediate withdrawal from the program. Emergency calls should be received by the front desk at the School (**501-202-6200**).
4. The clinical instructor (Nuclear Medicine Technologist/Radiopharmacist/CT Technologist) is responsible for the clinical education and conduct of his or her assigned student(s). Directions from the clinical instructor must be followed in order to maintain safe and continuity of patient care: not to do so, shall result in immediate disciplinary action by the school.
5. Students are not to leave their assigned clinical department or area before letting the technologist that is responsible for the area know where they are going.
6. Students are to remain in the clinical imaging room at all times when a patient is present. ***Under no circumstances is a patient ever to be left in a room alone without supervision.*** Patients should always be assisted when they are to be moved from a wheelchair to a stretcher or from a stretcher/bed to a stretcher/bed and the wheels of both chairs and stretchers should always be locked to assure safety.

Sliding boards are always to be used when transferring patients from a stretcher/bed to the imaging table and back.

7. Students are expected to report immediately any accident, incident or error to the assigned clinical instructor of the area, regardless of how minor it might seem to be.
8. Dosimetry badges should be worn correctly at the lab coat collar and ring badges should be worn on the hand that you draw up radioactive doses with and inject with. The ring badge TLD crystal should be turned inwards towards the palm in order to give the most accurate dose reading when injecting. ***These monitoring devices must be worn at all times when on duty in the clinical areas. Students showing up to clinical without their badges will be required to leave the area and go get them.*** The missed time will have to be rescheduled and made up. This requirement falls under Arkansas State Health Department (ASHD) regulations and cannot be compromised.

Monitoring badges and ring dosimeters will be turned in and new ones distributed in class on the first class day of each month. Should one of these devices be lost, notify the Program Director and/or Radiation Safety Officer at BHMC-LR immediately. There is a small charge for the loss of the ring badge and/or film badge holder. Disciplinary action may be taken if more than one month's Dosimetry readings have been lost due to carelessness.

9. Whenever working with radioactive materials in syringes, a syringe shield must be used. This includes radiopharmaceutical preparation, drawing up doses, and injecting patients. Under no circumstances is a student to perform any of these tasks without using the proper syringe shield.
10. Disposable gloves must be worn whenever handling radioactive materials, radioactive and/or non-radioactive body fluids or performing intravenous injections. Be aware of special patient precautions, which may require the wearing of gloves, gowns and/or masks during the entire time you are in contact with the patient. ***Any student observed not wearing gloves when handling radioactive materials, performing venipuncture, or otherwise potentially coming into contact with a patient's bodily fluids is subject to immediate disciplinary action.***
11. Personal phone calls should not be made except when on break or lunch. Incoming calls will not be accepted unless they are of an emergency nature. All callers will be asked to leave a message. Personal mail should not be received at the department.
12. Report any accident or incident immediately, no matter how minor it may seem. If you are accidentally stuck with a needle or if a patient is accidentally scratched or bumped, it is essential that an Incident and Accident (I&A) form be filled out and the Program Director and the AES be notified. This is important in cases of liability, especially when the incident may concern harm to the patient.
13. If you are not busy in your assigned room, you are encouraged to observe in another room or assist with another patient. If a computer terminal or another piece of equipment is available, you are also encouraged to spend time becoming more familiar with the operation of that equipment. Ask the AES or technologist for assistance when you are in need of assistance with the equipment.
14. Each student is responsible for assuring that an evaluation form has been filled out on his/her clinical rotation by their supervising technologist.
15. E-readers, electronic notebooks, novels, magazines and other literature not pertaining to Nuclear Medicine are not allowed in the clinical areas. ***It is not acceptable to read or study while performing a clinical procedure on a patient.*** Any free time should be spent studying the Clinical Procedure Manual, imaging equipment manuals, reading Nuclear Medicine literature or working on one of the imaging processing computers.
16. When a student is concluded with the day's learning activities (clinical or classroom) and is away from the campus, they are expected to reflect in both appearance and attitude the Baptist Health values. As long as

a student is in the BHCLR uniform and/or is wearing their identification badge so that they can be identified as a BHCLR student, their behavior and dress should be the same as if they were on the campus. It is never acceptable for a student to wear their scrubs and ID badge which identifies them as a student at BHCLR and indulge in behaviors that are not in keeping with the Baptist Health values.

