



**Baptist Health College
Little Rock**



Baptist Health College Little Rock School of Nuclear Medicine Technology

FALL 2026 - SPRING 2027

11900 Colonel Glenn Road
Little Rock, AR 72210
Phone: 501-202-6200
www.bhclr.edu

STATEMENTS

CERTIFICATION STATEMENT

Baptist Health, its schools and administrators reserve the right to restrict, or limit enrollment in any course and make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements and so forth) in this handbook when such action is deemed to be in the best interest of the student or a particular school. The provisions herein do not represent, in any way, a contract between the student, prospective or otherwise, and the administration of a school. This handbook replaces all handbooks previously published.

FOREWORD

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 students are sent an electronic notification of new or revised policies. Additionally, changes will be made on the website version. Students are expected to remain informed by checking their email and the school's website regularly at www.BHCLR.edu.

STATEMENT REGARDING STUDENT HANDBOOK

Students enrolled in the Baptist Health College Little Rock are responsible for the information contained in the current BHCLR Catalog and the NMT Handbook. 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 pertain to a student's specific program of enrollment are applicable and are located herein in the programs respective School Specific section.

NONDISCRIMINATION 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. Student recruitment and admission is non-discriminatory and in accordance with existing government regulations and those of the sponsor.

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Little Rock, AR 72210 501-202-6200

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WELCOME TO STUDENTS

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)(RS), RT(N)(CT)

Associate Dean/Program Director/Clinical Coordinator

Baptist Health College Little Rock School of Nuclear Medicine Technology

GENERAL PROGRAM INFORMATION

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 and Henderson State University, for a 2+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 President of 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 President 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 composed 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 healthcare 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.

PROGRAM 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.

POLICIES

The School of Nuclear Medicine Technology supports all BHCLR policies, and all students must abide by these policies. Failure to comply will result in disciplinary action. Policies are located in the General Section of the BHCLR Catalog on the BHCLR website. All students are responsible for reviewing and abiding by the policies in the BHCLR Catalog located at: [**BHCLR CATALOG**](#)

BHCLR STUDENT HONOR CODE

Purpose

The BHCLR Honor Code establishes shared expectations for academic integrity, ethical conduct, and professional accountability. Rooted in Baptist Health values, it ensures that honesty, responsibility, and trust remain central to healthcare education and safe clinical practice. This Code applies to all students, from acceptance to graduation, across all learning environments, including clinical sites, online learning and off-campus activities that impact BHCLR's mission or reputation.

Honor Pledge

By enrolling at BHCLR, students affirm the following pledge:

I commit to honesty, integrity, and ethical conduct in all academic, clinical, and professional activities. I will complete my work truthfully, respect others, use technology responsibly, and uphold the standards of the BHCLR community. I will not engage in or tolerate academic dishonesty or unprofessional conduct.

Core Principles of the Honor Code

Honesty and Academic Integrity

Students must demonstrate integrity in all academic and clinical work.

Professional Responsibility and Respect

Students must act as developing healthcare professionals across all academic, clinical, and online settings. Because professional roles depend on integrity, exuding competence and trustworthiness is a constant requirement.

Stewardship of Resources and Information

Students are entrusted with institutional, clinical, and technological resources and must utilize responsibly and according to BHCLR policy.

Responsibility to the Community

Students are responsible for maintaining the integrity of the BHCLR community by upholding the Baptist Health values and BHCLR policies.

Performance and Ethical Use of Technology

Students are expected to pursue excellence without compromising ethical standards.

Relationship to Other Policies

This Honor Code operates in conjunction with, and is supported by, BHCLR policies addressing academic integrity, professionalism, technology, testing standards, appeal procedures, and clinical conduct. Applicable institutional policies govern all procedural matters.

Commitment

The BHCLR Honor Code reflects the ethical expectations of healthcare education and professional practice. Students are expected to internalize these standards and carry them forward into clinical practice and lifelong professional conduct.

