



Nuclear Medicine Technology Education Program

Student Handbook

2021-2022
Academic Year

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Nuclear Medicine

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Nuclear Medicine Technology Education Program

Student Handbook



Introduction

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Preface

West Virginia University Hospitals offers a 12-month Nuclear Medicine Technology Education Program designed to provide students with the basic knowledge of a wide variety of procedures in Nuclear Medicine. The Joint Review Commission on Education accredits our program. The Essentials and Guidelines for Accreditation are available for students to review and may be found in the office of the Program Director.

West Virginia University Hospitals, Inc. Nuclear Medicine Technology Education Program awards a certificate to each student who satisfactorily completes the required course of study. Upon graduation, students are eligible to sit for the American Registry of Radiologic Technology Certification Board in Nuclear Medicine and the Nuclear Medicine Technology Certification Board.

Students enrolled in the Program are regarded as mature, responsible persons seeking education in Nuclear Medicine. They are not considered employees of West Virginia University Hospitals, Inc. or students of West Virginia University. The following information has been prepared to inform the students of the policies and requirements of this educational endeavor.

To Students:

You forfeit your chance in life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parent's best example and your teacher's best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into opportunity.

--The National Commission on Excellence in Education

Nuclear Medicine Technology Education Program

Student Handbook



Section 1

General Program Information

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Historical Overview & Organization Structure

Historical Overview

The Nuclear Medicine Technology Education program graduated the first class in 1974. The program has remained a hospital-sponsored program enrolling up to four students per academic year. Through the years this program has continually modified its efforts towards programmatic changes in order to update and improve the education process and provide an optimal learning environment. These efforts have at the very least produced entry-level technologists while striving towards expectations of providing our community with highly qualified and competent professionals in our health care systems. Our facility continues to grow with technology advancements as we perform a wide variety of procedures providing students with optimal exposure in the following areas: conventional nuclear medicine procedures and specialty areas such as sentinel node mapping, gated SPECT cardiac studies, Iodine 131 ablations, and pharmaceutical research. The department utilizes three state of the art cameras manufactured by Siemens Medical Systems: 3 Symbia Intevo SPECT/ CT cameras to perform an average of 4300 procedures annually. The facility also has an on-site PET/CT facility which houses 2 PET/CT imaging cameras. The PET/CT facility performs research studies and clinical patients with a combined number of approximately 3500 patients per year. Most recently, WVUH has opened the heart and vascular institute which includes two D-SPECT cardiac dedicated cameras. In summary, our strong commitment to education and continued efforts to remain technologically advanced, WVUH affords students in the Radiologic Sciences an excellent environment for developing academic, clinical, and professional expertise.

Organization Structure

The Nuclear Medicine program at West Virginia University Hospitals is a 12-month certificate program designed to provide students with a comprehensive education in Nuclear Medicine Technology through didactic instruction and applied clinical education. The program is accredited to enroll four students per year with classroom and clinical instruction averaging 40 hours per week. Improvements have been made to improve students in both areas while providing a variety of means to connect the knowledge with the clinical skills.

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Mission Statement

The Nuclear Medicine Technology Education program at West Virginia University Hospitals is committed to providing students with a solid educational foundation in both the didactic and clinical components in which they will become professionally competent registered nuclear medicine technologists. Through education and development in the utilization of radioactive materials for therapeutic and diagnostic procedures, the students will expand their knowledge of the technical, professional, and philosophical aspects of Nuclear Medicine Technology and the health care environment.

Goals

1. The nuclear medicine graduate will demonstrate clinical competence in Nuclear Medicine.
2. The nuclear medicine graduate will practice effective communication skills.
3. The nuclear medicine graduate will employ critical thinking / problem solving skills.
4. The nuclear medicine graduate will exhibit professional behavior.
5. The nuclear medicine graduate will integrate professional growth and development practices.

WVUH ADMINISTRATIVE OUTLINE

Albert Wright

President and Chief Executive Officer

Amy Bush

Vice President, Operations

Amanda Pechatsko

Clinical Administrator

Gary Marano, M.D.

Medical Director, Nuclear Medicine

Jay S. Morris

Education Manager

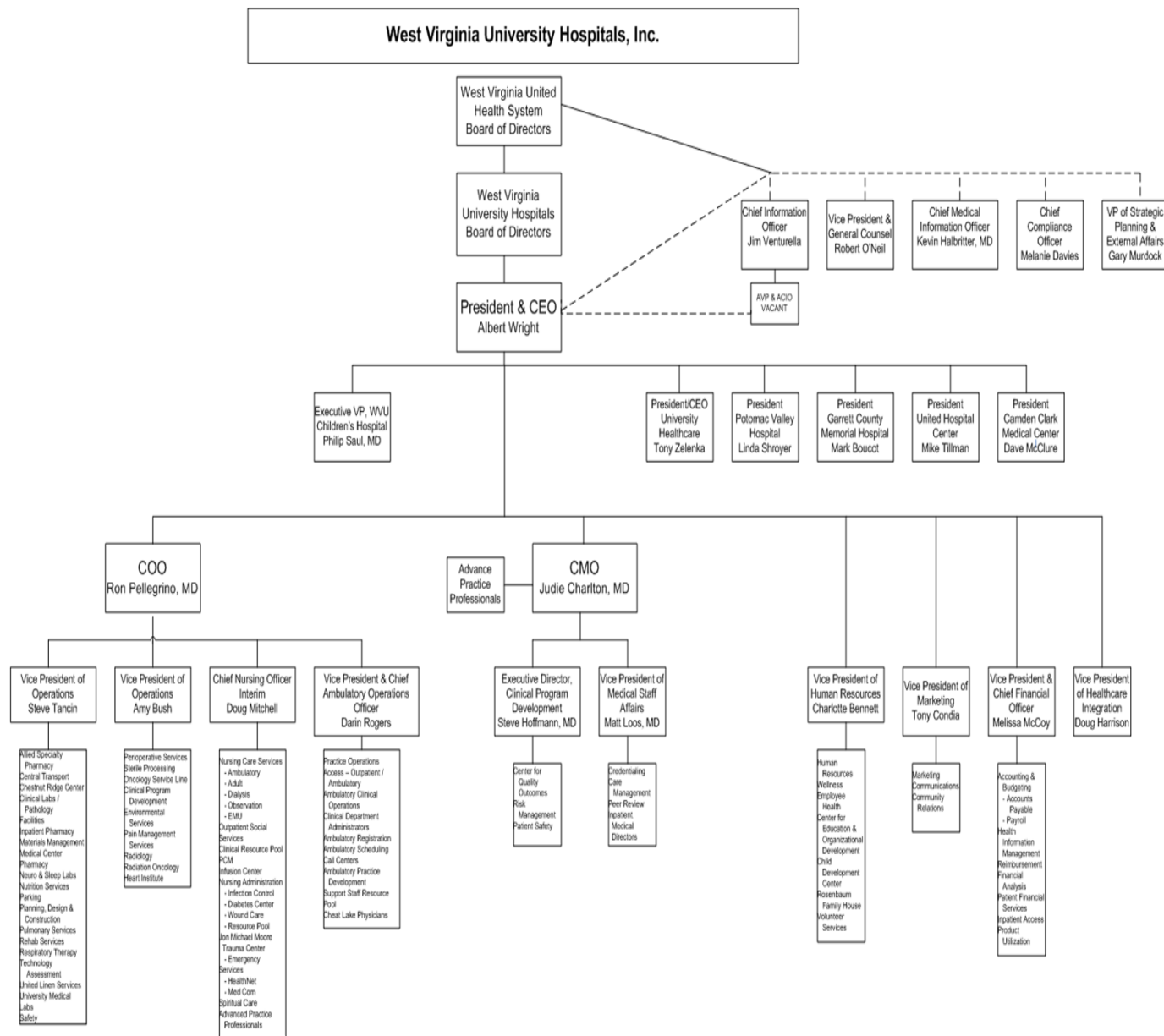
Tiffany D. Davis

Education Coordinator, Nuclear Medicine

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

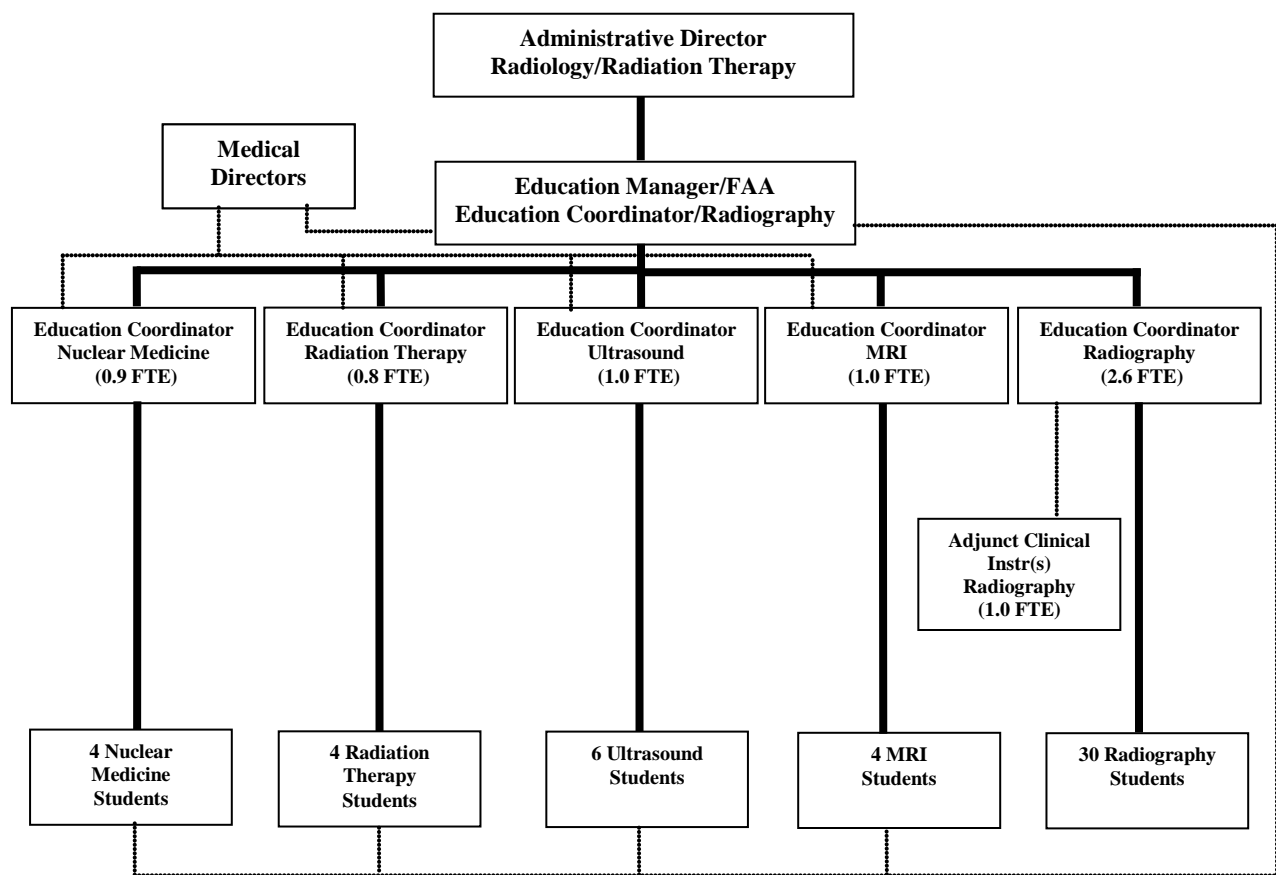
West Virginia University Hospitals Administrative Organization



IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Educational Organizational Structure



IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Education Advisory Committee

Nuclear Medicine Technology Education Program

Mathis Frick, MD
Medical Director, Radiology

Ron Linn
Clinical Coordinator, Radiology Ed.

Cara Bryan, MD
Medical Director, Ultrasound

Neal Humphries
Clinical Instructor, Radiology Ed.

Gary Marano, MD
Medical Director, Nuclear Medicine

Tiffany D. Davis
Education Coordinator, Nuclear Medicine

Amanda Pechatsko
Clinical Administrator, Radiology

Christina Paugh
Education Coordinator, Radiation Therapy

Jay Morris
Education Manager

Candice Norris
Education Coordinator, Ultrasound

Joy Mason
Clinical Instructor, Radiology Ed.

Brad Holben
Education Coordinator, MRI

Deb Ferencz
Clinical Instructor, Radiology Ed.

Jocelyn Smrdel
Education Coordinator, Echocardiography

Nuclear Medicine Student Representative

Ultrasound Student Representative

Radiation Therapy Student Representative

MRI Student Representative

Echocardiography Student Representative

Radiography Senior Class Student Representative

Radiography Junior Class Student Representative

IMAGING SCIENCE EDUCATION PROGRAMS**Nuclear Medicine****General Information****Certificate**

A certificate of completion of 12 months schooling in Nuclear Radiologic Technology is awarded to each student upon successful completion of the program.

Transcript

The student will be provided a transcript of grades upon satisfactory completion of the Nuclear Medicine Technology Education Program. Additional transcript of grades and other information will be forwarded upon written request.

Semester (Mid-Term/ End) Dates**Semester I:**

Mid-Term	July 1 through September 30
End	October 1 through December 31

Semester II:

Mid-Term	January 2 through March 31
End	April 1 through June 30

Housing

Students are responsible for making their own living arrangements. University Housing may be available to you. For more information can be found at <https://universityapartments.wvu.edu/> or by emailing gary.furbee@mail.wvu.edu.

Placement Service

The program cannot guarantee employment to the student based upon program completion, but assistance is provided in obtaining employment through posting of current job openings and listings.

Holidays

The West Virginia University Hospitals, Inc. Nuclear Medicine Technology Education Program will observe all official corporation holidays as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Class/Clinic Schedule

Monday – Friday (hours vary per rotation) 0630-1500, 0700-1530, 0130-1000*

*Students will complete a radiopharmacy rotation at PharmaLogic in Bridgeport, WV during the spring semester. This rotation is a midnight shift rotation for one week.

Vacation

Students are granted two vacations. Vacation periods will be determined at the time of the annual revision of the academic calendar.

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Radiation Badges

Each student technologist is furnished with a chest radiation badge and ring TLD. These badges must be worn in the clinical areas at all times.

Lockers

Each student is assigned a locker located in the hallway near the Imaging Science Education Offices (Ground floor, HSC), as space is available. The department and WVU Hospitals are not responsible for lost or stolen items.

Attendance of Educational Opportunities

Students may be granted time off to attend educational meetings deemed valuable by Program Officials. Each student is expected to provide written documentation of their attendance. Travel to and from educational meetings is done on your own recognizance. Attendance to a local Nuclear Pharmacy, Society of Nuclear Medicine Workshops (Pittsburg Chapter) is recommended. Each student is responsible for their own transportation and expenses.

Travel to and from educational opportunities is done on your own recognizance. Neither WVU Hospitals, the Radiology department, nor the Nuclear Medicine Technology Education Program may be held responsible for your safety and well being.

Libraries

Two libraries of reference books and periodicals are maintained by, the Radiology departmental library and the WVU Health Science Center Library. You have the privilege of using these materials for your studies.

All reference materials must be checked out and returned by the due date. A lost book or reference must be replaced at the student's expense prior to graduation.

Upon completion of the Program a "Library Release" form must be completed by the WVU Health Science Center Library and turned into the Education Coordinator. Students will not graduate if all books or reference materials have not been returned.

Telephone Use & Courtesy

Telephones in the department are intended for hospital business only. Personal calls must be made on a personal phone and in the Radiology break room, cafeteria, or main hospital lobby on the first floor. Messages will be taken for you during the school day. *Messages may be left at 598-4000 ext. 73179.*

When using the hospital phone for business, always identify yourself by stating your name and department (i.e., Nuclear Medicine, John Doe speaking, how may I help you).

Visitors

Students are not permitted to receive visitors in the department at any time. You are to ask your friends and family members to wait for you in the hospital lobby until you are dismissed for the day.

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Sample Academic Calendar

Date: 2019

June 24
June 26 & 27
July 1
July 1
July 4
September 2
September 20
September 23-25
November 28 & 29
December 13
December 13
December 13
December 16-18
December 23 - January 3

Event:

2nd Year Radiology & DMS Students begin Semester III clinic rotations
New Student Orientation
Tuition due - Semester I & III
All Students begin Semester I & III didactic / clinical courses
Independence Day Holiday- No Class
Labor Day Holiday - No Class
Mid-Term Grades due
Student Counseling Sessions
Thanksgiving Holiday - No Classes
Last day of Semester I & III didactic courses
Final Grades due (Semester I & III)
Graduation – DMS program (tentative)
Student Counseling Sessions
Student Holiday break – All students

Date: 2020

January 6
January 6
February 1
March 9-13
March 13
March 16-18
April 6-10
May 7
May 8
May (TBA)
May 25
June 5
June 8-10
June 10
June 11-12
June 12
June (TBA)
June 15-20

Event:

Tuition due - Semester II & IV
All students begin Semester II & IV didactic / clinical courses
Application Deadline for 2020 Candidates
Spring Break – 2nd year Radiography only
Mid-Term Grades due
Student Counseling Sessions
Spring Break – Nuclear Medicine, Radiation Therapy, & MRI Students
Last day of classes - 2nd year Radiography only
Final Grades due - 2nd year Radiography only
Graduation Reception (Radiography graduates)
Memorial Day Holiday - No Class
Final Grades due (Rad. Therapy, Nuc. Medicine & MRI)
Student Counseling Sessions – MRI, Nuc Med, Rad. Therapy
Last day of Semester II didactic courses (1st year Rad, Ultrasound & Echo)
Student Counseling Sessions (1st year Rad, Ultrasound, Echo)
Graduation Reception- (Rad. Therapy, Nuc. Medicine, & MRI)
Graduation Reception (Echo)
Summer Break - 1st year Radiology Students & US students

Nuclear Medicine Technology Education Program

Student Handbook



Section 2

Didactic Education

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Instructional Staff and Course List

Tiffany D. Davis, M.A., RT (R)(N), CNMT

Introduction to Nuclear Medicine
Patient Care and Ethics
Medical Terminology
Conversions & Decay Calculations
Nuclear Medicine Procedures I & II
Nuclear Medicine Instrumentation and Computer Science I & II
Radiopharmaceuticals and Pharmacology I & II Nuclear Medicine Board Review

Jenny Pettry, BA, RT(R)(N), CNMT

Positron Emission Tomography (PET): 511 keV Coincidence Imaging

Health Physicist

Radiation Physics I (Radiation Safety / Radiobiology / Atomic / Nuclear / Chemistry)

Chris Paugh

CPR (fall semester I)

Deb Ferencz, RT(R)

Image Analysis: Cross-Sectional Anatomy

IMAGING SCIENCE EDUCATION PROGRAMS**Nuclear Medicine****Course Descriptions***Nuclear Medicine*

2021

NMT 301 Introduction to Nuclear Medicine

This orientation course is designed to introduce the student to the Nuclear Medicine Technology Program at West Virginia University Hospitals. It will familiarize the student with the policies and procedures of the Hospital, the Radiology Department, as well as the Nuclear Medicine Department and the Education Program(s). During this course, the student and instructor will review the Student Handbook and Clinical Handbook in detail and review the process of achieving requirements clinical competencies. This course will also introduce the student to the methods used to maintain patient's nuclear medicine records (EPIC, NMIS), patient doses (handling and safely drawing), radiation safety, scheduling of patients, quality control results, intravenous catheter insertion, obtaining patient vital signs, and tour of facility including the WVU library.

NMT 302 Patient Care & Ethics

This course identifies patient care and quality improvement material covering a variety of topics including direct patient care skills and communication, medication administration, contrast media, ancillary equipment, quality management, and medical ethics.

NMT 303 Medical Terminology

This course consists of a series of lectures and quizzes which will familiarize the student with the basic terminology used in the field of Nuclear Medicine and the hospital environment.

NMT 304 / 314 Nuclear Medicine Instrumentation & Computer Science I & II

This course will familiarize the student with the basic radiation detectors, their applications, functions, and limitations. It will also include a study of instruments commonly used in Nuclear Medicine. A basic overview of the electronics of gas filled detectors, scintillation cameras and a review of radioactive decay processes are also covered. SPECT and SPECT/CT will be discussed as well as quality control procedures pertaining to each. Computer science is also covered to provide the student with a basic understanding of the image processing features designed for nuclear medicine procedures. Instruction will be provided in the usage of ROIs, filters, flexible display, and other processing techniques. An overview of the basic operations of computers and their components will be provided.

NMT 305 / 313 Radiopharmaceuticals & Pharmacology I & II

This course covers radiopharmaceutical preparation, labeling information, methods of localization, record keeping and storage of radioactive materials, and an analysis of quality control of radiopharmaceuticals and federal drug regulations. It also includes an in-depth discussion of generator systems.

NMT 306 Conversions and Decay Calculations

This course is designed to instruct the student in the calculation of decay formulas. It will also encompass the conversion of basic units in to the metric system and S.I. Units. The student will be able to calculate activity problems and have the ability to determine the half-life of a radionuclide, given the activity at time zero and at a specific time. They will have the ability to utilize decay factors and be able to calculate decay factors for specific time frames. The student will know the basic activity and volumes to be added to radiopharmaceuticals and be able to calculate specific activity and concentration.

NMT 307 / 310 Nuclear Medicine Procedures I & II

This course consists of a series of lectures and images of various pathological conditions, specific examples of general types of disease, brief descriptions of the major classifications of disease and the identification of specific diseases and disorders that can be studied using clinical Nuclear Medicine Procedures. This course will familiarize the student with in vivo and in vitro procedures, as well as other relevant in-vitro procedures performed in Nuclear Medicine. A vast array of therapeutic procedures is also covered to acquaint the student with techniques to provide treatment for specific disease processes.

**NMT 308 Radiation Physics: Radiation Safety and Protection and Radiobiology,
Atomic and Nuclear Physics and Chemistry**

This course details the qualitative and quantitative effects of the human body following exposure to various amounts of ionizing radiation. It includes the potentially harmful effects and the benefits of the medical use of radiation. This course also presents a rationale for working with, and the handling of radioactive material. Basic concepts of organic and inorganic chemistry and biochemistry are discussed. It also includes a brief review of the concept of conversion from the British system of measurement to the metric. This course also covers the concepts and physical principles that apply to the atom and interactions of the various atomic particles. This includes a historical overview of events and theories that have led to current concepts of atomic structure and presentation of the interrelationships between matter and energy.

NMT 309 CPR

This course will teach the student how to externally support the circulation and respiration of a victim of cardiac or respiratory arrest through the use of Cardio-pulmonary resuscitation. They will also be instructed on foreign body airway obstruction management on an adult, child and infant with proper external techniques.

NMT 311 PET (Positron Emission Tomography): 511keV Coincidence Imaging

This course will briefly describe the major classifications of disease and the identification of specific diseases and disorders that can be studied using PET and / or 511 keV Coincidence Imaging. The course will include a basic overview of PET and 511 keV coincidence instrumentation, quality control and image manipulation, as well as the production of PET tracers.