17. Students are encouraged, but are not required to attend the Southwestern Chapter Society of Nuclear Medicine meeting held in March or April each year. Since attendance at this meeting can be expensive, it is optional for the student to attend, although the benefits of attending the Registry Review session and the Continuing Education sessions are valuable. Students not attending will be expected to remain in their rotations in their assigned clinical areas. More information may be obtained at the official website of the Southwestern Chapter Society of Nuclear Medicine: <http://www.swcsnm.org/meetings/meetings.htm>

AES RESPONSIBILITIES

The staff Nuclear Medicine Technologists and Radiopharmacists at the different clinical rotation sites are the AES or clinical instructors for the BAPTIST HEALTH School of Nuclear Medicine Technology. When a Nuclear Medicine Technologist is employed at Baptist Health, it is understood that part of their job description is to teach student Nuclear Medicine Technologists. These responsibilities are specifically described in their job description and are used when the instructor is evaluated on the BHMC standards of performance system.

Expectations of the student by the clinical staff includes the following:

1. The student is to learn the operation of each piece of equipment within the department, to include the acquisition computer, table and gantry, processing computer and any other equipment that is brought in the area to perform a procedure. The student is to learn and keep in order the necessary supplies kept within this area.
2. The student is to learn the proper positions, proper radiation protection measures, and correct methodology for setting up the equipment and computers for both acquisition and processing.
3. Coordinated with the didactic education, students should be shown how to do each procedure (perhaps several times), then they should be allowed to perform the examination under direct supervision until the student can do the procedure with minimal or no help. When this level of proficiency has been reached, the student should progress to performing the examination under variable supervision with the clinical instructor near by to assist on difficult patients or examinations. At this point, the student should attempt to check off on the procedure using the **Clinical Competency Form**.
4. The student should learn the necessary explanations for the different examinations and be able to communicate with the patient and provide appropriate patient education. The student should learn to practice good radiation safety techniques and learn how to provide comfort during the examination and provide for the patient's modesty. The student should learn a professional manner that is necessary to provide not only good public relations but the best of patient care.
5. The student should have or acquire the cooperation and attitude that is necessary to become a good member of the medical team. The student should have or acquire the initiative and responsibility to accomplish the objectives and obtain results in regard to technical knowledge and to see the requirements of the entire department are done. The student should acquire a personal appearance and demeanor that will meet the standards of the School, the Nuclear Medicine Department and the institution.
6. The staff Nuclear Medicine Technologist/Radiopharmacist is responsible for the evaluations and grading of the knowledge acquired and progress made by the student in all the learning aspects of

the clinical area. A clinical evaluation is filled out on a rotation basis by the clinical instructor who rotates with the student according to our policies and criteria. At that time the clinical instructor will discuss, evaluate and counsel with the student, then turn the evaluation into the Program Director for review, counseling if needed, and then filing in the student's folder.

CLINICAL EVALUATIONS

A clinical evaluation is filled out at the end of each rotation (usually two weeks in length) by whichever clinical instructor primarily rotates with the student, according to our policies and criteria. At that time, the clinical instructor will discuss, evaluate and counsel with the student, then turn the evaluation in to the program director of the school for review, counseling if needed, and then filing. The criteria listed below may be used as a guide for evaluation of the cognitive, psychomotor and affective aspects of the program.

EVALUATION OF REQUISITION (COGNITIVE DOMAIN)

The student is able to:

- a. Identify procedures to be done
- b. Give patients age and name
- c. Identify mode of travel
- d. Call the patient's name

ROOM AND EQUIPMENT PREPARATION (PSYCHOMOTOR DOMAIN)

The student is able to (when necessary):

- a. Keep table clean and cabinets stocked orderly
- b. Have appropriate equipment and materials available for performing the procedure
- c. Have emesis basins, bedpans, IV poles ready
- d. Know location of crash cart
- e. Apply suction and O2
- f. Have syringes and needles ready for injection using aseptic technique
- g. Have imaging protocols set into the acquisition computer
- h. Have detectors and table in position and ready for exam
- i. Restock linen when necessary

PATIENT CARE AND PROFESSIONAL RELATIONSHIPS (AFFECTIVE DOMAIN)

The student is able to (when necessary):

- a. Correctly identify all patients by verifying name on arm band with name on request
- b. Assist safely, the patient to the imaging room and onto the table
- c. Explain the examination to the patient
- d. Give proper instructions for moving and breathing
- e. Talk with the patient in a gentle manner and be aware of their rights
- f. Have patient gowned properly
- g. Keep patient covered for privacy
- h. Practice good medical asepsis
- i. Show courtesy to the patient, patient's family, physicians and technologist
- j. Exhibit an ethical and professional demeanor
- k. Follow proper procedure for isolation procedures of patients
- l. Exhibit Baptist Health Values
- m. Complies with the Dress Code policy

EQUIPMENT MANIPULATION AND TECHNICAL FACTORS (PSYCHOMOTOR DOMAIN)