Prohibited Conduct Under the Honor Code

Any violations may be examined on an individual basis as deemed appropriate by BHCLR Administration and applicable committees. Violations of this Honor Code include, but are not limited to:

Academic Offenses	Non-Academic Offenses
• Collaborating on course work, simulations, or clinical documentation without explicit permission. • Unauthorized use of artificial intelligence, electronic devices, and digital resources for the fabrication or falsification of data, records, clinical documentation, or academic work. • Cheating, plagiarizing, impersonating, or misrepresenting work; including not accurately citing and crediting the work, ideas, and intellectual property of others. • Attempts to gain unauthorized assistance on academic or clinical evaluations, or create an unfair academic or professional advantage. • Impersonating others, allowing others to complete one's coursework. • Recording, reproducing, or distributing instructional, clinical, or assessment materials in an unauthorized manner.	• Bullying, harassment, intimidation, discrimination, retaliation, or disruptive conduct of any kind. <i>This is a zero-tolerance policy.</i> • Assisting, encouraging, or concealing violations of the Honor Code. • Not treating clients, peers, faculty, staff, preceptors, or community members with dignity and respect. • Representing an unprofessional standard of communication, appearance, punctuality, preparedness, and accountability in all settings (including online and social media, and on and off campus). • Misuse of confidential academic records, institutional data, client information, instructional technology, clinical systems, and equipment. • Displaying conduct in an educational setting that shows a lack of interest or participation, a disregard for other's time, or interferes with academic or clinical experience or performance.

Reporting, Review, and Due Process

- Alleged Honor Code violations are reviewed through established BHCLR academic integrity and conduct policies and processes.
- Reports may be submitted by faculty, staff, preceptors, students, or administrators.
- Reviews and hearings are conducted using the preponderance of the evidence standard.
- Students are entitled to notice of allegations, an opportunity to respond, and access to appeal processes as defined by policy.
- Students may be accompanied by an assigned advisor in formal proceedings, consistent with institutional policy.

Sanctions

Violations of the Honor Code may result in academic and/or disciplinary action. Sanctions are intended to be educational, corrective, and protective of client safety and institutional integrity. Possible outcomes include grade modification, educational requirements, probation, suspension, or dismissal, as outlined in applicable policies. Suspected violations should be reported through established institutional channels.

ACCREDITATION, APPROVALS, CERTIFICATIONS, AND MEMBERSHIPS

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/ABHES standards and fulfilling the state educational requirements as published in the Student Handbook, should direct inquiries to:

Accrediting Bureau of Health Education Schools (ABHES)	Arkansas Division of Higher Education (ADHE)	Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
Address: 6116 Executive Blvd., Suite 730 North Bethesda, MD 20852 Phone: (301) 291-7550 Email: info@abhес.org	Address: #2 Capitol Mall Little Rock, Arkansas 72201 Phone: (501) 371-2000 Email: ADHE_Info@adhe.edu Website: www.adhe.edu	Address: 820 W. Danforth Rd. #B1 Edmond OK 73003 Phone: (405) 285-0546 Fax: (405) 285-0579 Email: mail@jrcnmt.org

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

ADMINISTRATION

Baptist Health Administration

Troy Wells - President & CEO, Baptist Health

Doug Weeks, FACHE - Executive Vice President of Strategy and Innovation

Mike Perkins, FACHE - President, BHMC-LR

BHCLR Administration Officials

Dr. Karen James, PhD., OTR/L, CAPS - Interim President, Dean of Allied Health Professions, BHCLR

Daniel Guffey MBA, CNMT, NMTCB(CT)(RS), RT(N)(CT) - Associate Dean, Program Director, & Clinical Coordinator, BHCLR NMT

Tracy Hawkins NMA, RT(R) - Director, BHMC-LR Radiology Department

FACULTY

Daniel Guffey, MBA - Ethics and Leadership - John Brown University – Program Director

