



Nuclear Medicine Technology Education Program

Student Handbook

2024-2025
Academic Year

Original: 5/1984
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IMAGING SCIENCE EDUCATION PROGRAMS

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, therapeutic procedures, 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 2800 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 4100 patients per year. Most recently, WVUH has opened the heart and vascular institute which includes two D-SPECT cardiac dedicated cameras and performs approximately 1600 procedures per year. 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. Students are provided a variety of means to connect the knowledge learned in the didactic setting with the clinical skills necessary to function as an independent entry level nuclear medicine technologist.

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.

Student Learning Outcomes/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

Nate Burt

Vice President, Operations

Amanda Pechatsko

Clinical Administrator

Xiaofei Wang, M.D.

Section Chief, Molecular Imaging

Jay S. Morris

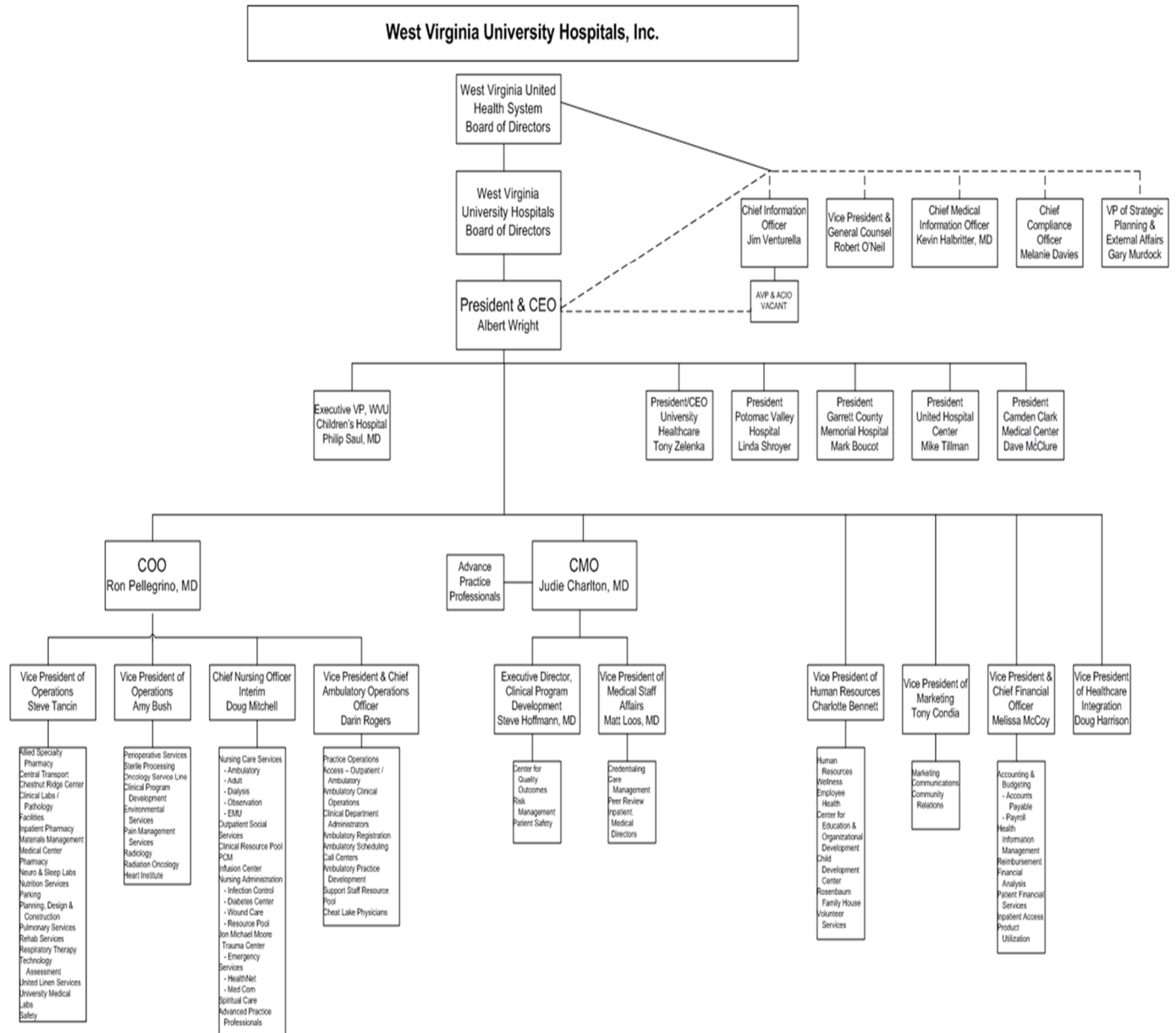
Education Manager

Tiffany D. Davis

Education Coordinator, Nuclear Medicine

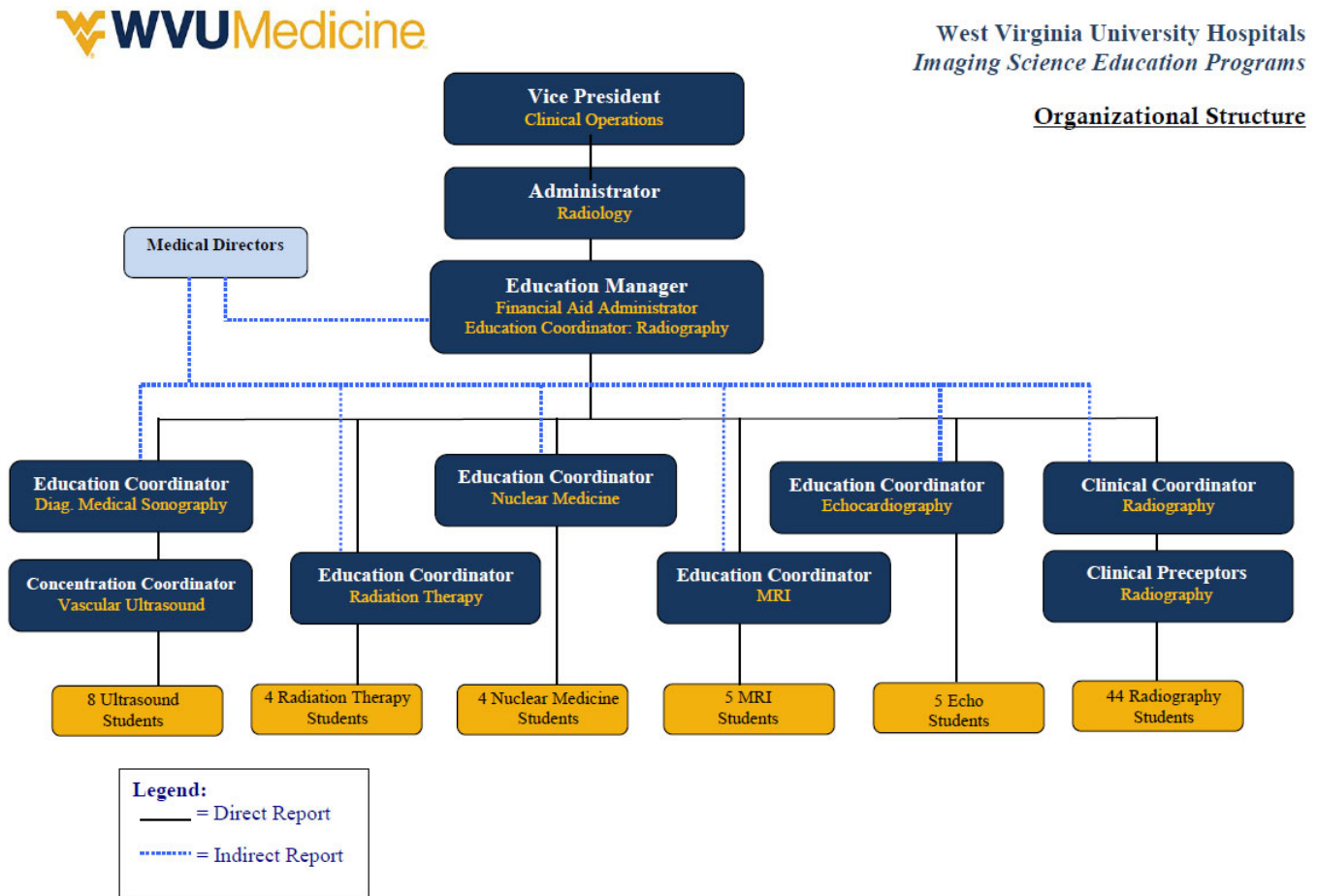
IMAGING SCIENCE EDUCATION PROGRAMS
Nuclear Medicine

West Virginia University Hospitals Administrative Organization



IMAGING SCIENCE EDUCATION PROGRAMS
Nuclear Medicine

Education Organizational Structure



IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Education Advisory Committee

Nuclear Medicine Technology Education Program

Amanda Pechatsko
Clinical Administrator, Radiology

Joy Mason
Clinical Coordinator, Radiology Ed.

Jay Morris
Education Manager

Neal Humphries
Clinical Preceptor, Radiology Ed.

Tiffany D. Davis
Education Coordinator, Nuclear Medicine

Samantha Eakle
Clinical Preceptor, Radiology Ed.

Christina Paugh
Education Coordinator, Radiation Therapy

Deb Ferencz
Clinical Preceptor, Radiology Ed.

Kathleen Riley
Education Coordinator, Ultrasound

Shelby Griffith, PharmD
AES, PharmaLogic (Nuc Med)

Brad Holben
Education Coordinator, MRI

Katie Colley