The student is able to:

- a. Perform all procedures according to department protocol
- b. Complete procedure in a timely manner
- c. Remain in assigned area unless given permission to work in another room
- d. Accept responsibility for own work
- e. Verify the acceptability of all procedures done prior to turning in films to physician
- f. Demonstrate ability to select the correct collimator for the procedure
- g. Demonstrate ability to enter patient data into acquisition computer for diagnostic exams and to recall data on the processing computer
- h. Demonstrate ability to utilize ancillary equipment in the assigned area (e.g. pulse oximeter, ECG monitors, treadmill, etc.)
- i. Demonstrate ability to troubleshoot instrumentation problems (e.g. drifting PMT, off-peak image, artifacts, etc.)
- j. Demonstrates ability to recognize and correct problems such as image artifacts, instrument malfunction due to improperly set controls, radiopharmaceutical problems and unacceptable quality control on the imaging instrumentation
- k. Demonstrate ability to recognize gross abnormalities on films and determine if additional images are needed

POSITIONING SKILLS (PSYCHOMOTOR DOMAIN)

The student is able to:

- a. Select proper patient position for study being performed
- b. Correctly locate landmarks on image and label correctly
- c. Provide patient identification on image
- d. Angle the detector or patient correctly, if necessary
- e. Position the patient correctly on table (head at the right end, prone, supine, lateral or correct obliquity, if necessary)
- f. Remove unnecessary anatomical parts or material from the imaging area

EVIDENCE OF RADIATION PROTECTION (PSYCHOMOTOR DOMAIN) AND QUALITY CONTROL

The student is able to:

- a. Select accurate radiopharmaceutical and dose for procedure
- b. Demonstrate correct radiation safety practices of appropriate time, distance and shielding
- c. Follows department and NRC policies on utilizing syringe shields and gloves when handling radioactive materials
- d. Demonstrate correct methodology for performing routine contamination surveys with a GM meter
- e. Demonstrates ability to perform wipe tests
- f. Demonstrates ability to decontaminate an area of radioactive contamination
- g. Complete pregnancy forms on female patients of childbearing years
- h. Demonstrates proper and consistent wearing of radiation dosimeter and TLD

- ring badge
- i. Demonstrate ability to perform Quality Control procedures efficiently and accurately on assigned scintillation camera and/or other imaging/counting equipment

PROFESSIONAL PERSONAL APPEARANCE AND ATTITUDES (AFFECTIVE DOMAIN)

The student is able to:

- a. Support school policies
- b. Show interest in the assignment and duties
- c. Adapt to the situation cheerfully
- d. Cooperate with other students, Technologists, Physicians, and hospital personnel
- e. Be responsible for own actions
- f. Look for things to do and do them
- g. Have an "overall" working knowledge of the function of the entire department
- h. Wear a clean and pressed regulation uniform
- i. Wear clean and polished regulation shoes, laces and other items
- j. Have hair clean and groomed as written in standards
- k. Use cosmetics and grooming aids (perfume, cologne, deodorant, after shave, make-up in a professional manner to conform to the standards)
- l. Conform to the dress code with regard to jewelry, fingernails and polish, hand lotion, chewing gum and candy

IMAGE AND PROCEDURE ANALYSIS (COGNITIVE DOMAIN)

The student is able to:

- a. State the routine protocol for the procedure
- b. Determine necessity for any variation in the protocol
- c. State the routine patient positions for the procedure
- d. Determine any compensation necessary to provide correct image quality
- e. Identify anatomical structures on both planar and cross-sectional images
- f. State the evaluation criteria necessary for an acceptable image
- g. Recognize any visible pathological condition
- h. Demonstrate proper identification of film, including view, anatomical orientation and patient data
- i. Recognize and demonstrate ability to troubleshoot film problems such as density, image size and artifacts

DOSE CALCULATION AND ADMINISTRATION (COGNITIVE AND PSYCHOMOTOR DOMAIN)

The student is able to:

- a. Demonstrate ability to determine correct radiopharmaceutical, activity and route of administration
- b. Assay dose in dose calibrator and label dose appropriately
- c. Assemble all necessary equipment prior to dosing patient
- d. Administer ^{133}Xe gas according to department policy
- e. Calibrates uptake probe and counts radioiodine caps prior to dosing patient
- f. Utilized proper radiation safety techniques and sterile techniques when administering dose
- g. Demonstrate ability to determine if patient has any contraindications prior to dosing

- h. Observe patient for possible adverse reactions

DRESS CODE

The faculty of the School is responsible for enforcing the dress code and will make final interpretations regarding attire.

