Salem | STATE UNIVERSITY

NUCLEAR MEDICINE TECHNOLOGY PROGRAM

BACHELOR OF SCIENCE IN BIOLOGY

2019-2021 STUDENT HANDBOOK

SUPPLEMENTARY HANDBOOK

TO THE

SALEM STATE UNIVERSITY CATALOG

The Salem State University Catalog is the official document for the Nuclear Medicine Technology student listing of the academic requirements for this four-year baccalaureate program, including the senior clinical courses at the affiliated hospitals. This handbook functions to strengthen, not replace, the information in the catalog and clarifies the transition steps that the Nuclear Medicine Technology student must follow to enter and complete the program.

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PROGRAM INFORMATION

Institution:	Salem State University
Program:	Nuclear Medicine Technology (NMT) Program
Degree:	Bachelor of Science
Major:	Biology
Concentration:	Nuclear Medicine Technology
Accreditations:	The New England Association of Schools and Colleges, Inc. The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
Graduates eligible for Certification Exams:	Nuclear Medicine Technology Certification Board (NMTCB), or American Registry of Radiologic Technicians (Nuclear Medicine)
Sponsor Address:	Nuclear Medicine Technology Program Biology Department Salem State University 352 Lafayette Street Salem, MA 01970

SPONSOR ADMINISTRATORS

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PROGRAM OFFICIALS

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HOSPITAL AFFILIATES

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Dana Farber Cancer Institute, Boston, MA
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PROGRAM LENGTH

38 Months. Classes Begin September or January

PROGRAM DESCRIPTION

The Bachelor of Science in Biology with a concentration in Nuclear Medicine Technology at Salem State University is structured to provide high caliber technologists capable of assuming leadership roles in hospital Nuclear Medicine Departments, as well as those in the academic and industrial sectors. Recent rapid development of new technologies in Nuclear Medicine has increased the need for these highly trained professionals in the New England area and throughout the country.

Salem State University is accredited by the New England Association of Schools and Colleges. The NMT program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology.

CERTIFICATION

Completion of the academic program at Salem State University and the clinical experience at the affiliated hospitals leads to a B.S. degree in Biology with a concentration in Nuclear Medicine Technology. Program graduates are eligible to take the Nuclear Medicine Technology Certification Board (NMTCB) exam and the American Registry of Radiologic Technicians (ARRT-N) exam. Successful completion of one or more of these examinations will allow the individual to legally practice the Nuclear Medicine Technology specialty at any hospital in the country. Applications for the NMTCB or ARRT Certification Examinations can be obtained from the Program Director.

MISSION:

The Nuclear Medicine Technology Program operates within the institutional mission of Salem State University as indicated here and in the Salem State University Undergraduate Catalog. Salem State's mission is to provide a high quality, student-centered education that prepares a diverse community of learners to contribute responsibly and creatively to a global society, and serve as a resource to advance the region's cultural, social and economic development.

GOALS and OBJECTIVES:

A graduate, upon completion of the Bachelor of Science Program in Biology with a concentration in Nuclear Medicine at Salem State University and its affiliates should be able to:

1. Respond compassionately to patients and remain sensitive to medical concerns.
2. Perform routine and complex Nuclear Medicine procedures in any hospitals with the usual orientation of a new employee.
3. Evaluate data for accuracy and reliability by monitoring quality.
4. Know the diagnostic implications of the routine procedures.
5. Recognize and anticipate problems and identify cause.
6. Trouble-shoot Nuclear Medicine equipment with minimum assistance and make minor repairs where applicable.
7. Set-up new procedures or modify known procedures with assistance of supervisory personnel.
8. Recognize his/her limitations and ask for assistance, when necessary.
9. Openly discuss mistakes with supervisors, thereby protecting patients and improving skills.

10. Demonstrate integrity, dependability, punctuality, and honesty consistently in work situations.
11. Exhibit an attitude of continued growth in the profession.
12. Participate in the administrative planning of the department, including inspections.
13. Pass state, national, and/or regional certifying examinations.
14. Join and participate in Nuclear Medicine professional societies, such as the Society of Nuclear Medicine.

Important Policies Listed in the Salem State University Catalog

Policies important to Nuclear Medicine Technology students may be found in the current Salem State University Catalog. Any additions or changes will be noted by the academic and clinical professors of the program.

1. Evaluation of a course
2. Evaluation of a professor
3. Evaluation of a student
4. Tuition and fees
5. Transfer students and credits
6. Assistance, loans, etc.
7. Student rights and responsibilities
8. Academic standards
9. Academic integrity
10. Academic warning and probation
11. Student leave of absence
12. University grading criteria
13. Equal Opportunity and Affirmative Action policy

TO CONSIDER BEFORE CHOOSING THE NMT CONCENTRATION

a. Before choosing NMT, students should be fully aware that Nuclear Medicine Technologists inject patients and handle radioactive materials daily. If this is cause for concern, then the student may wish to consider other allied health professions.

b. This program has rigorous science requirements because it is a baccalaureate degree program in science (B.S. Biology). The NMT program requires five semesters of chemistry and three semesters of physics. If learning science does not seem attractive to students looking for a career in healthcare, then the student should consider another health professional or allied health program with fewer science requirements.

c. This program has a strict University Math and Science course GPA minimum requirement of 2.75 (approximately B-) to be accepted into the program. **Once in the NMT Program, students must receive a minimum grade of a B- or 80 to pass each NMT course and remain in the NMT program**. If a student receives below 80 in any NMT course they will be redirected to their NMT advisor to complete their degree in another concentration at Salem State University

Courses for the B.S. Biology, Concentration in NMT (A Suggested Four Year Plan)

Phase I (Basic Science Phase): Freshman

Fall		Credits	Spring		Credits
BIO 105	Biological Systems	4	BIO 200	Anatomy & Physiology I	4
CHE 130	General Chemistry	4	CHE 212	Organic Chemistry I	4
FYS	First Year Seminar	3	MAT 110	Precalculus(QR)	3
Core	W-1 or Oral Comm	3	Core	W-1 or Oral Comm	3
Core	CEA/WC/HP/CS	3	Core	CEA/WC/HP/CS	3

Phase I (Basic Science Phase): Sophomore

Fall		Credits	Spring		Credits
BIO 201	Anatomy &Physiology II	4	Bio 212	Cell Biology	4
CHE 213	Organic Chemistry II	4	CHE 131	Gen Chem II	4
PHS 211	College Physics I	4	PHS 212	College Physics II	4
NMT 200	Intro to NMT	1	PHL 218	Medical Ethics	3

Phase II (Pre-Clinical Year): Junior

Fall		Credits	Spring		Credits
BIO 340	Gen Pathology	**3**	PHS 315	Radiation Physics	4
BIO 402	Genetics	4	BIO 411	Immunology	4
BIO 409	Biological Chemistry	4	Core	CEA/WC/HP/CS	3
Core	CEA/WC/HP/CS	3	Core	W-II (if needed)	3

Summer of Junior Year (if admitted to clinical): NMT 401 Nuc Med Clinical Practicum (4 credits)

Phase III (Clinical Practicum Year): Senior

Fall		Credits	Spring		Credits
NMT 402	Nuclear Medicine Clinical Practicum II	4	NMT 403	Nuclear Medicine Clinical Practicum III	4
NMT 405	NMT Technology I	4	NMT 420	Nuclear instrumentation	4
NMT 411	NMT Technology II	4	NMT 435	Advanced Imaging & Therapeutics	4
			NMT 415	NMT seminar	1

*Within the first 3 years, summer courses are suggested to distribute the workload; however, summer courses are not required.

Note: Students are strongly urged to refresh their algebra skills before freshman year, or re-take algebra during their first term.
Students must demonstrate computer literacy by passing a placement exam or taking a computer science courses.
400-level NMT classes are open only to students accepted into the clinical phase.

Admissions:
HOW DO I GET ACCEPTED INTO THE NMT PROGRAM?

This is a frequently asked question. The answer depends very much on which part of the program you are referring to. There are three phases to the program. These are:

Phase I, the Basic Science Phase
Phase II, the Pre-Clinical Year (the last 12 months prior to entering the clinical practicum)
Phase III, the Clinical Phase

Phase I (the Basic Science Phase)

1. Incoming applicants must first be accepted into Salem State University as matriculated undergraduate students. They must either be initially admitted to the University as Biology majors or must complete and have approved, a change of Major into Biology (B.S. degree). The Change of Major form must be filed in the Advising Center (and not in the academic department) by October 1st for students to be considered for a change of Major effective the following January. Alternatively, forms must be filed by Feb 1st for students to be considered for a change of Major effective the following September. The Advising Center forwards the form (indicating the desired change) to the new department, where the change of major is evaluated. The Chairperson of the Biology Department makes the decision to accept or deny students wishing to change into the Biology Major. Students accepted into the Biology Department to pursue the NMT program are considered 'in' the basic science phase of the NMT program; students are notified by letter of their change of Major, using the student mailing address on file with the Registrar. The letter will indicate the assigned academic advisor in Biology and how to contact the advisor.

2. Once the student has become a Biology major, the student must complete a student action form, available in the Biology Department office for declaring a *concentration* in Nuclear Medicine Technology. A copy of this goes to the Registrar after filing in the Biology office.

3. All Basic Science Phase students must attend a 'New NMT Advising Session' with an NMT Program Official every fall semester, as announced. Students will also have an approved academic advisor in the Biology Department who will assist the student in maintaining adequate progression through the program of study. During the first three years on campus and throughout the clinical year, the student must meet regularly with their academic advisor to pre-register for courses for the following semester. (This also applies to evening students, who should see the Biology Department Chairperson to ask for an advisor assignment.) Close contact with the academic advisor allows for constructive criticism and problem-solving to help students progress smoothly through the program.

4. Transfer students and students who have a degree from another institution, must be evaluated by the Biology Department Chairperson who then determines whether program pre-requisites have been satisfied for entrance into Phase I or Phase II. Such approval must be completed *at a minimum of six months before* the January clinical application deadline. Students with past clinical experience in nuclear medicine procedures must demonstrate this proficiency to the appropriate clinical supervisor and provide documentation of this

experience to the Program Director who will then ask the Clinical Coordinator to test the student's proficiency before credit will be considered for such experience.