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. Please ask the program director for contact information regarding University Housing if interested.

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 of the Imaging Science Education Suite (Basement, 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

A library of reference books and periodicals are maintained by 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: 2022

June 27-July 1

July 4

July 5

July 5

July 11-Aug 5

August 8

September 5

September 23

November 24 & 25

December 9

December 16

December 16

December 19-21

December 26-Jan 6

Event:

New Student orientation (dates TBD)

Independence Day Holiday – No Class

Tuition Due – Modality & 2nd yr. Radiography students

Modality & 2nd yr. Radiography begin Sem.I & III didactic / clinical courses

1st Year Radiography -clinical orientation and training (dates TBA)

1st Year Radiography begin Sem. I didactic and clinical classes + Tuition due

Labor Day Holiday – No Class

Mid-Term Grades due

Thanksgiving Holiday – No Class

Graduation ceremony – DMS program (tentative)

Last Day of Semester I & III didactic courses

Final Grades due (Semester I & III)

Student Counseling Sessions

Student Holiday Break

Date: 2023

January 9

January 9

February 1

March 1

March 10

March 13-17

April 10-14

May 12

May 12

May (TBA)

May 329

June 9

June 9

June 14

June 14-16

June 19-23

Event:

Tuition due - Semester II & IV

All students begin Semester II & IV didactic / clinical courses

Application Deadline for 2023 Advanced Modality program candidates

Application Deadline for 2023 Radiography program candidates

Mid-Term Grades due

Spring Break – 2nd year Radiography only

Spring Break – Nuclear Medicine 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, ECHO, & MRI)

Graduation Reception- (Rad. Therapy, Nuc. Medicine, ECHO, & MRI)

Last day of Semester II didactic courses (1st year Rad, & Ultrasound)

Student Counseling Sessions (1st year Rad & Ultrasound)

Summer Break - 1st year Radiology Students & US students

This schedule is subject to modification if limitations or restrictions are imposed by institutional, local, state and/or federal authorities relating to the COVID-19 pandemic.