Hope Coleman, Ph.D. - IDIS Leadership Studies - University of Central Arkansas - Faculty

Suzanne Bullard, MHA - Health Administration – Webster University - Faculty

AFFILIATE EDUCATION SUPERVISORS

Arkansas Cardiology (*Baptist Health Heart Group*)

Josh Ward, BS, CNMT, RT(N)

Arkansas Children's Hospital

Allen Kinsey, BS, CNMT, RT(N)

Baptist Health Medical Center *Conway*

Drew Smith, BS, CNMT

Cardinal Health Pharmacy (*Radiopharmacy*)

Kevin Hughes, PD

Baptist Health Outpatient Imaging Center

North Little Rock

Anthony Moreno, RT, (CT), (R)

CARTI/Arkansas Cancer Center

Victoria Menotti, BS, CNMT, RT(N)

Audrey Schucker, MBA, CNMT, RT(N), NLR

Baptist Health Medical Center *North Little Rock*

Jason Lee, BS, CNMT, RT(CT)

Genesis Cancer and Blood Institute

Keifer Cooley, BS, CNMT, RT(CT)

Baptist Health Medical Center *Little Rock*

Brad Temple, BS, CNMT, RT(N)

Lindsay Atkins, BS, RT(R), (CT)

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

Highlands Oncology Group

Cerena Grove, CNMT, RSO, RT(CT)

BHCLR PROFESSIONAL STAFF

Emily Rozario, MS - BHCLR Librarian

John Ramsay - Sr. Application Analyst

Whit Ables, MS - Recruitment Coordinator

Christy Garrett-Jones - Director of Financial Aid

Kimberly Moore - Student Financial Aid Counselor

Elli Allen, BS - Marketing and Recruitment Specialist

Kristen Waddell - Registrar & Director of Admissions

LaQuinta Fleming - Assistant Director of Financial Aid

Melanie Zajac, MPA, CHES - Talent Acquisition Specialist II

Jamie Clark, Ed.D - Dean of Business Affairs & College Operations

P. Hope Coleman, Ph.D. - Director of Counseling & Academic Resources

BHCLR SUPPORT STAFF

Charissa Nickles - Admissions Counselor
Jamie Ramey - Business Services Specialist
Stephen Thomas - Maintenance Technician
Vanessa Wilson - Business Services Specialist

SCHOOL CALENDAR

The BHCLR Academic calendar can be found in the BHCLR Catalog. All students are responsible for reviewing and abiding by the dates published in the BHCLR Catalog located at: [BHCLR CATALOG](#)

ACADEMIC

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) STUDENTS

Students enrolled at the University of Central Arkansas or Henderson State 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.

ACADEMIC 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 withdrawal from the program.

DISABILITY SERVICES

Reasonable accommodations for applicants and students with documented disabilities are made, pursuant to federal and state laws. Any applicant or student with a disability who needs accommodations must provide the necessary official records and documentation to Disability Services in a timely manner or as soon as the need for an accommodation is evident. The appropriate school official shall make the determination regarding reasonable accommodations. *Please refer to [Disability Services](#) on our website. Additionally, the Disabilities Services Specialist can be reached at (501) 202-7881.*

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 (501) 202-7721. Dr. 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 7:30 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.

ACADEMIC & CLINICAL AFFILIATIONS

ACADEMIC AFFILIATIONS

University of Central Arkansas — Conway, Arkansas

Henderson State University – Arkadelphia, Arkansas

CLINICAL AFFILIATIONS

Baptist Health Medical Center- Little Rock

Baptist Health Medical Center- Conway

Baptist Health Medical Center- North Little Rock

Arkansas Cardiology/Baptist Health Heart Institute

Cardinal Health Nuclear Pharmacy

Arkansas Children's Hospital

CARTI- Little Rock and North Little Rock

Baptist Health Outpatient Center - North Little Rock

Highlands Oncology Group

Genesis Cancer and Blood Institute

ACADEMIC STANDARDS

ESSENTIAL FUNCTIONS

Essential functions, as established by the school, are skills, abilities, and competencies that must be demonstrated by a student on admission and throughout the program. Baptist Health College’s professional healthcare education program expects each student to attain and integrate the necessary knowledge and skills, combined with the development and application of

sound judgment, to successfully provide semi-autonomous and collaborative care for individuals within the scope of practice defined by their program of study.