Phase I (the Basic Science Phase) continued

5. All students should submit and maintain an accurate email address and phone number on file with the Assistant Program Director and their academic advisor. This can be achieved by sending an email to both faculty members once per semester with updated information.

6. All new students are strongly advised to visit one of the clinical affiliates in order to observe the duties, responsibilities, and techniques utilized routinely by a Nuclear Medicine Technologist. This informational visit should take place in the freshman or sophomore year. Students wishing to arrange this visit should speak to the Assistant Program Director who will put the student in touch with a Clinical Coordinator.

7. All students during their academic tenure must follow the recommended curriculum for each year and **maintain** a minimum grade point average of 2.75 (4.00 scale) in all math and science courses required for the NMT concentration.

8. NMT students are advised to maintain the highest levels of integrity, academic honesty, and professionalism throughout their entire tenure at SSU. Problems relating to these areas are not compatible with admission to Phases II and III of the NMT program.

Progressing to Phase II (the Pre-Clinical Year)

Students who wish to be considered for Phase II (the Pre-Clinical year), must submit an *Application for a Pre-Clinical Progress Evaluation.* These are generally due in the Biology Department Office by April 1 of the semester preceding a student's Phase II Pre-Clinical Year. Deadlines will be posted and applications will be available from academic advisors and the Assistant Program Director each spring. (Note, this application should not be confused with the application deadline for the Clinical Practicum which is usually in January.) Program officials will complete a pre-clinical progress evaluation for each *Application for a Pre-Clinical Progress Evaluation* received. Results will be sent by letter to either inform the student of their successful progression to Phase II, or suggest an alternative concentration within the Biology Major for the junior and senior years.

Acceptance to Phase III (the Clinical Phase)

Admission to Salem State University, the Biology Major or to Phase I or II of the NMT Program **does not guarantee admission** to Phase III (Clinical Phase) which is contingent upon the following:

A. Completion of a student action form selecting a Bachelor of Science Degree with a Major in Biology and a Concentration in Nuclear Medicine Technology.

B. G.P.A. of 2.75 (4.00 scale) in university level mathematics and science courses required for the B.S. Biology, NMT concentration. Grades for courses taken at other institutions must be reported but will not be used to compute the average. At least half of these

Acceptance to Phase III continued

courses must be completed at Salem State University. Exceptions in the case of students who enter with a complete bachelor's degree may be made by the Biology Department **Chairperson.** An NMT student may not repeat any more than two of the NMT pre-clinical math and science courses, nor any one of these courses more than once in order to achieve the 2.75 GPA minimum. ***Please note that withdrawal and re-enrollment does count towards the repeat limit.*** NMT students not meeting the G.P.A. minimum will be advised to complete their B.S. Biology degree under the non-clinical Medical Technology concentration or another suitable program.

C. A minimum of two semesters at Salem State University must be completed before starting the clinical phase.

D. No felony convictions can appear on the applicant record. CORI checks will be made at the time of clinical application as required by the clinical sites.

E. All students entering the NMT clinical phase must register for Malpractice and Personal Liability Insurance (www.proliability.com).

A. Since the clinical experience is intended to prepare students to sit for the certification examination administered by the Nuclear Medicine Technology Certification Board (NMTCB), admission to the clinical phase assumes the student is willing to be bound by all rules and regulations for professional conduct as adopted by the NMTCB in addition to the SSU NMT professional conduct policy (appendix pg.46) .

F. The profession of Nuclear Medicine Technologist will require substantial expertise in patient care, technical skills and administrative function. Therefore, each applicant will be required to provide the NMT Admissions Committee with three letters of recommendation (not from NMT Advisory Committee members) attesting to the potential for success as a Nuclear Medicine Technologist. The quality of the applicant's pre-clinical laboratory work *and professional conduct*, as assessed by each recommender, will be used with the student transcript to determine suitability for entrance into clinical training.

G. All hospitals affiliated with the SSU NMT Program retain the legal right to demand that the university withdraw any student whom the hospital considers unacceptable for reasons of health, unsatisfactory performance, or other disruptive cause. The remaining clinical sites may also refuse to accept a student who has been withdrawn from *any* clinical site. The university assumes no responsibility for finding a clinical placement for students in this situation. These students are advised to return to the university campus and switch to a non-clinical concentration of study in Biology to complete the B.S. Biology degree.

I. Applicants must attest to their availability for classes and clinical work during any hours between 6 am and 6 pm, Monday through Friday during the clinical year.

J. Students should be aware that there is a maximum capacity for clinical admissions each year. Therefore, the most highly qualified students will be accepted first, until the clinical

capacity of the program has been reached. Students with concerns may speak to the Assistant Program Director or their academic advisor about their potential for clinical admission.

K. Within one month of receiving a clinical acceptance letter, students must submit documentation of all of the following:

i) physical examination and written verification of well-being by a physician
ii) proof of immunizations as indicated in the appendix of this handbook
iii) current certification in *CPR for the Professional Rescuer* (American Red Cross) or *Basic Life Support for Healthcare Providers* (American Heart Association).

FINANCIAL AID

Students should refer to the university website, www.salemstate.edu/finaid/ for the most current information and assistance. Scholarships and tuition repayment programs *specifically for NMT students* are offered by some hospitals, radiopharmacy vendors, and non-profit professional organizations such as the American Society of Radiologic Technologists (www.asrt.org) and the Society for Nuclear Medicine (www.snm.org/grants). Eligible students are encouraged to apply for the Anthony Mazzola NMT Scholarship. This scholarship is only for Salem State NMT students and is named after one of this program's founders--a pioneer in Nuclear Medicine Technology and an unforgettable teacher.

PLANNING & STAYING ON SCHEDULE IN THE NMT PROGRAM

I. Plan a realistic timeline and maintain realistic time commitments. Students may pursue the B.S. Biology with NMT concentration on the 4-year plan or more slowly if the student has other obligations outside of school. Students completing the program in four years work minimally for financial support, take two classes every summer and take approximately 14 credits per semester. A five or six-year plan is by far the more common timeline for our students, most of whom financially support themselves and fund their own education. Whatever the desired time to graduation, students should plan a semester-by-semester timeline. Work backward from the intended date for entering clinic, taking into account the number of credits possible in one semester given other non-academic time commitments. The student should speak to their advisor to check the timeline for conflicts with pre-requisites or the semester a course is typically offered (Fall, Spring, or all semesters). Students should bring their timeline to every advising session where they plan to discuss their academic progression (grades and progress) and pre-registration for classes.

II. Take Cell Biology (BIO 212) early. If you're a transfer student with a strong academic record, speak to your advisor about whether you might be granted permission to take Cell Biology as a co-requisite (rather than pre-requisite) to courses like Genetics. Permission is solely at the discretion of the Department Chair.

III. Finish Physics II by sophomore spring semester or summer so you can take Radiation Physics in the Spring semester of the pre-clinical year. Please note that Radiation Physics is only taught in the spring semester.

IV. Register for Introduction to NMT (NMT 200) as soon as CHE 212 and BIO 200 have been completed. NMT 200 meets one hour weekly, usually at 5:30 pm at the Nuclear Medicine Department of Salem Hospital starting on the first Tuesday of the semester.

V. Budget time for studying, learn how to study, and regularly take advantage of office hours and other learning resources.

Students just arriving from high school should keep in mind that a university student spends many fewer hours in the classroom because many hours of independent study are expected for each course. Students should not make the mistake of working or recreating every hour they are not in the classroom. Professors expect that university students will be self-organized and motivated in their studying.

Studying takes at least as many, if not *more* time than the weekly number of hours spent in lecture. Since education is the responsibility of the student, with the professor playing the role of teacher, coach, and evaluator, the professor will not usually check the progress of an individual student until midterm examinations. However, professors do offer coaching, advice, assistance, and individual teaching for students who seek this valuable resource during office hours.

Students should not make the mistake of thinking there is no "homework" for a course unless the professor gives an assignment. The material in the syllabus lecture schedule will be on the exam, whether an assignment was given or not. Successful students organize their own "homework" to facilitate learning the knowledge taught in the course. This homework may take the form of several strategies including *patient, uninterrupted* time for reading and reflection (i.e. concentration), outlining chapters, organizing/re-writing lecture notes, drawing concept maps, self-quizzing, discussion and testing of knowledge with classmates, and doing research papers in advance of deadlines.

The general rule of thumb is to *budget 3 hours of studying for every 1 hour in lecture* (3:1) for B-level or higher grades. Many students earn 'C' grades by studying approximately 1:1, however NMT students must consider the 2.75 Math and Science GPA requirement. NMT students earning grades lower than C+ (2.3) in any Math or Science course should speak to their advisor to determine whether it is advisable to repeat a course, thereby enhancing their content knowledge and replacing the grade in the GPA calculation.

Students should make an appointment with each professor within the first two weeks of class to ask their advice about studying for this course. A professor will likely be delighted to be asked for this advice from a student demonstrating such self-motivation (and personal savvy). Students should consider following this meeting with additional appointments on a weekly or bi-weekly basis to ask questions and obtain advice on whether their learning strategy is working efficiently. By attending office hours, you may also learn about the professor's own educational path, what careers exist in this field, and the student could take the opportunity to discuss possibilities for their own future career (in this field or in any other field). Professors (including your academic advisor) hold four office hours per week that are meant to be used as free tutoring *and discussion* for any advisee or student taking their courses. Students should take full advantage of this, as most professors truly value the time spent with students who have goals to learn and

PLANNING & STAYING ON SCHEDULE (continued)

improve in any area. Professors also benefit from valuable feedback in this way about how to clarify topics in lectures, and which subjects most interest students.