**Nuclear Medicine Technology Education Program
Student Handbook**



**Section 2
Didactic Education**

IMAGING SCIENCE EDUCATION PROGRAMS**Nuclear Medicine****Didactic Education****Instructional Staff and Course List****Tiffany D. Davis, M.A., RT (R)(N), CNMT**

- NMT 301: Introduction to Nuclear Medicine
- NMT 302: Patient Care and Ethics
- NMT 303: Medical Terminology
- NMT 304: Nuclear Medicine Instrumentation & Computer Science I
- NMT 305: Radiopharmaceuticals I
- NMT 306: Decay Calculations & Conversions
- NMT 307: Nuclear Medicine Procedures I
- NMT 310: Nuclear Medicine Procedures II
- NMT 312: Nuclear Medicine Board Review
- NMT 313: Radiopharmaceuticals II
- NMT 314: Nuclear Medicine Instrumentation & Computer Science II
- NMT 315: Sectional Anatomy (instruction split with RTT program director)

Marka Potts, BS, RT(R)(N), CNMT

- NMT 311: PET (Positron Emission Tomography)

Health Physicist

- NMT 308: Nuclear Medicine Physics

Chris Paugh, MA, RT(R)(T)

- NMT 315: Sectional Anatomy (instruction split with NM program director)

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Course Descriptions

Nuclear Medicine

(Revised 11/2023)

NMT 301 Introduction to Nuclear Medicine

This course is an introductory course designed to familiarize students to the fundamentals of nuclear medicine technology with an emphasis on methodologies of radiation safety, patient preparation, and quality control. Discussion of the medical imaging departments, with focus on the overall operations and services provided by the Nuclear Medicine Department, will offer a useful foundation upon which students can develop skills necessary to become effective nuclear medicine technologists.

Semester I (prior to beginning clinical rotations)

NMT 302 Patient Care & Ethics

This course recalls information relating to meeting the needs of the patient within the healthcare environment, while developing effective healthcare communication habits. Ethical behavior and professionalism is analyzed in regard to the nuclear medicine patient. CPR certification will also be completed in this course.

Semester I

NMT 303 Medical Terminology

This course reviews terminology related to the healthcare industry, with focus on nuclear medicine. Terminology covered will summarize the importance of associated terms while developing a foundation for successful communication with the nuclear medicine department and healthcare environment.

Semester I

NMT 304 Nuclear Medicine Instrumentation & Computer Science I

This course identifies instruments relative to the nuclear medicine department used for detecting and imaging radioactive materials. Basic computer science, along with quality control and medical informatics, will be evaluated for their use in nuclear medicine.

Semester I

NMT 305 Radiopharmaceuticals I

This course provides information relative to the production, preparation, and safe-handling of radiopharmaceuticals utilized within a nuclear medicine department. Information is provided on basic physics and chemistry concepts, biodistribution of pharmaceuticals and radiopharmaceuticals within the human body, and characteristics of technetium and non-technetium based radiopharmaceuticals, which allows for effective clinical administration.

Semester I

NMT 306 Decay Calculations & Conversions

This course is designed to facilitate understanding of the decay formula in order to properly execute all related mathematical functions. Basic concentration, activity, and volume calculations, unit conversions, decay factor and half-life calculations are all covered to ensure a comprehensive knowledge of all conversions and decay calculations.

Semester I

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

NMT 307 Nuclear Medicine Procedures I

This course consists of a series of lectures and images of various pathologic conditions that are evaluated utilizing nuclear medicine imaging studies. In vivo and in vitro procedures related to the skeletal, gastrointestinal, endocrine, and cardiovascular systems are discussed. Clinical imaging protocols will be analyzed to ensure proper employment in the clinical setting. Pharmaceuticals and radiopharmaceuticals pertinent to each system and disease process will be assessed. A research project allows for validation of comprehension of pertinent information.

Semester I

NMT 308 Nuclear Medicine Physics

This course covers basic radiological physics and includes a review of math, basic physics, and computers. The course provides a more comprehensive review of atomic nuclei and their transformations, nuclear reactions, radioactivity, x-ray equipment and beam characteristics, interactions of radiation with matter, radiation units and measurements, and radiation protection and biology.

Semester I

NMT 310 Nuclear Medicine Procedures II

This course consists of a series of lectures and images of various pathologic conditions that are evaluated utilizing nuclear medicine imaging studies. In vivo and in vitro procedures related to the genitourinary, respiratory, central nervous, and hematopoietic systems are discussed as well as inflammatory, tumor, oncology and therapeutic procedures. Clinical imaging protocols will be analyzed to ensure proper employment in the clinical setting. Pharmaceuticals and radiopharmaceuticals pertinent to each system and disease process will be assessed. A research project allows for validation of comprehension of pertinent information.