Student attire at both the classroom setting and in all clinical settings consists of Cherokee® brand pewter-colored scrub pants, scrub top, lab coat (warm-up jacket or solid white lab coat with school patch), solid white socks, solid white, gray or black leather shoes with minimal decorative coloring (no fluorescent colors). Absolutely no sandals or open-toes or open-heel shoes or shoes with holes in the tops (Croc® type) are allowed. The scrub attire should be clean and ironed at all times. Shoes must be clean at all times. A white (no other colors allowed) T-shirt must be worn under the scrub top, and the sleeves and bottom of the T-shirt must not be visible. Lab coat (Cherokee® pewter-colored warm-up jacket or white lab coat) must be worn at all times when working with patients or with radioactive materials. The school issued dosimeters (OSL dosimeter and ring badge) must be worn correctly at all times when in the clinical areas and/or when working with radioactive materials. The appropriate student ID must also be worn at collar level on the lab coat at all times when at any of the clinical sites or on campus.

The School endorses the intent of the Dress Code Policy of Baptist Health in that all clothing and uniforms should present a positive personal and professional appearance to patients, visitors and employees. Therefore, the dress policy for both employees and students enrolled in the School conform to that of Baptist Health. Additionally, dress for students in the clinical areas also conforms to that set forth in the dress code policy for that particular clinical area.

Refer to ***Student Handbook General Section*** for additional information regarding the Dress Code.

The faculty of the School is responsible for interpreting and enforcing the Dress Code and making a final judgment regarding attire.

- (1) Students report for duty at their assigned times and in the proper attire for that area according to Dress Code.
- (2) Uniforms are to be neat, clean, ironed and in good repair at all times. Shoes and shoelaces should be cleaned, polished and in good repair at all times. Sandals and clogs (Crocks® with holes in them are not allowed in the clinical areas due to OSHA infection regulations.
- (3) At no time are shorts, split skirts, T-shirts, jump suits, exercise clothes or nylon/silk jogging suits to be worn. Students must look professional at all times, including coming to and going home from the clinical or classroom area. Foot apparel other than solid white, gray or black athletic or nursing shoes are not acceptable. Denim fabric of any color or fabric of a denim-like appearance, such as chambray, is not allowed at either the Baptist Health Medical Center-Little Rock or North Little Rock facilities.
- (5) Lab coats/scrub jackets are worn at all times when working with patients or with radioactive materials. Film badge and ring badge must be worn correctly at all times when working with radioactive materials.

Hair should be neat, clean and well groomed at all times. Long hair must be pulled back when in the clinical area during rotations. Only naturally occurring hair colors are allowed. Only conservative hair style and hair ornaments should be worn.

- (6) Student I.D. badges are worn at all times on the upper body whenever on Baptist Health property or during a clinical rotation at another facility. No other pins are worn except professionally related ones. Stickers and other adornments are not worn or placed on the name badge.

Students must have name badge on to receive discounts in the Baptist Health Cafeterias and Medical Towers drugstore.

Students are permitted to wear watches and a small ring on each hand (such as a wedding ring). Jewelry should be small enough and of an appearance not to interfere with the equipment or job duties. Necklaces should be worn inside the uniform. No more than two small pierced earrings per ear (no long or dangling earrings) and no other pierced jewelry on any other visible body part is allowed. Tattoos must not be visible in a prominent location.

- (7) Nails are to be clean and short in length so as not to interfere with work. No nail art or colors. Cologne/perfume, aftershave, or lotions may not be worn. Since most patients are dealing with cancer and many are on chemotherapy, odors from scented body products can be very nauseating and are therefore discouraged.
- (8) Tattoos must be covered with clothing or other means whenever the student is at a clinical site or on campus.
- (9) The student is to always be aware that when they are in the school uniform, they are identified as being a member of the Baptist Health team even if they are off campus. As such, their behavior should exemplify the Baptist Health Values at all times, especially when wearing uniforms and badges that identifies them as being a part of Baptist Health. Therefore, it is recommended that students change out of their uniforms after their clinical rotations and/or classroom rotations if they are going to be off campus and in the community. Examples would be going out to eat in the evenings, shopping and socializing.

Responsibilities of the School:

- (1) Provide academic instruction in the principles and practices of Nuclear Medicine Technology.
- (2) Provide facilities and time for the student to learn and practice the clinical procedures used in Nuclear Medicine, including radiopharmaceutical preparation.
- (3) Provide the student the educational experience of practicing in different clinical settings in order to provide a well-rounded educational and practical experience.
- (4) Stimulate curiosity and interest in the field of Nuclear Medicine Technology.
- (5) Acquaint the student with literature in Nuclear Medicine and the different opportunities for required continuing education and professional development once training is completed.
- (6) Assist in developing pride and achievement in his/her chosen profession.