In high school, staying after school for tutoring may have led to assumptions that a student was failing or needed remedial help. In a university, nothing could be further from the truth. There are far more "A' and 'B' level students in office hours than students who are failing the course. Meeting with a professor in office hours is most certainly *not* an indication that a student needs remedial help, but rather that the student (at any grade level) is smart enough to take full advantage of all resources made available for their education. During office hours, professors often see students who are earning A's but still want to improve, and students who want advice on careers, graduate school options, etc. Likewise, professors are often sought by students earning D's who are determined to pass the course. Most professors are not judgmental about the grade a student is earning, *but see the grade earned as the choice of the student!* Therefore, students should not expect to be admonished if they are not doing well, but should seek advice on how to improve their academic progress. The bottom line is that professors respect students who genuinely want to improve. *Waiting to seek help is not beneficial.* The sooner a student seeks extra assistance, the larger the effect on raising the semester grade. Students can obtain tutors and assistance from the various learning labs on campus (the Math Lab, Writing Center, and Learning Center), but they should consider the benefit of first (or additionally) seeking free advice and one-to-one teaching with their professors. After all, the professor is one person who knows the important concepts to master in this course, and the professor is also the person who writes the exams!

VI. Calculate GPA for just NMT-specific Math and Science classes. It must be 2.75 or higher. There is a two re-take limit total for all Math and Science courses (to reach the 2.75 GPA). There is a Math and Science GPA calculation worksheet in the Appendix of this Handbook. Withdrawals and re-enrollment *do* count towards the repeat limit.

VII. Students may enter the senior clinical year only in Summer Session I that precedes their senior year. There is only ONE clinical entry time per year. All 400 level courses in NMT are all taken in that year and only by students admitted to the clinical phase of the program.

VIII. Admission to the clinical phase is by application only, in the January preceding desired entry to the clinical practicum year. A Math and Science GPA of 2.75 is required to be eligible to apply. However, this is **not** a guarantee that students will be given a clinical spot. We have a limit on clinical places, so we evaluate each application individually. Letters of recommendation about student achievement and student suitability for patient contact, student ability to adhere to HIPAA privacy regulations with patient records, personal integrity, and the ability to follow strict safety instructions in using radioisotopes will be factors considered when the NMT Advisory Board decides on candidates for clinical entrance.

IX. Students are eligible to begin clinical training only when other courses are completed. Students will be working 30-40 hours UNPAID per week during their clinical year in addition to the hours needed for their income-earning employment. It is

not permitted to take non-NMT classes during the clinical year. Very limited exceptions are sometimes made for students in exceptional circumstances with strong GPAs. The decision to seek an exception must first be approved by the Program Director and Department Chairperson. Only after the approval of these two individuals will the Nuclear Medicine Technology Advisory Committee consider the application of an individual in this circumstance. This application will be reviewed with the other clinical applications with full knowledge that this individual lacks a pre-clinical pre-requisite for graduation. Even if the committee approves this as a possibility, the clinical affiliate may not be able or willing (and are under no obligation) to accommodate the schedule of a student taking a non-NMT class.

X. Maintain only the highest levels of academic honesty, dependability, and respect for colleagues and professors. Any serious issues that arise in the pre-clinical years in the area of integrity, dependability, or respect may indicate that a student is not suitable to work with patients.

XI. Plan in Advance for Phase II: Pre-Clinical Year

Students should be finished with Physics II by the end of the sophomore year because Radiation Physics is only offered in Spring. Radiation Physics has a pre-requisite of Physics II, which is also only taught in the Spring. Physics II is not offered in the Fall, either through the day or evening division, nor is it offered at other colleges in the Fall. (Northeastern University *may* be an exception to this generalization.). Since NMT students need to have Physics I and II finished before they can enter Radiation Physics students need to finish Physics II in advance of the Pre-Clinical Year.

XII. Staying On Track in Phase II: Pre-Clinical Year

Suggested Fall Semester Classes

- BIO 340 Pathology (Fall only class, but can be taken in earlier years)
- BIO 402 Genetics (Fall only)
- NMT 200 Intro to NMT (Fall only; if not taken previously)
- BIO 409 is typically taken in this semester, although earlier or later is fine. Students must have completed CHE 213 and CHE 231 or 131 before registering for BIO 409. Biological Chemistry is a senior course and tends to fill up during the senior advising time. Students should make an appointment with their advisor during the first day of senior advising and let the advisor know of the need for Biological Chemistry to enter Clinicals at the beginning of summer. Encourage the advisor to put a special note regarding the need for BIO 409 for Clinical entrance on the registration form that goes to the Dept. Chair. If the student fails to register for BIO 409 in the Fall semester, they should try again with early persistence for Spring and speak to the Program Director before advising and pre-registration begins. The Program Director can assist the student in obtaining a seat, but only if the Director is aware of the need before the class is full.

Suggested Spring Semester Classes

- PHS 315 Radiation Physics (Spring only) [PHS 211A & 212A are pre-reqs.]
- BIO 411 Immunology (Spring only)
- Finish Core Curriculum Requirements as necessary

XIII. Additional Tasks to Complete during Phase II (Pre-Clinical Year)

- Check your immunizations by going to the Student Health Clinic and discussing the requirements for entering the NMT clinical year (the same immunizations required for Nursing students). If you are not immune to Hepatitis B, you need to start your vaccination early in pre-clinical phase. Hepatitis B takes six months to complete; thereafter your immunity is checked using a blood test.

- Make an appointment with Student Health Services to review your immunizations against the list provided at the end of the handbook. Do this by November of the Pre-Clinical Year. Complete any necessary immunizations before February of the Pre-Clinical Year.

- Toward the end of the Fall semester, obtain the NMT Recommendation Form, sign and complete the upper portion and give it to those individuals who will be writing letters for your application (due in December). At least one of your recommendation letters must come from a laboratory instructor. Current applications and forms are available by November 1st of each year.

- Work extra hours to save money for the clinical year when finances may be strained.

- Consider taking a phlebotomy course. Check local community colleges and the North Shore Regional Vocational Technical School in Middleton (www.nsths.med.edu). Note that this is completely optional: phlebotomy is taught during the clinical practicum but some students prefer to acquire this skill before the NMT Practicum begins.

- Complete required certification in CPR <u>for the Professional Rescuer</u> (American Red Cross) or Basic Life Support for Healthcare Providers (American Heart Association). This must be completed before your practicum begins. Local hospitals also offer CPR courses.

- Consider getting a job or volunteering in the medical field. Skills learned (i.e. patient care) will be useful during the clinical phase of the program.

<u>HOW TO APPLY TO THE CLINICAL PHASE</u>

1. Upon successful completion of the academic courses after the Fall semester of the Pre-Clinical year, the student may apply for admission to the Clinical Phase. Please note that this final phase of the NMT program begins on the same date as Summer Session I.

2. A complete application will include the following:

HOW TO APPLY TO THE CLINICAL PHASE(Cont.)

a) cover letter
b) completed NMT clinical application form for the appropriate academic year
c) completed GPA worksheet
d) original sealed transcripts of all work completed at other colleges
e) three letters of recommendation, all letters must be accompanied by a student-signed current NMT Recommendation Form.

Application forms are revised each year and are generally available early November to 1st of December. Completed applications are generally due with letters of recommendation by December of each year. The current application will contain the actual due date for submissions. A sample application is provided in the appendix of this handbook for students who wish to begin assembling application materials before December (which is not necessary). Original transcripts should be sent directly to the department, addressed with "Attention: NMT Program Director."

3. Within one month of receiving a clinical acceptance letter, all students who accept the enrollment offer must provide their immunization and CPR certification documentation. See the section entitled *Acceptance to Phase III* and the Appendices to this handbook for more information on health requirements.

4. The clinical admission decisions of the NMT Advisory Committee are made before February 10th of each year. Decisions of the committee are final. Salem State University is an equal opportunity employer and does not discriminate when making admissions decisions.

CLINICAL PHASE REQUIREMENTS

I. Registration and Payment:

After approval for entry into the clinical program, the student will register for the summer clinical course NMT 401A (Nuclear Medicine Clinical Practicum I) with the Division of Graduate and Continuing Education (DGCE.). Registration and tuition for this summer course (only) will be paid to Continuing Education. Complete a regular Summer Session registration form, found in the back of the Summer Session master schedule. Take the completed form to the Biology Department Office for the appropriate course code since NMT courses do not appear in the Summer master schedule. The Biology Chairperson will need to approve and sign your Summer Registration form, which you will then take to the Registrar's Office for payment and completion. **Please note:** the first summer of the Clinical Practicum is considered a **probationary period** of the Clinical Practicum. Successful completion of NMT 401A is required for permission to register for the three fall semester courses in clinical NMT. Students will register for the Fall and Spring NMT courses in the Day College. Clinical students must make an appointment with the Program Director at the time of Fall and Spring Advising to get registered.

Successful completion of NMT 402, 401A and 420 is required for permission to register for the four spring semester NMT courses.

II. Nuclear Medicine Technology Societies, Conferences, and Courses:

Students are strongly encouraged to join and become involved in the New England Chapter of the Society of Nuclear Medicine www.nects.org/. Free two-year memberships to the SNM (www.snm.org) are available; see the NMT Program Directors for free membership information. A student presentation session takes place at each spring regional meeting. Students pick a specific imaging protocol, research paper, disease, or technology advancement, and give a 10 minute talk on the topic. Student presenters get free meeting registration and subsidized accommodations. (SNM Meeting announcements will be sent to Clinical students by the NMT Program Director.) Keep in mind that regional meetings are one of the best places to meet potential employers and colleagues in the field. The number of practicing technologists is relatively small, so word of mouth travels fast regarding a remarkable new colleague. This network can work in your favor when it comes to unadvertised job opportunities (which greatly outnumber advertised positions).

III. Clinical Phase Start and Finish Dates

1. The Clinical Practicum officially starts on the **first day of Summer Session II**, however your attendance at the hospital may be required the first week of June. Students will be given explicit instructions one month prior to the beginning of Summer Session II.

2. During the first week the Clinical Coordinator and Assistant Clinical Coordinator will meet with all new clinical NMT students to discuss a wide variety of procedures such as attendance, hospital uniforms, identity badges, malpractice insurance, safety procedures, dosimeter badges, assignment to rotations, clinical evaluations, disciplinary actions if necessary, policies, and many other items essential to the clinical portion of the program.