NMT 312 Nuclear Medicine Board Review

This course will review the fundamentals of Nuclear Medicine, practical and current applications. The student will sit for mock boards and a comprehensive review will take place. The student is given time to prepare for their board exam(s). A specific section on Federal Regulations and Agencies will also be covered.

RADT 133 Image Analysis III: Sectional Anatomy

This course is designed to introduce cross-sectional planes of the body. The student will be given the opportunity to identify and label different cross-sectional planes of the body including head, thorax, abdomen, and pelvis. Utilization of various CT and MRI images on-line from selected cross sectional anatomy software applications will aid the student in becoming familiar with the aforementioned. The course will also identify imaging modalities which utilize transverse anatomy.

NMT 401/402	Applied Procedures: PET/CT Clinical, I & II
NMT 401	Applied Procedures: Radiation Safety Clinical
NMT 402	Applied Procedures: Radiopharmacy Clinical
NMT 401/402	Applied Procedures: Heart & Vascular Institute Clinical, I & II
<u>NMT 401/402</u>	<u>Applied Procedures: Nuclear Medicine Clinical, I & II</u>

Under direct and indirect supervision, the student will develop clinical skills through observation and participation in Nuclear Medicine procedures, in-vivo and in-vitro. The student will rotate through general Nuclear Medicine, Radiation Safety, Cardiac Imaging (HVI), Radiopharmacy, and PET/CT to familiarize him/herself with these areas and their place in the field of Nuclear Medicine. (During the Radiation Safety, Radiopharmacy, HVI, and PET/CT rotations the student is to observe and participate as necessary.)

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Textbook List

Author	Title	Edition	ISBN-13	List Price***
				(Barnes & Noble Price)
Chandra	Nuclear Medicine Physics: The Basics	8 th , 2017	9781496381842	\$71.99
Christian	Nuclear Medicine & PET/CT: Technology & Techniques	8 th , 2017	9780323356220	\$176.00
Kowalsky/Falen	Radiopharmaceuticals in Nuclear Pharmacy & Nuclear Medicine	3 rd , 2011	9781582121185	\$159.96
Steves	Review of Nuclear Medicine Technology w/ Prep	5 th , 2017	9780932004956	\$125.00*
Prekeges	Nuclear Medicine Instrumentation	2 nd , 2012	9781449652883	\$125.19
Taber	Taber's Cyclopedic Medical Dictionary	23 rd , 2017	9780803659049	\$35.69
			Approx. Total Purchase Price:	\$676.23

- The Review of Nuc Med Tech book is available for this price from www.snmmi.org. You may wait until December to purchase this book (sometimes the SNMMI will have a holiday sale and this book will go on sale for much cheaper). You won't need this book until March, 2021 so you have plenty of time to get it!
- If you already have a medical dictionary, regardless of type, you do NOT need to purchase a new one.
- List prices reflect the price of each item at the time this document was drafted. Actual price may vary depending on the date of purchase.

August

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 7-12 Clinic 12-1 Lunch 1-3 Procedures I	4 7-8:30 Clinic 8:30-9:30 Physics 9:30-11 Clinic 11-12 Lunch 12-3:30 Clinic	5 7-8 Clinic 8-9 Physics 9-10 Radiopharm I 10-11 Instrumentation I 11-12 Lunch 12-3:30 Clinic	6 7-12 Clinic 12-1 Lunch 1-2 Med Term 2-3 Pt. Care	7 7-8 Clinic 8-9 Physics 9-11 Clinic 11-12 Lunch 12-3:30 Clinic	8
9	10 7-12 Clinic 12-1 Lunch 1-3 Procedures I	11 7-8:30 Clinic 8:30-9:30 Physics 9:30-11 Clinic 11-12 Lunch 12-3:30 Clinic	12 7-8 Clinic 8-9 Physics 9-10 Radiopharm I 10-11 Instrumentation I 11-12 Lunch 12-3:30 Clinic	13 7-12 Clinic 12-1 Lunch 1-2 Med Term 2-3 Pt. Care	14 7-8 Clinic 8-9 Physics 9-11 Clinic 11-12 Lunch 12-3:30 Clinic	15
16	17 7-12 Clinic 12-1 Lunch 1-3 Procedures I	18 7-8:30 Clinic 8:30-9:30 Physics 9:30-11 Clinic 11-12 Lunch 12-3:30 Clinic	19 7-8 Clinic 8-9 Physics 9-10 Radiopharm I 10-11 Instrumentation I 11-12 Lunch 12-3:30 Clinic	20 7-12 Clinic 12-1 Lunch 1-2 Med Term 2-3 Pt. Care	21 7-8 Clinic 8-9 Physics 9-11 Clinic 11-12 Lunch 12-3:30 Clinic	22
23	24 7-12 Clinic 12-1 Lunch 1-3 Procedures I	25 7-8:30 Clinic 8:30-9:30 Physics 9:30-11 Clinic 11-12 Lunch 12-3:30 Clinic	26 7-8 Clinic 8-9 Physics 9-10 Radiopharm I 10-11 Instrumentation I 11-12 Lunch 12-3:30 Clinic	27 7-12 Clinic 12-1 Lunch 1-2 Med Term 2-3 Pt. Care	28 7-8 Clinic 8-9 Physics 9-11 Clinic 11-12 Lunch 12-3:30 Clinic	29
30	31 7-12 Clinic 12-1 Lunch 1-3 Procedures I					

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Course / Clockhour Profile 2020

Semester II - Spring 2020

Course #	Title	Clock hours
NMT 310	Nuclear Medicine Procedures II	36
NMT 311	PET/CT: 511keV Coincidence Imaging & Quality Control	10
NMT 312	Nuclear Medicine Board Review	45
NMT 313	Radiopharmaceuticals & Pharmacology II	12
NMT 314	Instrumentation & Computer Science II	16
RADT 133	Image Analysis III: Sectional Anatomy	24
Total Didactic		143
NMT 402	Applied Procedures: Nuclear Medicine Clinical	440
NMT 402	Applied Procedures: PET/CT Clinical	85
NMT 402	Applied Procedures: Radiopharmacy Clinical	29
NMT 402	Applied Procedures: Heart & Vascular Institute	87
Total Clinic		641
Semester II Educational Clockhour Total		784
Holiday	Memorial Day	Total Holiday 8
Vacation	Spring Break	Total Vacation 40
Semester II Clockhour Total		832

Semester I - Fall 2020

Course #	Title	Clock hours
NMT 301	Introduction to Nuclear Medicine	45
NMT 302	Patient Care & Ethics	16
NMT 303	Medical Terminology	16
NMT 304	Instrumentation & Computer Science I	20
NMT 305	Radiopharmaceuticals & Pharmacology I	20
NMT 306	Conversions / Decay Calculations	24
NMT 307	Nuclear Medicine Procedures I	40
NMT 308	Radiation Physics (Rad Saf/Rad Bio, Atomic/Nuclear)	58
NMT 309	CPR	4
Total Didactic		243
NMT 401	Applied Procedures: Nuclear Medicine Clinical	463
NMT 401	Applied Procedures: Radiation Safety Clinical	27
NMT 401	Applied Procedures: PET/CT Clinical	80
NMT 401	Applied Procedures: Heart & Vascular Institute	85
Total Clinic		655
Semester I Educational Clockhour Total		898
Holidays	July 4th, Labor Day, Thanksgiving x2	Total Holiday 32
Vacation	Christmas & New Years Week	Total Vacation 80
Semester I Clockhour Total		1010

Nuclear Medicine Technology Education Program

Student Handbook



Section 3

Clinical Education

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Faculty Roster
Nuclear Medicine
2020

**Nuclear Medicine Staff Technologists/
Clinical Instructors**

Kirbee Allard, RT(R)(N)
Julianne Coddington, RT(R)(N)
Kelly Creed, RT(R)(N)
Megan Reda, BS, CNMT

**PET/CT Staff Technologists/
Clinical Instructors**

Karlee Forinash, RT(R)(N)
Amanda Lively, BA, RT(R)(N)
Melinda Nicholson, BA, RT(R)(N)
Jennifer Pettry, BA, RT(R)(N), CNMT (PET)
Marka Potts, BS, RT(R)(N), CNMT (PET)
Katelyne Smith, RT(R)(N)
Stephen Zirilli, BA, RT(R)(N)

**Nuclear Cardiology Staff Technologists/
Clinical Instructors**

Lisa Broadwater, RT(R)(N), CNMT
Debra Burton, BA, RT(N), NMTCB(CT)
Shawn Flinn, CNMT
Michaela Martin, RT(R)(N)
Stephanie Stadelman, BS, RT(R)(N)
Felesha Ueltschy, RT(R)(N)
Jamie Walker, RT(R)(N), CNMT

**PharmaLogic Staff Pharmacists/
Clinical Instructors**

Amanda Wilfong, Pharmacist
Shelby Griffith, Pharmacist
Clinical Supervisor
Glen Palmer, Pharmacist
Bobby Mayle, Pharmacy Tech
Kim Regester, Pharmacy Tech
Alex Bruce, Pharmacy Tech

Didactic Faculty

Tiffany Davis, MA, RT(R)(N), CNMT
Didactic Instructor, Core NM Courses
R. Alfredo C. Siochi, PhD
Didactic Instructor, Physics
Debbie Ferencz, RT(R)
Didactic Instructor, X-Sectional Anatomy
Jennifer Pettry, BA, RT(R)(N), CNMT
Didactic Instructor, PET/CT Course

Administration

Ben Parker, RT(R)(N)
Molecular Imaging Manager
Tiffany Davis, MA, RT(R)(N), CNMT
NM Education Program Director
Gary Marano, MD
Medical Director, Molecular Imaging
Dan Martin, MD
Section Chief, Molecular Imaging
Jay Morris, MA, RT(R)(CV)
Education Manager
Jennifer Pettry, BA, RT(R)(N), CNMT (PET)
Molecular Imaging Modality Specialist
Melissa Rose, MA, RT(N), CNMT
Nuclear Cardiology Supervisor

Facilities & Equipment

The WVU Hospitals Nuclear Medicine Technology department has:

- Three (3) Siemens Intevo SPECT/CT cameras
- One (1) Captus 3000 Thyroid Uptake Probe / Well counter
- Two (2) Capintec dose calibrators

The WVU Hospitals PET/CT department has:

- One (1) Siemens mCT20
- One (1) Siemens Biograph Excel
- Two (2) Medrad Stellant Syringe (Dual) Power Injectors

The WVU Heart and Vascular Institute

- Two (2) D-SPECT cardiac imaging systems
- One (1) Capintec dose calibrator

Nuclear Medicine Technology Education Program

**SAMPLE
Semester I**

The following is your clinical rotation schedule. It is your responsibility to perform the scans/assignments that are occurring in the area/camera to which you are assigned. If it is necessary to use another camera for a graded clinical exam, prior arrangements must be made with the Education Coordinator and/or Clinical Instructor. Adjustments may be made to any portion of the schedule at any time at the discretion of the Education Coordinator and/or Clinical Instructor (s). Be flexible to schedule changes.

Rotation	Area / Camera	Duties / Responsibilities
1, 2, 3	SPECT/CT	All Nuclear Medicine studies and related duties
HVI	D-SPECT	Myocardial Perfusions and related duties
INJ*	Injection / Hot Lab	Open/close hot lab, room survey, inj. Patients
PET	PET/CT	All PET/CT studies and related duties
RS	Radiation Safety	Assist Radiation Safety
RR	Reading Room	Read with a Radiologist
RP	Radiopharmacy	Make kits, QC, draw doses

REMINDERS
1. No food or drink in the clinical area.
2. Inform CI before leaving clinical area.
3. Lunch time varies—refer to detailed didactic calendar
4. If your rotation assignment is not busy, assist others.
5. No personal internet usage is permitted during clinical hours.
6. Cell phones must be turned off and in locker.
7. No studying in the dept. unless approved by education coordinator or CI.

Dec 24-Jan 4	Winter Break
Dec 17-21	INJ
Dec 10-14	1
Dec 3-7	RR
Nov 26-30	2
Nov 19-23	3
Nov 12-16	PET
Nov 5-9	INJ
Oct 29-Nov 2	1
Oct 22-26	HVI
Oct 15-19	2
Oct 8-12	PET
Oct 1-5	3
Sept 24-28	HVI
Sept 17-21	PET
Sept 10-14	INJ
Sept 3-7	1
Aug 27-31	HVI *
Aug 20-24	2
Aug 13-17	RS
Aug 6-10	3
July 30-Aug 3	INJ
July 23-27	1
July 16-20	2
July 9-13	3
Rotation Dates	Student Name

HVI* = Early shift to perform QC 6:30am-3:00pm Monday—Friday

INJ = Early shift to open hot lab, every INJ rotation is 6:30am-3:00pm Monday—Friday

All other rotations are 7:00am-3:30pm, Monday—Friday

Clinical Rotation Schedule

Nuclear Medicine Technology Education Program

**SAMPLE
Semester II**

The following is your clinical rotation schedule. It is your responsibility to perform the scans/assignments that are occurring in the area/camera to which you are assigned. If it is necessary to use another camera for a graded clinical exam, prior arrangements must be made with the Education Coordinator and/or Clinical Instructor. Adjustments may be made to any portion of the schedule at any time at the discretion of the Education Coordinator and/or Clinical Instructor (s). Be flexible to schedule changes.

Rotation	Area / Camera	Duties / Responsibilities
1,2,3	SPECT/CT	All Nuclear Medicine studies and related duties
HVI	D-SPECT	Myocardial Perfusions and related duties
INJ	Injection/Hot Lab	Open/close hot lab, room survey, inj. patients
PET	PET/CT	All PET/CT studies and related duties
RS	Radiation Safety	Assist Radiation Safety
RR	Reading Room	Read with a Radiologist
RP	Radiopharmacy	Make kits, QC, draw doses

REMINDERS
1. No food or drink in the clinical area.
2. Inform CI before leaving clinical area.
3. Lunch time varies—refer to detailed didactic calendar
4. If your rotation assignment is not busy, assist others.
5. No personal internet usage is permitted during clinical hours.
6. Cell phones must be turned off and in locker.
7. No studying in the dept. unless approved by education coordinator or CI.

Rotation Dates	Jan 7-11	Jan 14-18	Jan 21-25	Jan 28-Feb 1	Feb 4-8	Feb 11-15	Feb 18-22	Feb 25-Mar 1	Mar 4-8	Mar 11-15	Mar 18-22	Mar 25-29	Apr 1-5	Apr 8-12	Apr 15-19	Apr 22-26	Apr 29-May 3	May 6-10	May 13-17	May 20-24	May 27-31	Jun 3-7
Student Name	3	2	PET *	1	HVI	INJ	PET	3	2	HVI	PET	1	RP	INJ	Spring Break	3	HVI	2	1	RR	3	2

PET* = Early shift to perform QC. 6:00am-3:00pm

INJ = Early shift to open hot lab, every INJ rotation is 6:30am-3:00pm Monday—Friday

RP = Radiopharmacy, midnight shift 1:30am-10:00am Monday-Friday

All other rotations are 7:00am-3:30pm, Monday—Friday

Clinical Rotation Schedule

Nuclear Medicine Technology Education Program

Student Handbook



Section 4

Cross Programmatic Policies

Budget Policy

The budget for the Radiologic Technology Education Programs is prepared annually using the institution's electronic financial management software. The annual preparation of this budget is the responsibility of the Education Manager with input from the Education Coordinators. Approval is granted by the Administrative Director of Radiology and the Vice-President of Operations.

The budgetary fiscal year of the Program coincides with that of the Radiology department and the Hospital. The fiscal year operates from January 1st to December 31st each year. The primary budget categories are Materials / Services and Labor. Funds for educational travel and capital expenditures are not a line item in the education specific budget (#154) but are included in the department's administration budget (#150). The line item expenses under each category are identified on the attached sample budget. The Education Manager must grant approval for budgetary purchases. After receiving approval, the purchasing process can be initiated by submitting requests to the department's Financial Analyst.

In July of each year, the Education Manager will develop the budget for the next fiscal year. Education Coordinators will be asked to submit routine and discretionary requests for projected expenditures for the next fiscal year such as educational materials, phantoms, computer software, anticipated travel, and/or any expenses related to accreditation. Capital expenditures required approval by the Administrative Director of Radiology.



Education Manager

Grievance / Due Process

West Virginia University Hospitals encourage and support a positive appeal process in the event a student feels a disciplinary, academic, or clinical decision was rendered unjustly or under capricious or arbitrary circumstances. Students who wish to appeal such decisions are to adhere to the following policy / guidelines:

Appeal Process

Students may initiate the appeal process by submitting, in writing, a request for appeal to the appropriate individual(s) listed at each level of appeal beginning at Level I (see below). For all levels of appeal, the student must submit the written request within five days after the decision is rendered and a conference will be arranged within ten days of receipt of said request for Level I and within 20 days for Levels II & III. Within three days, written documentation of the decision rendered by the appeal committee and/or individual will be delivered to the student. In the event the student is not satisfied with the judgment rendered at a specific level of appeal, the student may continue the appeal process by written request to the next level. In all cases, the decision rendered by the President of West Virginia University Hospitals is final.

Levels of Appeal

Level I Grievance /Due Process Appeal Committee

1. Administrative Director of Radiology (Chairperson)
2. Program Medical Director or Physician
3. Student Representative
4. Department Manager
5. Staff Technologist / Therapist
6. Lead Technologist

Level II Vice President - Operations / WVUH

Level III President - CEO / WVUH

Non-Compliance Issues

The Radiologic Technology Education Programs sponsored by West Virginia University Hospitals are recognized by various accrediting agencies and are subject to rules and regulations as a condition of continued accreditation. In the event that a student has questions, concerns, or complaints regarding issues of non-compliance, they are encouraged to contact the appropriate accrediting agencies listed below:

Radiography, Radiation Therapy, MRI

JRCERT
20 North Wacker Drive
Suite 2850
Chicago, IL 60606-2901
(312) 704-5300
www.jrcert.org

Ultrasound

CAAHEP
35 East Wacker Drive
Suite 1970
Chicago, IL 60601-2208
(312) 553-9355
www.caahep.org

Nuclear Medicine

JRCNMT
2000 W. Danforth Rd.
STE 130, #203
Edmund, OK 73003
(405) 285-0546
www.jrcnmt.org


Education Manager

Disciplinary / Corrective Action

West Virginia University Hospitals matriculates students who have documented in writing that they will agree to abide by the policies, procedures and behavior standards established by the Hospital and the Program. However, in situations in which a student fails to exhibit appropriate behavior and/or fails to follow established policies and procedures, disciplinary action may be taken. Disciplinary measures are applied at the discretion of the Education Coordinator with the approval of the Education Advisory Committee and are dependent upon the nature of the infraction. The following four (4) levels of progressive disciplinary action will be followed unless otherwise noted:

A. Progressive Disciplinary Steps

I. Documented Counseling

Documented counseling can be utilized when the nature of the infraction warrants notification but not a written warning letter. Counseling documents are considered instructional /educational as opposed to disciplinary and do not become a permanent addition to the student's file unless subsequent disciplinary action occurs. Education Advisory Committee (EAC) approval is not required prior to counseling.

II. Written Warning Letter(s)

Written warning letters (up to a maximum of two) will be utilized to document disciplinary action when the nature of the infraction is sufficient to warrant corrective action and permanent documentation. The issuance of written warning letters requires EAC review and approval.

III. Final Warning & Suspension

The issuance of a final written warning with suspension is the third and final stage of the progressive disciplinary process and requires EAC review and approval. Suspension is not to exceed three days. Students who missed clinical education assignments due to suspension are required to complete those assignments prior to graduation.

IV. Dismissal

B. Progressive Disciplinary Exemption

At the discretion of the Education Advisory Committee, progressive disciplinary action may not apply in instances in which specific student conduct constitutes a serious violation impacting the rights or safety of our patients, families, employees, or students. Summary Level IV (Dismissal) disciplinary action may be invoked for students involved in and/or participating in conduct, which includes, but is not limited to the following:

- Mistreatment of patients, guests, employees, or students.
- Breaches of confidentiality.
- Disclosure of personal computer security codes to others.
- Criminal behavior.
- Being under the influence of alcohol or drugs while on Hospital premises
- Gross violation of safety rules.
- Fighting or violent behavior.
- Malicious destruction or theft of patient, visitor, employee, student or Institutional property.
- Falsification of records or documentation.
- Accessing or discussing protected health information (PHI) for personal gain or with malicious intent.
- Possession or distribution of illegal drugs or controlled substances.
- Possession of firearms, explosives, or concealed weapons while on Institutional grounds.
- Academic or clinical dishonesty.
- Insubordination.
- Deliberate disregard of programmatic or institutional policies.

Disciplinary/Corrective Action cont.

C. Academic & Clinical Performance

As specified in the Academic and Clinical Standards policies, students are required to maintain minimum performance standards in each area of the curriculum. Failure to meet the specified academic or clinical standards by the end of each semester will result in dismissal from the program. (See Academic & Clinical Standards policies)

D. Due Process

All disciplinary actions are subject to due process. Students should refer to the Due Process policy in the Student Handbook for procedural specifics and time frames for appealing disciplinary decisions.


Education Manager

Student Fees / Refunds

The Radiologic Technology Education Programs sponsored by West Virginia University Hospitals assess students tuition and fees to provide supplementary financial support of educational operations and functions. Students will be invoiced with a formal billing statement at least two weeks in advance of the specific fee deadline. Tuition and fees are subject to change without notice; however, all attempts will be made to publish any changes well in advance of their implementation.

Tuition Fee

West Virginia University Hospitals assesses student tuition and fees as follows:

\$1500.00 per semester - Radiography, Radiation Therapy, Nuclear Medicine, and Ultrasound

\$2000.00 per semester - Magnetic Resonance Imaging

Tuition invoices will be distributed at least two weeks prior to the beginning of the subsequent semester, and payment is due prior to or upon the first day of the semester.

Admissions Fee

Each **new** student is assessed a \$50.00 admission fee which must be submitted along with the "Intent to Enroll" form upon the acceptance of a student position. Admission fee invoices are distributed with admission acceptance letters, and payment is due prior to or upon the date specified. **Admission fees are non-refundable.**

Graduation Fee

Each graduating student will be assessed a \$25.00 graduation fee. Graduation invoices are distributed at least two week prior to graduation, and payment is due prior to or upon the date of graduation unless otherwise specified.

Late Payments Fees / Failure to Remit Payment

All payments must be received by the deadline specified on the invoice. Students who fail to remit payment by the specified deadline will be subject to a **\$25.00** late payment fee. Students who fail to remit payment within **two weeks** of the specified deadline will be removed from the program roster and their status will be recorded as "withdrew voluntarily".