- (7) Encourage continued membership and active participation in the Society of Nuclear Medicine and Molecular Imaging (SNMMI) .

WHAT THE SCHOOL EXPECTS FROM STUDENTS

During the next twelve (12) months the school expects the student to demonstrate:

- (1) **ATTENTION:** Instructors are professional Nuclear Medicine Technologists with employment duties to perform which, under certain circumstances, take priority over teaching responsibilities. Listen carefully and ask questions at appropriate times.
- (2) **AWARENESS OF THE PATIENT:** The care and interests of the patient take precedence over everything else. Speed, efficiency, attention to detail and the Code of Ethical Behavior are essential to proper patient care.
- (3) **RESPONSIBILITY:** Take responsibility for own work. Attempt to work on your own; however, ask if not sure of something.
- (4) **TEAMWORK:** The student is a member of the Nuclear Medicine/Radiology team. Every task they perform, regardless of how trivial it may seem now, has a direct bearing on the quality and quantity of work produced in the Nuclear Medicine Department. Voluntarily giving assistance to the technologists is encouraged when possible.
- (5) **DESIRE TO LEARN:** Instructors are ready to assist the student with their clinical education in every way possible. It is up to the student to demonstrate the desire, drive and willingness to learn, progress, achieve, and succeed.
- (6) **MATURITY:** The student has embarked on a career that involves personal commitment to the patient, physician and Nuclear Medicine Department. This year will be a very short time, not only to learn, but also to develop core skills as a Nuclear Medicine Technologist.
- (7) **ACCOUNTABILITY:** To comply with established policies and guidelines; to meet academic and clinical requirements; and to fulfill all School requirements for graduation
- (8) **PROGRESSION:** Exemplify personal and professional growth as well as academic and clinical achievement and growth.
- (9) **EXEMPLIFY:** Baptist Health Values as written in the *Code of Ethical Conduct (page 5 of the Student Handbook Part I)*

RADIATION PROTECTION

All students in the BHCLR School of Nuclear Medicine Technology are required to comply with RH-122 as found in the “Rules and Regulations for Control of Sources of Ionizing Radiation” as published by the Arkansas State Board of Radiological Health.

Occupational Dose Limits for Adults

The licensee shall control the occupational dose to individual adults, except for planned special exposures under RH-1205 to the following dose limits:

1. An annual limit, which is the more limiting of:
 - a. The total effective dose equivalent being equal to 5 rems (50 mSv), or
 - b. The sum of the deep-dose equivalent and the committed dose

equivalent to any individual organ or tissue other than the lens of the eye being equal to 50 rems (500 mSv)

2. The annual limits to the lens of the eye, to the skin and to the extremities which are:
 - a. An eye dose equivalent of 15 rems (150 mSv)
 - b. A shallow-dose equivalent of 50 rems (500 mSv) to the skin or to each of the extremities

Compilation of the above regulations allows the use of the following maximum prospective dose equivalent:

<u>AGE</u>	<u>MONTH</u>	<u>CALENDAR QUARTER</u>	<u>YEARLY</u>
18 years/older	0.416 rems	1.250 rems	5.0 rems

To be in compliance with the above stated regulations, radiation protection used within the institution should present high assurance that minimum dosages are maintained to the best of our ability. It is felt that the protection measures listed below if practiced are very adequate, yet it is acknowledged that there might be reasonable exceptions to be handled individually.

Students are made aware of dosimetry readings within thirty (30) days of receipt by initialing the report. To promote the ALARA policy of less than the maximum dosage: monthly evaluations shall be done with reference to dosage and rotations. Students are notified in writing by the Radiation Safety Officer when they receive a reading of ≥ 50 mrem (threshold dose).

BHCLR School of Nuclear Medicine Technology has 3 ALARA levels. Level 1 is greater than 50 mrem per month and less than 100 mrem an e-mail is sent to the participant for notification purposes. Level 2 is between 100 and 210 mrem in one month results in counseling of the participant. Level 3 is greater than 210 in one month and results in an evaluation of work procedures and documentation.

Anyone exceeding the annual dose limit, a report must be made to the Arkansas Department of Health (ADH).

Copies of the monthly dosimetry reports are permanently maintained by the RSO and Program Director. All written counseling's are maintained in the student's file and by the RSO.