3. The clinical practicum begins under the direction of the Clinical Coordinator. Students will rotate to other affiliates as determined by the Clinical Coordinator, with approval from the Program Director. A schedule will be posted in June but is subject to change based on clinical affiliates availability.

4. A rotation schedule will be posted at Salem Hospital. This schedule will include residency at the various affiliates with designated rotation dates. Please note that students do not have a choice of rotation sites or dates of assignment. An appeal for changes in the clinical rotation schedule must first be submitted in writing to the Clinical Coordinator, and then to the Program Director. Rotation schedule changes will not be made without approval of the Program Director.

5. Students follow the holiday schedule of the hospital where they are training. Campus closure (weather related closures) and campus holidays **do not apply** to clinical NMT students. A clinical holiday and vacation schedule will be posted along with the clinical rotations in June prior to the start of clinical rotations. Any weather-related closures are at the discretion of the Clinical Coordinator. NMT students must contact Clinical

Coordinator with any attendance questions and Students must follow NMT attendance policy.

6. Students are not eligible to begin paid employment as Technologists **until they receive their degrees** (the day of Commencement). Furthermore, the SSU NMT program, the JRCNMT (accreditation agency), and the NMTCB (licensing body) forbid students from working as paid Nuclear Medicine Technologists until the student receives a Radiologic License, as allowed by each state. The following licensure information for the State of Massachusetts is reprinted here from the Department of Public Health website. It is only a guideline as it appears in this handbook. To obtain the most relevant and current information, students should consult the DPH website in the state where they wish to begin employment. Students may not assume the responsibility or take the place of qualified staff. Class credit cannot be awarded for clinical hours in which the student is an employee of the facility.

Massachusetts

Department of Public Health, Radiation Control Program: http://www.mass.gov/dph/rcp

"Under state law, only licensed physicians or persons who hold a RT license issued by the Commonwealth may apply radiation to human beings for the purpose of medical diagnosis or treatment. Under the RT Licensing Program, individuals who have graduated from a two year accredited program in Radiologic Technology, and have passed either the American Registry of Radiologic Technologist (ARRT) or Nuclear Medicine Technologists Certification Board (NMTCB) exams are licensed to practice Radiologic Technology in Massachusetts. Students who have graduated from a two-year program and are eligible to take one of the exams, but have not yet taken it, are given a one-year temporary license to practice in Massachusetts."

"Initial full licenses and renewal licenses are issued for a two-year period, with the expiration date occurring on the last day of the applicant's birth month. During these two years, continuing education credits (CEUs) must be earned, and 10% of licensees invoiced for renewal are audited for compliance with the CEU requirements.

"Temporary Applications must be accompanied by proof that you have completed the program: either a copy of your diploma, or letter from the Program Director on school letterhead indicating that you have currently completed all portions of the radiologic program will be required as documentation."

Temporary Application forms can be obtained from the Radiation Control Program website. Please allow 3 weeks for processing in May and June.

IV. Student Transportation to Clinical Affiliates:

Students are required to furnish their own transportation to and from the clinical affiliates. A number of other NMT Programs require rotations at clinical affiliates more than 200 miles from the sponsoring institution. The Salem State University NMT Clinical Affiliates are centrally located around eastern Massachusetts. Students are required to train at every facility where they are assigned. The location of the student residence, the availability of a car, or family/work responsibilities will not be considered when the Clinical Coordinator and Program Director decide on rotation assignments. Students should anticipate this requirement and plan their housing/working/commuting arrangements accordingly.

V. Malpractice Insurance:

Prior to beginning any clinical activities, the student must obtain their own personal liability insurance. See the Assistant Clinical Coordinator at Salem Hospital immediately upon acceptance into the clinical phase for forms and fees (generally approximately $40) for suitable insurance (or refer to the website www.proliability.com).

VI. Accidental Injury in the Clinical Setting:

See Salem State University policy on the final page of the handbook for how to seek medical attention and report accidental injury while working in the clinic.

VII. Dress Code: (see policy in appendix)

Students must maintain a professional appearance according to hospital direction that may include specific requirements for personal grooming (artificial nails are not allowed). Generally, students should dress as if they were attending a job interview unless they are instructed to wear hospital scrubs that they may purchase for their own use. Comfortable shoes are encouraged; however, shorts, sandals, tee shirts, and jeans are not permitted.

Laboratory coats and film badges/rings must be worn by all students at all times in the Radiology Department. Badges and rings must be exchanged and replaced monthly by the Department Supervisor. Exposure data from badge readings is legally required by the State of Massachusetts. Students failing to submit a badge or ring according to the monthly schedule will receive a grade of 'fail' for the Practicum until the issue is resolved. If a badge/ring is lost at any time, simply notify the Department Supervisor *as soon as it is discovered* so that a replacement can be issued. In this way, exposure data can be collected for the remainder of the rotation. Multiple losses of dosimeters may result in a conduct violation. **Please review policy in appendix.**

VIII. Cell Phone/Electronics Policy:

Cell phones are not permitted during clinical hours. Cell phone and electronic must be stored in a locker or out of site. Students may only use them during lunch breaks and during time designated by the Program Director or Clinical Coordinator. **Please review policy in Appendix**.

IX. Student Obligations:

During the period of enrollment in the clinical program, the student shall conform with the following hospital and/or university policies:

1. **Patient confidentiality:**

Student must adhere to HIPPA policies for each clinical rotation. All results generated in the laboratory are CONFIDENTIAL and NOT TO BE REVEALED to any other person unless authorized by laboratory protocol (i.e., to nursing staff, etc.). Students should avoid discussing patient results along with a patient's identifiers where it might be overheard (i.e., elevators, the cafeteria, etc.). Students should inquire at each hospital about their confidentiality policies to avoid unknowing violation of the hospital code. Compliance to

HIPPA is strictly required and violations will not be tolerated. (See Professional Conduct policy in appendix)

2. **Compliance with hospital safety policies:**

   Biological, chemical and physical hazards are part of the daily work environment at the hospital. Therefore, it is extremely important that students become familiar with the approved techniques for minimizing the dangers of working with these hazards. Deviation from these approved procedures, whether by a student or hospital employee, cannot be tolerated and must be reported to the appropriate individual. Any regulations regarding dress (such as the requirements of "safe" shoes), the ban on smoking or eating in the laboratory, and any other policy that is specifically directed towards the safety of students, employees and/or patients would also be classified in this category.

3. **Compliance with *all* hospital policies, protocols, and procedures:**

   Students shall comply with all policies and procedures of the hospital during their clinical experience. It is the responsibility of the Clinical Coordinator and Affiliate Education Supervisor (AES) to ensure that adequate training, instruction and supervision are provided such that the student can perform competently the task that has been assigned

   Every individual, whether student or hospital employee, is responsible for the integrity of the work that he/she produces in the Hospital. Above all, students must be confident that the results they generate are true and accurate measurements of the status of a patient. Specifically, such unethical professional conduct or other deviation from technical procedures that would tend to compromise the integrity of the results thus generated is not acceptable conduct.

   Mistakes are made by all individuals in all fields. Students in training are even more apt to make mistakes because it is an inherent *and valuable* part of learning. However, it is important that students are completely transparent about their mistakes with their clinical supervisors. Students should ask for assistance or clarification when performing a task for which some uncertainty remains. The data from NMT procedures is relied upon by physicians to make critical healthcare decisions. The effects of mistakes on patient healthcare and safety can be prevented, eliminated or minimized if the clinical supervisor has all the necessary information. Likewise, *clinical supervisors are encouraged to create an atmosphere where students can report and discuss honest mistakes without fear of unduly harsh criticism.*

4. **Adherence to professional conduct policy:** (See Appendix for Policies page 46).

   Each clinical site may define in a specific way, what is considered 'professional' conduct; students should make a serious effort to conform to the acceptable norms within that area. If in doubt, please ask your supervisor. The Clinical Supervisors are role models for the students, and it can be expected that the same standards that apply to the Clinical Supervisors in areas such as dress, attendance, cooperation and so forth would apply to the student as well. Certain infractions are serious enough to warrant dismissal from the program. Professional interactions, specifically between the student and clinical faculty, physicians, nurses and patients, are a significant part of the program and students should observe closely and conform to demonstrated effective behaviors. In the event of an

infraction, the clinical supervisor will contact the Program Director and a meeting will be called forth to resolve the matter. In certain circumstances a conference form or disciplinary form will be filled out and kept on file. Each student will be asked to review policy and sign off as proof of acknowledgment. **Please review in appendix, page 46.**

5. **Students must follow Attendance policy**

   Attendance is mandatory - See appendix page 48

6. **Students must wear and submit Monthly Radiation Dosimeter Badges**

   Radiation Dosimeter Badges must be exchanged for a new badge by the 1st day of each month. Students must review quarterly badge readings and sign off with Program Director each quarter. See the Clinical Coordinator for schedule.

7. **Policy for clinical assignments outside scheduled clinical experiences**

   clinical assignments outside normally scheduled clinical hours (6am-6pm) are not allowed but in extenuating circumstances. Clinical assignments outside the normally scheduled clinical experience (e.g. evenings, weekends, and holidays) shall be justified by documenting their purpose. The document must be signed by the student, the clinical supervisor and a representative or official of the NMT program. Specific objectives and evaluations must be developed to address the uniqueness of these learning experiences.

X. Evaluations

Didactic (Lecture) Course Evaluations: (NMT 405, 411, 415, 420, 435, and BIO 340).

At the end of each didactic course each student will be evaluated by the instructor using the **Didactic Course Evaluation of Student by Instructor** (**Form A**, see Appendix). This form must be signed and forwarded by the course instructor to the Program Director. Using this form, the instructor indicates how well the student has achieved the various course objectives. The instructor will forward final grades through the regular Salem State University reporting procedures and each student will be notified by the Registrar of the final grade. Informal grade notification to the student is the prerogative of the instructor.