Semester II

NMT 311 PET (Positron Emission Tomography)

This course covers information on the basic physical principles and production of PET tracers, coincidence instrumentation, and PET system quality control. Brief descriptions of the scanning procedures that are utilized for different diseases will also be included. Radiation safety in PET, PET imaging reconstruction, and PET/CT imaging will be discussed. A tour of the cyclotron facility will round out the course.

Semester II

NMT 312 Nuclear Medicine Board Review

This course will review the fundamentals of Nuclear Medicine, practical and current applications. A brief review of material will be followed by the completion of multiple mock registry examinations, to assess retention of information.

Semester II

NMT 313 Radiopharmaceuticals II

This course is a continuation of the production, preparation, and safe-handling of radiopharmaceuticals utilized within a nuclear medicine department. Information is provided on methods of localization, pharmacology in nuclear medicine, and federal regulations regarding radiopharmaceuticals, which allows for effective clinical administration.

Semester II

IMAGING SCIENCE EDUCATION PROGRAMS**Nuclear Medicine****NMT 314 Nuclear Medicine Instrumentation & Computer Science II**

This course identifies instruments relative to the nuclear medicine department used for detecting and imaging radioactive materials. SPECT (single-photon emission computed tomography) and CT (computed tomography) topics will facilitate a vast knowledge of enhanced imaging techniques.

Semester II

NMT 315 Sectional Anatomy

This course is designed to introduce cross-sectional planes of the body. Identification of varying anatomical parts within the cross-sectional planes of the body including head, thorax, abdomen, and pelvis is taught. The course will also identify imaging modalities which best utilize transverse anatomy.

Semester II

NMT 401 Applied Procedures: Clinical Experience I

This course is conducted within West Virginia University Hospital and affiliate(s). Direct and indirect supervision will develop clinical skills through observation and participation in in-vivo, in-vitro, and therapeutic nuclear medicine procedures. Clinical rotations consist of ample experience in general nuclear medicine, PET/CT, cardiac imaging, radiation safety, and reading room. Clinical comprehension is evaluated through weekly performance evaluations and the performance of clinical competency evaluations.

Semester I

NMT 402 Applied Procedures: Clinical Experience II

This course is conducted within West Virginia University Hospital and affiliate(s). Direct and indirect supervision will develop clinical skills through observation and participation in in-vivo, in-vitro, and therapeutic nuclear medicine procedures. Clinical rotations consist of ample experience in general nuclear medicine, PET/CT, cardiac imaging, and radiopharmacy. Clinical comprehension is evaluated through weekly performance evaluations and the performance of clinical competency evaluations.

Semester II

IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine

Textbook List

Author	Title	Edition	ISBN-13	List Price***	Required (R) Optional (O)
Chandra	Nuclear Medicine Physics: The Basics	8 th , 2017	9781496381842	\$86.99	R
Waterstram- Rich, Gilmore	Nuclear Medicine & PET/CT: Technology & Techniques	8 th , 2016	9780323356220	\$179.99	R
Kowalsky/ Weatherman	Radiopharmaceuticals in Nuclear Pharmacy & Nuclear Medicine	4 th , 2020	9781582122830	\$249.95	R
Steves	Review of Nuclear Medicine Technology w/ Prep	5 th , 2017	9780932004956	\$130.00*	R
Prekeges	Nuclear Medicine Instrumentation	2 nd , 2012	9781449652883	\$169.95	R
			Approx. Total Purchase Price:	\$816.88	

- 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, so you have plenty of time to get it!
- 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.

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

*This calendar is subject to change at the discretion of the program director/didactic instructor due to scheduling conflicts, instructor conflicts (i.e. illness), classroom availability, etc. All efforts will be made to maintain a consistent schedule as outlined on the calendar.



Imaging Science Education Programs

Nuclear Medicine

Course / Clockhour Profile

SAMPLE

Semester I

Course #	Title	Clock Hours
NMT 301	Introduction to Nuclear Medicine	45
NMT 302	Patient Care & Ethics	15
NMT 303	Medical Terminology	15
NMT 304	Instrumentation & Computer Science	15
NMT 305	Radiopharmaceuticals & Pharmacology I	20
NMT 306	Conversions & Decay Calculations	24
NMT 307	Nuclear Medicine Procedures I	36
NMT 308	Nuclear Medicine Physics	58
Total Didactic		228

NMT 401	Applied Procedures: Nuclear Medicine Clinical	
Total Clinic		632

Semester I Educational Clockhour Total 860

Holidays	July 4th, Labor Day, Thanksgiving	Total Holiday	24
Vacation	Christmas & New Years Week	Total Vacation	80

Semester I Clockhour Total 964

Semester II

Course #	Title	Clock Hours
NMT 309	Hybrid Imaging Systems	6
NMT 310	Nuclear Medicine Procedures II	36
NMT 311	PET (Positron Emission Tomography)	10
NMT 312	Nuclear Medicine Board Review	45
NMT 313	Radiopharmaceuticals & Pharmacology II	12
NMT 314	Instrumentation & Computer Science II	16
NMT 315	Cross Sectional Anatomy	15
Total Didactic		140