PREGNANCY

1. The purpose of the "Pregnancy Policy" is to clearly communicate the position of the BHCLR School of Nuclear Medicine Technology in relation to pregnancy concerns and student clinical rotations. The School allows for **voluntary disclosure** of pregnancy status. The student is advised that the policy allows a female student the option of whether or not to inform the Program Director of her pregnancy. If she chooses to voluntarily inform the Program Director, it must be in writing. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.
2. It is not possible to predict, with any accuracy, the result that a dose of radiation might have on the human embryo or fetus at any stage of development, therefore, it is important that the student practice good radiation safety techniques at all times during their clinical rotations.
3. Students enrolled in the School are instructed in proper safety precautions and personnel monitoring prior to being admitted to any ionizing radiation areas. The student is required to abide by all safety precautions and to remember the importance of keeping exposure as low as achievable through a combination of time, distance and shielding.

4. The School encourages voluntary disclosure. Should any student suspect pregnancy, she should consider making a declaration of pregnancy to the Program Director. The declaration must be in writing, dated and include the estimated date of conception. The estimated date of conception is necessary to approximate the dose that the embryo/fetus may have received prior to the declaration. In order for the facility to ensure that the dose to the embryo/fetus does not exceed 5 mSv (0.5 rem) during the entire pregnancy as a result of occupational exposure, the declared pregnant student should not average more than 0.5 mSv (0.05 rem) per month (NCRP #116). The declared, pregnant student will be issued a second (“fetal”) dosimeter to be worn at the waist level.
5. If a student declares that she is pregnant, one of the following options must be chosen and taken:
 - 6.1 Submit a statement from her physician verifying pregnancy and expected due date. The student will then decide either to:
 - 6.11 take an immediate Medical Leave of Absence (MLOA), or
 - 6.12 continue through the planned clinical rotations with full knowledge of the information presented below
 - 6.2 No exceptions in scheduling clinical rotations shall be made due to pregnancy, with the exception of the radioiodine therapy room at the Radiopharmacy.
 - 6.3 If the student elects to take a leave of absence, no further action is needed except a written statement of request from the student
 - 6.4 If the student elects to continue through the clinical rotations, the following are required:
 - 6.41 Counsel with the Program Director and/or Radiation Safety Officer at BHMC-LR regarding the nature of potential radiation injury associated with in-utero exposure and the required preventive measures to be taken throughout the gestation period. Counseling is documented and placed in the Student’s Record. An additional dosimeter will be issued to the student to wear at the waist in order to monitor the dose to the fetus each month.
 - 6.42 A written statement granting permission to continue the clinical rotation by the student’s physician may be required. The statement is filed as content in the Student’s Record.
6. If the student elects to take a leave of absence, it shall be understood that upon return, all missed classes, clinical competencies and rotations shall be completed and Graduation Criteria met prior to graduation. No diploma shall be issued until all requirements of graduation have been successfully fulfilled. This may necessitate repeating the entire year of study.

PROGRAMEFFECTIVENESS

It is essential that the School maintain an ongoing program effectiveness evaluation process for the purpose of monitoring student learning and program effectiveness. Several factors comprise the process, primary being Student and Graduate outcomes assessments; faculty teaching effectiveness; curriculum evaluations; school policies; employer satisfaction with graduates and approval and accrediting outcomes. Thus, students and graduates have an important role in the measurement of program effectiveness.

Students evaluate each course instructor, the Program Director, school facility, clinical faculty and

course content as they progress through the program. The evaluations are carried out according to BHCLR policy and established processes.

The student is assured of anonymity, thus encouraging his/her participation in the evaluations. If a student is of the opinion that the process should be improved, the Program Director of the School welcomes suggestions for improvement.

The process summarized presents an objective process through which students provide subjective data in the measurement of teaching behaviors and course evaluations. At the end of each semester, evaluation forms and/or computerized evaluation surveys are provided to the students and are collected and given to the Allied Health secretary for tabulation and then forwarded to the Program Director for review.

COUNSELING/RESOURCES

Guidance and counseling services are available for all BHCLR students through the Chaplin's office. The College has a full-time Academic and Spiritual Advisor/Counselor, P. Hope Coleman M.Div., who can be reached at 202-7721. Ms. Coleman is able to assist students in understanding and observing program policies and practices and in handling professional career issues and personal problems that may interfere with progress in the program.

Students also have access to the BHCLR Library and its database. The library is open from 730 a.m. – 4 p.m., Monday through Friday. A computer lab is available to students from 8 a.m. – 5 p.m., Monday through Friday.

STUDENT DISABILITY SERVICES:

Reasonable accommodations for applicants and students with documented disabilities are made, pursuant to federal and state law. To request accommodations, contact the Academic & Spiritual Counselor/Disability Services Coordinator in office 1702 three (3) weeks prior to the term in which you are to be enrolled and provide current required documentation as identified in the college Catalog located at www.bhclr.edu. The college shall make the sole determination regarding appropriate accommodations. It is the responsibility of the applicant or student to provide the necessary official records and documentation to the BHCLR program of study prior to semester, term, or course beginning.