In order to progress as a student in Baptist Health College Little Rock (BHCLR) - School of Nuclear Medicine Technology and successfully complete the course of study to become a healthcare professional, a student must demonstrate each of the required Essential Functions. Satisfactory demonstration of the Essential Functions signifies that a student meets the academic requirements and possesses the technical skills to engage in educational activities in the classroom and clinical setting in a manner that would not pose a danger to other students, patients, or the public.

The following Essential Functions are required of students throughout enrollment in the program:

OBSERVATION:

I am able to see and read printed materials including but not limited to, clinical documents, course materials, and computer screens.
I am able to visually observe patients and the patient's environment.
I have good vision, or require the use of glasses/contacts and wear them when necessary.
I can visually monitor patients in a dimly lit room. A minimum vision of 20/20 or corrected to 20/25

SPEECH / HEARING:

I am able to speak clearly and be understood.
I am able to hear and interpret voices as well as loud, soft, or muffled sounds. I can hear normal conversation speech at 10 feet.

PHYSICAL ABILITIES / FINE MOTOR TOUCH:

I am able to walk, lift in excess of 50 lbs, push, pull, reach, sit and stand for long periods of time when necessary, for a minimum of 8 hours, and use both hands simultaneously.
I am able to move immobile patients from stretcher to imaging table with assistance from department personnel. I am able to push and maneuver patient stretchers with IV poles and imaging equipment safely.
I am able to utilize a computer keyboard, mouse, and monitor in order to input and manipulate clinical data.
I am able to move heavy objects by bending, stooping, reaching or moving side to side.
I possess all skills necessary to carry out diagnostic procedures and manipulate clinical data. I can perform phlebotomy safely and accurately.
I am able to use my fingers for fine motor dexterity and manipulating small objects, etc.

I am physically able to work on or with equipment following proper training.
I have physical use of all of the following: fingers, hands, arms, feet, legs, back and neck.

INTELLECTUAL / CONCEPTUAL / COGNITIVE:

I am able to do basic mathematical calculations (add, subtract, multiply, divide).
I am able to recognize emergency situations and take appropriate actions as taught.
I am able to comprehend and process verbal and written information.
I am able to organize and prioritize job tasks.

COMMUNICATION / BEHAVIOR:

I am able to read and write.
I am able to verbally communicate in the English language.
I am able to legibly communicate in writing using the English language.
I am able to assess or interpret non-verbal communication such as facial expressions, hand signals for help, etc.
I am able to demonstrate and maintain psychological and emotional stability.
I am willing and able to behave in a professional and respectful manner.
I am willing and able to comply with the Baptist Health Values: Service, Honesty, Respect, Stewardship and Performance.
I am willing and able to follow all expectations, policies and procedures outlined by the college.
I am able to follow organizational policies which maintain safety for patient(s), self, and others.

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 instruments 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.

COST OF THE PROGRAM

Total cost of the program at the time of handbook publication was approximately \$15,133.50. 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.

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 \$425. 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.

FINANCES

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.