NMT 402	Applied Procedures: Nuclear Medicine Clinical	
Total Clinic		644

Semester II Educational Clockhour Total 784

Holiday	Memorial Day	Total Holiday	8
Vacation	Spring Break	Total Vacation	40

Semester II Clockhour Total 832

Nuclear Medicine Technology Education Program

Student Handbook




Section 3

Nuclear Medicine Policies

Policy Change

The administration of West Virginia University Hospitals and the faculty of the West Virginia University Hospital's Imaging Science Education Programs 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. Transcript(s) from all post-secondary education (college, radiography, technical school, etc.)
4. Copy of Associate's degree or higher. Applicant must possess a minimum of an Associate's degree to be national registry examination eligible. This degree must be awarded prior to the completion of the Nuclear Medicine program.
5. Applicant must be a graduate (or pending graduate) from a JRCERT accredited program in Radiologic Technology. A copy of the certificate/degree and/or proof of ARRT credentials must be provided to the program director as soon as it is available to the applicant, prior to the start of the nuclear medicine program.
6. 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 but may still be in progress during the application process. These courses 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. Documentation of successful course completion must be presented to the program director prior to the program start date.

7. Official American College Test (ACT) *or* Scholastic Aptitude Test (SAT) exam scores (this requirement may be waived for applicants possessing an Associate's degree or higher, however applicant will receive additional admission points if submitted):
 - 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:

- I. 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)). (not required, but if submitted will be included in evaluation process)
- 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 Healthcare (cumulative)
 - ix. Highest degree obtained and GPA
- F. Healthcare Experience other than Radiography school

Military Service / VA Benefit Eligible: For applicants that will potentially be using VA educational benefits if accepted, WVUH will accept, review and maintain a written record of previous education and training for each candidate. Such materials will be reviewed to determine if credit towards admission or program completion is possible.

- 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. A virtual interview may be conducted if certain criteria are met and will be approved on a case by case basis per the program admission committee decision.

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.
 - iii. Should there be a tie between two candidates, the average interview score for each candidate will be used as a tie-breaker. The candidate with the highest interview score will receive the higher ranking.
- 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

Weighted Values for Applicant Admission Points

The following values will be assigned to the applicant’s previous academic achievements and the personal interview. Points assigned to each candidate will be summated and utilized as criteria for admission consideration:

I. ACT/SAT scores

<i>ACT Composite Score</i>	<i>SAT Score</i>	<i>Points Assigned</i>
≥ 30	≥ 1350	4
≥ 26	≥ 1200	3
≥ 22	≥ 1040	2
≥ 18	≥ 899	1
< 18	< 899	0

II. College level coursework

Applicants are awarded academic credit points towards admission for each of the following course categories based on the following letter grade scale:

<i>Course</i>	<i>Letter Grade</i>	<i>Points Assigned</i>
Physics	A	5
Chemistry	B	4
Anatomy & Physiology	C	3
Written Communications	< C	0
College Mathematics		
Applied Radiographic Procedures (Clinical)		
Radiographic Positioning & Procedures		
Applicable Healthcare (cumulative)		

III. Radiography / College / University Credits

Points are awarded to applicants based on the applicant’s highest degree obtained and average GPA (cumulative college/university plus radiography). Points are awarded based on the following scale:

<i>Associate Degree</i>		<i>Baccalaureate Degree</i>		<i>Graduate Degree</i>	
<i>GPA</i>	<i>Points Assigned</i>	<i>GPA</i>	<i>Points Assigned</i>	<i>GPA</i>	<i>Points Assigned</i>
≥ 3.59	3	≥ 3.59	6	≥ 3.59	9
≥ 2.99	2	≥ 2.99	5	≥ 2.99	8
≥ 1.99	1	≥ 1.99	4	≥ 1.99	7
< 1.99	0	< 1.99	0	< 1.99	0

IV. Healthcare Experience

Points are assigned to candidates that document healthcare related work experience not including their radiography clinical education:

<i>Category</i>	<i>Points Assigned</i>
Health Related \geq 3 years	3
Health Related \geq 2 years	2
Health Related \geq 1 year	1
No Health Related Experience	0

V. Personal Interview


Individual interviewer points in the following categories are summated and averaged to obtain an overall average interview score (see interview form). Points are assigned based on the range below:

<i>Category</i>	<i>Points Assigned (see Interview form)</i>
Appearance	1 – 5 points
Affability/Attentiveness	1 – 5 points
Emotional - Stability	1 – 5 points
Personality	1 – 5 points
Communication Skills	1 – 5 points
Comprehension	1 – 5 points
Knowledge of Profession	1 – 5 points
Initiative & Drive to Succeed	1 – 5 points
Initiative towards Program Admission	1 – 5 points

VI. Programmatic / Institutional Fit

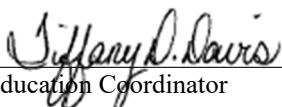
Points are awarded by the Admission committee relative to the candidates programmatic fit and projected ability to successfully complete the program.

<i>Interview Score</i>	<i>Points Assigned (see Interview form)</i>
> 40	5
> 35	3
< 35	0


Education Coordinator

Orientation Policy

It is the policy of the West Virginia University Hospitals Imaging Science 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 (deemed appropriate by the program director) 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 Time Off: (PTO)

Personal time off (PTO) 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 48 hours of personal time off 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 72 hours of personal time off 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.

Compensatory Time Off: (Comp time)

Compensatory time off is awarded at the discretion of the program director for activities that may exceed an 8 hour school day and/or for extraordinary circumstances. Some examples include but are not limited to: staying late to assist with heavy workload, going above and beyond duties, and/or conference(s) that are outside of the typical time frame of a normal school day.