Clinical Practicum Evaluations

Work in the clinical area is divided into three graded practica (NMT 401 - Summer; NMT 402 - Fall; and NMT 403 - Spring). The details of assessments and rotations to different affiliates will be discussed during the first week of clinical training by your Clinical Coordinator. During each rotation in a new area or at a new affiliate, the following evaluations will take place:

1. **Student Evaluations by Clinical Supervisor (see Appendices)**

At least one mid-rotation (week 4) and one end-rotation (week 8) evaluation must be performed. Each student will take Form B to the clinical supervisor to initiate the evaluations at the appropriate times. The student obtains the form from the Clinical

Coordinator and takes it to their current supervisor. The supervisor then completes and signs the evaluation and discusses it with the student who also signs and comments, if he/she chooses. The student must then take the evaluation to the Clinical Coordinator by Week 7 of the rotation for further discussion and signature**.** The end of rotation evaluation must be completed at Week 11 and delivered to the Clinical Coordinator. Students who have not requested an evaluation from their Clinical Supervisor by Week 7 may be withdrawn to Salem Hospital or asked to stay at home by the Clinical Coordinator and Program Director until the mid-rotation evaluation is completed. **Students must deliver all required practicum evaluation forms to the Clinical Coordinator one week before the Final Examination period begins. If forms are not received, a grade of incomplete will be awarded until the forms are turned in.**

The intent of this process is that the student be fully aware of his/her progress and of any apparent problems so that timely corrective steps may be taken, if necessary.
The Clinical Coordinator will provide copies to the student and forward the evaluations to the Program Director for final signature. The Program Director will maintain a file of all evaluations received for each student and distribute final copies to the student, Clinical Supervisor and Clinical Coordinator.

2. Self-Assessment by Student (see Appendix)

At least once in the middle of each rotation, the student shall perform a self-evaluation, using Form C, which should be discussed with the supervisor, and Clinical Coordinator who will forward it to the Program Director. This vehicle is a means to request help of any Clinical Supervisor, although informal requests are welcomed at any time. Students with questions about any aspect of their clinical experience including work hours, lunch breaks, safety procedures, or NMT protocols should simply ask their supervisor for advice.

3. Monthly Performance Objectives (see Appendix)

This form is not an evaluation but simply a mechanism used by the student and Clinical Supervisor to set goals and thereby add structure to your training experience.
The use of this form will be explained by your Clinical Coordinator.

4. Clinical Skills Checklist (see Appendix)

To qualify to take the ARRT examination, a technologist must demonstrate evidence of competency in specific clinical skills. As a program, we use the ARRT Competency checklist to make sure that your clinical training has comprehensively prepared you for your first job and to pass the NMT board exams.

XI. Graduation and Certification- Student Responsibilities

Senior Degree Progress Report (Degree Audit)
Students will receive a Senior Degree Progress Report (Degree Audit) from the Registrar's Office by the fall semester of the senior year at the address on file with the Registrar. This audit will indicate which classes you need to complete before graduating. Therefore, students should keep their mailing address current. If an audit is not received by the fall semester,

students should contact the Registrar's Office immediately. A copy of the senior audit, showing only NMT courses to be completed, should be sent to the Program Director as soon as it is received. The Program Director must receive this before an NMTCB exam registration will be approved. All students must complete all requirements of didactic and clinical requirements including maintained minimum GPA 2.75, 120-129 credits as indicated on the NMT flow sheet, and ARRT clinical competencies.

Application for Degree

Graduation with a B.S. degree is not automatic. Students must apply for Degree directly to the Registrar's Office by the end of January in the senior year. Applications are available in the early part of December from the web page of the University Registrar. This application is required even if a student is not planning to attend commencement.

Certification Exams

Students are not eligible to take the NMTCB or ARRT exam until they have received their degrees. The certification boards do not permit students with missing graduation requirements to take their examinations. Proof of degree status is required from the Program Director before the NMTCB or ARRT will allow the student to register for the board exam.

The NMTCB will send a packet of information to each student through the Program Director in January that explains how to *register* to take the exam. If your registration is approved by the NMTCB, they will send a letter to the student address inviting him/her to schedule an appointment to take the examination at a local testing center. This letter will arrive approximately one month prior to graduation. An early registration option for the NMTCB exam is ONLY available through the Program Director. The deadline for this option is approximately March 1st. Early registrations are only accepted if submitted through the Program Director to the NMTCB. ***Note: Students wishing to take the ARRT exam must notify the Program Director by January, 15th so that the appropriate registration forms can be obtained and prepared for the student.*** Regular registration applications can be submitted directly by the student.

Students are not eligible to begin paid employment as Technologists **until they receive their degrees** (the day of Commencement). Permission to work with patients as granted during the clinical training, expires on the last day of spring examinations. The SSU NMT program, the JRCNMT (accreditation agency), the NMTCB (licensing body) and the state of Massachusetts forbid students from applying radiation to patients as Nuclear Medicine Technologists until the student receives a Radiologic License, as allowed by each state.

Temporary Licensure

Temporary radiologic licenses may be available for the period between NMT program completion and national certification in some states. For more details, please see the previous section entitled *Clinical Phase Start and Finish Dates*. For Massachusetts licensure, consult the website of the **Department of Public Health, Radiation Control Program** at http://www.mass.gov/dph/rcp .

PROCEDURE FOR ACCIDENTAL INJURY AT OFF-CAMPUS CLINICAL SETTINGS (SALEM STATE UNIVERSITY POLICY)

1. Each contract between the university and the clinical setting (i.e., hospital laboratory, clinic, etc.) contains a clause clearly stating that the clinical setting will provide emergency treatment to students accidentally injured while working in their facility.

2. The costs of any treatments to students, beyond those cited above, which are required as a result of an accident in their clinical setting, will not be covered by the University. Students must maintain their student health insurance coverage during the Clinical Year.

3. The Office of Counseling and Health Services will always provide case management and coordination of services to all students, regardless of insurance status, to include:

   Medical Exams
   Consultation
   Coordination of treatment
   Supportive counseling services as needed.

4. It will be the responsibility of the program officials of the University to inform students who are enrolled in Nursing, Medical Technology or Nuclear Medicine Technology curricula of this policy. The policy will also be published in the University Catalog.

5. The contract between the University and the clinical setting should be reviewed by the University attorney on a regular basis to assess responsibility for accidents that might occur in clinical settings or University laboratories.

6. Students who are injured or think they may be injured while working should immediately seek medical attention in the hospital and notify their clinical supervisor. Notifying the clinical supervisor will ensure that students are not charged for treatment and that appropriate reporting procedures can be completed. All injuries must also be reported to the Clinical Coordinator and the Program Director, if possible within seven days.

PRE-REQUISITE HEALTH REQUIREMENTS FOR STUDENTS AFFILIATING WITH NORTH SHORE MEDICAL CENTER

Prior to entering the clinic, students are required to submit an immunization record or letter from your primary care provider (directly to the Program Director) demonstrating current compliance with all immunization requirements (see enclosed information). Please do this as soon as is practical. Participation in the NMT program requires Hepatitis B vaccination, evidence of immunity, or a letter from a physician indicating its contraindication for reasons of health. Immunization for Hepatitis B is given in three injections over a period of six months. Students must receive at least the first two vaccinations before beginning any clinical experience. For students who have only received two injections prior to entering clinic, evidence of receiving the final vaccination will be required prior to registration for fall semester NMT courses.

Students who cannot submit their current original record of immunizations for inspection should schedule an appointment with their primary care provider or Student Health Center *no later than the February* prior to entering the clinical practicum to review all of their immunizations. Please bring a copy of the information listed below to your healthcare appointment.

Immunizations

1. Hepatitis B Vaccine (Hep B: 1, 2, 3)

   The Hepatitis B vaccination series is required for students/residents. When possible, this vaccination series (over a six month period) should be complete before students enter the clinical setting. Hep 1 and 2 **must** be administered before entering the clinical setting. Hepatitis B vaccination may need to be repeated after five years.

2. Measles/Rubeola

   All students/residents born after 1950 shall have evidence of two doses of live measles vaccine given ≥ 12 months of age or shall have other evidence of immunity. Both vaccine doses must have been given after 1967 when killed measles vaccine was withdrawn from the market. Other evidence of immunity is physician diagnosed measles disease or laboratory evidence of immunity.

3. German Measles/Rubella

   All students/residents shall have documented evidence of immunity to German measles/ rubella. Evidence includes laboratory evidence of immunity or documented immunization with live vaccine at ≥ 12 months of age.

4. Mumps

   All students/residents shall be screened for susceptibility to mumps. Students/residents born in 1956 or earlier are generally not considered susceptible. Students/residents born after 1956 shall be considered immune if they have documented evidence of physician diagnosed mumps, laboratory evidence of mumps immunity, or immunization with live mumps vaccine given at ≥ 12 months of age. Mumps vaccine is recommended for all susceptible students/residents.

   Note: immunizations 2, 3, and 4 are usually given together as MMR (measles,mumps,rubella).

5. Tetanus/Diphtheria (DT or Td)

   All students/residents shall be screened for tetanus immunization history. Students/residents who have never received diphtheria-tetanus immunization shall receive a primary vaccine series. An additional tetanus vaccine is required every ten years.

6. Influenza

Annual influenza vaccination is required for all students/residents and can be given in the spring/fall.

7. Chickenpox/Varicella

   All students/residents shall be screened for history of chickenpox/varicella. Students/residents with negative chickenpox histories will be counseled to refrain from caring for patients with chickenpox/varicella or shingles/herpes zoster.

8. Tuberculosis (ppd test)

   All students/residents shall have a tuberculosis skin test administered by the Mantoux method (ppd) prior to beginning their initial clinical rotation at NSMC. A ppd is not required if the student has documentation of a negative ppd within the previous six months or if the student has a history of a positive ppd. Students/residents with a history of a positive ppd or new reactors shall be required to have physician documentation of evaluation and follow-up. Returning students/residents or faculty are required to have repeat ppd's annually.