Deferments

Students are temporarily exempt from the Late Payment Fees and Failure to Remit Payment requirements if they complete a **deferment** form prior to or upon the payment deadline. Deferments are **only** granted to students who have documented that they are waiting for the distribution of an approved form of financial assistance (grants, loans, scholarships, etc.). Deferments can only be granted by the Education Manager. Students who defer tuition payments are subject to the following payment regulations:

- a. Tuition payments are due within **three** business days after disbursement of financial aid.
- b. After the three-business day grace period, the Late Payment Fees and Failure to Remit Payment sections become effective.

Student Fees / Refunds cont.

Refunds

Students who complete up to 60% of a payment period prior to withdrawing from the Radiologic Technology Education Programs may receive a tuition refund that is prorated upon the percentage of the payment period completed. Student who withdraw after completing 60% of the payment period are not granted refunds. The following procedures will be utilized in determining and issuing a tuition refund if required:

1. The actual clock hours completed by the student are divided by the total clock hours for the payment period (semester) to determine the percentage of the payment period completed.
2. If the percentage of the payment period completed is **greater than 60%**, no refund is granted.
3. If the percentage of the payment period completed is **equal to or less than 60%**, the percentage is multiplied by the tuition paid for the payment period to determine the prorated refund amount. Admission fees are non-refundable and are not included as Semester I tuition paid.
4. The refund will be delivered to the student in the form of a check within 30 days of the withdrawal date. The only exception will be for those students who received Title IV funds:
 - a. If according to the Return of Title IV Funds policy, it is determined that a student has not earned 100% of their Title IV funds disbursed for the payment period and a return of funds to the United States Department of Education (U.S.D.E.) is required, the institution will return to the U.S.D.E. the unearned portion of Title IV funds collected for institutional charges (tuition & fees) on behalf of the student. The student will not directly receive a refund from the institution; however, the amount of funds returned by the institution will be subtracted from the total amount of Title IV funds owed the U.S.D.E. by the student. (See Over-awards /Overpayments & Return of Title IV Funds policy).

Payment / Collection Procedures

All payments are to be remitted to the Education Manager. Received payments will be submitted to the department financial analyst for depositing into the appropriate accounts. Administration of collected tuition and fee funds is relegated to the Financial Services department at West Virginia University Hospitals.

All payments must be submitted in the form of a personal/certified check or money order made payable **to West Virginia University Hospitals**. The student name or Social Security number should be included on the check or money order. Cash or Credit Card payments are not acceptable.



Education Manager

Academic Standards

The Radiologic Technology Education Programs sponsored by West Virginia University Hospitals utilize uniform grading scales so that parity is maintained between programs in assigning achievement ratings for individual courses and overall performance. Academic standards are developed in an effort to discourage mediocrity and promote an atmosphere of academic excellence. West Virginia University Hospitals is committed to producing graduates that are highly qualified, competent medical professionals. Support of this commitment can only be validated by mandating minimum academic standards. The following minimum academic standards and grade scales are utilized:

Overall Weighted Average / Semester

Each student is required to achieve a minimum overall weighted average of **78%** at the end of each semester in order to proceed to the subsequent semester. Failure to achieve the minimum overall weighted average of 78% will result in academic dismissal from the program in which the student is enrolled.

Didactic Course Minimum

Each student is required to complete each didactic course with a minimum percentage grade of **78% (C grade)**. Failure to achieve the minimum percentage grade of 78% in a particular course will result in the student having to repeat the course during its next scheduled offering. First year radiography students who fail to achieve the required 78% minimum in a particular course may repeat the course during their second year providing the course time frame does not conflict with their second year schedule. Second year radiography and modality students who fail to achieve the required 78% minimum in a particular course will not be eligible for graduation and will have to repeat the course in the corresponding semester the next academic year. In all cases, no student may graduate unless a 78% minimum is achieved in each didactic course.

Didactic Core Curriculum Passing Minimum

Successful completion of the core curriculum of each program (core curriculum defined as those didactic courses equaling 24 clock hours or greater) is necessary for the student to advance academically, clinically, and professionally. Although provisions for repeating an academic course are specified, students who achieve less than 78% in multiple core didactic courses have not demonstrated the necessary cognitive skills for advancement into subsequent semesters. Therefore, any student who fails to achieve a minimum percentage grade of **78%** in any two (2) major academic courses of equal to or greater than 24 clock hours each at the end of each semester will be dismissed from the program.

Grading / Quality Points Scale

The following grading/quality points scale will be utilized as an objective evaluation mechanism comprising of percentage values and letter grades which serve to represent the student's didactic course and semester performance. Quality points are utilized in calculating the student's grade point average (GPA).

<u>Percentage Grade</u>	<u>Letter Grade</u>	<u>Quality Points</u>
100% - 93%	A	4.0
92% - 86%	B	3.0
85% - 78%	C	2.0
77% - 70%	D	1.0
< 70%	F	0.0

Other Letter Designations (Not counted towards GPA)

I	Incomplete
WP	Withdrew Passing
WF	Withdrew Failing
P	Passing Work - clockhour credit given
+ or -	Plus or Minus - Instructors discretion

Academic Standards cont.

Grade Point Average

The student's Grade Point Average (GPA) is calculated utilizing the following equations:

1. **Multiply** the number of quality points assigned to the letter grade by the number of clockhours for each course.

$$\begin{array}{rcl} \text{Letter grade A} & & = 4.0 \\ \text{Clockhours / Course \#1} & & = 48 \\ \hline \text{Quality points / Course \#1} & & = 192 \end{array}$$

2. **Add** the number of quality points earned from all courses during the semester.

$$\begin{array}{rcl} \text{Quality points / Course \#1} & & = 192 \\ \text{Quality points / Course \#2} & & = 72 \\ \text{Quality points / Course \#3} & & = 108 \\ \text{Quality points / Course \#4} & & = 192 \\ \hline \text{Total Quality Points / Semester} & & = 564 \end{array}$$

3. **Divide** the total quality points / semester by the total number of clock hours for the semester. This is the grade point average.

$$\begin{array}{rcl} \text{Total Quality Points/Semester} & & = 564 \\ \hline \text{Total Clockhours/Semester} & & = 156 \\ \\ \text{Grade Point Average} & & = 3.62 \end{array}$$

Clinic Standards / Grade Scales

The clinical performance standards and are depicted in the Clinical Standards/Education Policy in the Student Handbook.



Education Manager

Radiation Safety & Exposure Monitoring

West Virginia University Hospitals, in accordance with the rules and regulations established by the National Council on Radiation Protection and Measurements (NCRP) and in Part 20 the Nuclear Regulatory Commission (NRC), has implemented policies and procedures to assure that students and health care professionals can work safely with or near sources of ionizing radiation. This policy is applicable to those students enrolled in programs in which ionizing radiation is utilized for diagnostic and/or therapeutic procedures.

Education

Program officials identify that appropriate education is critical in providing the level of understanding necessary for students to practice radiation safety and protection for themselves and their patients. Radiation safety and protection is comprehensively covered through the following mechanisms:

1. Orientation:
 - a. Introductory Radiation Safety in-service conducted by the Radiation Safety Officer or other Radiation Safety Department Personnel.
 - b. Related policy review by program faculty.
 - c. Discussion of the radiation safety & protection procedures employed in each specific clinical environment by program faculty.
2. Didactic & Clinical Curriculum
 - a. Each program's structure is designed around an approved recognized curriculum that incorporates radiation safety and protection practices via various course objectives based on the intended usage and application of ionizing radiation specific to that program. These include formal didactic training in
 - i. Radiation Physics
 - ii. Radiation Safety & Protection
 - iii. Radiobiology
 - b. Annual Radiation Safety in-service (institutional requirement).
 - c. Program clinical experience and evaluation process.

Radiation Monitoring

Prior to beginning clinical rotations, applicable students will be issued whole body thermoluminescent (TLD) dosimeters and will be instructed in their proper usage and application. In addition, students who will be working with radioactive materials (Nuclear Medicine & Radiation Therapy) will be issued a TLD ring badge. At the end of each wear period, (monthly for ring badge TLD's and quarterly for whole body TLD's) the dosimeters will be collected and returned to the Radiation Safety office for processing. A subsequent report will be generated each quarter. This report will be reviewed by the Radiation Safety department before forwarding to each respective program official. Program officials will review the quarterly dosimeter reports with each student and will require the student to document the review by initialing the report. Program officials will maintain a copy of the student's dosimeter report.

Radiation Exposure & Investigational Levels

The WVU Radiation Safety department maintains the authority for the development and implementation of the radiation safety programs at West Virginia University Hospitals and is responsible for notification, follow-up and management of radiation exposure events exceeding threshold values. Any student receiving a quarterly exposure in excess of the designated investigational levels will be notified in writing and be will be subject to the policies & procedures maintained by the Radiation Safety department governing such events. The following investigational levels have been established:

<u>Dose</u>	<u>Investigational Level/quarter</u>
Total Dose equivalent	375 mrem
Sum of Deep-Dose equivalent or Individual organ	1250 mrem
Eye Dose	375 mrem
Shallow Dose equivalent (Skin or Extremity)	1250 mrem

Specifics regarding the policies and procedures of the Radiation Safety department can be reviewed at <http://www.hsc.wvu.edu/rsafety/dosimetry/>

Guidelines for Dosimeter usage:

1. Dosimeter badges should be worn whenever you are in the vicinity of ionizing radiation. If you lose your badge or if it is temporarily not available, you should get a temporary replacement from the Radiation Safety Office. Do not lend your badge to a friend.
2. Badges must NOT be left in the vicinity of sources of radiation when the wearer is not present. The most common reason for exceptionally high dosimeter readings at this institution has been accidental exposure of badges left on lab coats or lead aprons. Do not wear it when you are having medical or dental x-rays of yourself.
3. Badges should not be subjected to extremes of heat or cold. Do not launder. Do not attempt to open or break the seal around the dosimeter. Please refrain from writing or placing other information on the badge. It is important that program officials and the radiation safety department be able to read both your name and all numbers typed on the badge.

For additional information or questions, please contact Radiation Safety Office, Health Sciences Center North, Room G-139. Phone # 304-293-3413 or <http://www.hsc.wvu.edu/rsafety/>



Education Manager

Education Advisory Committee Policy

Directive:

The Education Advisory Committee is established for the combined governance of the Radiologic Technology Education Programs. The committee functions in a mutual advisory capacity to provide support and assistance in the administration of the education programs sponsored by West Virginia University Hospitals. The sphere of governance shall encompass but not be limited to the following components:

- a. Curriculum Development and Instruction
- b. Tuition and Fee structure and Appropriateness
- c. Student Conduct and Disciplinary action
- d. Accreditation and Compliance
- e. Planning and Resource management
- f. Financial and Budgetary administration
- g. Admission Standards and Matriculation
- h. Event Planning and Structure (graduation, orientation, etc.)
- i. Policy Development and Revision
- j. Program Outcome Assessment / Evaluation

Participants

The Education Advisory Committee will consist primarily of the Education Coordinators from each educational program and the Education Manager of the Radiology Department. The Administrative Director of Radiology and Medical Directors of each program shall serve as ex officio members. A student representative from each program will be appointed to represent the student population during specific meetings in which relevant student issues are discussed.

Schedule

The committee will meet a **minimum** of 4 times a year (Once each quarter). Additional meetings will be held as deemed necessary. Agenda topics will be developed on a needs basis or from input generated by faculty, students, or administration. Each year, a formal meeting will be held for the purpose of reviewing outcome assessment data and overall programmatic analysis. This meeting will be opened to all educational staff, faculty, clinical instructors, and administrative personnel.



Education Manager

Student Counseling / Advisement Policy

West Virginia University Hospitals encourages open communication between students, faculty, and staff. Students are encouraged to seek advisement from faculty and staff when questions or concerns regarding academic, clinical, and/or personal issues arise. The following outlines the required and optional counseling formats that are open to students.

Grade Counseling

Students will be counseled quarterly by a program official with respect to their academic, clinical, and professional performance in the program. Students will be presented with a didactic and clinical grade calculation form, which quantifies their current performance in the program. During these sessions, students will be given the opportunity to discuss any academic, clinical, or personal issues they deem important at that time. Students are required to sign their grade calculation form to provide evidence that they have been made aware of their academic progress and to document the counseling session.

Performance Counseling

When problems or concerns are identified relating to any form of student performance (academic, clinical, professional, or personal), program officials will proactively counsel students in an attempt to gain awareness of the issue and provide corrective measures to facilitate improvement. Counseling will be initiated by the program official and will generally be documented in some form if deemed necessary.

Disciplinary Counseling

Disciplinary counseling will be conducted when students fail to meet established program requirements or fail to abide by the policies of the program or institution. See Disciplinary Action policy.

Open Counseling

At any time, students are encouraged to seek advice on any issues or concerns relating to their educational, professional, or personal well-being. Program officials will attempt to provide assistance or will recommend other sources of assistance if deemed necessary. Students are encouraged to seek advice relating to employment, financial aid / sources, educational opportunities, and professional/personal concerns or interests.



Education Manager

Medical Leave of Absence

This policy is applicable to students that have incurred an illness, injury, or disability that would temporarily prevent them from performing the essential functions of the clinical and/or didactic education component. In the event of such, all reasonable efforts will be made to meet the students' limitations or restrictions. However if the student is unable to participate in clinical / didactic education for a period extending beyond **twenty days**, a medical leave of absence can be granted providing certain criteria are met.

Conditions for Granting a Medical Leave of Absence:

1. The student must provide written documentation from a physician that they are currently unable to actively participate in the clinical and/or didactic education components of the program.
2. The student must be making satisfactory academic, clinical, and professional progress at the time of the request.
3. Leave of absence consideration is not granted to students who chose to have "elective" medical procedures during their time of enrollment.
4. The student must re-enter the program at the **start** of the next corresponding semester in which the leave of absence was granted.
5. In accordance with USDE regulations, any leave of absence longer than 180 days is considered a withdrawal from enrollment; therefore, a student may be subject to entering repayment terms on their student loans during the leave. Information on options such as forbearance and deferment will be made available, as needed.
6. To assure compliance with regards to the accrediting body imposed student capacity restrictions, program officials will either reserve a position for the student in the next enrollment, or pursue a student capacity waiver from the accrediting body.
7. Should the student be unable to re-enroll after the leave of absence, readmission must be obtained through reapplication and reevaluation.
8. Credit for didactic work will not be given for the semester in which the medical leave of absence is granted. Credit for clinical work will be given on a case by case basis.
9. The student must notify program officials as soon as possible should they decide not to return after their leave of absence so that another applicant can fill the reserved position.

This policy is enacted for the purpose of:

- a. Assuring that all students meet the required clinical education objectives so that student competency achievement and registry exam eligibility can be documented.
- b. Assuring that the student's didactic education is closely coordinated with the clinical component thereby providing the student with the highest quality educational experience and learning environment.
- c. Affording students who have made satisfactory academic, clinical and professional progress in the program an option for completing their education after a medical leave of absence.



Education Manager

Financial Aid Policy

This policy articulates the procedures and guidelines that govern the Federal Student Aid Programs at West Virginia University Hospitals. This policy is subject to change in accordance with United States Department of Education policy revisions and amendments. The policy is applicable to the Radiography, Radiation Therapy, Magnetic Resonance Imaging, and Dietetic Internship Programs. Although accredited by USDE recognized agencies, the Nuclear Medicine and Ultrasound programs are not eligible for federal financial aid as their respective accrediting bodies (JRCNMT & CAAHEP) do not maintain Title IV (Federal Student Aid) eligibility.

Procedures:

I. Program Participation

- a. West Virginia University Hospitals participate in the following United States Department of Education (USDE) Student Financial Assistance Programs:
 - Pell Grants
 - William D. Ford Direct Loan Programs:
 - Direct Subsidized, Unsubsidized, and PLUS Loans
- b. A Federal school code (OPE#) of 01257300 has been assigned to indicate the sponsoring institution with the following program designations:
 - Radiography / Radiation Therapy / MRI = 01257301
 - Nutrition & Dietetics = 01257302

II. Application

Students accepted into the programs at WVUH will have the option of requesting financial aid information when submitting their "Intent to Enroll" form. All students who wish to be considered for U.S.D.E. Student Financial Assistance are encouraged to complete the following by June 1st of each year:

1. Free Application for Federal Student Aid (FAFSA).

The FAFSA can be completed on-line at www.fafsa.ed.gov or by submitting a paper copy to the USDE. Students who received Federal financial assistance the previous academic year are also required to submit a Renewal FAFSA by the June 1st deadline. Students must include the Institution's Federal School ID (012573) on their application so that a processed copy will be forwarded to the program's financial aid administrator.

2. Institutional application

3. Verification forms

WVUH verifies 100% of all financial aid applications. The verification process must be completed prior to the disbursement of Pell Grant funds and Direct Loans. **(See Verification policy)**

III. Pell Processing

- a. Each student who applies for financial assistance by submitting the required documents will initially be evaluated for Pell Grant eligibility.
- b. The FAA will submit Pell Origination records to the USDE for each eligible student. The FAA will receive an Origination Acknowledgement from the USDE confirming each student's eligibility.
- c. After processing, each student will receive a letter stating the following:
 1. Pell eligibility status
 2. Total amount of Pell award for school year
 3. Amount of each disbursement.
 4. Dates of each disbursement.

IV. Direct Loan Processing

- a. After first determining Pell eligibility, the FAA will determine the student's loan eligibility and will mail to the student Direct Loan information and a letter containing the following information:
 - Loan eligibility status: Subsidized vs. Unsubsidized.
 - Total amount of potential Loan eligibility for academic year.
- b. To receive a Direct Loan, students must complete a Master Promissory Note (MPN) at <https://studentloans.gov>. This site may be accessed by signing-in using the PIN number associated with the student's FAFSA. Completed MPN will be electronically transferred to the school's database.
- c. Federal regulations require schools to obtain affirmative confirmation before certifying loan amounts for students. Students must contact the school's Financial Aid Administrator in writing (by email or letter) and confirm what type and how much funds they would like to borrow through the Direct Loan program.
- d. The FAA will electronically originate the student's loan using the Direct Loan module of the Ed-Express system. Maximum eligibility will be determined by using the following academic level classifications:
 - Radiography 1st year = 1st year undergraduate
 - Radiography 2nd year = 2nd year undergraduate
 - Modality Student Radiation Therapy & MRI = 3rd year & remaining undergraduate
 - Nutrition & Dietetics Internship = 3rd year & remaining undergraduate
- e. After processing, each student will receive a letter stating the following:
 1. Type of loan certified (Subsidized, Unsubsidized, and/or PLUS).
 2. Loan amount(s) certified.
 3. Amount of each disbursement.
 4. Dates of each disbursement.
- e. All Direct loans are subject to Loan fees as determined by the Department of Education for a particular award year. Loan fees will be deducted from the students disbursement as a percentage of the principle amount disbursed. Cost of attendance data will be adjusted to reflect loan fees assessed to students.

V. Pell Award Disbursement

- a. Each student's Pell Award will be administered in two equal disbursements at the beginning of **each** semester, which will tentatively be scheduled for the first day of enrollment for each semester.
Example: Total Pell Award/ year = \$1500.00
1st Disbursement on 7/1/XX = \$750.00 2nd Disbursement on 1/1/XX = \$750.00
- b. Five days prior to the established disbursement dates, the FAA will submit disbursement records to the USDE for approval and funding. The Department will make available sufficient funds to cover the approved disbursements. Upon notification by the FAA, WVUH accounting will initiate the process to electronically transfer these funds to a WVUH account.
- c. Requisitions for payment will be submitted to WVUH Accounts Payable and a check will be issued directly to the student for the total amount of the scheduled disbursement.
- d. The Radiology Financial Analyst, or their designated appointee, will disburse Pell award checks to each student upon verification of the student's identity via the student's ID badge or driver's license.

VI. Loan Award Disbursement

- a. The total academic year loan amount will be disbursed in two equal payments at the beginning of each semester. Loan disbursement dates will be scheduled for the first day of enrollment for each semester (i.e. July 1, January 1) with the only exception being 1st time/ 1st year borrowers.

Loan Award Disbursement cont.

- **1st time/1st year borrowers will not receive loan funds until they have been enrolled in a WVUH educational program for at least 30 days.**
 - **This exception can be waived, at the FAA discretion, if WVUH's Cohort Default Rate remains at less than 10% over the past three calculated years.**
- b. Five days prior to the established disbursement dates, the FAA will submit disbursement records to the USDE for approval and funding. The Department will make available sufficient funds to cover the approved disbursements. Upon notification by the FAA, WVUH accounting will initiate the process to electronically transfer these funds to a WVUH account.
 - c. Requisitions for payment will be submitted to WVUH Accounts Payable and a check will be issued directly to the student for the total amount of the scheduled disbursement.
 - d. The Radiology Financial Analyst, or their designated appointee, will disburse loan award checks to each student upon verification of the student's identity via the student's ID badge or driver's license.

VII. Entrance Counseling:

- a. Prior to receiving their first loan disbursement, each student must complete a Direct Loan Entrance Counseling session unless one of the following exceptions apply:
 - 1. The student has received a Direct Loan during a previous semester.
 - 2. The student has received a Direct Loan while attending another school.
- b. Entrance Counseling must be completed through the <https://studentloans.gov> web-site and confirmation will be documented in the student's Ed-Express record.

VIII. Exit Counseling:

- a. All students who receive Direct Loans while enrolled at WVUH are required to complete an Exit Counseling session prior to graduation. There are no exceptions to this requirement.
- b. Exit Counseling must be completed through the <https://studentloans.gov> web-site and confirmation will be documented in the student's Ed-Express record.

XI. PLUS Loan Processing:

- a. PLUS loans are available to a credit eligible parent or legal guardian of a dependent undergraduate student attending a postsecondary school.
- b. Parents who participate in the PLUS loan program may borrow up to the student's estimated cost of education minus any Title IV funds the student will receive during the current enrollment period.
- c. PLUS loans are subject to a maximum loan fee of 4% of the loan principle which will be deducted from each disbursement. Cost of attendance data will be adjusted to reflect loan fees assessed to PLUS loans.
- d. PLUS loans are disbursed according to the same procedure as Subsidized & Unsubsidized loans with the following exception:
 - PLUS loans will be disbursed directly to the parent unless written documentation is provided by the parent authorizing disbursement to the student.



Education Manager

Financial Aid Over-awards / Overpayments / Return of Title IV Funds

In accordance with the Code of Federal Regulations (CFR), and the Higher Education Assistance Act (HEA) and its subsequent revisions, West Virginia University Hospitals (WVUH) has established the following guidelines and procedures for managing over-awards, overpayments, and the return of Title IV funds in the event a student's eligibility changes and / or they withdraw or are dismissed from a program after the disbursement of student aid funds.

I. Administrative Practices

To reduce / eliminate the possibility for over-award / overpayment situations, WVUH has implemented the following policies and practices regarding enrollment, disbursement and documentation:

1. WVUH verifies 100% of financial aid applications prior to the disbursement of any form of student aid.
2. WVUH does not disburse student aid funds until the student is physically in attendance in a program. No advanced payment disbursements are made.
3. WVUH records daily attendance for all enrolled students.
4. All of WVUH's programs are full-time; therefore, a student's status is either full-time or not enrolled.