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 notify 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 Time Off Request form in Trajecsys. Comp time may not be utilized for unscheduled absences.
3. Students that miss consecutive days due to an illness will only be charged 8 hours of PTO 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. PTO and comp time shall be granted in minimum increments of 1 hour, unless previously approved by the Program Director.
5. Students requesting time-off for non-emergent reasons should pre-schedule PTO 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 Time Off 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 hours of personal time off (PTO).

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

Twelve-month programs:

- a. If the 48 hours of allotted PTO is exhausted, the student will receive documented counseling regarding their attendance and 1 point will be deducted from their overall clinical grade.
- b. If 16 additional hours are missed (total 64 hours), 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 16 additional hours are missed (total 80 hours), 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 time absent exceeds 80 hours, the student will be dismissed from the Program if any additional time off occurs. Students will be evaluated on an individual basis as to the circumstances causing the absenteeism.

Eighteen-month programs:

- a. If the 72 hours allotted PTO is exhausted, the student will receive documented counseling regarding their attendance and 1 point will be deducted from their overall clinical grade.
 - b. If 16 additional hours are missed (total 88 hours), 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 16 more additional hours are missed (total 104 hours), 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 time off exceeds 104 hours, 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 personal time off, 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 personal time off 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 48 hours PTO for twelve month programs or 72 hours PTO 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 past the designated start of the student's shift.
Example: if your shift begins at 7:00am, you would be considered tardy at 7:01am.
- b. Tardiness beyond 30 minutes will result in the student being charged 0.5 days (4 hours) of PTO.
- c. Failure to notify program officials 1 hour beyond the designated time of arrival will result in the student being charged 1 day (8 hours) of PTO, marked as an unscheduled absence, and will result in 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 a verbal 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 or 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 a verbal 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	Thanksgiving AND Friday after Thanksgiving
Memorial Day	Labor Day
Independence Day (July 4th)	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	Thanksgiving AND Friday after Thanksgiving
Memorial Day	Labor Day
Independence Day (July 4th)	Christmas

Attendance Documentation

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

Using PTO or Compensatory Time:

Students desiring to use PTO or Compensatory Time will be required to submit a Time Off Request form in the Trajecsys 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 (PTO, 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 PTO, 2pm-4pm, leaving early). A comment box will be provided on the leave request form for further information, if necessary.

Please note that if requesting to use a half-day of PTO or Comp time you would be utilizing four (4) hours of PTO or Comp time. For example, if you are scheduled from 7am-3:30pm and request a half day in the afternoon, you would work 7am-11am, using four (4) hours. If you are scheduled from 7am-3:30pm and request a half day in the morning, you would work 11:30am-3:30pm.

Interview Time Off:

Students are allotted interview time off for the purpose of interviewing for a job in the area of advanced imaging for which they are currently enrolled. The amount of time allotted is dependent upon location of the interview, not to exceed eight (8) hours, and is limited to one (1) time use, regardless of amount of time used. For all interviews taking place on-site within student's respective department or within a 40 mile distance, a total of 4 hours may be used if necessary. For all interviews taking place off-site and greater than a 40 mile distance, a total of up to eight (8) hours may be used to account for travel.

All interview time off must be pre-approved by the Program Director at least 24 hours prior to the interview date. Students desiring to use any amount of interview time off will be required to submit a Personal Time Off Request form in Trajecsys 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 Trajecsys. 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 PTO will be taken. If additional interview time is needed, PTO 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 PTO 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 previously 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 Trajecsyst, 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.

Education Coordinator

Sample Time Off Request Form

Located in Trajecsys Report System under Evaluations tab.

Time Off Request Form	
Instructions	
Please select the appropriate type of leave below and submit request for time off. The student is responsible for assuring that all didactic and clinical responsibilities and/or make-up work are met during the requested leave time. This can be accomplished through arrangements with clinical instructors, classmates, and/or Program Director. PDO and/or compensatory time will only be accepted in increments of 1 hour. Anything less will not be accepted unless prior approval from Program Director.	
PDO Leave Request	
Date of Leave:	<input type="text" value="mm/dd/yyyy"/>
PDO Time Requested	<input checked="" type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8
Brief Description	<input type="text"/>
Compensatory Time Request	
Date of Leave:	<input type="text" value="mm/dd/yyyy"/>
Comp Time Requested	<input checked="" type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8
Brief Description	<input type="text"/>
Interview Day	
Date of Leave:	<input type="text" value="mm/dd/yyyy"/>
Time Requested	<input checked="" type="radio"/> 0 <input type="radio"/> 8
Brief Description	<input type="text"/>
Excused Absences	
Medical, Funeral, or Military Leave? Permission must be granted by the Education Coordinator prior to the student using this type of leave.	<input type="radio"/> Medical <input type="radio"/> Funeral <input type="radio"/> Military <input checked="" type="radio"/> N/A
Date of Leave:	<input type="text" value="mm/dd/yyyy"/>
Time Requested	<input checked="" type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8
Brief Description	<input type="text"/>
Approval	
Students will leave set at "Not reviewed by faculty yet;" after submission, faculty will mark this item.	
Faculty review after submission:	<input type="radio"/> Denied <input type="radio"/> Approved <input checked="" type="radio"/> Not reviewed by faculty yet
<input checked="" type="radio"/> Approved <input type="radio"/> Not Approved	

Siffany D. Davis
 Education Coordinator

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 administration 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	15% / 15%
Qualifying Exams	15% / 15%
Competency Exams	40% / 40%

Each clinical grading component is explained during orientation. Related forms are located in Trajecs online record keeping system and reviewed with students at the start of the program.