-Other Communicable Diseases:

Students/residents who are known/suspected of having a communicable disease may be restricted from patient contact or attending clinical rotations and must be cleared by hospital Occupational Health prior to returning to clinical rotations or patient contact.

Education

All students and faculty prior to beginning their clinical rotation and annually are required to:

1. have completed training as required by the Occupational Safety and Health Administration (OSHA) Occupational Exposure to Bloodborne Pathogens Standard.
2. have been oriented to the NSMC Exposure Control Plan.
3. have access to a copy of the OSHA Occupational Exposure to Bloodborne Pathogens Standard.

APPENDIX TO THE STUDENT HANDBOOK

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Please Note: These evaluations must be initiated and completed by the student at mid-rotation (week 5) and end-rotation (week 10). The Clinical Coordinator will not initiate the process nor remind students who have not turned in their evaluations. If both evaluations are not delivered by the student to the Clinical Coordinator before the first day of final examinations, a grade of Incomplete will be awarded for the clinical practicum. The student may not continue in the clinical practicum until these forms are successfully completed. For further details, please refer to the Student Handbook section pertaining to Evaluations.

If you are planning to apply in *January 2013* for the *June 2013* Clinical Practicum, you need to complete this application.

APPLICATION FOR
PRE-CLINICAL PROGRESS EVALUATION
DUE: March 20, 20'

DELIVER TO: The Biology Department Office (MH 404), Attention: Dr. Mercer
Salem State University, 352 Lafayette St., Salem, MA 01970

Note: this is NOT an application for entering the clinical practicum for June 2013!
This is an application for a pre-clinical progress evaluation, as indicated in the NMT Student Handbook.
The intent of this process is for students to confirm whether they are making timely progress. The results
are only advisory. Students who have had regular meetings and progress-evaluations during advising with
their advisors, will likely find that this process is very similar.
Student Name_____ Student ID:_____
Email Address:_____ Phone Number:_____
Mailing Address (permanent/summer):
_____
_____
_____
Mailing Address (if different from above):
_____
Name of your academic advisor: _____

Instructions: (legible, handwritten applications are acceptable)
1. Please attach a completed hard copy of the **NMT flow sheet** listing all courses you have completed through Fall semester. Flow sheets are available on the NMT bulletin board (5th floor), from the Biology Department office,
and from Dr. Mercer. (Please note that Medical Ethics IS a required course.)
Next to each course on the flow sheet, please indicate a letter grade for EACH time you have enrolled in
the course. Use F for fail and W for withdrawal. If you have multiple W's for a course, list multiple W's next to
the name of the course. For example, BIO 212: B, W, W

2. (Circle one option) I have taken NMT 200 / I have not taken NMT 200**

3. On the lines below, list ALL remaining required pre-clinical courses* for your graduation with a B.S. in Biology (NMT concentration) under the semester you plan to take them.

SPRING 20'(currently enrolled, SUMMER 20' (include institution)
please include anticipated grades)

_____
_____
_____
_____
_____
_____
_____
_____

FALL 20' SPRING 20'

_____
_____
_____
_____
_____
_____
_____
_____

Sample

* by this we mean all Math and Science courses required before you enter the Clinical Practicum.

4. I _____(print student name), wish to have the attached flow sheet and
my transcripts evaluated for adequate progression in the pre-clinical portion of the B.S. Biology with NMT
program at Salem State College. I understand the results of this evaluation are advisory and do not guarantee
a clinical place in the NMT program at any time.
Signed _____
Date _____

5. Submit this completed, signed application for a pre-clinical progress evaluation by March 20th, to the Biology Dept Office, ATTENTION: Dr. Mercer. If you need more time, you need to email Dr. Mercer (dmercer@salemstate.edu) and indicate you need an extension of one week to complete your paperwork until March 27th.
Pre-clinical progress evaluations that are received early will be evaluated and returned asap so that the results can be available to you and your advisor during registration. All applications will be returned no later than March 30th. Students will receive letters from
Drs. Mercer and Fisher, indicating either satisfactory progress, or identifying areas of concern.

2014 Nuclear Medicine Technology Clinical Application

Name _____Date of desired clinical entry _____

SS#: _____Email _____

Home Address:_____ Phone # _____

Directions: To apply to the clinical program of the Nuclear Medical Technology concentration, complete this form in pen by hand. Return the completed form with the necessary attachments by 3 PM on December 2, 2013 to: Biology Dept, Meier Hall 404, Salem State University, Salem, MA 01970, ATTN: NMT Clinical Applications.
Include a self-addressed and stamped envelope if you wish to have written confirmation that your complete application and recommendation letters have been received.

The NMT Advisory Committee will notify you of its decision in time for Spring advising and pre-registration (approximately January 20th).

1. Have you repeated any Math or Science courses that appear <u>on the NMT flow sheet</u>? YES or NO (circle)
   If yes, list the Math and Science courses on the NMT flow sheet that you have repeated in the spaces below.
   [Do not include Math and Science courses that are not required for the NMT program.]

   Next to each repeated Math or Science course, include <u>all</u> semesters you enrolled in the course, even if you withdrew from it.

   Repeated Math/Science Course:_____ Semesters Enrolled in This Course _____

   Repeated Math/Science Course: _____ Semesters Enrolled in This Course _____

   Repeated Math/Science Course:_____ Semesters Enrolled in This Course _____

2. List the courses you are registered to complete in the Spring 2011 semester.

   _____

   _____

   _____

3. Math and Science GPA of the applicant, including grades from Fall 2013 courses: _____

4. Will you have completed all necessary courses on your flow sheet for graduation (other than NMT courses) by the end of the Spring semester? YES or NO (circle one)

   If no, please list non-NMT courses that will be incomplete by May 18, 2011.

   _____

5. With this application, include an unofficial copy of your **Salem State University transcript** which you can request from your academic advisor. Advisors may have a paper copy already, or they can print one from Navigator. (Please avoid submitting grade reports in lieu of unofficial transcript.)

   With a pen, ***highlight*** **the Math and Science courses** on your transcript that you have taken for the NMT program.

SSU NMT SAMPLE

6. For all transferred Math and Science courses, include **official sealed copies of transcripts** from the institution where you took such courses or received a Bachelor's degree. (Please note: transcripts are *not* required for all transferred courses like English, History, etc. Transcripts are only required if you completed a Science or Math course from another institution that is required for the NMT flow sheet.)

7. Attach the **NMT Flow Sheet** you have been following, or download the current flow sheet from the Salem State University website. The NMT flow sheet must be **completed** as instructed below.

i. On the blank lines, indicate the Letter Grade you received next to the SSU course.
(For all transferred courses, please indicate these with the letter 'T')

ii. Next to the Letter Grade or 'T', indicate the semester you completed the course using this abbreviation style: Sp 12, Su 12, F 12. If you enrolled in the course more than once, include an abbreviation for each semester you were enrolled in the course.

8. Attach a completed **Math and Science GPA Worksheet,** including a paper and electronic copy (via email to david.mercer.salemstate.edu)
(Only math and science courses required for the NMT program and found on the NMT flow sheet need to be included on the worksheet. However, the Committee will consider transcripts in their entirety when making admissions decisions.)

9. Have you ever been arrested or charged with a felony? _____If yes, please explain on a separate sheet of paper.

10. Complete the NMT site visit - see attached form for details.

11. Include your NMT Application Essay with the NMT site visit form.

Please complete and initial the following pieces of information relevant to the application process.

12. Paid Technologist Work and Certification
The NMTCB or ARRT certification exams can be taken in the weeks following complete graduation with your B.S. degree from this program. Paid work as NM Technologists cannot take place at any time during this clinical training year. Paid technologist work is permitted only after verification of degree completion after the Commencement ceremony in May.
Please write your initials here to indicate your understanding of restrictions on paid technologist work _____.

13. Clinical Practicum Vacation Time
The clinical experience is a full time, 12-month commitment from Summer Session I until the week of Spring final examinations prior to the Commencement (Graduation) ceremony. The clinical training program follows the hospital holiday calendar in lieu of the SSU holiday calendar. In addition, students are permitted one week of vacation time as part of the clinical year, however the time when this week can be taken is subject to the discretion and approval of the NMT Clinical Coordinator (who will also consult with the current Clinical Supervisor). This vacation time does not ne to be made-up during the remainder of the clinical year. Requests for additional vacation or days off will be considered but requests must be submitted in writing directly to the NMT Program Director in the Biology Department (melinda.walker@salemstate.edu).

*Please write your initials here to indicate your understanding of the vacation time and policies*_____.

14. Students are not given time during the clinical training year to complete any NMT pre-requisite courses

*Please write your initials her to indicate your understanding of the policy on pre-requisite course completion:*_____ *(initials)*

15. Transportation to Clinical Affiliates
Students are required to do clinical rotations in all clinics where they are assigned, REGARDLESS of proximity to thei residence, transportation, work or family commitments. The rotation schedule will be posted during the first week of Summer Session I. While many NMT Programs require clinical rotations at sites that are >100 miles from the sponsoring college, our accredited affiliates within 20 miles of the SSU campus, including possible sites in Boston.

SSU NMT SAMPLE

Please write your initials here to indicate your willingness to travel to all clinical affiliates: _____.

16. Rotation Schedules.
Requests for changes to the rotation schedule will only be considered by written request to the NMT Program Director (melinda.walker@salemstate.edu) and approval by the NMT Advisory Committee. The NMT Program Director will consider the request after discussion with the Clinical Coordinator, relevant Clinical Supervisors, and the Committee. Any change to the rotation schedule will inevitably affect other students and Clinical Supervisors who need to know who is coming to their clinical site on which dates. For this reason, request for changes should be made as soon as possible and should only be for a compelling reason. This reason should be explained within the written request. The NMT Program Director will notify the student of the Committee's final decision on rotations within 14 days. Any student trying to arrange changes to their rotation schedule with classmates informally without making a formal request in writing through the Program Director and Committee will be asked immediately to come in for an interview to discuss the problem. Note: students are encouraged to arrange short observation visits to non-affiliate Nuclear Medicine Departments of four days or less for career development purposes; these visits need to be approved through discussion with your Clinical Coordinator and current Clinical Rotation Supervisor

Please write your initials here to indicate understanding of the required procedure for requesting a rotation change _____.