STUDENT HEALTH

1. An ill student must notify the Program Director and AES of the assigned rotation prior to the scheduled clinical time. Sick time is recorded as absent time.
2. Payment of all medical expenses incurred shall be the student's responsibility. Please refer to **Statement of Responsibility** in the General Section of the Student Handbook.

STUDENT INJURY

Should a student injure themselves during a clinical experience, the Program Director or AES of the assigned rotation must be notified. The student must report all injuries, no matter how minor they may be. Please refer to the General Section of the Student Handbook or www.BHCLR.edu. Student injury forms are kept in each clinical area. Emergency services are available to students through the Emergency Department at BHMC-LR. Payment of all medical expenses incurred shall be the student's responsibility. The AES or Program Director will assist the student in filling out an Accident and Injury Report Form.

INCLEMENT WEATHER

Should inclement weather close the schools, students should listen to local television stations for the announcement. Announcements of closings will be posted on KARK Channel 4, KTHV Channel 11, and KATV Channel 7. School closings are also posted on the school website www.BHCLR.edu and sent as a text message to all students.

REQUIRED TEXTBOOKS (2022-2023)

All of the texts listed below are considered required for classes and need to be purchased prior to the first day of class:

Nuclear Medicine Technology: Procedures and Quick Reference Third edition

Shackett
ISBN#: 1975119835

Introduction to Radiologic Imaging Sciences & Patient Care

Adler and Carlton
ISBN#: 0323566715

Nuclear Medicine and PET/CT: Technology and Techniques 8th ed.

Christian;
Waterstram-Rich
ISBN #: 978-0323356220

Medical Terminology Systems 8th ed.

Flylys, Wedding
ISBN #: 978-0803658677

85-7

Nuclear Medicine Instrumentation 2st ed.

Prekeges
ISBN #: 978-1-4496-4537-3

Practical Mathematics in Nuclear Medicine Technology 2nd ed.

Wells
ISBN #: 0-932004-86-4

Radiation Protection in Medical Radiography 8th ed.

Sherer; Visconti; Ritenour
ISBN #: ISBN-978-0-323-44666-3

Review of Nuclear Medicine Technology: Preparation for Certification Exams 5th ed.

Steves
ISBN #: 978-0-932004-96-3

Mosby's Exam Review for Computed Tomography 3nd ed.

DeMaio
ISBN#: 9780323416337

ADDITIONAL INFORMATION

CLEP—Not available.

Transfer of Courses/Credit—reviewed on an as needed basis.

Auditing of Courses—Contact Program Director, Daniel Guffey 501 202 7919

APPENDIX

APPENDIX I

Baptist Health College Little Rock Allied Health Cost Plan 2022 - 2023

SCHOOLS OF ALLIED HEALTH	Fall 2022 Tuition/Fees	Spring 2023 Tuition/Fees	Estimated Books*	Estimated Misc.*	Professional Fees*	Total Program Cost
School of Medical Laboratory Science	\$ 5,859.00	\$ 5,609.00	\$ 1,610.00	\$ 445.00	\$ 240.00	\$ 13,763.00
School of Nuclear Medicine Technology	\$ 5,699.00	\$ 5,539.00	\$ 1,300.00	\$ 480.00	\$ 420.00	\$ 13,438.00
School of Occupational Therapy Assistant First Year**	\$ 5,308.41	\$ 5,548.22	\$ 1,200.00	\$ 440.00	\$ 85.00	
School of Occupational Therapy Assistant Second Year**	\$ 5,157.68	\$ 4,862.76	\$ -	\$ 10.00	\$ 725.00	\$ 23,337.07
School of Radiography First Year	\$ 5,776.50	\$ 5,466.50	\$ 1,540.00	\$ 480.00	N/A	
School of Radiography Second Year	\$ 5,466.50	\$ 5,616.50	N/A	N/A	\$ 415.00	\$ 24,761.00
School of Sleep Technology	\$ 5,739.00	\$ 5,579.00	\$ 850.00	\$ 405.00	\$ 450.00	\$ 13,023.00
School of Surgical Technology***	\$ 5,889.00	\$ 5,856.00	\$ 500.00	\$ 465.00	\$ -	\$ 12,710.00

*** The Surgical Technology program has both a Fall and Spring start.

All Tuition and Fees are subject to change.

*These expenses are estimated and may be paid to outside vendors. Book costs are estimated based on new textbook costs.