In the event an over-award / overpayment situation does occur, the following procedures will be implemented:

II. Over-awards

An over-award situation would exist in the event that a student's financial aid package exceeds the student's financial need. Adjustments to the student's financial aid package will be made accordingly in over-award situations

1. Pell grant awards will not be adjusted in recalculating the student's financial aid unless an overpayment occurs (See Section III - Overpayments)
2. Direct Loan awards (Subsidized, Unsubsidized, & PLUS) will be adjusted by one of the following:
 - a. Canceling or reducing the award prior to the 1st disbursement.
 - b. Canceling or reducing subsequent loan disbursements.
 - c. Replacing the EFC by converting Subsidized into Unsubsidized loan amounts.
3. Partial disbursements will not be made. If necessary, WVUH will return the entire award and recalculate the student's loan eligibility. A new, corrected disbursement will be issued.

III. Overpayments

In the event that a student's enrollment status changes or additional information is obtained which results in an adjustment to the student's eligibility, overpayments that have occurred will be governed as follows:

1. If a student receives a Direct Loan overpayment for a particular payment period, the FAA will, if possible, reduce or cancel the student's subsequent loan disbursement for that academic year to compensate for the overpayment. If not, the student will be required to (1) repay the excess loan amount in full, or (2) make arrangements, satisfactory to the holder of the loan, to repay the excess amount. If loan overpayment results from the student withdrawing or being dismissed from the program, obligations for repayment are outlined in Section IV – Return of Title IV Funds
2. If a student receives a Pell overpayment for a particular payment period, the FAA will reduce / cancel the student's subsequent Pell disbursement for that academic year to compensate for the overpayment.
3. If a Pell overpayment occurs due to a school error, and the FAA cannot eliminate a potential overpayment in the same academic year, the school will repay the overpayment on the student's behalf. The student will not lose Title IV eligibility nor will be reported to NSLDS or ED collections. However, the student will be required to repay the school the amount the school returned on the student's behalf. The school will work with the student to develop a mutually acceptable repayment arrangement.

Overpayments cont.

4. If a Pell overpayment occurs due to a student error, and the FAA cannot eliminate the potential overpayment in the same academic year, the student must repay the overpayment providing it is \$25 or greater. The school will contact the student by electronic or paper media stating the following:
 - a. The amount of the overpayment and the obligation of returning the funds to the school or the Department.
 - b. If the student fails to repay the overpayment or make satisfactory arrangements for repayment, the overpayment will be reported to NSLDS within 30 days of the date the overpayment was determined to occur.
 - c. The student will no longer be eligible for Title IV funds until the overpayment is resolved.
 - d. If the overpayment amount is not remitted to the school or the Department or if satisfactory repayment arrangements are not made by the 45th day after the overpayment was identified, the school will refer the overpayment to Borrowers Service's for collection.
5. The school reserves the right to withhold a student's academic transcripts or programmatic certificates until the student makes repayment or satisfactory repayment arrangements with the school and/or the Department.

IV. Return of Title IV Funds

Students, who are awarded financial aid and subsequently withdrawal from a program, may be responsible for returning a portion of disbursed funds to WVUH, the Department of Education, and/or their lender. The following outlines the calculation for the Return of Title IV funds when a student ceases to be enrolled prior to the end of a payment period or period of enrollment.

Withdrawal Date

All education programs at WVUH take attendance; therefore, the student's withdrawal date will be the last documented date of attendance at an academically related activity.

Percentage of Title IV Aid Earned

The percentage of Title IV aid earned is determined by utilizing the student's withdrawal date to calculate the percentage of the payment period (semester) completed. The Percentage of Payment Period Completed is calculated by dividing the clock hours scheduled to be completed by the total clock hours for the semester.

1. If the Percentage of Payment Period Completed is **greater than 60%**, then the Percentage of Title IV aid earned is **100%**.
2. If the Percentage of Payment Period Completed is **equal to or less than 60%**, then that percentage will be used to calculate the amount of aid earned.

Amount of Title IV Aid Earned

The percentage of Title IV Aid earned is multiplied by the total Title IV funds disbursed plus the aid that could have been disbursed for the payment period to determine the total Title IV aid (\$) earned by the student.

Title IV Aid to be Disbursed or Returned

1. If the amount of Title IV aid disbursed for the period is less than the amount of Title IV aid earned, a post withdrawal disbursement is required.
2. If the amount of Title IV aid disbursed for the period is greater than the amount of Title IV aid earned, the school, the student, or both will be required to return the unearned portion of disbursed funds.
3. If the amount of Title IV aid disbursed for the period is equal to than the amount of Title IV aid earned, no further action will be necessary.

Order of Return of Title IV Funds

Schools and students are required to return Title IV funds to the programs from which the student received aid in the following order, up to the net unearned amount disbursed from each source:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. PLUS Loans
4. Pell Grants

Return of Title IV Funds cont.

Amount of Unearned Title IV Aid due from the SCHOOL

The amount due from the school is determined by multiplying the Institutional charges for the payment period by the percentage of Title IV aid unearned (100% - Percentage of Title IV aid Earned).

1. The only Institutional charges incurred by students enrolled at WVUH are tuition and fees.

Radiography & Radiation Therapy

Tuition and fees assessed to students are \$1500.00 per payment period (semester).

Magnetic Resonance Imaging

Tuition and fees assessed to students are \$2000.00 per payment period (semester).

Nutrition & Dietetics Internship

Tuition and fees assessed to students are \$2,250.00 per payment period (semester).

2. WVUH will return the unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal.

Amount of Unearned Title IV Aid due from the STUDENT

The amount due from the student is calculated by subtracting the amount of Title IV aid due from the school from the total Title IV funds to be returned. The remaining amount must be returned by the student to the sources listed below in order of their listing until the total amount is repaid with the following exceptions:

1. Grant overpayments of \$50 or less are considered de minimus and do not have to be repaid.
2. A student is only required to return 50% of the disbursed Pell grant funds that are determined to be the responsibility of the student to repay.

Return of Funds by the Student

The procedures governing the return of funds are determined by the source of the funding:

1. Loan programs (Direct Subsidized, Unsubsidized & PLUS loans)
 - a. The student and/or the parent must return funds to loan programs in accordance with the terms of the Master Promissory Note.
2. Pell Grants
 - a. The student returns funds to grant programs as an overpayment.
 - b. Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the USDE.

Reporting and Referring

Within 30 days of determining that a student withdrew, the school will notify the student that

1. They are required to return all or part of the Title IV funds they received.
2. They have 45 days from the date of notification to either,
 - a. Repay the overpayment in full to the school.
 - b. Sign a repayment agreement with the school (not to exceed two years)
 - c. Sign a repayment agreement with the Department.
3. If they fail to take one of the positive actions listed above prior to the 45 day deadline,
 - a. They will no longer be eligible for Title IV funds until the overpayment is resolved.
 - b. The school will be required to report the overpayment to NSLDS.
 - c. The school will be required to refer the overpayment to Borrowers Service's for collection.



Education Manager

Financial Aid Verification Policy

West Virginia University Hospitals, in accordance with 34 CFR 668.51 and the Federal Student Aid Handbook, has implemented procedures to verify the accuracy of information on the student's Free Application for Federal Student Aid (FAFSA). Federal guidelines require verification of all applications selected by the Central Processing System (CPS) for students who will receive (or have received) subsidized student financial assistance. However, in an effort to provide accuracy and consistency, West Virginia University Hospitals has adopted a 100% verification policy for all financial aid applications for enrolled students. WVUH will not certify or disburse Pell Grant or Direct Loan funds until the verification process is completed and all discrepancies are resolved.

I. FAFSA Information to be Verified

For enrolled students who request Federal financial aid, the Financial Aid Administrator (FAA) will verify the following items on the student's FAFSA:

1. Household Size
2. Number Enrolled in College
3. Adjusted Gross Income
4. U.S. Income Tax Paid
5. Untaxed Income and Benefits
6. SNAP Benefits
7. Child Support Paid
8. Income Earned from Work for Non-tax filers

II. Acceptable Verification Documents

In the verification process, the school will be comparing the information on the student's FAFSA with the information on the following documents:

1. Institutional Application (completed and signed)
2. Verification Forms (completed and signed)
3. FAFSA data :
 - When completing the FAFSA, if the student and/or their parents used the IRS Data Retrieval Tool to transfer IRS income information into the FAFSA, and (2) the student and/or parents did not change the data, **No additional tax forms are required**
 - When completing the FAFSA, if the student and/or their parents (1) did not use the IRS Data Retrieval Tool to transfer IRS income information into the FAFSA, or (2) the student and/or their parents used the tool but changed the data. **An IRS tax return transcript(s) must be submitted to verify tax information.** (See instructions on the Verification forms on how to obtain a tax transcript)

III. Verification Process

The FAA will resolve all discrepancies between FAFSA data and its corresponding documentation. Additional supporting documentation may be required. If the verification process identifies errors or inconsistencies, one of the following actions will be taken:

1. The FAA will submit a correction for a student using FAA Access, providing the discrepancy is clearly identified and the correct information is available on the signed verification documents.
2. The student will be notified of the discrepancy and will be asked to submit additional supporting documentation and to either make the correction using FAFSA on the Web, or designate the FAA to make the corrections upon the receipt of the requested documentation.



Education Manager

Student Health Policy

Students enrolled in the WVUH Radiologic Technology Education Programs shall have access to WVUH Employee Health services in the event of an **education-related illness or injury**. In the event that medical attention is required during the second shift (afternoon), students shall report to the Emergency Department for care.

This policy governs education related illness or injuries. It is not designed to provide medical coverage for students beyond the educational environment. Students are encouraged to have their own medical insurance.

Students will be insured by a designated group accident insurance policy, which will provide coverage during education-related activities. The cost of this insurance will be included in the tuition fee.

Services

WVUH Employee Health Services available to all students will include:

- a. PPD (tuberculin test) with follow-up for all new students.
- b. Health assessments (including pertinent medical history) will be evaluated on all new students.
- c. Appropriate immunizations to include Hepatitis B vaccine & Varivax.
- d. Appropriate titers (antibody/antiserum) to verify immunity to chicken-pox for the student who relates a negative history.
- e. Facilitates medical care of students who become ill or are injured while in school, or who have been exposed to communicable diseases (including TB exposure or follow-up).
- f. Health counseling and referral of students (not Employee Assistance Program).
- g. Investigates post exposure follow-up, testing and treatment on all exposure incidents.
- h. Provides education to all new students during orientation on: hepatitis, blood-borne pathogens, reporting incidents, infection control practices, (i.e., universal precautions, handling infectious medical waste, what illnesses must be reported to Employee Health and a general review on Employee Health Policies.
- i. Maintenance of all students' medical records/information

Students may be required to obtain additional vaccinations (Tetanus / MMR) at their own expense after evaluation by Employee Health.

Student Health Policy cont.


Procedure

The following procedure shall be followed in the event that a student sustains an education related injury or illness which requires medical attention:

1. The injured/ill student, with the assistance of their assigned staff clinical instructor or program official, shall complete a WVUH employee incident report form. The incident report is to be submitted to the Education Manager for signature.
2. The completed form shall accompany the student to Employee Health and/or the Emergency Department.
3. The incident report form must be completed regardless of whether medical attention is needed or desired.
4. Employee Health / Emergency Department will evaluate the student's condition, and will provide the necessary treatment and recommended follow-up procedures, if necessary.

University Health Services (Well WVU)

Although not students of West Virginia University, WVUH students do have access to the University Health Services (Well WVU) located on the Ground floor of the Health Sciences Center for treatment of **personal** medical conditions. These services are provided for a pro-rated fee established by West Virginia University. Students can contact one of the program officials for information on these services.



Education Manager

Maintenance of Student Records Policy

I. Family Educational Rights and Privacy Act (FERPA)

West Virginia University Hospitals (WVUH) maintains student records within the scope of the provisions established by the Family Educational Rights and Privacy Act (34 CFR 99) and its subsequent revisions herein referred to as FERPA or the "Act". This policy attempts to articulate the principle components of FERPA as applicable to enrolled eligible students and/or parents. In situations not specifically addressed by this document, WVUH will defer to requirements of the Act which may be accessed in its entirety at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

II. FERPA Provisions

- FERPA gives parents certain rights with respect to accessing their children's education records. These rights transfer to the student when he or she reaches the age of 18 or enters a postsecondary institution. Students to whom the rights have transferred are "eligible students." Parents may retain these rights in accordance to CFR 99.31(a)(8) when the student is a dependent as defined by the Section 152 of the IRS Code. WVUH may request documentation from the student to ascertain parent's eligibility in situations when disclosure requests are received.
- Eligible students and/or parents have the right to inspect and review the student's education records maintained by WVUH. WVUH is not required to provide copies of records unless, for reasons such as geographical location, it is impossible for eligible students and/or parents to review the records. WVUH may charge a fee for copies.
- Eligible students and/or parents have the right to request that WVUH correct records which they believe to be inaccurate or misleading. If WVUH decides not to amend the record, the eligible student and/or parent then has the right to a formal hearing. After the hearing, if WVUH still decides not to amend the record, the eligible student and/or parent has the right to place a statement in the record setting forth his or her view about the contested information.
- Generally, WVUH must have written permission from the eligible student and/or parent in order to release any information from a student's education record (See Section VIII). However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

III. Directory Information

- Under the provisions of the Act, WVUH may disclose, without consent, "directory" information such as a student's name, address, telephone number, birth date, place of birth, honors and awards, and dates of attendance.
- Prior to disclosure of directory information, WVUH will give public notice of such and will specify the information it has designated to disclose and the time frame for such disclosure. Notice will be given at a minimum advance of at least two weeks.

- Eligible students and/or parents may refuse to permit WVUH from releasing directory information by submitting their request in writing within the designated public notice time frame.

IV. Annual Notice

- WVUH will notify eligible students and/or parents annually of their rights under FERPA.
- This mechanism for distribution of this notice will be at the discretion of WVUH and may include special letters, electronic media, posting in student areas, or publication on the program's web page. (See attached Annual Notice)

V. Education Records Maintained during Enrollment

- In accordance with the provisions established by American Association of Collegiate Registrars and Admissions Officers (AACRAO) WVUH will maintain the following records for enrolled students for a period of 5 years:
 - Transcript(s) of grades
 - Student clinical records
 - Semester end clinical & didactic grades
 - Disciplinary actions
 - Student counseling documentation
 - Application & supporting materials
 - Statement of Intent to Enroll form (Student Contract)
 - Attendance records
 - Health records - as required for admission standards.
 - Radiation monitoring records - maintained in the Office of the Department of Radiation Safety.
 - Financial Aid Records

VI. Permanent Records Maintained by WVUH

- In accordance with the provisions established by American Association of Collegiate Registrars and Admissions Officers (AACRAO) WVUH will permanently maintain the following student records:
 - Graduation Roster
 - Final Transcript of WVUH grades
- Permanent records will be archived in both paper and electronic format in two different secure locations.

VII. Limitations of Destruction of Student Records:

- With the exception of those records identified as “permanent” , program officials are not precluded from destroying education records, subject to the following:
 - The Program may not destroy any education records if there is an outstanding request to inspect and review the records;
 - Any written explanation placed in his or her own education record by the student setting forth any reasons for disagreement with the decision of the hearing of the school;
 - The record of disclosure must be maintained for as long as the education record to which it pertains is maintained.

VIII. Requests for Education Records

- Eligible students and/or parents shall provide a signed and dated written consent before WVUH will release educational records with personally identifiable information to a third party. Students may request copies of their educational records by submitting the attached “Education Records Release” form or other acceptable documentation.
- Acceptable documentation must
 1. Include verifiable student identifiers.
 2. State the purpose of the disclosure.
 3. Identify the party to which the records are to be sent (name & address).
 4. Identify the record(s) to be released.
 5. Be submitted in the form of the Education Records Release form, a signed letter, or an e-mail.
- WVUH shall respond to a request for educational records within 45 days.
- WVUH may charge a fee not to exceed \$5.00 per each for copies of educational records.
- WVUH will retain a copy of all Education Records Release forms or other acceptable documentation as long as the records are maintained.

In addition to Family Educational Rights and Privacy Act, this policy may be subject to the provisions established by the following regulatory agencies and professional organizations:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO) <http://www.aacrao.org>
- Nuclear Regulatory Commission (NRC). For some institutions, the addition of nuclear medicine or physics programs including the use of radiological materials as part of laboratory programs can bring them under the rules of this commission. <http://www.nrc.gov/reading-rm/adams.html>
- USA Patriot Act. This Act, passed October 2001, updates 15 different laws, including FERPA. <http://epic.org/privacy/terrorism/hr3162.html>
- U.S. Wage and Hour/Internal Revenue Service/Americans with Disabilities Act. A wide variety of federal agencies and programs have regulations that apply to higher education.



Education Manager

West Virginia University Hospitals

ANNUAL NOTIFICATION

In accordance with the Family Educational Rights and Privacy Act (34 CFR 99.7), herein referred to as the Act, West Virginia University Hospitals publishes this document on an annual basis to inform eligible students and/or parents of their rights pertaining to educational records.

I. Annual Notice

This notice serves to inform eligible students and/or parents that they have the right to:

1. Inspect and review the student's education records.
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records except to the extent that the Act and 99.31 authorize disclosure without consent.
4. File with the Department a complaint under 99.63 and 99.64 concerning the alleged failure by WVUH to comply with the requirements of the Act

II. Procedure for Requesting a Review of a Education Record.

1. Eligible students and/or parents shall submit, in writing, to WVUH program officials, a request to review their educational records.
2. WVUH will comply with said request and make arrangements for the eligible student and/or parent to review said records with a reasonable time frame not to exceed 45 days.
3. WVUH shall respond to reasonable requests for explanations and interpretation of the records.
4. If circumstances prevent an eligible student and/or parent from exercising their rights to review the student's educational records, WVUH will
 - a. Provide copies of the requested records (copy fees, not to exceed \$5.00 each, may apply)
 - b. Make alternate arrangements to accommodate the review.

III. Procedure for Requesting an Amendment to a Education Record.

1. Eligible students and/or parents shall submit in writing to WVUH program officials, a written request to amend their educational record which they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
2. WVUH shall review said request by committee and respond to said request within a reasonable time frame.
3. WVUH will notify the eligible student and/or parent of its decision and will inform them of their rights to a hearing under 34 CFR 99.21.

IV. For additional information, eligible students and parents can access

- WVUH Policy 1.014 - Maintenance of Student Records
- The Family Educational Rights and Privacy Act <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Appointment and Selection of Faculty

Policy:

West Virginia University Hospitals and those responsible for the administration of the Radiologic Technology Education Programs consider each applicant without regards to race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, veteran status or any other status protected by applicable law. This policy serves to identify the criteria and mechanism for selection and appointment of instructors to serve as faculty of the Radiologic Technology Education Programs. In addition, faculty appointments are subject to all WVUH Human Resources employment policies and guidelines when applicable.

Faculty Selection Committee:


In order to recruit and select the most qualified individual(s) to serve as instructors/faculty, a selection committee will be formed and will consist of at least 2 of the following members: (1) Education Program Coordinator, (2) Radiology Administrative Director, (3) Education Manager, (4) Didactic and/or Clinical faculty

Faculty Qualifications:

1. Faculty candidates shall document appropriate education and professional experience relative to the minimum standards of the respective program's accrediting body.
2. Faculty candidates shall demonstrate current knowledge of the discipline and document experience in clinical instruction, curriculum design, didactic instruction, and/or evaluation techniques.
3. Faculty candidates should demonstrate active support of their respective professional affiliates on a national, state, or local level and be actively involved in continued professional development.
4. Faculty candidates should demonstrate understanding of the program's structure and the clinical and didactic education process.
5. Faculty candidates must meet the all of the employee standards required by West Virginia University Hospitals.
6. Professional attitude, work experience, and past professional performance will be considered in addition to the aforementioned qualifications.

Selection & Appointment

1. If the selected faculty position is a permanent appointment by job description, the committee will notify the WVUH Human Resources department so that the individual can be processed according to institutional employment policy.
2. If the selected faculty position is an adjunct appointment, the committee will notify the individual's immediate supervisor so that arrangements can be made to secure release time from their primary responsibilities for instructional purposes.
3. Selected faculty will be provided with the following policies if relevant to the position.
 - a. 1.017 Didactic Instructor Requirements and Guidelines
 - b. 1.016 Didactic Instructor Evaluation
4. Adjunct faculty performance will be monitored by each respective Education Program Coordinator. Permanent faculty will be monitored by the Education Manager in accordance with institutional policy.



Education Manager

Didactic Instructor Evaluation

Policy:

All didactic courses inclusive of the curriculum content required by the specific program's accrediting body will be evaluated by the student with regard to course content, course quality and instructor proficiency. Elective courses offered through each program and courses of less than 10 clock hours duration will be evaluated at the discretion of the Instructor, Education Program Coordinator and/or the Education Manager

Evaluation Instrument:

Student evaluation of instruction will occur through the completion of a course evaluation. This form is currently distributed electronically through an on-line survey application. The form is standard for all programs and is based on a 5 point scale with the following values/designations.

Poor = 1.0

Fair = 2.0

Satisfactory = 3.0

Good = 4.0

Excellent = 5.0

Procedure:

1. At the conclusion of each course, the course instructor will distribute the evaluation forms via e-mail to each student. It is imperative that the instructor not be present when the students are completing the evaluations and that all responses remain anonymous.
2. The Education Program Coordinator will determine an overall course rating from the evaluations and will review for relevant comments or suggestions. The overall course rating will be used as a quantitative measure of the instructor performance. Program performance standards require an overall 3.0 rating for each course of instruction.
3. Student evaluations will be retained electronically for a minimum time period equal to the specific program's accreditation award length. (I.e. retain for 5 years if program's accreditation award covers a 5 year time frame)
4. Areas indicating poor performance in instructional presentation will be documented. The Education Program Coordinator (or Education Manager) will consult with the instructor relative to performance deficiencies and avenues for performance improvement. Classroom monitoring will occur at the discretion of the Education Program Coordinator or Education Manager.
5. Consecutive overall instructional performance ratings below 3.0 will result in a performance analysis review by the Education Program Coordinator (or Education Manager) to determine if instructional deficiencies are consistent and to evaluate the progress achieved by the instructor since the previous performance rating. If it is determined that the student population has not acquired and retained the required level of knowledge specific to the course content and documentation exists identifying instructional presentation as a primary cause, the Education Advisory Committee will determine a plan for remediation.



Education Manager

Validation of Foreign Educational Records

Policy

This policy serves to provide applicants who have obtained secondary and/or postsecondary education outside of the United States, a mechanism for validating the extent and quality of their educational experience, while providing program officials with United States equivalent educational transcripts.