17. Hours of Availability.
In addition to the clinical training hours, students must be available to attend their NMT lecture courses. While training and lectures combined do not require 12 hours for all 5 days of the week, students need to be available for all 5 weekdays between 6:00 AM until 6:00 PM. This allows the Clinical Coordinators and Clinical Instructors to schedule lectures and clinical assignments to facilitate completion of NMTCB exam eligibility requirements. If you have pre-existing limitations on your ability to participate on this schedule, please indicate them below.

I, _____ (*print applicant name*) WILL / WILL NOT (circle one option)
be able to attend clinic and lectures as required at any time on Monday through Friday from 6:00 AM to 6:00 PM, due to the following limitations of my non-clinical schedule. If any, please explain the nature of your schedule limitations:_____
_____

18. CORI Checks
As required of many of our hospital affiliates, I give my permission for SSU and its clinical affiliates to perform a CORI (criminal record) check:

(Applicant signature) _____(Date)_____

19. Accuracy. I, _____ (**print** applicant name) wish to apply for the clinical training year of the Nuclear Medicine Technology Program at Salem State University. I attest to the truth and accuracy of this application, letters, and transcripts provided. I also understand the requirement to train at all clinics assigned, and to conform to the clinical work schedule *set by the supervisor at the clinic* where training, which is generally 8 am to 4 pm, in consultation with the Clinical Coordinator when necessary.

(Applicant signature) _____(Date) _____

Application Process Checklist

We must receive all of these items by 3 PM on December 2, 2013 for your application to be considered complete.

a. This application form and all required signatures, inclusions and attachments

i. unofficial SSU transcript with highlighted NMT Science and Math courses
ii. official transcripts as required (for transferred courses)
iii. completed NMT flow sheet
iv. completed Math and Science GPA worksheet

(paper copy and electronic copy via e-mail to Asst. Program Director David Mercer (david.mercer@salemstate.edu)

b. A completed NMT site visit form, with attached essay (sections #10 and #11 above) - see attached sheet for details.

c. Three letters of recommendation, each accompanied by the NMT Recommendation Form

i. At least one letter must come from a Salem State University wet lab instructor

ii. Members of the NMT Advisory Committee are not allowed to provide recommendation letters.

ALL Letters must be accompanied by an **NMT Recommendation Form, pre-signed by the student **

Applicants can include a self-addressed and stamped envelope if they would like confirmation that the application is complete

NMT Clinical Recommendation Form

Applicants: complete the top part of this form and give it to each person from whom you request a recommendation.

Applicant Name_____ Today's Date_____ .

Check one of the following boxes and sign in the blank that follows before giving this form to your recommender. Without your signature, the recommendation form is invalid.

☐ I, _____ reserve the right to view the letter written by this recommender

☐ I, _____WAIVE my right to view the letter written by this recommender

Name and Affiliation of Person Providing Recommendation for the Applicant:

_____.

Recommender Instructions:

A. Please attach a letter to this form, addressing the likelihood that this applicant will become a successful Nuclear Medicine Technologist. Letters should be addressed to the Nuclear Medicine Technology Advisory Committee. Letters can either be signed over the seal and given to the applicant, or mailed separately to: Salem State College, Department Biology, 352 Lafayette St., Salem, MA 01970. (Attn: NMT Clinical Applications). Applications must be completed and lett received by **December 22, 2011.**

B. Please answer the following 3 questions from your own interactions with this applicant. Feel free to comment further in your letter on any of these areas if desired.

1. I have high expectations that this applicant would: *provide professional and sympathetic patient care for myself or a member of my family*

Strongly Agree	5
Agree	4
Not Sure	3
Disagree	2
Strongly Disagree	1
No Opportunity to Observe	N

2. I have high expectations that this applicant would: *listen carefully and execute precise direction from both supervisors and colleagues, especially with respect to safety regulations, record keeping, and patient privacy standards.*

Strongly Agree	5
Agree	4
Not Sure	3
Disagree	2
Strongly Disagree	1
No Opportunity to Observe	N

3. I have high expectations that this applicant would: *demonstrate excellent laboratory skills and habits when preparing radiopharmaceuticals (accurate calculations, good organization, technical ability, and laboratory clean up procedures).*

Strongly Agree	5
Agree	4
Not Sure	3
Disagree	2
Strongly Disagree	1

SSU NMT SAMPLE

No Opportunity to Observe N

Signature of Recommender _____(Date)_____

Are you willing to be contacted if the committee would like additional information or clarification? If so, please provide your telephone and/or email address _____ _____. Thank-you.

Web links

www.snm.org

www.nects.org

www.asrt.org

http://www.mass.gov/dph/rcp

www.proliability.com

www.jrcnmt.org

www.ARRT.org

www.nmtcb.org

www.ssunucmed.com

Salem | STATE UNIVERSITY

Nuclear Medicine Technology Program

This evaluation form has been designed to evaluate the student and provide the student with frequent feedback regarding his/her clinical performance. Please complete the form honestly, **SIGN IT, AND MAIL IT TO THE PROGRAM DIRECTOR IMMEDIATELY**. Please contact the Program Director if there are any questions regarding the student's clinical evaluation.

Student Name: _____ Date: _____

Clinical Site: _____

Rotation 1 2 3 4

I 60% of total score

Ratings: 3=Exceeds Objectives 2=Meets Objectives 1=Needs improvement 0=Does Not Meet Objectives N/A=Not Applicable

Patient Care:

_____1. Identifies the correct patient (ex. checks the wristband on in-patients).

_____2. Checks and reviews requisitions before proceeding with exams.

_____3. Examines and questions patients in order to remove attenuating objects, or to assess any unknown areas of pain which may require flow studies.

_____4. Properly prepares patients for exams (ex. fasting, when to return following injection, emptying bladder, etc.).

_____5. Maintains patient dignity (ex. covers the patient with a blanket if they become exposed, or by finding an empty room for the patient to use a bedpan, and closing the doors).

_____6. Maintains confidentiality of patient information. (HIPPA)

_____7. Maintains patient safety at all times (ex. siderails, locks wheelchairs or stretchers, keeps foley bags below bladder level, etc.).

_____8. Contacts appropriate personnel if the patient's condition should change, or a piece of equipment malfunction (ex. IV pump, respirator, etc.).

_____ 9. Maintains proper contact precautions (universal, contact, airborne).

_____10. Ensures patient comfort and safety throughout exams.

_____11. Appropriate communications maintained with patient throughout exam.

Procedures:

_____ 1. Proper camera (or probe) set-up for acquisitions, including peak, collimator, orientation, and intensity selections.

_____2. Proper computer set-up for acquisition

_____3. Prepares, assays, and records radiopharmaceutical(s) and dose(s).

_____4. Performs safe administration* of radiopharmaceuticals. *Please circle: a. direct venipuncture; b. injected through existing IV line; c. inhalation; d. oral.

_____5. Completes all the necessary paperwork (ex. radiopharmacy logs, fills out the forms in the Cardiac Nuclear Medicine chart).

_____ 6. Properly develops and labels the films, and presents them to the physician in the correct order.

_____7. Completes studies in the Radiology Information System/ (PACS).

_____8. Archives computer data, and records the location of the data in the appropriate logbook, if applicable.

_____9. Completes wet reading forms.

_____10. Locates the patients' film jackets, and presents studies to the physician, if applicable.

_____11. Brings the camera as close as possible to insure high quality images when applicable.

_____12. Positions patients correctly on imaging tables (supine), or on stools (upright).

_____13. Performs the appropriate views for the procedure.

_____14. Positions the camera correctly.

_____15. Performs the computer analysis accurately, if applicable.

Radiation Safety:

_____1. Follows ALARA (as low as reasonably achievable) guidelines (ex. time, distance, and shielding).

_____2. Wears and removes gloves appropriately (ex. does not type on keyboard with potentially contaminated gloves).

_____3. Wears film and ring badges properly.

_____4. Wears labcoat at all times while in radiation areas.

_____5. Handles radioactivity safely (ex. uses syringe shields, lead boxes, and lead "pigs.").

_____6. Disposes of radioactive materials in the proper containers (ex. doesn't put gauze contaminated with the patient's radioactive blood in the biohazard trash, or doesn't put Ga-67 in the short-lived radioactive trash, etc.).

Safety:

_____1. Operates the camera in a safe manner.

_____2. Uses proper body mechanics when transferring patients.

_____3. Practices universal precautions.

_____4. Practices an acceptable level of personal hygiene.

_____5. Maintains a clean and orderly work area.

_____6. Properly handles needles.

_____7. Disposes of "sharps" and biohazardous waste in the correct containers.

II. Affective Domain: 40% of Total Score.

Ratings: 3=Exceeds Objectives 2=Meets Objectives 1=Needs improvement 0=Does Not Meet Objectives N/A=Not Applicable

A. Integrity

____ 1. Accepts responsibility for his/her actions, and admits errors.

B. Adaptability

____ 1. Changes existing protocols to meet patients' needs.

____ 2. Prioritizes patient scheduling.

____ 3. Incorporates new procedures and methods.

____ 4. Performs multiple tasks when necessary.

____ 5. Responds effectively to interruptions.

_____6. Problem solving skills.

_____7. Decision making skills.

C. Professional Demeanor and Interpersonal Skills

____ 1. Conducts all work activities with respect for rights and wishes of others, including the maintenance of a pleasant, quiet work environment.

____ 2. Fosters mature, professional relationships with the technologists, instructors, supervisors, and fellow students at all times. As exhibited in such behaviors as remaining calm during stressful situations, admitting personal error, and controlling emotions during frustrating or anger-provoking situations.

____ 3. When in the situation to do so, answers telephone, responds to inquiries, and greets visitors in department in a polite and courteous manner.