REQUIRED TEXTBOOKS

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

TEXTBOOK TITLE	AUTHOR(S)	ISBN
<i>Quick-Reference Protocol Manual for Nuclear Medicine Technologist: 2nd Edition</i>	Farrell	0932004687
<i>Introduction to Radiologic Imaging Sciences & Patient Care</i>	Adler & Carlton	978-0323872201
<i>Nuclear Medicine and Molecular Imaging: Technology and Techniques: 9th Edition</i>	Christian; Gilmore, Waterstram-Rich	9780323775502
<i>Medical Terminology Systems: 8th Edition</i>	Glylys, Wedding	978-0803658677
<i>Nuclear Medicine Instrumentation: 2nd Edition</i>	Prekeges	978-1-4496-5288-3
<i>Practical Mathematics in Nuclear Medicine Technology: 2nd Edition</i>	Wells	0-932004-86-4
<i>Radiation Protection in Medical Radiography: 9th Edition</i>	Sherer; Visconti; Ritenour	9780323825030
<i>Review of Nuclear Medicine Technology: Preparation for Certification Exams: 5th Edition</i>	Bolus, Glasgow	0932004954

<i>Mosby's Exam Review for Computed Tomography: 4th Edition</i>	DeMaio	9780323871389
<i>Basic Science of Nuclear Medicine: The Bare Bones Essentials</i>	Lee	978-0-932004-90-1

TUITION REFUND

Payment in full is expected for all expenses associated with tuition, fees, books and course related costs 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.

ACADEMIC POLICIES

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

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.

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. A 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.

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

Each program at BHCLR has a required dress code for both campus learning and clinical experiences. When in the clinical areas, students must wear the approved program clinical uniform. When on campus for classroom/skills laboratory activities, students must wear approved college campus attire. The campus-wide dress code policy allows the following:

- While on campus attending lectures or skills labs, students will be allowed to wear any official and approved BHCLR top with scrub pants appropriate in color to their program of study.
- No head covering may be worn inside the building with the exception of those required by religious practice.
- Denim is not allowed in any academic or clinical setting.

The purpose of the dress code is to reflect a positive image of the student and the college to the public. This positive image demonstrates professional pride and respect for faculty, guest speakers, classmates, visitors, patients and staff.

1. Faculty are accountable for student dress code enforcement in compliance with the current policy including judgment for appropriateness and acceptability. Students are expected to behave in a manner while in uniform that reflects positively on the college, the profession and student body. Corrective action will be taken for non-compliance.
2. Identification badge: The student's individual identification badge must be worn. The badge serves as a means of access to the building, identification, protection and is to be worn on the left upper chest area with the picture facing out whenever the student is on campus, on assignments, or in the clinical laboratory. Decorative stickers, pins or any other attachments may not be worn on the badge or uniform.
3. Attire is neat, clean, in good condition, and appropriate for environment and activity.
4. Buttons, pins, badges, ribbons, or other items indicating support of a particular campaign, organization or cause are not worn; an exception must be first approved by the BHCLR Administration.
5. Shoes are worn at all times.

6. Undergarments, including bras for females, are worn at all times. Colored or decorative undergarments are not worn with light colored clothing.
7. Hair is neat, clean, of style and color appropriate for professional student appearance.
8. Students are not allowed to wear shorts, mini-skirts, bare midriff styles, T-shirts with unacceptable designs and/or slogans; spaghetti straps, caps, hats, sunglasses in the classroom, jeans, or pants with holes in the fabric.
9. A student may be temporarily suspended from campus, a learning experience or college activity, by faculty and/or administration, if not in compliance with the campus dress code. Repeated noncompliance shall result in further disciplinary action. If such suspension results in a student need for course work make-up, all make-up fees will be applicable and due in full. Repeated noncompliance will result in further disciplinary action by the college.
10. Tattoos must not be visible above the collar in the clinical area.
11. In the clinical setting, jewelry should be small enough and of an appearance not to interfere with equipment or job duties. Pierced jewelry is only to be worn in the ears. Pierced jewelry on any other visible part of the body is not allowed. Gauges of any size are not allowed.
12. Faculty are accountable for ensuring student compliance with clinical laboratory dress codes, as identified in the programmatic student handbook.
13. Graduate candidates will comply with the announced commencement dress code. This includes a college specific gown with appropriate tassel color of the profession. Specific guidelines regarding attire are made available prior to commencement.