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 which may be simulated if necessary: therapeutic thyroid treatments (option only starting on June 1st) and CPR.

Students must achieve competency status in the following (at minimum, ARRT requirements):

- 8 Patient Care Procedures
- 9 Quality Control Procedures
- 25 Diagnostic/TX Procedures
- 2 Radiopharmacy Procedures (ARRT)

44 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 and/or program director 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.

All competencies must be achieved by the first 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, HVI, Nuclear Medicine, Radiation Safety, Radiologist Reading Room, and Radiopharmacy.

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

Clinical Rotations

Students will be assigned to clinical rotations in a fair and equitable manner, ensuring all students receive equivalent time in each area. Each rotation is scheduled for one-week and the hours for each rotation will vary based on the current hours of the department as well as the tasks required for each clinical rotation. Please refer to the key below. The general sequence of rotations can be found in the sample clinical schedule following this policy.

Rotation Key	Area/Camera	Hours	Duties/Responsibilities	Approximate Number of Weekly Rotations
1, 2, 3	SPECT/CT	7am-3:30pm	QC, all Nuc Med studies and related duties	27-28
HVI	D-SPECT	7am-3:30pm	Myocardial Perfusions, stress lab, and related duties	7-8
INJ	Injection	7am-3:30pm	Draw doses, start IV, inject patients	3-4
PET	PET/CT	7am-3:30pm	All PET/CT studies and related duties	7-8
RS	Radiation Safety	8:30am-3:30pm	Assist Radiation Safety; arrive at 7am to open clinical rotation, then proceed to radiation safety department at 8:30am	1
RR	Reading Room	9:00am-3:30pm	Read with a radiologist; arrive at 7am to open clinical rotation, then proceed to reading room at 9:00am	1
RP	Radiopharmacy	1:30am-10am	Elute generator, make kits, QC, draw unit doses	1
*	Early Shift	6:30am-3pm	Open/close hot lab, survey, duties of camera/rotation	7-8



Education Coordinator

Clinical Competency Schedule

General Patient Care:

(all must be completed in Semester I)

CPR Certification

Vital Signs – Blood Pressure

Vital Signs – Pulse

Vital Signs – Respiration

Assisted Patient Transfer (slider, mechanical lift)

Maintain patient ancillary equipment (IV pump, collection bag, O2)

ECG (lead placement, recognition of common dysrhythmias)

*Venipuncture

Quality Control Procedures – Semester I:

(all must be completed in Semester I)

SPECT Gamma Camera (Uniformity/Resolution)

Dose Calibrator (Constancy)

Well Counter/Uptake Probe (Energy Calibration)

Survey Meter (Battery Check/Constancy)

*I-Stat Patient Testing and QC

*Glucometer Patient Testing and QC

Quality Control Procedures – Semester II:

(all must be completed in Semester II)

SPECT Gamma Camera (Center of Rotation)

Dose Calibrator (Linearity)

PET or PET/CT (Reference or Blank Scan)

Radiopharmacy – Semester II:

(all must be completed in Semester II)

Generator Elution / Moly Assay

Radiopharmaceutical Kit Prep / QC

Nuclear Medicine and PET/CT Procedures (Diagnostic and Therapeutic)

(may complete any in Semester I; remainder to be completed in Semester II, prior to graduation)

*Myocardial Perfusion – Rest

*Myocardial Perfusion – Stress

*Thyroid Uptake

*Thyroid Scan

*Hepatobiliary (HIDA)

*Gastric Emptying

GI Bleed / Meckels / Liver_Spleen (choose 1)

*Renal Function (Lasix)

*Tumor (F-18 FDG)

*Lung Ventilation (Aerosol) – Statics

*Lung Perfusion – Statics

*Skeletal – Total/Wholebody

*Skeletal – 3-Phase

*Bone SPECT or SPECT/CT

*Lung SPECT or SPECT/CT

*I-131 (ablation/hyperthyroid)

Elective #1 of 9: WBC Imaging

Elective #2 of 9: Parathyroid SPECT or SPECT/CT

Elective #3 of 9: Thyroid Metastatic Survey

Elective #4 of 9: Gated Blood Pool (MUGA)

Elective #5 of 9: Lymphoscintigraphy (breast/melanoma)

Elective #6 of 9: PET Brain (F-18 FDG)
Elective #7 of 9: Student Choice
Elective #8 of 9: Student Choice
Elective #9 of 9: Student Choice

TOTAL Competencies: **44**

Clinical Elective Procedures:

All elective procedures 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 recommended before attempting competency.

1. Liver-Spleen
2. Gastric Reflux
3. GI Bleed
4. Meckels Diverticulum
5. DMSA Renal
6. Captopril Renal
7. Quantitative Lung Scan (Lung Perfusion only with ROIs and quantification)
8. OctreoScan
9. I-123 MIBG
10. Lymphoscintigraphy (breast or melanoma, must include images in department)
11. Cisternography: Routine
12. Cisternography: CSF Leak with pledgets, blood draw
13. Shunt Patency (VP or LP)
14. Y-90 SIRT MAA Liver/Lung Shunt Study
15. Nuclear Arthrogram Study
16. Bone Marrow Study
17. Salivary Gland Imaging
18. DaTscan
19. Neurolite Brain
20. Diamox Brain
21. Cardiolite Brain
22. Thallium Brain
23. PET/CT: Body (Somatostatin Receptor; Copper 64)
24. PET/CT: Amyloid Brain
25. PET/CT: WB Prostate
26. PET/CT: Body (ER Breast)
27. PET/CT: Head/Neck

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

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

- Y-90 TX Blob Scan
- Brain Death Study (never allowed to perform without direct supervision)
- Y-90 TX
- Lutathera TX, Pluvicto TX, Xofigo TX
- Any scan or TX dose if refused by PD or Clinical Instructor/AES due to various conditions such as but not limited to patient condition, time restraints, etc.