____ 4. Accepts constructive criticism.

____ 5. Demonstrates good listening skills.

D. Reliability

____ 1. Arrives on time.

____ 2. Notifies technologist when leaving clinical site.

____ 3. Is prepared for clinical tasks.

____ 4. Completes all assigned work.

E. Initiative

____ 1. Prepares room for next patient without being asked.

____ 2. Volunteers to assist others in the department.

____ 3. Stocks rooms, cleans, or organizes work areas when assigned room is slow.

____ 4. Makes constructive use of downtime in assigned room (ex. practices processing skills, asks a technologist to explain a specific scan or procedure, prepares for the next day, etc.).

F. Patient Care

____ 1. Explains procedures to the patients before, during, and after the exam. At a level the patients can understand, and loud enough for the patients to hear.

____ 2. By reviewing patients' charts, and/or through conversation with the patients, the student makes notes of any information pertinent to the study, and notifies the physician interpreting the scan.

____ 3. Keeps patients as comfortable as possible throughout the exams (ex. wedge beneath the knees to decrease low back pain, extra blankets, etc.).

____ 4. Dismisses patients. Shows patients how to get back to the main lobby, or arranges for transportation to their room.

____ 5. Maintains contact with patients waiting to go back to their rooms. Makes the patients comfortable, and calls transport again if necessary.

____ 6. Refrains from personal or negative conversations that exclude the patient, or include unprofessional subject matter (ex. what the student did the night before, discussing another patient within hearing distance of patients, etc.).

G. Procedures

____ 1. Checks all views or images for quality before the patient leaves the department (ex. motion, poor positioning of different views, wrong intensity, etc.). Troubleshoots, makes adjustments, and repeats study (or view(s)) if necessary.

____ 2. Performs extra views when necessary (ex. is creative when the patient has abnormal anatomy and performs extra views to get the highest quality study as possible).

____ 3. Performs the study in a timely manner, keeping the room on schedule as much as possible.

Additional Comments:

Technologist(s) signature: _____ Date: _____

Student Comments:

Student signature: _____ Date: _____

Program Director/Clinical Coordinator Comments:

Program Director's signature: _____ Date: _____

Clinical Coordinator's signature: _____ Date: _____

Salem | STATE UNIVERSITY

Student Self Assessment
Nuclear Medicine Program

Student Name: _____ **Date:** _____

This form is for you to use to help pinpoint your strengths and weaknesses. Using the skill/behavior continuum below, rate your level of achievement in each category. If you give yourself a rating of less than 4 or greater than 6, please explain your response for the rating in the comment column,

Scale:	0	1	2	3	4	5	6	7	8
	No skill/behavior is absent								Very skilled/best

Behavior	Rating	Comments

1. Overall Achievement

Professional conduct

Sense of responsibility

Communication Skills

Knowledge

Technical skills

Student/Instructor relations

Collaboration with Fellow Students

2. Program Objectives

Prepare radiopharmaceuticals

Draw blood samples and inject radioisotopes

Operate and troubleshoot equipment

2. Program Objectives, continued.

Evaluate data for accuracy and reliability

Apply Q.C. procedures

Make daily Q.C. judgments

Identify problems, implement solutions

Help fellow workers make routine decisions

Demonstrate dependability and punctuality

Demonstrate integrity and honesty

Assume responsibility and accountability

Recognize limitations

Comments:

Signatures **(Indicates discussion with student.)**

Student **Date**

Clinical Coordinator **Date**

Program Director **Date**

Midway in each rotation, the student should complete this evaluation, and discuss it with the Clinical Supervisor. The student should then take it to the Clinical Coordinator who will sign and forward all evaluations to the Program Director for filing, and distribution to the student, supervisor and Clinical Coordinator.

MONTHLY CLINICAL OBJECTIVES

Student Name_____
Month_____ Affiliate site _____
Clinical supervisor name_____

Clinical objectives to work on this month:

_____

_____

_____

Clinical skills to master this month:

_____

_____

Additional clinical skills the student wishes to practice this month if the opportunity arises:

_____

_____

Additional notes from Clinical or Assistant Clinical Coordinator to Supervisor:

_____

_____

_____(Student signature & date)

_____(Clinical Supervisor signature & date)

After the month has finished, students should bring this form to the Clinical or Assistant Clinical Coordinator for review and discussion.
I have reviewed my clinical progress and set new objectives for next month:
_____ (Student signature & date)
_____(Clinical Coordinator signature & date)

Notes: Was Progress Made On Objectives? How? If not, what changes will be made to meet them next month?

_____

*Supervisors must read and sign this form within the first 3 days of the training month.

(Outline of) Didactic Course Evaluation of Student by Instructor

Nuclear Medicine Program

Salem State University

Student Name: _____ Date: _____
Evaluator: _____ Course Number: _____
Course Title: _____

Evaluate the student's achievement of the following objectives. Add comments relative to strengths and weaknesses. For any not acceptable rating, enter recommendation for remedial steps to be taken or other action.

OBJECTIVES (different for each course)	**RATING** (surpasses requirements, meets requirements, or not acceptable)	**COMMENTS**

_____ _____
Student Date Course Instructor *

Indicates receipt of evaluation and discussion with the instructor.

_____
Program Director Date

* After reviewing the evaluation with the student toward the end of the course, the instructor will forward the evaluation to Program Director for filing and distribution to the student and instructor

NMT Clinical Practicum Professional Conduct Policy

What is 'professional conduct'?

A code of **professional conduct** is a necessary component to any profession to maintain standards for the individuals within that profession to adhere. It brings about accountability, responsibility and trust to the individuals that the profession serves (Registry of Interpreters for the Deaf – just to have something to start with

In the medical profession, everything that practitioners do matters. For patients to trust their practitioners, the practitioners must do everything in their power to build and maintain that trust. Once trust has been broken it takes much more effort to re-establish and may never be re-established. We aim for professional conduct beyond reproach for the protection of patients and fellow colleagues.

For this reason, we require that student completing their clinical practicums pay attention to the following:

- Students must always be courteous and respectful to patients at all times and in all situations.
- Students must maintain a professional attitude in all interactions with students, professional staff, faculty and patients.
- Students must always be alert, attentive and on time to all clinical practicum classes and affiliate hospital rotation assignments.
- Students will take responsibility for their actions, acknowledge their limitations, and ask for assistance when needed.
- Students will ensure the welfare of others is not compromised as a result of their inadequacy or impairment.
- Students will not be deceitful and self-serving.
- Students will not allow personal conflicts to interfere with objectivity in relationships with colleagues or patients.
- Students will refrain from the manifestation of bias, including sexual, marital, racial, ethnic, or cultural harassment.
- Students may not accept any gratuities or gifts from patients or patients' families.
- Students must adhere to the following NMT Program and Salem Hospital policies: NMT Clinical Attendance Policy, NMT Cell Phone/Electronics and Dress Code Policy, NMT Parking Policy and, Salem Hospital Social Media Policy.

I have read and understand the above policy.

Student Signature _____

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Nuclear Medicine Technology Program

Clinical Attendance Policy

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1. Attendance is mandatory; Monday thru Friday 8AM to 2PM, unless arranged otherwise and approved by department Supervisor and Clinical Coordinator.

2. Tardiness will not be tolerated. If you are running late, you must call the supervisor of the department you are working in for that day. If you are over 15min late and failed to notify your supervisor, you will be sent home and you will not get credit for the day. 2 late arrivals will result in a written warning (1st offense), 3 offenses or late 3 times will result in 1 day suspension (2nd offense). Any additional tardiness will result in 3rd offense with a 5 day suspension and meeting with NMT Advisory committee for re-entry or dismissal from the program.

3. In the event of an unavoidable absence, Clinical Coordinator *and* Department Supervisor must be notified (via phone call, <u>not</u> email) at least 1 hour prior to scheduled start time. You must speak to an actual person, no voicemail messages are allowed. *All absences will be recorded*. You are allowed 2 unexcused absences per semester.

More than 2 absences will result in 5 points off per day of the final grade for the course. More than 6 unexcused absences will result in a failure of the Clinical course.

Any attendance violation will result in disciplinary action:

1st Offense- Written warning and make up hours/days are at the discretion of Program Director/Clinical Coordinator.

2nd Offense-Written warning- with 1 day suspension which must made up and student may have grade decreased by 1 letter grade. Student must have a with meeting with Program Director, Asst. Program Director, or Chair of Biology Department prior to return.

3rd Offense – 5 day suspension and meeting with NMT Advisory committee for re-entry or dismissal from the program.

****If a student does not show or call for scheduled day of Clinical (No Call/ No Show) it is an automatic 5 day suspension and meeting with Advisory Committee prior to re-entry.**

I have read and understand the above policy.

Student Signature _____

Revised 1/2019

Cell Phone and/or Electronics Policy

- All cell phones and personal electronics must be turned off and in a designated space (lockers, coatroom, etc.) during clinical and class hours. You may use your phone during lunch break. Excessive use or violations will result in disciplinary action.
- Please secure all valuables. We are not responsible for any lost or stolen items.
- Laptops/IPads are permitted **only** during downtime for educational purposes (homework or research)

Dress Code Policy

- All students are to maintain cleanliness, appearance, and attire appropriate for the work environment
- Clean black Scrubs and clean pressed white lab coat with SSU patch must be worn during clinical hours (you may want to purchase several pairs of scrubs, 3-5)
- Closed toes/heel shoes only (sneakers/clogs)
- Name badge and radiation badge worn at all times
- No dangling jewelry or facial/tongue piercings
- Tattoos should be covered best as possible.
- No artificial nails.

Parking Policy

- All students must register vehicle with each facility's security department and have student parking sticker on vehicle at all times.
- Students must park in designated student parking at all facilities.
- Under no circumstances may students park in patient parking areas.

Any Violation of policy will result in disciplinary action:

1st Offense – Written warning.

2nd Offense – Written warning and 1 day suspension with meeting with Program Director, Asst. Program Director, or Chair of Biology Department prior to return.

3rd Offense – 1 week suspension from program and meeting with NMT Advisory Committee for re-entry or dismissal from program.

I have read and understand the above policies.

Student Signature _____

Revised 1/2019