Process for Validation

1. Candidates who have obtained secondary and /or postsecondary education at institutions outside of the United States are required to have their transcripts verified and converted to United States equivalents.
2. Candidates are required to have this service performed by the following non-profit organization:

World Education Services
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
Phone: 212-966-6311
Fax: 212-739-6100
www.wes.org

3. Candidates are responsible for all fees and expenses related to this evaluation process.
4. Validated documents must be forwarded directly to West Virginia University Hospitals (WVUH) from the World Education Services (WES). WVUH will not accept documents directly from the candidate.
5. Candidates should be aware that WES is an independent organization and is not affiliated with WVUH; therefore, WVUH has no control over the costs or the time frames associated with this process. Candidates must submit their documents to WES in a timely manner in order for WVUH to receive the converted documents by the annual February 1st deadline for application materials.



Education Manager

Dress Code Policy

West Virginia University Hospitals Radiologic Technology Education Programs requires all students to adhere to a dress code that is designed to promote a positive professional appearance while providing functionality for patient care and diagnostic imaging activities. The provisions set forth by this policy are consistent with WVU Healthcare's Standard of Behavior and Dress code policies.

Appearance is an important part of the professional image and the dress code will be strictly enforced. Students who fail to follow the dress code will be asked to leave the facility and take the necessary steps to correct their appearance. The time missed will be deducted from the student's PDO balance and the occurrence will be documented in the student's file. Repeated violations of the dress code will result in progressive disciplinary action. Program officials reserve the right to use discretion in determining the student's compliance within the context of this policy.

Student Uniform Requirements

Students enrolled in the Radiologic Technology Education Programs will be required to wear the following uniform while participating in clinical activities:

<u>Description</u>	<u>Manufacturer</u>	<u>Stock Number</u>	<u>Color</u>
<u>Required</u>			
Unisex Scrub Top	Landau	7502	Caribbean
Unisex Scrub Pant	Landau	7602	Caribbean
<u>Optional</u>			
V-Neck Tunic	Landau	8219	Caribbean
Warm-up jacket	Landau	7525	Caribbean

Shoes / Footwear

Footwear must cover the toes of the foot, and should either cover the heel or have a back lip or strap to prevent accidental slip offs, must be **non-canvas and non-mesh**, have a non-skid sole and be of reasonable sole and heel height. Shoe should be modest in appearance and color. Exceptionally bright or fluorescent colors are not permitted. Tennis shoes (leather or vinyl) and "croc-like" shoes are permitted in the clinical area; however, they must be solid; "jibbitz" or filling of the holes is not permitted. Shoes are to be kept clean and appropriate hosiery must be worn.

General Uniform Guidelines:

1. Uniforms must be clean, neatly pressed, reasonably fitted and professional looking.
2. Students are permitted to wear a **plain white shirt** underneath their uniform top.
3. If the Radiology department designates an acceptable addition to the department dress code, students may purchase and wear at their discretion. No other outer garments are acceptable.
4. **Students are required to wear their ID badge at all times while on Hospital property.** The student's name and picture must be clearly visible.
5. Students are required to wear their dosimeter (if applicable) during all clinical rotations.
6. Body cleanliness is mandatory. Regular bathing and use of deodorant is essential.
7. Excessive cosmetics, highly aromatic perfumes or colognes are not to be worn in the clinic area.
8. Oral hygiene is essential for positive patient interaction.

Dress Code policy cont.

Jewelry/ Piercings / Tattoos

1. All jewelry must be professional and modest in appearance.
2. A maximum of 3 earrings per lobe may be worn in each ear.
3. No visible body or tongue piercings are allowed (with the exception of ear piercings)
4. All external/visible jewelry is subject to program official approval with regards to professional appearance and appropriateness.
5. Visible tattoos are not part of WVU Hospital's overall professional appearance. Visible tattoos must be covered during clinical rotations. All materials used to cover tattoos must be approved by an Education Coordinator.

Hair / Nails

1. Hair must be neat, clean, and pulled back ,if necessary
2. Hair color should be natural looking. Extremes in dying, bleaching, coloring, and styling are not permitted.
3. Beards and mustaches must be short, clean, and well-groomed.
4. Artificial nails are not permitted
5. Natural nails can be no longer than ¼ inch past the fingertips
6. Nail polish, if worn, must free of chips and cracks

Hospital Issue Scrub Suits

1. Students performing exams in the operating room may wear WVU Hospital issue O.R. scrub suits.
2. Students are not permitted to wear scrub suits unless dictated by their clinical assignment or without first obtaining permission from a program official.
3. The use of Hospital issued scrub suits is governed by WVUH Policy V.251.
4. Scrub suits are WVU Hospital property and are not to leave the building.

Electronic Devices

1. Students are not permitted to use any electronic or battery powered devices in any public or patient care areas. Examples of prohibited devices include cell phones, MP3 players, iPods™, blue-tooth devices, headphones, etc.

WVU Apparel

1. Students will be permitted to wear "appropriate" West Virginia University T-shirts, sweat shirts or polo shirts on specific days designated by the WVUH Human Resources department. These days are typically limited to specific football game days and on Friday's when games are being played on Saturdays.



Education Manager

Programmatic Suspension / Closure Policy

It is the intent of West Virginia University Hospitals (WVUH) to maintain operation of the Radiologic Technology Education Programs consistent with the Institution's mission and goals. However, in the event that extenuating circumstances, beyond the control of WVUH, significantly impact the operation of a program causing the clinical and/or didactic education components of that particular program to fall below the requirements of the accrediting body, the program would cease to operate at that point. Extenuating circumstances would include but not be limited to:

1. Insufficient number of clinical staff due to a technologist strike or staffing shortage.
2. Inability to retain or employ professionally and/or academically qualified faculty.
3. Insufficient number of clinical exams necessary to provide adequate educational experience.
4. Temporary closure of the facility or the Radiology Department.
5. Implementation of administrative changes that significantly impact programmatic operations.

Unless otherwise dictated, the program would recommence operation when the causative issue(s) have been rectified and program officials can determine that minimum accreditation standards are being met. West Virginia University Hospitals will assume no liability for any financial or personal loss incurred by the student due to circumstances of the aforementioned nature.



Education Manager

Inclement Weather

As a healthcare facility, West Virginia University Hospitals attempts to maintain operations in spite of weather conditions, natural disasters, and or unforeseen events. The policies and procedures governing Hospital operations during such events are specified in the WVU Safety Manuals. However, in response to extreme weather conditions, program officials may temporarily suspend educational functions for students enrolled in the imaging science programs. The following identifies the conditions and procedures governing inclement weather.

(1) Designated Weather Emergency Closure:

As WVU Hospitals is located on the West Virginia University (WVU) campus, program officials will defer to and pattern WVU's operational status relative to inclement weather. Upon notification that WVU is closed due to inclement weather, the Imaging Science programs at WVU Hospitals will also be closed for educational purposes. All students will be excused for the day and will not be required to utilize PDO. Program officials will notify students of pending or current closures via their preferred method of electronic communication; however, students should monitor local media (Radio, TV, etc.) for such announcements or updates.

(2) Students Attending During Emergency Closure

At the student's discretion, he or she may report to their clinical assignments to assist with patient care and imaging procedures during designated weather emergency closures. This is purely optional and is not required. However, student attending during such situations will be reimbursed for their time involved in patient care activities in the form of compensatory time. Compensatory time will be awarded at a 1.5 to 1 ratio for attendance during closure and will not be subject to the 60 day usage time limit. (A student attending for 6 hours during a closure will be awarded 9 hour of compensatory time with no deadline for usage).

(3) Inclement Weather Without Closure

Due to the geographic location of West Virginia University Hospitals, road conditions in the winter months are frequently less than conducive. As this is inherent to our climate, program operations will generally remain open; however, the following should be noted:

- Program official recommend that students use caution and discretion in traveling to and from the facility on days in which weather conditions are less than ideal. Students that make a good faith effort to report on-time will not be held responsible for tardiness during inclement weather.
- Students who are uncomfortable driving in inclement weather can utilize PDO or compensatory time if they choose not to attend. Program officials will waive the pre-approval requirement for compensatory time usage in such events.

(4) Other

In the event of unforeseen or uncommon events that would impact programmatic operations, the Education Manager, in consultation with the Education Coordinators may designate a temporary closure of program operations. Upon determination, program officials will notify students of such events via their preferred method of electronic communication.



Education Manager

Communicable / Contagious Disease Notification

West Virginia University Hospitals Radiologic Technology Education program officials will notify any student or graduate (all programs) of their subsequent exposure to a communicable / contagious disease during their enrollment period as a student. Program officials will be notified by the West Virginia University Hospitals Employee Health Coordinator in regards to incidents of possible exposure of students. Current students or graduates shall notify program officials if they believe that they may have been exposed to a communicable / contagious disease.

Procedure:

1. Current Students- (Radiography, Nuclear Medicine, Radiation Therapy, Diagnostic Medical Sonography, MRI)
 - a. Upon notification by the WVUH Employee Health Coordinator, program officials will notify students in the form of a written memorandum.
 - b. Students will follow recommended guidelines for treatment provided by the WVUH Employee Health Coordinator.
 - c. Students shall notify program officials if they believe they may have been exposed to a communicable / contagious disease.
2. Graduates (all programs)
 - a. Upon notification by the WVUH Employee Health Coordinator, program officials will notify graduates by mail and/or telephone.
 - b. In the event that program officials are unable to contact graduates by the aforementioned methods, attempts will be made to contact that individual by contacting spouses, parents and/or relatives or by any information that might be contained in the graduate students' permanent file.
 - c. Upon notification, graduates will be referred to WVUH Employee Health for treatment and more information.
 - d. Graduates shall notify program officials if they believe they may have been exposed to a communicable / contagious disease.



Education Manager

Visitor Observation

The Radiology Department grants visitation privileges for educationally valid purposes and for the purpose of accreditation and inspection (i.e. Health Department, Joint Commission, etc). All other requests are evaluated on a case-by-case basis.

Upon receiving a request from an individual, or a representative of a group of individuals, to observe Radiology Department activities and functions, the Education Coordinator will inform each individual of the type of activities and functions that the individual can expect to witness during the supervised observation so that each individual will be aware of said activities and will be afforded the opportunity to decline to witness specific activities which may result in personal discomfort or illness as a result of the observation. Following the description of the nature of the supervised observation, the manager/imaging specialist will obtain a signed consent form from each individual releasing West Virginia University Hospital and its employees from liability for any incident which might occur as a result of the individual's observational activities.

Procedure:

- A. The Education Coordinator informs each individual of the nature of the supervised observational activities.
- B. The Education Coordinator obtains a signed consent form releasing the institution from liability during the observation.
- C. Consent forms for individuals under eighteen year of age must also obtain the signature of the individual's parent or guardian.
- D. Consent forms will be retained on file in the Education Coordinator's office for a minimum of one year.



Education Manager

Academic Dishonesty

Students enrolled in the Imaging Science programs at West Virginia University Hospitals are expected to demonstrate integrity and ethical behavior in all aspects of their education and professional careers. Dishonesty in the didactic and clinical environment is a direct violation of the professional code of ethics and will result in disciplinary action and possible sanctions by each respective governing body. Students should be aware of the fact that violations relating to ethical and/or dishonest behavior may result in them being disqualified from practicing in their respective field.

Academic Dishonesty

Academic Dishonesty is defined to include any of the following:

1. Plagiarism: Submitting for credit, without proper acknowledgment, written or oral material that has been knowingly obtained or copied in whole or in part from another individual's academic composition, compilation, or commercially- prepared papers.
2. Fraudulent and dishonest practices in connection with evaluation mechanisms including but not limited to:
 - a. Obtaining unauthorized assistance or knowingly giving unauthorized assistance to another student during didactic examinations, clinical examinations, practicums, or any other applicable cognitive, psychomotor, or affective evaluation process.
 - b. The use of reference materials or any source of information during examinations, unless authorized by the examiner.
3. Forgery, misrepresentation or fraud:
 - a. Forging or altering any official educational record or document.
 - b. Forging or altering any official medical record or document.
 - c. The use of programmatic or institutional documents or data with the intent to defraud.
 - d. Presenting false data or intentionally misrepresenting one's records for admission, registration or withdrawal from the program.

Program Officials / Faculty Responsibility:

Although the responsibility for ethical behavior lies with the student, program officials should structure their evaluation mechanisms and testing environments so as to avoid the potential for academic or clinical dishonesty. Program officials should provide guidance to all program faculty regarding their responsibility for monitoring evaluation processes and documenting any suspected occurrences of dishonesty. All faculty should use care in observing and verifying the specifics of a potential allegation so as to assure that factual information is documented and a student is not falsely accused.

Disciplinary Action / Due Process

Students involved in any unethical or dishonest practice are subject to disciplinary action. Please see Policy #1.003 (Disciplinary Action) for specifics. All students are afforded due process when disciplinary action is invoked. Please see Policy #1.002 (Due Process) for specifics.



Education Manager

Student Withdrawal

This policy governs the procedures relative to a student's withdrawal from an education program sponsored by West Virginia University Hospitals.

I. Withdrawal with Notification:

- A. The student must submit a signed and dated, formal letter of resignation or a Student Resignation Statement (attached) to their Education Coordinator.
- B. The Education Coordinator will notify the Education Manager regarding the student's withdrawal request.
- C. The Education Manager will notify the appropriate financial aid agency(s) of the student's withdrawal and will perform the necessary calculations to determine potential tuition refunds and the amount of Title IV funds to be returned by the institution and/or the student, if applicable. A copy of these calculations and the necessary actions will be forwarded to the Education Coordinator and the student.
- D. The Education Coordinator will schedule an exit interview with the student and will provide the student with a written document specifying—the following items:
 1. The student must fulfill all financial obligations to the respective financial aid agencies and the Institution.
 2. The student must return all materials, which are the property of the Institution.
 3. All courses in progress at the time of withdrawal will be recorded on the student's transcript as "WD" (withdrew).
 4. The student is relinquishing their position in the program and readmission can only be obtained by re-entering the competitive application process during subsequent enrollment periods.

II. Withdrawal without Notification

In the event that a student withdraws without notification (as evidenced by violation of the attendance policy), the Education Coordinator will:

1. Document in the student's file the actual date it was determined that the student withdrew without notification.
2. Initiate the steps outlined in sections B&C of this policy.
3. Notify the student via mail, that they have forfeited their position in the program.
4. Included in the notification the specifics outlined in section D of this policy and the financial aid information provided by the Education Manager.
5. Document that in lieu of a "WD" grade designation, the student's transcript will reflect a failing grade of "F" for all courses in progress at the time of withdrawal.



Education Manager

STUDENT RESIGNATION STATEMENT

I hereby voluntarily withdraw as a student in an education program sponsored by West Virginia University Hospitals because:

(Please check applicable reason(s) for withdrawal):

- ☐ I am not comfortable with the type of clinical experiences involved.
- ☐ I am not comfortable with this profession as a career.
- ☐ I am not satisfied with the quality of classroom instruction.
- ☐ I am not satisfied with the quality of clinical instruction.
- ☐ I am not satisfied with my performance in the program.
- ☐ Personal circumstances beyond my control force my withdrawal.
- ☐ I am not comfortable with the policies and guidelines of the program and/or institution.
- ☐ Conflicts involving program/institution personnel force me to withdraw. Please specify:
- ☐ I have received a more appealing career/educational opportunity.
- ☐ Other: (please specify)

COMMENTS: (relative to experiences in the program and/or suggestions for improvements)

I understand that I will receive no credit toward meeting the eligibility requirements for the certification exam in my respective profession and hereby voluntarily resign my student position.

Student's Signature: _____ Date: _____

Education Coordinator's Signature: _____ Date: _____

Non-Discrimination

West Virginia University Hospitals, in its sponsorship of the education programs in Radiologic Technology and Nutrition & Dietetics, endeavors to create an educational environment that emphasizes human values and relationships and encourages individual development, attainment of personal & educational goals and self-fulfillment. Such an environment will be characterized by open communications, equal opportunities, self-direction, and sensitivity to the student's needs.

All interactions and decisions pertaining to students and student candidates will be conducted in such a manner so as not to discriminate against individuals on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, veteran status or any other status protected by applicable law..

The context of this policy is governed by the provisions and requirements contained in the following:

- a. Title VI of the Civil Rights Act of 1964
- b. Title IX of the Education Amendments of 1972
- c. Section 504 of the Rehabilitation Act of 1973
- d. The Age Discrimination Act of 1975;

Appeals

Students or student candidates may refer to Policy 1.002 (Due Process) for the proper procedures governing the reporting of decisions or actions rendered in which the student alleges capricious or arbitrary circumstances and/or noncompliance with the aforementioned provisions.



Education Manager

Student Services

West Virginia University Hospitals provide the following services to enrolled students free of charge or for a nominal fee.

1. WVUH Employee Health (for initial health screening & clinical education related injuries or illnesses).
2. Accidental Death & Health Insurance (for clinical education related occurrences only)
3. Annual TB testing & Hepatitis B Vaccinations.
4. Annual Flu & H1N1 Vaccinations
5. Access to WV University Health Services (for personal illnesses or injuries, \$74 initial visit fee/semester, \$15 fee for each visit thereafter).
6. WVU Computer-based Learning Center.
7. WVU Health Science Center Library.
8. Employee Parking Permit.
9. Shuttle service to/from offsite parking lots
10. WVUH Fitness Center (\$10 annual fee).
11. Criminal Background Checks
12. Drug Screening/Testing
13. Federal Student Aid Programs (Pell & Direct Loan) for eligible students
 - Radiography, Radiation Therapy, & MRI programs only



Education Manager

Student Lending Code of Conduct

West Virginia University Hospitals (WVUH) is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between WVUH officers, employees or agents and education loan lenders, the following has adopted the following:

- a) WVUH does not participate in revenue-sharing arrangements with any lender.
- b) WVUH does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- c) WVUH does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- d) WVUH does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. WVUH does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- e) WVUH does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- f) WVUH recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. WVUH will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- g) WVUH will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- h) WVUH will not request or accept any assistance with call center or financial aid office staffing.



Education Manager

West Virginia University Hospitals

Radiologic Technology Education Programs

Radiography, Radiation Therapy, Nuclear Medicine, Ultrasound, MRI
& Dietetic Internship programs

Policy No. 1.029

Effective: 10/1998

Reviewed: 7/2016

Revised: 10/2015

Academic Year Definition

The educational programs in the Imaging Sciences and Nutrition & Dietetics sponsored by West Virginia University Hospitals are identified as full-time in accordance with the provisions outline in Volume 3, Chapter 1 of the Federal Student Aid Handbook (minimum 900 Instructional hours / 26 weeks instructional time). All programs are measured in clock-hours with didactic and clinical education hours being calculated in reference to 34 CFR 600.2 (One clock-hour is equivalent to 50 to 60 minutes of class, lecture, recitation, faculty-supervised laboratory or internship). The following represents the specifics relative to each program.

Program	Total Clock-Hours	Didactic Hours	Clinical Hours	Program (Course) Length	Start Date	Graduation Date
Radiography (1st year)	1474	586	888	12 months	July	N/A
Radiography (2nd year)	1153	376	777	11 months	July	May
Radiation Therapy	1645	550	1095	12 months	July	June
Magnetic Resonance Imaging	1696	323	1373	12 months	July	June
Nuclear Medicine	1647	327	1320	12 months	July	June
Diagnostic Medical Sonography	2768	568	2200	18 months	July	December
Nutrition & Dietetics	1450	224	1226	10 months	September	June



Education Manager

Program Effectiveness / Outcome Assessment

The Radiologic Technology Education Programs evaluate programmatic effectiveness and performance by projecting and measuring outcomes relative to each academic year. These outcomes serve to provide assurance of successful achievement of the Program's mission and goals. Programmatic goals are developed by evaluating past performance and establishing benchmarks on which to evaluate current performance. In the event a programmatic goal is not met, action will be taken in an attempt to facilitate performance improvement. The data collected is compiled in an Outcome Assessment report each year.

Critical Elements

Program officials will develop, maintain and revise an Outcome Assessment plan that falls within the framework of the following required elements:

1. Plan will be consistent with the provisions established by the latest version of the program specific "Standards for an Accredited Educational Program" published by the JRCERT and will, at a minimum, include outcomes and program effectiveness data relative to the following elements:
 - a. program completion rate
 - b. clinical competence
 - c. critical thinking
 - d. communication skills
 - e. professionalism
 - f. graduate satisfaction
 - g. employer satisfaction.
 - h. 5 year Credentialing exam pass rate=>75% (1st time attempt)
 - i. 5 year Job placement rate => 75% (within 6 months of graduation)
2. Described outcomes will reflect support for the program's Mission & Goals.
3. Described outcomes will be measurable and will assess the cognitive, affective, and psychomotor domains.
4. Data collection mechanisms will be diverse and will directly assess described outcome(s).
5. Benchmarks will be established at levels, which indicate an acceptable level of performance.
6. Attained outcomes will reflect achievement of the program's Mission & Goals.
7. Data collected will be utilized for performance improvement and confirmation of programmatic success.

Communities of Interest

Although primary assessment of the data collected and presented in the Outcome Assessment report is conducted by the program faculty, the involvement of other internal and peripheral entities is preferred. To broaden to scope of analysis and feedback, the Outcome Assessment report is disseminated and made available to the following for comprehensive review and solicitation of input.

1. Education Advisory Committee (EAC) .
2. Medical Director, Department Director, and Vice President of Ancillary Services .
3. Student Population.
4. Lead technologists & Clinical staff.
5. Published on Program's Web-site.



Education Manager

Credit for Non-WVUH Clinical Experience

It is understood that students may request programmatic credit for clinical experiences obtained in their respective disciplines outside of the structure of their program that has been achieved either prior to or concurrent with their enrollment. This experience may have been acquired by the student (1) while functioning in a technologist's role in a non-licensure state, (2) as a credentialed technologist being cross-trained in a specialty area, or (3) as a component of their employment in an imaging support role. While program officials recognize that all healthcare experiences serve in an additive capacity toward the student's professional development, attempting to assign credit for these experiences can create procedural and equity concerns relative to (1) documenting educational quality, (2) substantiating the actual hours completed, (3) authenticating credentials of supervising personnel, (4) validating external institution accreditation, and (5) assigning equivalent educational clock-hours.

Policy:

Therefore, with respect to the aforementioned considerations, the Imaging Science programs at West Virginia University Hospitals **do not** recognize or accept clinical experience obtained outside of the clinical framework of each program as transfer credit or recognized clinical clock hours applicable towards programmatic completion.