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 your own work. Attempt to work on your own; however, ask if you are 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)

GRADING

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 denotes 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 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 withdrawal from the program.

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

GRADE RANGE	VALUE
A	90 - 100%
B	80 - 89%
C	77 - 79%
D	70 - 76%
F	0 - 69%
I - Incomplete	0
W - Withdrawal	0
WX - Administrative Withdrawal	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 withdrawal. 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.

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.

PROGRESSION AND PROMOTION

PROGRESSION AND COMPLETION

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.

REMEDICATION

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 each section of Clinical Practicum 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 withdrawal 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.

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*; Successful Criminal Background Check Record and random drug screens;
5. Successful completion of the Program of study;
6. Satisfactory demonstration of Terminal Objectives;
7. Successful completion of the Clinical Competency Requirements as outlined by the ARRT

Certification Handbook; (see Appendix II)

8. Satisfactory demonstration of a minimum level of competency as set forth in the Objectives of the program.
9. Satisfactory performance of the Essential Requirements (technical performance standards).
10. Application to sit for the national certification board exams.
11. Completion of 3 hours of documented volunteer service each semester. (6 hours total)

**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 & 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 .

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 2026 costs for the two board exams was \$425. 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

STUDENT POLICIES

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 the 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. The form can be found on Trajecsys.

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 student the option of whether or not to inform the Program Director of pregnancy. If they choose 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, they 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 a pregnancy, one of the following options must be taken:
 - 5.1. Submit a statement from a physician verifying pregnancy and expected due date. The student will then decide either to:
 - 5.1.1. Withdrawal and apply for reentry or
 - 5.1.2. continue through the planned clinical rotations with full knowledge of the information presented below
 - 5.2. No exceptions in scheduling clinical rotations shall be made due to pregnancy, with the exception of the radioiodine therapy room at the Radiopharmacy.
 - 5.3. If the student elects withdrawal, no further action is needed except a written statement of request from the student
 - 5.4. If the student elects to continue through the clinical rotations, the following are required:
 - 5.4.1. 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.
- 5.4.2. 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 withdraw, 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.

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 guarantee 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 from one 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 paperwork, 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:
 - a. having the required attendance record,
 - b. satisfactory attendance record, and
 - c. 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.

ATTENDANCE

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. Excused absences require a note from a medical provider or prior approval by the program director.

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 withdrawal 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 withdrawal from the school.

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

All absences (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 (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 withdrawal 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 withdrawal 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:

1. Written counseling: Three (3) tardy times (counts as one [1] day of absence)
2. Written warning: Six (6) tardy times (counts as two [2] days of absence)
3. Probation status: Nine (9) tardy times (counts as three [3] days of absence)
4. Tardy times in excess of nine (9) may result in administrative withdrawal

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

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 of the next scheduled class. Any time made up that is not properly documented will not be accepted.

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

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.

LENGTH OF PROGRAM

The program of study is eleven (11) months in length, including:

- One (1) week during the Fall Semester (Fall Break),
- Three (3) weeks during Christmas before the start of Spring Semester, and
- One (1) week in late- March (Spring Break).

In addition, the school provides seven (7) Holidays: New Year's Day, Martin Luther King Jr. Day, Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day. 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.

SCHEDULED HOURS

CLASSES AND CLINICAL ROTATIONS

Classes begin on August 17th, 2026 and end on July 23rd, 2027 with commencement tentatively scheduled for the following Monday. 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 practicals 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 scheduled to be in class or clinical Monday through Friday. Clinical days are typically 7:30 a.m. to 4:00 p.m. 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 nonimaging 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 17 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 satisfactorily answer all questions posed by the technologist or Radiopharmacist evaluating their performance.

CLASS AND CLINICAL ROTATIONS EXPECTATIONS

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 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 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 PET/CT rotations, Monica Price is the AES. For CT rotations, Lindsay Atkins is the AES.