**OTA School is affiliated with University of Arkansas - Pulaski Technical College

Fees include items such as: Registration, Criminal Background Check, Activity, Parking, Technology, Student Health and Special Events.

Miscellaneous may include items such as: Uniforms, shoes, equipment, immunizations, etc. These expenses are paid to outside vendors of the student's choice.

Refund Schedule:

With the exception of the \$200 registration fee, all tuition and fees payable to BHCLR will be eligible for refund according to the below schedule. The schedule is based on the **official date of withdrawal** (voluntary or administrative). Please see handbook for entire description of the refund policy.

Refund Methodology:

If the official date of withdrawal falls:

Before the end of the fifth business date in a semester.....100%

After the fifth, but before the end of the tenth business day in a semester.....50%

After the tenth business day in a semester.....0%

Approved: 04/18/2022

APPENDIX II

BAPTIST HEALTH COLLEGE LITTLE ROCK
School of Nuclear Medicine Technology
ARRT (N)
Clinical Competency Requirements
2022

Must demonstrate competence in 25 different nuclear medicine procedures

Nuclear Medicine Procedures (# of Required Procedures Appears in Parentheses)	Date Completed	Patient or Simulated	Competence Verified By
Cardiovascular (2)			
Amyloid Imaging			
Gated Blood Pool			
Myocardial Perfusion-Rest			
Myocardial Perfusion-Stress			
Central Nervous System (0)			
Cisternography: Routine			
Cisternography: CSF Leak			
Dynamic			
Shunt Patency			
Endocrine/Exocrine (2)			
Parathyroid			
Thyroid Uptake			
Thyroid Scan			
Thyroid Metastatic Survey			
Infection (0)			
WBC Imaging			
Other (e.g., Ga-67 citrate, F-18 FDG)			
Gastrointestinal (3)			
Gastroesophageal Reflux			
Gastric Emptying			
GI Bleed			
Hemangioma			
Hepatobiliary			
Liver/Spleen			
Meckel Diverticulum			
Genitourinary (1)			
Renal Cortical			

Renal Function			
Lymphatics (0)			
Lymphoscintigraphy: Breast			
Lymphoscintigraphy: Skin Lesion			
Lymphangiography			
PET or PET/CT (1)			
Bone			
Brain (F-18 FDG)			

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PRIMARY CERTIFICATION AND REGISTRATION DIDACTIC AND CLINICAL COMPETENCY REQUIREMENTS

ARRT BOARD APPROVED: JANUARY 2021
EFFECTIVE: JANUARY 1, 2022

Nuclear Medicine Procedures (# of Required Procedures Appears in Parentheses)	Date Completed	Patient or Simulated	Competence Verified By
Brain (Other)			
Cardiac (Myocardial Perfusion Imaging)			
Cardiac (Other)			
Tumor (F-18 FDG)			
Tumor (Other)			
Respiratory (2)			
Ventilation (Gas or Aerosol)			
Perfusion			
Quantitative			
Skeletal (2)			
Planar/Static			
Three-Phase			
Total/Whole Body			
SPECT or SPECT/CT (2)			
Bone			
Brain			
Liver			
Lung			
Parathyroid			
Renal			
Tumor (Neuroendocrine)			

Tumor (Other)			
Therapy (1)			
Thyroid: Ablation			
Thyroid: Hyperthyroidism			
Palliative Bone			
Other (e.g., Endocrine)			
Selective Internal Radiation Therapy (SIRT)			
Tumor (0)			
Adrenal			
Neuroendocrine			
Other (e.g., Ga-67 citrate)			

Nuclear Medicine Procedure (# of required procedures appears in parentheses)	Date Completed	Competence Verified By	R or E
Patient Care Activity (all)			
CPR			
Vital Signs			
Blood pressure			
Respiration			
Pulse			
Venipuncture			
ECG			
Lead placement			
Recognition of common dysrhythmias			
Quality Control Procedures (all)			
Gamma Camera or SPECT (uniformity, resolution, center of rotation)			
Dose Calibrator (constancy, linearity)			
Well Counter/Uptake Probe (energy calibration)			
Survey Meter (daily check)			
PET/CT (reference scan)			

R or E: Required or Elective

Requirement by ARRT: Candidates must demonstrate competence in 25 different NM procedures. Candidates should demonstrate the following skills when performing the procedures:

- *Evaluation of requisition*
- *Patient instructions, patient preparation and patient care*
- *Selection, handling and administration of radiopharmaceuticals*
- *Equipment configuration*
- *Patient positioning*
- *Radiation safety*
- *Image processing and evaluation*

All procedures must be performed on patients, with the exception of thyroid therapy which must be simulated.