Education Manager

Student Employment

Employment of Students as Technologists

West Virginia University Hospitals does not employ students as technologists while they are enrolled in and are completing the educational components of their respective program. Employment of students in this capacity is in violation of state and institutional policy as follows. (1) West Virginia is a licensure state (WV Code, Chapter 30, Section 23) and, with the exception of sonography, requires imaging professionals to obtain a license to practice medical imaging in their respective disciplines. (2) West Virginia University Hospitals only employs imaging technologists that are registered or are registry eligible in their respective disciplines (Radiography-ARRT(R), Radiation Therapy-ARRT(T), Nuclear medicine-ARRT(N) or NMTCB, Magnetic Resonance Imaging-ARRT(MR), and Sonography-ARDMS) Therefore enrolled students could not obtain a state license and /or be deemed registry eligible in their respective disciplines until graduating from their program. In addition, West Virginia University Hospitals does not pay stipends or make any other monetary adjustments to students for assignments completed in the course of their clinical education.

Other Employment

Students are permitted, but not encouraged, to hold part-time jobs during their education. West Virginia University Hospitals may hire imaging science students in available positions such as radiology technical assistants, EKG technicians, cardiac monitoring technicians, etc. In addition, students enrolled in advanced modality programs, who hold ARRT credentials and a WV state license in Radiography, may be employed as a technologist in Radiography in a casual or part time capacity if such positions are available. Students who choose to hold part-time employment in addition to being enrolled as a full-time student should consider the following:

1. Any form of employment is in addition to and independent of the student's enrollment in the program. Program officials do not facilitate student employment and enrolled students are not given preferential status in hiring.
2. Students seeking employment must follow the procedures of West Virginia University Hospitals and comply with all federal, state, and institutional guidelines.
3. Employment schedules cannot conflict with the student's clinical or didactic schedule and in no capacity are students permitted to function in their employee role while completing schedule educational hours.
4. Students are advised to monitor their employment activities so as not to let their work schedule negatively impact their clinical or didactic performance in the program.



Education Manager

Campus Security and Crime Statistics

West Virginia University Hospitals complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Reauthorization Act of 2013 (VAWA) by reporting to the Department the Clery Act crimes that occur within the hospital and within our designated Clery geography.

Campus Crime Reporting

On an ongoing basis, the WVUH Security department will document all reported crimes that fall under the required Clery designations that have occurred in the hospitals or on adjacent public property and which have been reported. These reported incidents will be compiled each fiscal year and submitted to the financial aid administrator who will subsequently enter the data into the Campus Safety and Security web-site on an annual basis. The purpose of this data is to inform our students, employees and communities of interest regarding the campus security environment. With WVU Hospitals being located on the WVU Health Science campus, and our students attending classes in the Health Science Center, WVU crime statistics are

Clery Act Geography

WVUH will document and disclose statistics for reported Clery Act crimes that occur (1) on campus and (2) on public property within or immediately adjacent to the campus. On-campus will include the hospital and adjacent structures owned by WVUH. Public property is defined as property that immediately borders the hospital and will include WVUH approved parking lots, public streets adjacent to the on-campus structure and public sidewalks on both sides of public streets. **WVUH does not maintain on-campus housing.**

Local Statistics

As required, WVUH will make a “reasonable, good-faith effort” to obtain *Clery Act* crime statistics from local law enforcement agencies that have jurisdiction over the school’s *Clery Act* geography. With the WVUH campus being located on the WVU Health Sciences Center campus, WVUH will submit a request to the WVU University Police requesting Clery Act statistics that have occurred on the Health Science Center on an annual basis. If provided, these statistics will be included with WVUH’s annual submission. In any event, WVUH students will be provided with access to WVU’s annual crimes statistics and security report so as to provide comprehensive disclosure of the security environment related to the surrounding geography.


Reportable Clery Act Crimes

WVUH will document and disclose reported crime statistics occurring in our designated Clery geography in the following four general categories:

1. Criminal Offenses—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
2. Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias
3. VAWA Offenses—Any reported incidents of Domestic Violence, Dating Violence and Stalking
4. Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

Reporting

Students are encouraged to report all incidences of potential criminal violations or security issues occurring on campus and the adjacent properties to the Hospital. Students can report an incident to anyone in a supervisory role; however, it is preferred that students utilize either Hospital Security personnel or a designated Campus Security Authority (CSA). All educational program officials serve as CSA’s. Hospital security can be accessed at any time by calling #77777. Incidences occurring in the Health Science Center or on adjacent WVU property, can also be reported by contacting the WVU police at 304-293-COPS (2677). Violations or suspected violations may be


Education Manager

Timely Warning/ Emergency Notification

In accordance with 34 CFR 668.46(e), all Title IV eligible institutions are subject to the timely warning regulations. West Virginia University Hospitals (WVUH) will provide timely warning to our immediate campus if a situation exists that represents a serious or continuing threat to students and employees. The intent of the warning is to enable members of the campus community to protect themselves and/or to provide information for making educated decisions.

Procedure

In the event that a situation exists at WVUH which may pose a threat to the safety and security of individuals and/or may have a significant impact on hospital operation, WVUH Incident Command will issue a notification through the institution's Live Process™ electronic notification system. This notification will be received by program officials via voice, e-mail, & text messaging. In addition, program faculty will receive notifications for similar situations occurring on the WVU Health Science Center campus through the WVU Alert system. Program faculty will evaluate all communications received through both systems and will determine if the situation necessitates the issuance of a timely warning to students. The issuance of a timely warning to the students will be on a case-by-case basis in light of all the facts surrounding the situation and will be based on but not limited to the following:

- (1) The nature of the situation or the crime.
- (2) The continuing risk of danger or threat to the students.
- (3) The possible risk of compromising hospital operations or law enforcement efforts.

If program officials believe the notifications received through the Live Process™ and/or WVU Alert systems contain pertinent information that may pose a safety or security risk, each program coordinator will issue a timely warning alert to their respective students via a group text messaging system. Program officials will make all efforts to expedite the issuance of this warning. Follow-up notifications will be communicated as additional information becomes available or if the situation changes or is resolved.

Education:

The timely warning provisions will be reviewed with the students during the annual orientation process. Program officials will set-up the text messaging process with their individual students and will conduct a test transmission to assure that all students successfully receive the text message. If a student(s) does not have text messaging capabilities, an alternate communication method will be established at that time. The orientation process will include education in the following areas:

- (1) Hospital Safety & Procedures
- (2) Hospital Security & Procedures
- (3) Active Shooter training



Education Manager

MRI Safety Screening for Students

Consistent with the American College of Radiology (ACR) recommendations, it is the policy of West Virginia University Hospitals (WVUH) to conduct Magnetic Resonance Imaging (MRI) safety screening on all individuals entering Zone III & Zone IV in the MRI imaging suites. So as to assure comprehensive compliance and to avoid potential safety issues for students, MRI safety education & screening is incorporated into the orientation process for all new incoming students enrolled in the imaging science programs.

Procedure:

1. The individual organizing the annual new student orientation will reserve time on the schedule for the MRI education program coordinator to conduct MRI safety training & screening.
2. The training will be conducted in a presentation and/or approved video format and will provide a brief overview of MRI and will cover the fundamental aspects of MRI safety.
3. Students will be provided with an approved questionnaire/screening form and will be given opportunity to ask questions and seek clarification.
4. All students will complete, sign and return the questionnaire /screening form.
5. The form will be initially review by the MRI education program coordinator. Any potential safety concerns identified will be referred to the MRI safety officer for review and will be addressed in accordance with the policies of the WVU Center for Advance Imaging.
6. A copy of the signed screening form will be retained as a part of the student's permanent record.



Education Manager

Title IX (Sexual Harrassment,& Misconduct)

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”.

The following information is compiled from WVUH Policy V.223 Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, Retaliation, and Relationships and serves to provide a brief summary of the provisions contained in institutional policy governing elements of Title IX.

West Virginia University Hospitals is committed to providing its students with an environment free from sexual harassment, discrimination, assault or other sexual acts. Sexual assault or other sexual acts in any manner or form, by another student, employee, agent, patient or visitor is a violation and expressly prohibited.

It is the responsibility of all WVUH students to acquaint themselves with the aforementioned policy and report instances of misconduct so that the appropriate corrective action can be taken if there is violation of this policy.

Violators of this policy are subject to disciplinary actions that may include, but are not limited to: (1) sanctions as severe as discharge of the student, (2) refusing to allow training at WVUH or (3) refusal of access to WVUH property. In addition, sexual assault or sexual abuse, which constitutes a violation of criminal law, may be referred to the appropriate authorities for prosecution.

I. Education & Awareness:

Upon matriculation into Imaging Science Education Programs, all enrolled students will be made aware of the programmatic and institutional policies prohibiting discrimination, sexual harassment, and sexual assault based on any characteristics protected by law. This will be conducted annually during new student orientation. In addition, all students will be required to complete an annual CBL (Computer Based Learning Module) covering the provisions covered by Title IX. Students can also access the following WVU site for information on sexual assault prevention, awareness and assistance. <https://titleix.wvu.edu/resources-offices/prevention>

II. Contact

Any member of the WVUH Community who is a potential victim or who has witnessed any “prohibited conduct” specifically addressed by Policy V.233 is strongly encouraged to report any concerns to the Title IX Coordinator.

Title IX Coordinator
PO Box 8121
Morgantown, WV 26506-8121

Phone: 304-598-6197 or 304-598-4075
Toll Free: 833-599-2100
Email: TitleIX@wvumedicine.org

III. Reporting

If a student believes they are a victim of sexual assault, misconduct or sexual discrimination, they should contact a program faculty member or the Title IX coordinator immediately. If the student feels threatened or they believe there is immediate danger, they should immediately contact Hospital security @ 77777 while on the WVUH premises or, if in the Health Sciences Center, WVU Police at 304-293-COPS (2677)


Education Manager

Student Re-Admission Policy

Admission into each of the Imaging Science Education Programs sponsored by West Virginia University Hospitals is highly competitive and a limited number of positions are available each academic year. Therefore, re-admission is limited to specific circumstances and is governed by the following:

1. Re-admission after being granted a medical leave of absence

A position is reserved for students and they will re-enter their respective program at the **start** of the next corresponding semester in which the leave of absence was granted. The provisions specific to this type of re-admission are covered by Policy 1.009 Medical Leave of Absence.

2. Re-admission after voluntarily withdrawing from a program.

Readmission to a specific program can only be obtained by re-entering the competitive application process during subsequent enrollment periods. The provisions specific to this situation are covered by Policy 1.025 Student Withdrawal.

3. Re-admission after dismissal for failure to achieve or maintain admission, didactic, clinical, institutional and/or performance standards.

Readmission to a specific program can only be obtained by re-entering the competitive application process during subsequent enrollment periods.

4. Special Circumstances

Program officials reserve the right to review and consider requests for re-admission not specifically covered by the aforementioned categories; however, any considerations must be approved by the Education Advisory Committee.



Education Manager

Nuclear Medicine Technology Education Program

Student Handbook

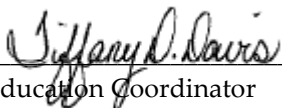


Section 5

Nuclear Medicine Policies

Policy Change

The administration of the West Virginia University Hospital's and the Faculty of the West Virginia University Hospital's Program of Radiologic Technology reserve the right to change any of the stated policies as necessary and/or when advisable for improvement of or to meet new standards within the program.



Education Coordinator

Admission Policy

West Virginia University Hospitals and those responsible for the administration and management of the Imaging Science Education Programs consider each applicant for admission without regards to age, sex, race, color, religion, ancestry, national origin, handicap, or veteran status. Although accredited to enroll 4 students per academic year, program officials reserve the right to limit enrollment based upon the quality of the applicant pool and current employment market conditions. Due to the academic structure and length of the program, the Nuclear Medicine Technology Education Program does not accommodate part-time students, transfer students, advanced placement students, or early release from the program. Admission to the Nuclear Medicine Technology Education Program sponsored by West Virginia University Hospitals is governed in accordance with the following minimum admission requirements.

Requirements for Admission Consideration

All of the following criteria are required for admission consideration and all documentation must be received on or before February 1st of the year in which the candidate is applying for admission.

1. Completed and signed application form.
2. Three letters of personal reference
3. Copy of United States high school transcript and diploma or equivalent
4. Transcript(s) from all post-secondary education (college, radiography, technical school, etc.)
5. Copy of Associate's degree or higher. Applicant must possess a minimum of an Associate's degree to be national registry examination eligible and this degree must be awarded prior to admittance into the Nuclear Medicine program.
6. Applicant must be a graduate (or pending graduate) from a JRCERT accredited program in Radiologic Technology. A copy of certificate must be given to program director as soon as it is available to the applicant.
7. Satisfactory completion of the following college level courses:
 - a. Chemistry with laboratory
 - b. Mathematics
 - c. Physics (radiography physics qualifies)
 - d. Human Anatomy and Physiology (2 courses, with laboratory)
 - e. Written Communications

The above post-secondary (college level) courses are a prerequisite for admittance into the program and must be completed prior to the start of the academic year in which the applicant has applied. The program reserves the right to rescind any offer made to an applicant if the applicant fails to successfully complete any of the above courses prior to the program start date.

8. Official American College Test (ACT) **or** Scholastic Aptitude Test (SAT) exam scores:
 - a. Minimum recommended composite score: **ACT – 19, SAT - 900**
 - b. ACT school code – **4549** SAT school code – **3863**
9. Proof of American Registry of Radiologic Technologists (ARRT) certification in Radiography if applicable. Students who are currently enrolled in a JRCERT accredited Radiography Program and have not yet taken the ARRT exam may apply in accordance with the Non-Registered Student Admissions Policy. Students who do not pass must withdraw from the Program and can only regain admission by entering the applicant pool in subsequent enrollment years, provided they have retaken and passed the ARRT exam. A copy of this certification must be given to the program director as soon as it is available to the applicant.

Application Evaluation:

1. Applicant(s) meeting the aforementioned admission requirements will obtain a score in a preliminary screening process. Program officials utilize an established, objective screening mechanism to assign academic points to a candidate based on their current level of academic achievement. This score is obtained by combining the point value assigned to each of the items below (see Weighted Values for Applicant Selection form).

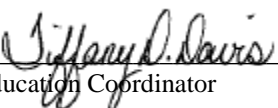
- A. ACT/SAT Score:
 - i. Minimum recommended composite score for admission consideration (ACT 19; SAT 900 (V+M)).
- B. Radiography / College / University grades to include:
 - i. Physics (radiography and/or college) (cumulative)
 - ii. Chemistry with laboratory (cumulative)
 - iii. Human Anatomy & Physiology with laboratory (cumulative)
 - iv. Written Communications (cumulative)
 - v. College Mathematics (cumulative)
 - vi. Applied Radiographic Procedures, clinical (cumulative)
 - vii. Radiographic Positioning & Procedures (cumulative)
 - viii. Applicable Science (cumulative)
 - ix. Applicable Healthcare (cumulative)
 - x. Cumulative GPA (college/university + radiography, average)
- C. College / University Degree
 - i. Graduate degree vs. Baccalaureate degree vs. Associate degree
- F. Healthcare Experience other than Radiography school

2. Those applicants meeting all admissions criteria will be granted a personal interview. The program reserves the right to limit interviews to the top ten candidates (based upon academic points awarded according to the weighted values for applicant admission points policy) meeting the minimum requirements. At least three members from the Nuclear Medicine Education Admissions Committee (Program Director, Staff Technologist(s), Nuclear Medicine Manager, and/or member of the Education Advisory Committee) will conduct the interview(s). All candidates will be scored based on an academic and interview point system. The points will be totaled and entered on the candidate's Weighted Values for Student Selection Form. The interview portion of the evaluation process will be based on the candidate's: appearance, demeanor, emotional stability, personality, communication skills, learning ability, knowledge about nuclear medicine technology, drive to succeed, and demonstrating initiative to improve chances for program admission.

Selection Process:

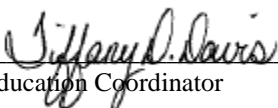
Each candidate will be ranked according to the number of points accumulated from the academic and interview sections.

- A. Four candidates with the highest point total will receive the status of 'Accepted' and be offered a position in the program.
 - i. Although accredited to enroll 4 students per academic year, program officials reserve the right to limit enrollment based upon the quality of the applicant pool and current employment market conditions.
 - ii. The Program reserves the right to re-evaluate and potentially rescind an offer of admission should adverse conditions involving the student's academic, clinical, and/or professional performance develop between the time of notification and the start of the program.
- B. Those candidates chosen for admission will receive the following:
 - i. Acceptance Letter
 - ii. Copy of the updated Student Handbook
 - iii. Statement of Intent to Enroll (to be signed and returned)
 - iv. Non-registered student admission policy and agreement (to be signed and returned)
 - v. Invoice for Admission Fee
 - vi. Essential Performance Standards form
- C. Additionally, two candidates will receive the status of 'wait-list' according to their point totals.
 - i. The 'wait-list' candidate(s) with the highest point total will be offered a position should a vacancy occur on the original roster of accepted candidates.
 - ii. The 'wait-list' candidates will receive written notification of their status.
- D. All candidates receiving the status of 'denied' will receive written notification of their status.


 Education Coordinator

Orientation Policy

It is the policy of the West Virginia University Hospitals Radiologic Technology Education Program in Nuclear Medicine to provide basic hospital and nuclear medicine department orientation information to new students. Orientation is mandatory for all students; however, in the extraordinary event that a student would not be able to attend, he or she will be required to use their personal time off in accordance with the Attendance Policy. PDO time in the amount of 8 hours for each day missed will be charged. The student is solely responsible for obtaining any information missed during new student orientation.



Education Coordinator

Attendance Policy

A student's daily attendance is vitally important in order for them to maintain satisfactory didactic and clinical performance. Students that miss exceptional amounts of clinic time will find it difficult to acquire the exams needed to fulfill their clinical education requirements. Students need to realize that poor attendance during their education can have a negative effect on their future. Employers tend to be wary of student applicants that have a record of excessive absenteeism. It is natural to relate absenteeism with a poor work ethic and a lack of commitment to the profession.

Personal Days Off: (PDO)

Personal days off (PDO) may be utilized for unscheduled absences (illness, personal emergency, etc.) and scheduled absences (job interviews, doctor appointments, etc.).

Twelve-month programs:

The student will be allotted six (6) personal days off (48 hours PDO) for a twelve-month program. In addition, each school year will include three (3) weeks of leave to include: 2 weeks over the Christmas / New Year holiday, and one week in the spring.

Eighteen-month programs:

The student will be allotted nine (9) personal days off (72 hours PDO) for an eighteen-month program. In addition, each school year will include four (4) weeks of leave to include: 2 weeks over the Christmas / New Year holiday, one week in June, and a final week in the fall which is determined by the education coordinator.

Scheduled & Unscheduled Absences:

1. It is the student's responsibility to notify both the Program Director and Clinical Rotation site when calling to report off for illness or other personal emergencies. Notification must be received by a Program Official no later than 30 minutes prior to the beginning of the student's assigned shift. Failure to call a Program Official in a timely manner will result in the student receiving an unexcused absence for that day. Students are required to leave a message on the phone mail system of the Program Director and the clinical rotation site.
2. In addition to calling off, students must document their absence by completing a Personal Leave Request form in Trajecsys. Comp time may not be utilized for unscheduled absences.
3. Students that miss consecutive days due to an illness will be charged only one (1) personal day off (8 hours PDO) for every three (3) days of absence, providing the student has a valid medical excuse from a physician stating the amount of time that the student is excused. The provision does not apply to time missed due to illnesses or incapacitation related to elective procedures or surgeries. Please refer to the Medical Leave of Absence policy regarding extended illnesses.
4. PDO and comp time shall be granted in minimum increments of 1 hour for both scheduled and unscheduled absences, unless previously approved by the Program Director.
5. Students requesting time-off for non-emergent reasons should pre-schedule PDO or comp time with program officials by the end of their shift at least one (1) day prior to the requested time off. Students should complete a

Personal Leave Request form in Trajecsys and inform the Program Director as soon as the form has been submitted to ensure prompt review.

Excessive Absenteeism

This policy serves to identify the procedure and criteria implemented when a student exceeds their allotted number of personal days off (PDO).

1. Excessive absenteeism will not be tolerated. If a student exhausts their allotted PDO days, they will be subjected to the following disciplinary action.

Twelve-month programs:

- a. If the 6 allotted PDO days are exhausted, the student will receive documented counseling regarding their attendance and 1 point will be deducted from their overall clinical grade.
- b. If 2 additional days are missed (total 8), the student will receive a second formal written warning regarding their position in the Program and 2 additional points will be deducted from their overall clinical grade (total 3).
- c. If 2 more additional days are missed (total 10), the student will receive a final formal written warning regarding their position in the Program and 2 additional points will be deducted from their overall clinical grade (total 5).
- d. If the total amount of days absent exceeds 10, then the student will be dismissed from the Program if any additional absences occur. Students will be evaluated on an individual basis as to the circumstances causing the absenteeism.

Eighteen-month programs:

- a. If the 9 allotted PDO days are exhausted, the student will receive documented counseling regarding their attendance and 1 point will be deducted from their overall clinical grade.
 - b. If 2 additional days are missed (total 11), the student will receive a second formal written warning regarding their position in the Program and 2 additional points will be deducted from their overall clinical grade (total 3).
 - c. If 2 more additional days are missed (total 13), the student will receive a final formal written warning regarding their position in the Program and 2 additional points will be deducted from their overall clinical grade (total 5).
 - d. If the total amount of days absent exceeds 13, then the student will be dismissed from the Program if any additional absences occur. Students will be evaluated on an individual basis as to the circumstances causing the absenteeism.
2. In the event that a student exceeds their allotted PDO days, their clinical education will be extended beyond graduation so that all clinical requirements can be satisfied. However, the clinical education process cannot be extended beyond 5 days after graduation. All absences over the allotted PDO days will be considered as unexcused absences and will result in documentation of unsatisfactory attendance on the final transcript.
 3. In accordance with the Standards of an Accredited Educational Program in Radiologic Sciences, with regard to the maximum hours of clinical and didactic instruction, students will not be permitted to make-up their excessive missed time by extending their hours in clinic on a daily basis.

Unexcused absences

Unexcused absences are classified as the following:

1. Leaving the facility grounds without a program official's permission.
2. Leaving your assigned clinical area without program officials or a staff technologist's permission.
3. Failure to notify program officials prior to your assigned shift of an unscheduled absence.
4. Absences that occur as a result of disciplinary action (e.g. suspension) or those in excess of the allotted 6 PDO days for twelve month programs or 9 PDO days for eighteen month programs.

In the event that a student incurs an unexcused absence, the Disciplinary Action policy will be implemented. It is mandatory for all students to make-up, after graduation, any time missed as a result of an unexcused absence so that all clinical requirements can be satisfied. As with the excessive absenteeism policy, the clinical education process cannot be extended beyond 5 days after graduation for unexcused absences.

Tardiness

Students are required to be in their assigned clinical or didactic area and fully prepared to begin the daily clinical assignments prior to or by their designated starting time. Students should be aware that falsifying attendance records is grounds for immediate dismissal.