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 is responsible for the student's clinical training and evaluation during the rotation. Rotation will not be scheduled in a room.

Outpatient CT: Anthony Moreno is on an assignment basis, as there are only three imaging rooms and one cardiac stress room.

Baptist Health Conway: Clinical time will be spent in general nuclear medicine and learning proper patient care and quality control. The AES is Drew Smith.

Arkansas Cardiology (Baptist Health Heart Institute): Clinical time at this institution will primarily be centered upon performing various diagnostic cardiovascular imaging procedures. Josh Ward, AES, 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.

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.

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, is responsible for the training and evaluation of the student during the rotation.

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 Student AES for diagnostic imaging and PET/CT is Victoria Menotti, and NLR is Audrey Schucker.

Genesis Cancer and Blood Institute: Clinic time will be spent performing various PET/CT, CT, and Therapy procedures. The AES is Keifer Cooley.

HOG: Clinical Time will be spent in PET/CT and learning proper patient care and quality control. The AES is Cerena Grove.

AES CONTACT INFORMATION

Clinical Site	AES Name	AES Phone Number
BHMC - LR	Brad Temple PET/CT AES - Monica Prince CT AES - Lindsay Atkins	(501) 202-2257 (501) 202-2772
BHMC - NLR	Jason Lee Outpatient CT - Anthony Moreno	(501) 202-3564 (501) 202-6991
BHMC - Conway	Drew Smith	(501) 585-2000
BHMC - Fort Smith	Tiffany Wiggins	(479) 441-5162
Arkansas Cardiology	Josh Ward	(501) 227-9035, Ext. 1253
ACH	Alan Kinsey	(501) 364-1180
Cardinal Health Radiopharmacy	Kevin Hughes	(501) 225-2626
CARTI/Ark. Cancer Center (PET/CT) & Diagnostic Imaging	Victoria Menotti NLR - Audrey Schucker	(501) 907-8324 (501) 906-2888
Genesis Cancer and Blood Institute	Keifer Cooley	(870) 557-4969
HOG	Cerena Grove	(479) 587-1700

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 nearby 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.

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. 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.

2. 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)

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 withdrawal from the program may be the only recourse.

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 on 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 Radiopharmacy.

CLINICAL 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 immediately report 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 nonradioactive 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.

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>

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) & 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 ¹³³Xe 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

CLINICAL COMPETENCIES

GENERAL PATIENT CARE:

Candidates must be BLS or ACLS certified and demonstrate competence in the remaining eight patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable.

- Vital Signs:
 - Blood Pressure
 - Pulse Rate
 - Respiratory Rate
 - Pulse Oximetry
- Venipuncture
- Assisted Patient Transfer (e.g.,* Slider board, Mechanical Lift, Gait Belt)
- Maintain and Care for Patient Ancillary Equipment (e.g., Pump, Collection Bag, Oxygen Delivery)
- ECG (e.g., Lead Placement and Recognition of Common Dysrhythmias)

**The abbreviation "e.g." is used here and in the remainder of this handbook to indicate examples but is not a complete list of all possibilities.*

QUALITY CONTROL PROCEDURES:

- SPECT Gamma Camera (Uniformity, Resolution, and Center of Rotation)
- Dose Calibrator (Constancy and Linearity)
- Well Counter/Uptake Probe (Energy Calibration)
- Survey Meter (Battery Check and Constancy)
- PET Scanner (Daily Quality Assurance)
- CT Scanner (Air Calibration and QC Phantom) *May be done on a PET/CT, SPECT/CT, or CT scanner; Candidate does not need to initiate the scan but must position the phantom and review the image*

DIAGNOSTIC AND THERAPEUTIC SPECIFIC REQUIREMENTS

Candidates must demonstrate competence in 26 different nuclear medicine procedures.