Tardiness is subject to the following guidelines and provisions:

- a. Tardiness is considered as any arrival time that is more than 7 minutes past the designated start of the student's shift.
- b. Tardiness beyond 30 minutes will result in the student being charged 0.5 days (4 hours) of PDO.
- c. Failure to notify program officials 1 hour beyond the designated time of arrival will result in the student receiving a written warning.
- d. Excessive tardiness will not be tolerated and will result in a reduction in Clinical Points which will negatively affect the student clinical grade. Continued abuse will additionally result in disciplinary action and will result in documentation of "unsatisfactory attendance" on the final transcript.
- e. Exceptions to this policy will be at the program official's discretion and will be limited to unforeseen events.

Tardiness will be governed by the following limits and corresponding corrective actions:

Twelve-month programs:

- a. Upon the occurrence of three incidences of tardiness, the student will be issued an oral warning and 1 point will be deducted from their clinical grade.
- b. Upon the occurrence of three additional incidences of tardiness (total of 6), the student will be issued a formal written warning and 2 additional points will be deducted from their clinical grade (total 3).
- c. Upon the occurrence of three additional incidences of tardiness (total of 9), the student will be issued a second formal written warning and 2 additional points will be deducted from their clinical grade (total 5). At this level, the student's attendance will also be marked as "unsatisfactory" on their final grade transcript.
- d. Upon the occurrence of one additional incident of tardiness (total of 10), the student will be issued a third formal written warning which will result in their subsequent dismissal from the program.

Eighteen-month programs:

- a. Upon the occurrence of three incidences of tardiness, the student will be issued an oral warning and 1 point will be deducted from their clinical grade.
- b. Upon the occurrence of three additional incidences of tardiness (total of 6), the student will be issued a formal written warning and 2 additional points will be deducted from their clinical grade (3 total).
- c. Upon the occurrence of three additional incidences of tardiness (total of 9), the student will be issued a second formal written warning and 2 additional points will be deducted from their clinical grade (5 total). At this level, the student's attendance will also be marked as "unsatisfactory" on their final grade transcript.
- d. Upon the occurrence of three additional incidences of tardiness (total of 12), the student will be issued a third formal written warning which will result in their subsequent dismissal from the program.

Funeral Leave

Students will be given a maximum of three (3) days excused absence for deaths in their immediate family. Immediate family shall include: husband, wife, child, mother, father, brother, sister, mother-in-law, father-in-law, and grandparents. Exceptions to this policy may be granted only by the Program Director.

Students needing to utilize funeral leave will be required to submit a Leave Request form in the Trajecsys Report System and notify a program official of submission as soon as possible, prior to being absent.

Military Leave

West Virginia University Hospitals supports the Military Services of the Government of the United States and provides the following provisions for students serving in the Military Reserves during their enrollment in the program.

- a. Students serving in any branch of the U.S. Military Reserves are allotted 2 weeks (10 days) of leave per academic year to fulfill their required military commitment. Students that miss additional time (>10 days) due to military service will be required to utilize personal leave or arrange an acceptable time frame in which to make-up the time missed so that the program's clinical requirements can be fulfilled. Make-up time is subject to the Education Coordinator's discretion and subsequent approval.
- b. Students are responsible for all didactic and clinical course materials presented during their absences related to military service.
- c. In the event that a student is called-up to active military duty, the program will reserve a position for that student so that they can be re-enrolled upon the completion of their active duty assignment.

Vacation and Holidays

Twelve-month programs:

Students are granted three (3) weeks of vacation during their 12 month enrollment in the Program. Vacations are scheduled as two (2) weeks over Christmas/New Year's and one week in the spring. Program officials reserve the right to alter vacation dates.

Students are granted seven (7) holidays per year which include the following:

**New Year's Day
Memorial Day
Independence Day (July 4th)**

**Thanksgiving AND Friday after Thanksgiving
Labor Day
Christmas**

Eighteen-month programs:

Students are granted one (1) week of vacation during each semester enrolled in the Program. Vacations are scheduled as two (2) weeks over Christmas/New Year's, one (1) week in June and the final week of vacation being held in the fall. The final week in the fall is determined by the education coordinator. Program officials reserve the right to alter vacation dates.

Students are granted seven (7) holidays per year which include the following:

New Year's Day

Memorial Day

Independence Day (July 4th)

Thanksgiving AND Friday after Thanksgiving

Labor Day

Christmas

Attendance Documentation

Students are required to document their attendance by using the Trajecsyst Report System.

Using PDO or Compensatory Time:

Students desiring to use PDO or Compensatory Time will be required to submit a Leave Request form in the Trajecsyst Report System and notify a program official of submission by the end of their shift at least one (1) day prior to the requested time off. The exact number of hours to be taken must be marked, appropriate designation must be selected (PDO, comp, military, medical, funeral), and student must provide time of day they wish to use their time if not a whole day (i.e. 2 hours PDO, 2pm-4pm, leaving early). A comment box will be provided on the leave request form for further information, if necessary.

Interview Day:

Students desiring to use the one allotted Interview day will be required to submit a Leave Request form in Trajecsyst by the end of their shift at least one (1) day prior to the interview date. The student will also be required to complete necessary forms which can be located and printed from the "Documents" section of Trajecsyst. These forms must be signed by a member of the interview committee and returned to the Program Director the next school day immediately following the interview. If the signed document is not returned, the absence will be considered unexcused and PDO will be taken. If additional interview days are needed, PDO must be used.

Policy Enforcement:

Accurate evaluation and interpretation of student attendance can only be accomplished if students are methodical and precise in their documentation. For this reason, the following guidelines have been established and will be strictly enforced.

1. Each student must clock in and clock out in the Trajecsyst Report System to document daily attendance times upon their arrival and departure of clinical duties.
2. Students that fail to document accurately and timely will be counted absent until they notify the designated Program official. All time not accounted for (missed documentation) will be deducted from the student's PDO balance and disciplinary action may be enforced in accordance with the excessive absenteeism policy.
3. **Logging attendance must be performed on an approved hospital computer. Logging attendance with a mobile device is unauthorized and will be considered falsification of attendance documentation unless approved by a program official under special circumstances. Falsification of attendance documentation is grounds for immediate dismissal from the program in accordance with the disciplinary action policy.**
4. **Time exceptions will be considered unauthorized unless approved by a program official under special circumstances.**

5. Any student failing to properly utilize the attendance system (failing to clock in and clock out in Trajecsys, failing to comment on early dismissals, etc.) will be subject to the following:

Twelve-month programs:

- a. Upon the occurrence of three incidences of failing to log attendance, the student will be issued an oral warning and 1 point will be deducted from their clinical grade.
- b. Upon the occurrence of three additional incidences of failing to log attendance (total of 6), the student will be issued a formal written warning and 2 additional points will be deducted from their clinical grade (total 3).
- c. Upon the occurrence of three additional incidences of failing to log attendance (total of 9), the student will be issued a second formal written warning and 2 additional points will be deducted from their clinical grade (total 5). At this level, the student's attendance will also be marked as "unsatisfactory" on their final grade transcript.
- d. Upon the occurrence of one additional incident of failing to log attendance (total of 10), the student will be issued a third formal written warning which will result in their subsequent dismissal from the program.

Eighteen-month programs:

- a. Upon the occurrence of three incidences of failing to log attendance, the student will be issued an oral warning and 1 point will be deducted from their clinical grade.
- b. Upon the occurrence of three additional incidences of failing to log attendance (total of 6), the student will be issued a formal written warning and 2 additional points will be deducted from their clinical grade (3 total).
- c. Upon the occurrence of three additional incidences of failing to log attendance (total of 9), the student will be issued a second formal written warning and 2 additional points will be deducted from their clinical grade (5 total). At this level, the student's attendance will also be marked as "unsatisfactory" on their final grade transcript.
- d. Upon the occurrence of three additional incidences of failing to log attendance (total of 12), the student will be issued a third formal written warning which will result in their subsequent dismissal from the program.

The Program Director has the discretion to make changes to this policy at any time based on the situation.

Clinical Standards Policy

The Nuclear Medicine Technology Education Program recognizes that the student's clinical performance is a valid indicator of professional progress and achievement. The students are required to achieve and maintain competency status in the Applied Radionuclides Procedures courses (NMT 401 & NMT 402). This policy serves to identify those standards and define the method by which the clinical grade is formulated.

This program's clinical education provides the student with the necessary clinical background involving: manipulation of equipment, handling and administering of all types of radiopharmaceuticals, appropriate patient care skills, computerized processing of data, quality assurance procedures, and office/lab procedures. These clinical standards are designed to create a bridge between all academic courses with the clinical component. All areas of these basic skills must be mastered before the student can successfully complete the program and be eligible to be certified by the American Registry of Radiologic Technologists and/or the Nuclear Medicine Technology Certification Board.

Overall Weighted Average / Semester

Each student is required to achieve a minimum overall weighted clinical average of **86% (B)** at the end of each semester in order to successfully complete the clinical education component of the program. Due to the progressive nature of the clinical education component, no provisions are provided for repeating a clinical level. Each clinical education level must be completed before advancing to the subsequent semester; therefore, students who fail to achieve an 86% weighted clinical average at the end of each semester will be dismissed from the program. Students are counseled by the Program Director regarding their clinical progress at mid-term, semester end, and/or as needed; however, it is the student's responsibility to maintain awareness of their clinical progress at all times.

Clinical Grade Calculation

The student's clinical grade consists of several components that assure a comprehensive evaluation of clinical performance. The following components and weighted averages are utilized:

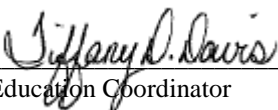
<u>Component</u>	<u>Weighted Average Semester I/Semester II</u>
Weekly Performance Checklists	10% / 10%
Quarterly Evaluations	20% / 20%
Clinical Education Coordinator Points	10% / 10%
Qualifying Exams	10% / 10%
Competency Exams	40% / 40%
Random Competency	10% / 10%

Each clinical grading component and related forms are included and explained in the student Clinical Handbook for each performance level.

Clinical Grade Scale

The following scale will be utilized as an objective evaluation mechanism for representing the student's clinical grade and performance.

<u>Percentage Grade</u>	<u>Letter Grade</u>
100% - 93%	A
92% - 86%	B
85% - 78%	C
77% - 70%	D
< 70%	F



Education Coordinator

Clinical Education Policy

The clinical education component of the program requires students to demonstrate a level of competency in clinical activities identified in this document. Demonstration of clinical competence is defined as the program director or clinical instructor observing the student perform all aspects of the procedure in an independent, consistent, and effective manner. All procedures must be performed on patients or equipment as applicable with the exception of the following being simulated: patients care activities, therapeutic thyroid treatments (option only starting on June 1st), and CPR.

Students must achieve competency status in the following:

- ☐ 8 Patient Care Procedures
 - ☐ 10 Quality Control Procedures
 - ☐ 26 Diagnostic Procedures
 - ☐ 4 Radiopharmacy Procedures
 - ☐ 4 Miscellaneous Procedures
 - ☐ 1 Therapeutic Procedure
- 53 Total Competency Procedures***

*Please refer to the Competency Schedule following this policy to determine the timeline of competency completion.

Once a competency has been achieved, the student must maintain that same level or higher of competency for that procedure. Failure to maintain the initial level of competency will result in the competency being revoked and require the student to be re-evaluated on procedure performance and achieve competency again. Patients are to be chosen at random for competencies and the clinical instructors reserve the right to approve/disapprove a given patient for evaluation. When preparing for the competency evaluation, the student needs to be aware that he/she is responsible for both clinical and didactic information pertaining to the procedure. The student will be evaluated on his/her level of competency status at the end of each semester by performing a random competency observed by the program director.

All competencies must be achieved by the second Friday in June, with the exception of the Venipuncture (intravenous catheter) and patient care competencies, which must be completed by the second Friday in September.

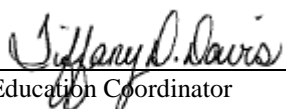
Competency Completion Timeline

It is the student's responsibility to ensure the required competencies have been completed by the end of each semester. The student will not be able to move forward with second semester competencies until all first semester competencies have been successfully achieved.

Note: Second semester competencies cannot be attempted until all first semester competencies are complete without written permission from the Program Director. Attempting these competencies will result in automatic failure.

The student must have successfully completed rotations through the PET/CT Center, Nuclear Medicine, Radiation Safety, Radiologist Reading Room, and Radiopharmacy.

The above requirements are mandatory graduation requirements. Students not in compliance are subject to dismissal from the program in accordance with the Clinical Standards Policy.



Education Coordinator

Competency Schedule – Semester I (Fall)

All items listed below must be completed by the second Friday in December. Failure to comply with the deadline will result in a “0” score for any item(s) incomplete.

8 Patient Care Competencies

1. CPR
2. EKG Placement
3. BP
4. Pulse
5. Respiration
6. Temperature
7. O2 Administration
8. Venipuncture (Intravenous Catheter Insertion)

11 Diagnostic Procedures

1. Whole Body Bone Scan
2. 3-Phase Bone Scan
3. Bone SPECT or SPECT/CT
4. Hepatobiliary Scan
5. Thyroid Uptake
6. Thyroid Scan
7. Myocardial Perfusion (Rest and Stress)
8. Elective Procedure #1
9. Elective Procedure #2
10. Elective Procedure #3
11. Elective Procedure #4

3 Miscellaneous Procedures

1. Stress Lab Injection (Exercise)
2. Stress Lab Injection (Pharmacologic)
3. Semester I Random Competency / Final

7 Quality Control Procedures

1. Gamma Camera (Daily QC, Uniformity)
2. SPECT/CT (Daily QC, Uniformity/CT)
3. Well Counter/Uptake Probe (Daily QC, energy calibration)
4. GM Survey Meter (Daily Check)
5. I-Stat (Monthly QC)
6. Glucometer (Daily QC)

TOTAL Semester I Competencies: **28**

Competency Schedule – Semester II (Spring)

All items listed below must be completed by the second Friday in June. Failure to comply with the deadline will result in a “0” score for any item(s) incomplete.

15 Diagnostic Procedures

1. MUGA
2. GI #1 (Gastric Emptying, Reflux, GI Bleed, Meckel's, Liver)
3. GI #2 (Gastric Emptying, Reflux, GI Bleed, Meckel's, Liver)
4. Renal: Dynamic Perfusion (Lasix Renal)
5. Lung Ventilation
6. Lung Perfusion
7. Tumor #1 – PET Whole Body
8. Tumor #2 – PET Head/Neck
9. Tumor #3 – OctreoScan, MIBG, Melanoma, if not used as an elective or SPECT #2
10. SPECT #1 – Brain (Diamox, MIBI, Thallium)
11. SPECT #2 – Tumor (OctreoScan, MIBG, Melanoma, if not used as an elective or Tumor #3)
12. Elective Procedure #1
13. Elective Procedure #2
14. Elective Procedure #3
15. Elective Procedure #4

1 Therapeutic Procedure

1. I-131 Treatment (Hyperthyroid or Thyroid Ablation)

4 Radiopharmacy Procedures

1. 99Mo-99mTc Generator Elution
2. Moly Assay (QC)
3. Radiopharmaceutical Kit Preparation
4. Radiopharmaceutical Kit Quality Control Procedure

3 Quality Control Procedures

1. PET/CT (Daily QC)
2. Dose Calibrator (Quarterly Linearity)
3. Gamma Camera (Monthly QC, Center of Rotation)
4. Dose Calibrator (Daily Constancy/Hot Lab Procedures)

1 Miscellaneous Procedure

1. Semester II Random Competency / Final

TOTAL Semester II Competencies: **25**

Elective Procedures List

All elective procedures (4 in semester I, 4 in semester II, 8 total) may only be performed once. Elective procedures do NOT require a qualifying exam to be performed prior to the competency exam; however practice on the exam is encouraged before attempting competency.

1. WBC Imaging (Pick one: Gallium, 99mTc)
2. Thyroid Metastatic Survey: I-123 Total Body
3. Parathyroid
4. Liver (if not used as GI #1 or GI #2 in Semester II)
5. Gastric Emptying (if not used as GI #1 or GI #2 in Semester II)
6. Gastric Reflux (if not used as GI #1 or GI #2 in Semester II)
7. GI Bleed (if not used as GI #1 or GI #2 in Semester II)
8. Meckel's Diverticulum (if not used as GI #1 or GI #2 in Semester II)
9. DMSA Renal
10. Captopril Renal
11. Quantitative Lung Scan
12. OctreoScan (if not used as Tumor #3 or SPECT #2 in Semester II)
13. MIBG (if not used as Tumor #3 or SPECT #2 in Semester II)
14. Brain: PET or PET/CT
15. Cisternography: Routine
16. Cisternography: CSF Leak
17. Shunt Patency: VP or LP
18. NaF Bone PET/CT
19. Y-90 SIRT MAA Liver/Lung Shunt Study
20. Nuclear Arthrograph
21. Bone Marrow Study
22. Salivary Gland Imaging
23. DaTScan
24. Cardiac First Pass
25. PET/CT: Heart
26. Testicular

If you have any questions about other exams eligible for elective competencies not listed above, please ask the program director for approval.

You are NOT allowed to use the following studies as any type of graded procedure:

1. Y-90 Blob Scan
2. Brain Death Study (never allowed to perform this procedure without direct supervision)
3. Y-90 Tx

Direct / Indirect Student Supervision Policy

This policy serves to identify the current guidelines for clinical supervision of a nuclear medicine student in reference to the direct and indirect provisions stated in the Essentials and Guidelines set forth by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology.

Direct Supervision

A student is required to perform all nuclear medicine imaging procedures and all radiopharmaceutical administrations under direct immediate supervision until they have achieved and documented successful completion of a competency exam for a particular procedure (imaging/radiopharmaceutical administration).

Indirect Supervision

After achieving and documenting successful completion of a competency under direct supervision, the student may perform that particular procedure (imaging/radiopharmaceutical administration) under indirect supervision*.

* *Indirect supervision is defined as supervision that is provided by a registered nuclear medicine technologist / clinical instructor immediately available** to assist the student regardless of the level of student achievement.*

** *Immediately available is interpreted as the presence of a registered nuclear medicine technologist (clinical instructor) adjacent to the room or location where the nuclear medicine procedure is being performed.*

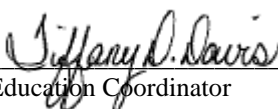
Supervision Parameters

Direct Supervision:

1. A registered nuclear medicine technologist (clinical instructor) reviews the procedure request and condition of the patient in relation to the student's level of clinical competence.
2. The clinical instructor is present during the radiopharmaceutical administration and imaging procedure to offer advice and assist the nuclear medicine student as needed.
3. The clinical instructor reviews and approves all nuclear medicine procedure images including computer-processing techniques prior to radiologist review.
4. The clinical instructor is present during presentation of the case to the radiologist if procedure requires technologist and physician communication.

Indirect Supervision:

1. A registered nuclear medicine technologist (clinical instructor) verifies the student's ability to perform under indirect supervision.
2. The student evaluates the procedure request, patient condition, and if necessary consults with the clinical instructor.
3. The student performs the nuclear medicine procedure under indirect supervision.
5. The clinical instructor reviews and approves all nuclear medicine procedure images including computer-processing techniques prior to radiologist review.
4. No provisions are made for performing the following nuclear medicine procedures under indirect supervision. Direct supervision guidelines must be followed regardless of the student's level of clinical competence:
 - a. Brain Death Studies
 - b. Sedated Renal Studies (sedation portion of exam)
 - c. Voiding Cystourethrograms
 - d. Diamox Brain Studies
 - e. VP Shunt Studies (injection portion of exam)
 - f. Therapies
 - i. I-131 (Ablation)
 - ii. Bone Pain (Palliation)
 - iii. Intracavitary
 - iv. Y-90



Education Coordinator

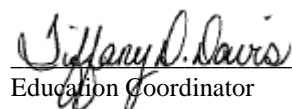
Clinical Education Make-up Policy

This policy serves to identify the procedure and criteria for making up clinical education when absences in excess of the allotted 6 personal days off (PDO) occur. Absences in excess of the 6 days must be made up by the student in order to complete the clinical education component of their education and receive the recommendation of the Education Coordinator to sit for the ARRT and/or NMTCB examination.

The following guidelines will be utilized by the student to re-establish their good standing in the clinical education component of their education.

- a. The student may convert compensation time to account for excess personal leave, or
- b. The student's clinical education will be extended beyond graduation to account for the number of days or hours in excess of the allotted 6 personal leave days not to exceed 5 days.
- c. In all cases, unexcused absences must be made up after graduation.

These guidelines will be used by the education program to provide the student with a mechanism to complete their clinical education when the student's attendance has been affected by adverse circumstances (ex: extended illness). Chronic attendance problems will be governed by the Attendance & Disciplinary Action policies.


Education Coordinator

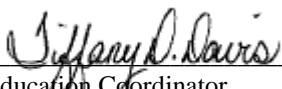
Hours of Academic and Clinical Education

This program limits clinical and academic education to not more than 40 hours per week. Unless utilizing personal leave or compensatory time, students are required to attend all scheduled clinical and didactic hours.

Students will attend clinical and academic course work during weekdays only. Students will not be scheduled to clinical rotations on evening shift (second shift), weekends, or designated student holidays.

Routine educational assignments will require the student to be in attendance Monday through Friday, hours may vary from 6:00am-4:00pm. Students will be assigned to participate in at least one early morning rotation (equivalent to one week) in PET/CT to perform daily quality control on scanners from 6:00 am. to 3:00 pm. Students will be assigned to participate in at least one early morning rotation (equivalent to one week) in HVI to perform daily quality control on scanners from 6:30am-3:00pm. Students are also required to participate in one midnight shift (third shift) rotation (equivalent to one week) at the Radiopharmacy to perform generator elutions, radiopharmaceutical preparations, and quality control procedures. The hours for this rotation will be 1:30am-10:00am daily, Monday – Friday.

The student will only be required to attend a total of 8-hours per day. Compensatory time off will be given in the event a student electively exceeds the 40-hour week.



Education Coordinator

Course Lecture Sessions Makeup Policy

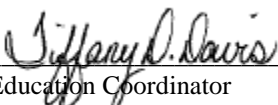
The program officials and instructors will abide by the following procedure for permitting students to make-up course work missed as a result of being absent from a scheduled lecture session. This policy serves to eliminate, as much as possible, any potential advantage that a student may achieve by being absent from a scheduled lecture session and thereby obtaining a greater amount of study and/or preparation time, for the scheduled activities of the class, than those students in attendance.

1. The student is solely responsible for the lecture material covered and for making up any examinations, quizzes, homework assignments, etc. which occurred during their absence from the lecture session.
2. All examinations and/or quizzes must be made up on the student's first regular scheduled day of attendance (Monday thru Friday) following their absence from the lecture session.

The student must follow the following procedure:

- a. Contact the course instructor by 8am on the day of your return and inform the instructor that you are presenting yourself to make-up the missed examination and/or quiz.
 - b. In the event that the course instructor is not available, contact the program director or program clinical coordinator immediately and inform him/her to this affect.
 - c. Instructors may submit the examination and/or quiz to a program official who will proctor the make-up session for the instructor. Instructors who anticipate that they will not be available for the make-up session must arrange in advance for the program director and/or clinical instructor to proctor the session.
3. Failure of the student to follow the aforementioned make-up guidelines imposes a mandatory requirement upon the instructor to record a percentage grade of zero for the examination and/or quiz.
 4. A student who fails to meet an assignment (e.g. term paper) deadline as a result of being absent on the deadline day must submit the assignment on the first regular scheduled day of attendance following the absence. The equivalent of a 10% reduction in grade will be imposed as a penalty for missing the deadline. If the student fails to submit the assignment as described above, the instructor is required to enter a percentage grade of zero for the assignment.

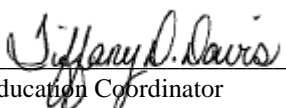
This policy and procedure will be followed in all cases except where the Program Director and Instructor have agreed to waive this policy because of special extenuating circumstances.



Education Coordinator

Recruitment Policy

As part of the requirements of the Essentials and Guidelines for an Accredited Program of Nuclear Medicine Technology, adequate announcement and advertising that accurately reflects the program must be practiced. To comply with this, our program information is available on the WVUH Radiologic Technology Education Programs' website. We provide application packets upon request. Letters and advertising material are sent to many radiography programs in the state and surrounding areas.



Education Coordinator

Pregnancy Policy

It is the policy of the West Virginia University Hospitals Radiologic Technology Education Program in Nuclear Medicine to provide reasonable radiation protection to nuclear medicine technology students occupationally exposed to radiation. Pregnant students are encouraged to follow the additional protective measures detailed below which have been developed to restrict the fetal radiation dose below the maximum permissible dose (MPD) as recommended by the National Council on Radiation Protection (NCRP) and the Nuclear Regulatory Commission (NRC).

Furthermore, it is the policy of this Program to grant a leave of absence, upon verification of pregnancy, to students who do not wish to take the biological risks to the fetus associated with prenatal radiation exposure.

1. Upon initial enrollment to the Program, all female nuclear medicine technology students will receive an orientation / in-service in regard to prenatal radiation exposure as currently recommended by the National Council on Radiation Protection (NCRP) and the Nuclear Regulatory Commission (NRC). This orientation / in-service will be given by a Radiation Safety Officer during student orientation week.
2. Upon medical verification of her pregnant condition, disclosure of the said condition to program officials is the student's responsibility and is to be initiated voluntarily. Students have the right to refuse disclosure of medical information; however, in the event that a student chooses not to disclose information regarding pregnancy, the student is acknowledging that they are assuming all responsibly for their condition and the potential complications that may arise.
3. If the student chooses to voluntarily disclose information regarding her pregnancy, the Education Coordinator will contact the Radiation Safety Officer to arrange for the student to review her previous radiation exposure history and to review protective actions as well as the risks associated with radiation exposure to the fetus. The student shall be issued an additional dosimeter which is to be worn at the level of the pelvis to monitor fetal dose. The student also shall read appendix to NRC 8.13-3 (instruction concerning prenatal radiation exposure). The student shall contact the Radiation Safety Officer within five (5) days of notifying the Education Coordinator of her pregnancy.
4. Upon medical verification that a pregnancy exists, students have the following (3) three options:

Option #1 – Choose Not to Disclose Information Regarding Pregnant Condition

By choosing this option, the student implies acknowledgment that she has chosen to disregard the recommendations made by the Radiation Safety Office and the Program and that she is assuming responsibility for all potential risks and related complications. No policy or performance exceptions will be allowed should the student choose this option.

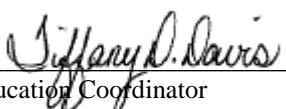
Option # 2 – Request a Leave of Absence during pregnancy.

If the student so decides, she may elect to leave the Program during the pregnancy period.

- a. If the student decides to accept this option to leave the Program, she must notify the Education Coordinator and the Radiation Safety Officer immediately.
- b. The terms and conditions of the leave of absence are specified in the Medical Leave of Absence policy.

Option # 3 - Remain in Program throughout pregnancy. If the student so decides, she may continue in the Program under the following conditions:

- a. The student shall wear additional exposure monitoring devices as determined by the Radiation Safety Officer's recommendation.
 - b. The student shall wear a wrap-around lead apron during clinical procedures. Lead aprons of 0.5 mm lead equivalent are considered sufficient to attenuate 88% of the beam at 75 kVp. Above 75 kVp, aprons with 1.0 mm of lead equivalent are recommended.
 - c. The student shall participate in all scheduled clinical rotation areas as assigned.
 - d. The student shall not participate in Iodine 131 / 125 procedures and nuclear generator activities during the Nuclear Medicine clinical rotation (Level III).
 - e. The student shall not participate in source implant procedures during the Radiation Therapy clinical rotation (Level III).
 - f. Absences due to pregnancy are governed by the Attendance and Medical Leave of Absence policy
5. The Education Coordinator shall document the student's decision in regards to Options #2 & #3.
6. For Option #3, the student shall complete and sign the attached form acknowledging receipt of information and associated documentation in regard to the pregnancy. All documentation shall be entered into the student's permanent personal file.



Education Coordinator

West Virginia University Hospitals

Pregnancy / Radiation Safety Protection
Verification Form

I verify by my signature below that :

1. I have notified both the Education Coordinator and the Radiation Safety Officer of my pregnancy.
2. I have been advised by the Radiation Safety Officer in regard to protective actions as well as the risks associated with radiation exposure to the fetus. I have also read the appendix to NRC 8.13-3.
3. I have received an additional film badge which I am wearing at the level of the pelvis to monitor radiation dose to the fetus.
4. It has been explained to me that by wearing a 0.5 mm lead equivalent protective apron, the dosage to the abdomen/pelvis can be reduced by more than 88% at 75 kVp. It also has been explained to me that a lead apron with 1.0 mm of lead equivalent should be worn when the beam is above 75 kVp.
5. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the Radiation Safety Officer. Furthermore, I understand that should additional questions arise, I may again consult with the Radiation Safety Officer.

_____ I understand the potential risks involved to myself and my fetus during my pregnancy in. I elect to remain in the Program and adhere to the requirements as stated in Option # 3 of the attached Pregnancy Policy.

_____ I do understand the risks involved to myself and the fetus during my pregnancy in regard to pregnancy related radiation safety. I elect **not** to remain in the Program and that a leave of absence from the Program has been granted to me. I have read, understand, and agree to the conditions specified in the Medical Leave of Absence policy.

Student

Date

Education Coordinator

Date

Radiation Safety & Exposure Monitoring Policy

West Virginia University Hospitals, in accordance with the rules and regulations established by the National Council on Radiation Protection and Measurements (NCRP) and in Part 20 the Nuclear Regulatory Commission (NRC), has implemented policies and procedures to assure that health care professional can work safely with or near sources of ionizing radiation.

Education

Program officials identify that appropriate education is critical to providing the level of understanding necessary for students to practice radiation safety and protection for themselves and their patients. Radiation safety and protection is comprehensively covered through the following mechanisms:

1. Orientation:
 - a. Introductory Radiation Safety In-service conducted by Radiation Safety Officer or other Radiation Safety Department Personnel.
 - b. Related policy review by Program Director.
 - c. Discussion of the radiation safety & protection procedures employed in the clinical environment by Clinical Coordinators.
2. Didactic & Clinical Curriculum
 - a. Program adopts the Society of Nuclear Medicine Technologist Section curriculum, which incorporates radiation safety and protection practices and procedures via various course objectives.
 - b. Formal Radiation Physics Course (Radiation Safety / Radiobiology) conducted in Semester I.
 - c. Annual Radiation Safety in-service (institutional requirement).
 - d. Program clinical experience and evaluation process.

The Nuclear Medicine Technology Program conforms to these rules by issuing an OSL Dosimeter film radiation monitor (chest) and TLD ring badge per student, which will be sent to the manufacturer (Mirion Technologies) to be evaluated for radiation exposure. A report is then sent to the program director and the program director delivers to the student for review. The student is required to initial the report upon completion of review. Any student receiving an exposure in excess of any applicable limit as set forth in the regulations or in the license, will be investigated as to why the exposure occurred and after the investigation, will be counseled as to the procedure to follow to be more cautious.

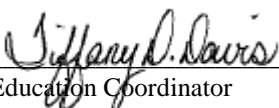
At the beginning and end of each workday, a room survey is taken to ensure that no spills have occurred. If so, decontamination process will be executed.

Guidelines for Dosimeter usage:

1. The OSL dosimeter film radiation monitor (chest) and the TLD (ring badge) should be worn whenever you are in the vicinity of ionizing radiation. If you lose your badge(s) or if it is temporarily not available, you should get a temporary replacement from the Radiation Safety Office. Do not lend your badge(s) to another student.
2. Badges must not be left in the vicinity of sources of radiation when the wearer is not present. The most common reason for exceptionally high dosimeter readings at this institution has been accidental exposure of badges left on lab coats or lead aprons. Do not wear it when you are having medical or dental x-rays of yourself.
3. Badges should not be subjected to extremes of heat or cold. Do not launder. Do not attempt to open or break the seal around the dosimeter. Please refrain from writing or placing other information on the badge. It is important that we be able to read both your name and all numbers typed on the badge.
4. The OSL dosimeter is exchanged once every 3 months and the TLD ring badge every month.

For additional information or questions, please contact Radiation Safety Office, Health Sciences Center North, Room G-139. Phone # 304-293-3413 or <http://www.hsc.wvu.edu/rsafety/>

Copies of all NRC licenses held by West Virginia University Hospitals are available in the Radiation Safety Office.


Education Coordinator

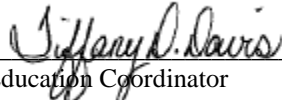
Transfer Credit / Advanced Placement / Part-Time Student Policy

This policy serves to identify the Program's philosophy relative to transfer of credit, advance placement of students and part-time student attendance.

With respect to the following considerations:

1. The Nuclear Medicine program length of 12 months;
2. The specificity of the course content;
3. The precise correlation between the didactic curriculum and clinical education;
4. The sequential and progressive nature of the curriculum format;
5. The competitive nature of the enrollment process; and
6. The operational hours of the clinical facility.

The Nuclear Medicine program at West Virginia University Hospitals does not make provisions for transfer credit, advance placement status, or part-time enrollment.



Education Coordinator

Access or Release of Student Records Policy

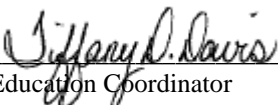
The Accreditation Standards for Nuclear Medicine Technologist Education released by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology requires that records be maintained permanently for all didactic and related courses attempted and/or completed by all students. The student's permanent record file shall contain the following:

1. Admission Documents: application, weighted values calculation sheet, signed acceptance letter, essential performance standards
2. Transcripts and associated records
3. Physical examination reports
4. Counseling records
5. Transcripts of didactic, laboratory and clinical achievement in nuclear medicine
6. Records of attendance, clinical rotation and grades for all courses in nuclear medicine
7. Documented evidence of student clinical competency
8. Copy of certificate from ARRT (R) certification
9. Copy of CPR certification card
10. Copy of associates degree

Our program is re-evaluated and re-accredited every seven years. A site-visit team assigned by the Joint Review Committee will re-evaluate the program at the end of the seven year accreditation period. The site visit team will request access to student records to assure that each student's records have been properly maintained. Due to the Family Education Rights and Privacy Act of 1974 also known as the "Buckley Amendment" it is necessary that we obtain prior authorization from the student to allow access to the student's personal records. Your signature on the attached "Authorization for Access or Release to Student Record Information" will provide our program with the aforementioned authorization.

The following provisions will be followed to assure the students privacy:

1. A record of disclosure will be maintained and kept with the educational records of the student whose personally identifiable information was released.
2. This record must identify the parties who obtained the information and the reasons why these parties needed the information.
3. In addition, the party to whom the information was disclosed must not disclose the information to any other party without prior written consent of the student or his or her parents. The information taken from the records may be used by the organization only for the purpose for which the disclosure was made.
4. If the organization does release personally identifiable information for other purposes, it must also maintain a complete record of disclosures.



Education Coordinator



Imaging Science Education Programs

Radiography, Radiation Therapy, Nuclear Medicine, Ultrasound, & MRI

Educational Records Release Form

Student/Graduate: _____

Institution, Program or Individual to which records are to be sent:

Address: _____

City, State, Zip: _____

Educational records to be sent: (WVUH can only release **WVUH transcripts** to outside agencies)

1. _____
2. _____
3. _____
4. _____
5. _____

“In accordance with the Family Education Rights and Privacy Act of 1974, my signature below authorizes West Virginia University Hospitals Radiologic Technology Education Programs to release the aforementioned “Educational Records” to the institution(s) and/or individual(s) indicated above.

Student Signature: _____ Date: _____

Program Director: _____ Date Sent: _____

Box 8062 Medical Center Drive

Morgantown, WV 26506-8062

(304) 598-4251

Program Effectiveness / Outcome Assessment Policy

The Nuclear Medicine Technology Education Program evaluates programmatic effectiveness and performance by projecting and measuring outcomes relative to each academic year. These outcomes serve to provide assurance of successful achievement of the Program's mission and goals. Programmatic goals are developed by evaluating past performance and establishing 'benchmarks' or 'quality indicators' on which to evaluate current performance. In the event a programmatic goal is not met, action will be taken in an attempt to facilitate performance improvement. The basis for these measurement procedures is derived from Standard E: Assessment, as provided by the JRCNMT. The data collected is presented in the annual Outcomes Meeting Report.

Quantitative and Qualitative Outcomes

1. Student Retention / Attrition Rate

Description

Student retention is calculated as the percentage of students who have remained enrolled over the past one year time frame. Attrition is calculated as the percentage of students who resign, withdraw, or are dismissed over the past academic year and over an averaged 5-year period.

Programmatic Goal

Retention = $\geq 75\%$

Attrition = $\leq 25\%$

Data Collection Mechanism

Current enrollment numbers

2. Faculty Retention / Attrition Rate

Description

Faculty retention is calculated as the percentage of faculty who has remained employed over the past one year time frame. Attrition is calculated as the percentage of faculty who has resigned, retired, or were dismissed over the past year and over an averaged 5-year period.

Programmatic Goal

Retention = $\geq 75\%$

Attrition = $\leq 25\%$

Data Collection Mechanism

Current faculty numbers

3. Student Evaluations of Individual Didactic Courses

Description

At the end of each semester, students are required to complete Didactic Instructor Evaluations for all didactic courses which are 10 clock hours or greater. The results for each instructor are compiled and averaged for the academic year. Students rate their instructors on a 5-point scale (Excellent = 5 and Poor = 1).

Programmatic Goal

Instructor Evaluations = $\geq 3.5 / 5$ per instructor/year

Data Collection Mechanism

Didactic Instructor Evaluations

4. Student Evaluations of Clinical Experiences

Description

Graduate satisfaction is measured as the cumulative results of the five principal questions on the Exit Survey, which reflects how the student feels about the quality of education received at WVUOH. Graduates rate the program on a 5-point scale (Excellent = 5 and Poor = 1).

Programmatic Goal

Graduate Satisfaction = $\geq 3.5 / 5$

5. Student Evaluations of Faculty

Description

At the end of each quarter, students complete evaluations on primary clinical faculty in an effort to assess their overall abilities as an effective clinical instructor. They are evaluated on a 5-point scale (Excellent = 5 and Poor = 1).

Programmatic Goal

Clinical Faculty Evaluations = $\geq 3.5 / 5$ per clinical faculty member/quarter

Data Collection Mechanism

Technologist Quarterly Evaluations

6. Clinical Supervisor Evaluation of Student Performance (Clinical and Didactic)

Clinical Performance:

Description

The competency based clinical education at WVUOH is designed to evaluate the student's performance in applying didactic course curriculum in the clinical environment. The clinical grading process utilizes several mechanisms through which the student's cognitive, psychomotor, patient care, problem-solving, and communication skills are evaluated (see Clinical Standards & Clinical Competency Policies). Clinical grades for each student is assigned, calculated, and averaged (to reflect entire cohort of students) each semester.

Programmatic Goal

Average clinical grades/cohort of students/semester = $\geq 93\%$

Data Collection Mechanism

Semester End Grade Reports

Didactic Performance:

Description

Average student didactic performance identifies the level of academic achievement per enrollment class each semester. The overall didactic weighted average per student per semester is assigned, calculated, and averaged to assess the didactic average of the entire cohort of students.

Programmatic Goal

Average of didactic grades/cohort of students/semester = $\geq 93\%$

Data Collection Mechanism

Semester End Grade Reports

7. Graduate Evaluation of Program Effectiveness

Description

Graduate satisfaction is measured as the cumulative results of the five principal questions on the Exit Survey, which reflects how the student feels about the quality of education received at WVU. Graduates rate the program on a 5-point scale (Excellent = 5 and Poor = 1).

Programmatic Goal

Graduate Satisfaction = **Graduate rate program as 3.5 / 5 or higher (cumulative)**

Data Collection Mechanism

Exit Survey

8. Employer Evaluation of Graduate Preparedness to Enter the Workforce

Description

Employer satisfaction is calculated as the cumulative results of the employer questionnaire component of the Alumni survey. Responses on all returned surveys are summated and averaged. Employers rate the graduates on the following 5-point scale: (Excellent = 5 and Unsatisfactory = 1)

Programmatic Goal

Employer Satisfaction = **≥3.5 / 5**

Data Collection Mechanism

Alumni Survey (Employer Questionnaire)

9. Graduate Performance on the National Certification Examinations

Description

Credentialing exam pass rate is calculated as the percentage of students each academic year who successfully complete (75% scaled score or greater) the national certifying exams administered by the American Registry of Radiologic Technologists (ARRT) and/or the Nuclear Medicine Technology Certification Board (NMTCB). The assessment evaluates 1st attempt pass rates and class performance compared to the national averages.

Programmatic Goal

ARRT Exam Pass Rate (1st attempt) **≥83%**

NMTCB Exam Pass Rate (1st attempt) **≥78%**

Entire Class Averaged Scaled Score **≥ National Average**

Data Collection Mechanism

Official ARRT & NMTCB Report

10. Employment Rate (Job Placement Rate)

Description

Employment rate is calculated as the percentage of graduating students who obtain employment in nuclear medicine within six months of graduation. The calculation includes all graduates who are seeking employment as their primary endeavor. Students who electively pursue additional education and are not seeking initial employment are not included.

Programmatic Goal

Employment rate = **≥50%**

Data Collection Mechanism

Alumni Survey

Actions for Unmet Criteria

The aforementioned outcomes provide program officials with a mechanism for evaluating the overall effectiveness of the program. Criteria that is met or satisfied can provide assurance that the mission and goals of the program are being achieved and maintained. In the event that criteria is unmet, program officials will take the following steps to assess the results and implement a performance improvement plan.

Step 1

Review findings / outcomes for accuracy and relevancy.

Step 2

Identify or rule out obvious rational explaining reason for unmet criteria.

Step 3

Identify individual reasons for unmet criteria (academic, clinical, programmatic, or personal)

Step 4

Contrast and compare data with previous outcomes to identify potential trends.

Step 5

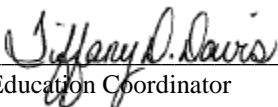
Use data to identify if a casual relationship between unmet criteria and programmatic attributes exist.

Step 6

Develop improvement plan that attempts to address and correct the casual elements of the unmet criteria.

Step 7

Follow-up: Compare with subsequent year's performance to identify potential improvement.



Education Coordinator

Non-Registered Student Admission Policy

West Virginia University Hospitals Nuclear Medicine Technology Education Program matriculates students who have provided proof of ARRT registration or have documented in writing that they are ARRT registry eligible for the Radiography examination. This policy is applicable to students that have not passed the American Registry of Radiologic Technologists (ARRT) registry examination in Radiography. Registry eligible students are accepted into the Nuclear Medicine Technology Education Program on the condition that they successfully pass the ARRT exam in Radiography.

Procedure:

1. The student must take the ARRT exam in Radiography **within 30 days** of entering the program (during or before the month of July).
2. The student must provide the Program Director with proof of eligibility, i.e., photocopy of admission ticket.
3. The Program must receive documentation of ARRT Registration **within 90 days** following matriculation into the Program.
4. In the event that the student does not successfully pass the ARRT Radiography exam taken on or before July, the Education Advisory Committee will review and evaluate the student's case. Evaluation criteria will include:

Evaluation Criteria:

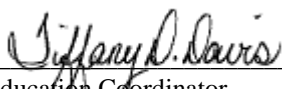
- a. The student must have maintained an overall didactic average of **86% (B)** or better while enrolled in the program.
- b. The student must not have been counseled regarding poor didactic or clinical performance while in the Program.
- c. The student must have demonstrated a high level of proficiency, integrity and clinical ability.
- d. The student must have met all financial obligations to the Program.

If the education advisory committee decides to allow the student to remain in the Program based on the above criteria, the following action will occur:

1. The student will be placed on academic probation until the results of a repeat attempt on the ARRT Radiography registry are obtained. The repeat attempt must occur **within 30 days** of the notification by the ARRT that the student failed the registry.
2. The student must provide the Program Director with proof of eligibility, i.e., photocopy of admission ticket.
3. The Program must receive documentation of ARRT Registration **within 60 days** following the date of the repeat exam.
4. In the event that the student does not successfully pass the repeat ARRT Radiography exam, the student will be dismissed from the Program without further consideration. The student may reapply for admission consideration when they have successfully passed the ARRT exam in Radiography.

This policy is enacted for the purpose of:

1. Assuring that all students meet the required admissions requirements for the Nuclear Medicine Technology Education Program, thereby assuring the Program maintains high admission standards for accepting quality students.
2. Affording students who have made satisfactory academic, clinical and professional progress in the program another attempt to successfully pass their ARRT Exam in Radiography.



Education Coordinator

Imaging Science Education Programs

Radiography, Radiation Therapy, Nuclear Medicine, Ultrasound, & MRI

Non-Registered Student Admission Agreement

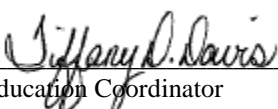
I have received a copy of the non-registered student admissions policy for the West Virginia University Hospitals Nuclear Medicine Technology Education Program. I have read and understand these regulations and agree to abide by the same. I agree not to hold West Virginia University Hospitals liable for any losses incurred including financial loss.

Student Signature: _____ Date: _____

Graduation Requirements Policy

To be eligible for graduation and receive a Program certificate, the student must satisfy the following requirements:

1. Demonstrate professional demeanor with the ability to communicate effectively with patients and personnel according to professional and ethical principles.
2. Satisfactorily complete all clinical competency requirements in accordance with published clinical education policy and clinical level requisites.
3. Satisfactorily complete rotations through Radiation Safety and PET.
4. Satisfactorily complete each semester with an overall didactic weighted percent average of 80% and successfully pass each didactic course with a minimum of 78%. The student must also have completed the required number of clock hours in each of these areas.
5. Meet all financial obligations to the Program and the Institution.



Education Coordinator