Candidates should demonstrate the following skills when performing the procedures:

- Verify patient identity;
- Evaluate patient requisition and history;
- Explain patient instructions;
- Ensure proper preparation and care;
- Select, secure, administer, and store the radiopharmaceutical;
- Configure equipment and position patient;
- Practice radiation safety;
- Perform image processing and evaluation;
- Send study for interpretation.

All procedures that are not simulated must be performed on patients.

The 26 procedures to be performed are selected from the categories (e.g., cardiovascular, endocrine) listed in the table below. Candidates must select 17 of the 26 procedures from the categories as specified in the table. The remaining 9 procedures may be chosen from any category. The table indicates the procedures in each category and specifies the minimum number of procedures that must be performed in each category. One patient may be used for multiple procedures. However, each type of procedure may be used for only one competency. For example, if a patient has a parathyroid scan ordered and the candidate performs a planar and SPECT scan proficiently, it may be counted as two procedures. If only a SPECT scan is done, it may be counted as a parathyroid scan or SPECT scan but not both.

CATEGORY	NUCLEAR MEDICINE PROCEDURES	NUMBER OF PROCEDURES	NUMBER TO PERFORM
<i>Cardiovascular</i>	Amyloid Imaging Gated Blood Pool Myocardial Perfusion-Rest Myocardial Perfusion-Stress	4	2
<i>Central Nervous System</i>	Cisternography: Routine Cisternography: CSF Leak Dynamic Shunt Patency	4	0
<i>Endocrine/ Exocrine</i>	Parathyroid Thyroid Uptake Thyroid Scan Thyroid Metastatic Survey	4	2

CATEGORY	NUCLEAR MEDICINE PROCEDURES	NUMBER OF PROCEDURES	NUMBER TO PERFORM
<i>Infection</i>	WBC Imaging Other (e.g., F-18 FDG)	2	0
<i>Gastrointestinal</i>	Gastroesophageal Reflux Gastric Emptying GI Bleed Hemangioma Hepatobiliary Liver/Spleen Meckel Diverticulum	7	3
<i>Genitourinary</i>	Renal Cortical Renal Function	2	1
<i>Lymphatics</i>	Lymphoscintigraphy: Breast Lymphoscintigraphy: Skin Lesion Lymphangiography	3	0
<i>PET or PET/CT</i>	Brain (F-18 FDG) Brain (Other) Cardiac (Myocardial Perfusion Imaging) Cardiac (e.g., Viability, Sarcoidosis) Tumor (F-18 FDG) Tumor (Prostate) Tumor (Other, e.g., Neuroendocrine)	7	2
<i>Respiratory</i>	Ventilation (Gas or Aerosol) Perfusion Quantitative	3	2
<i>Skeletal</i>	Limited Static Three-Phase Whole Body	3	2
<i>SPECT or SPECT/CT</i>	Bone Brain Liver Lung Parathyroid Renal Tumor (e.g., Adrenal, Neuroendocrine) Hepatic Artery Perfusion Study (HAPS)	8	2
<i>Therapy</i>	Thyroid: Ablation Thyroid: Hyperthyroidism Palliative Bone (e.g., Ra-233 Xofigo) Prostate (e.g., Lu-177 Pluvicto) Other (e.g., Neuroendocrine) Selective Internal Radiation Therapy (SIRT)	6	1
<i>Other Planar or Whole Body</i>	Tumor (e.g., Adrenal, Neuroendocrine) Hepatic Artery Perfusion Study (HAPS)	2	0
Example: Assume a candidate demonstrates competence in 3 cardiovascular procedures (myocardial perfusionstress, myocardial perfusion-rest, and gated blood pool). This means that the candidate has fulfilled the cardiovascular requirement of 2 procedures and has also completed 1 elective.		Subtotal <i>Electives</i> Total	17 <u>+9</u> 26

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:

AGE	MONTH	CALENDAR QUARTER	YEARLY
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 is maintained in the student's file and by the RSO.

PROGRAM EVALUATION

PROGRAM EFFECTIVENESS PLAN

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 accreditation 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.