The following is your clinical rotation schedule. It is your responsibility to perform the scans/assignments that are occurring on the camera/area 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 Program Director and/or Clinical Instructor(s). Adjustments may be made to any portion of the schedule at any time at the discretion of the Program Director and/or Clinical Instructor(s). Be flexible to schedule changes.

Rotation	Area/Camera	Hours	Duties / Responsibilities	REMINDERS
1, 2, 3	SPECT/CT	7am-3:30pm	QC, all Nuc Med studies and related duties	1. No food or drink in the clinical area.
HVI	D-SPECT	7am-3:30pm	Myocardial Perfusions and related duties	2. Inform CI before leaving clinical area.
INJ	Injection	7am-3:30pm	Draw doses, start IV, inject patients	3. Lunch time varies - refer to detailed monthly didactic calendar or Trajecsys
PET	PET/CT	7am-3:30pm	All PET/CT studies and related duties	4. If your rotation assignment is not busy, assist others.**
RS	Radiation Safety	8:15am-3:30pm	Assist Radiation Safety (see "Reminders #8")	5. No personal internet usage is permitted during clinical hours.
RR	Reading Room	9:00am-3:30pm	Read with a Radiologist (see "Reminders #8")	6. Cell phones must be turned off and in locker.
RP	Radiopharmacy	1:30am-10am	Elute generator, make kits, QC, draw unit dose	7. No studying in the dept. unless approved by Program Director or CI.
*	Early Shift	8:30am-3pm	Open/close hot lab, survey, duties of camera	8. RS & RR rotations, arrive at 7am, go to RS at 8:15am or go to RR at 9:00am

****If on rotations 1, 2, 3, or INJ you do not have enough patient load, complete your patients for that rotation and then transfer to PET for the remainder of the day. MUST be approved by CI or PD.**

Rotation Dates	7/10-7/14	7/17-7/21	7/24-7/28	7/31-8/4	8/7-8/11	8/14-8/18	8/21-8/25	8/28-9/1	9/5-9/8	9/11-9/15	9/18-9/22	9/25-9/29	10/2-10/6	10/9-10/13	10/16-10/20	10/23-10/27	10/30-11/3	11/6-11/10	11/13-11/17	11/20-11/22	11/27-12/1	12/4-12/8	12/11-12/15	12/18-12/22	12/27-1/5
Student A	INJ*	3	2	1	RS	1*	2	2	HVI	HVI	3*	3	HVI	HVI	2	2*	PET	PET	3/RR	3	PET	PET	2	2	Winter Break!
Student B	3	1	INJ*	2	1	RS	3*	3	PET	PET	2	2*	PET	PET	3	3	HVI	HVI	2*	2/RR	HVI	HVI	3	3	
Student C	2	INJ*	1	3	2	2	RS	1*	3	3	HVI	HVI	2*	2	HVI	HVI	3	3*	PET	PET	2/RR	2	PET	PET	
Student D	1	2	3	INJ*	3	3	1	RS	2	2*	PET	PET	3	3*	PET	PET	2	2	HVI	HVI	3*	3/RR	HVI	HVI	

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/LV Shunt Studies (injection portion of exam)
 - f. Therapies
 - i. I-131 (Ablation/hyperthyroid)
 - ii. Bone Pain (Palliation)
 - iii. Intracavitary
 - iv. Y-90
 - v. Lutathera
 - vi. Any other therapy not listed


Education Coordinator

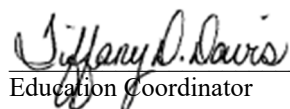
Clinical Education Make-up Policy

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 6:30am-3:30pm. 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 6:30 am. to 3:00 pm. Students are also required to participate in one midnight shift (third shift) rotation (equivalent to one week) at the Radiopharmacy (PharmaLogic, Bridgeport, WV) 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, Affiliate Education Supervisor (AES), and Program Director are required to sign the Irregular Clinical Education Hours Acknowledge Statement (Policy No. 2.009a). This document will be kept in the student file for one accreditation cycle.

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 exceeds the 40-hour week.



Education Coordinator

Irregular Clinical Hours Acknowledgement Statement

I _____ have read Nuclear Medicine Program Policy No. 2.009, Hours of Academic and Clinical Education. I understand the hours listed for the radiopharmacy rotation is a third shift (midnight shift) rotation from 1:30 a.m. to 10:00 a.m. Monday through Friday for one-week in the spring semester.

The purpose of this off-shift rotation is to provide the student with experience in Mo-Tc generator elutions, Moly Assay quality control procedures, radiopharmaceutical kit preparations, and radiopharmaceutical quality control procedures. All aforementioned items are required clinical competencies of this rotation. Failure to complete the stated clinical competencies can result in failure to graduate from the program and being national board eligible.

The valuable experiences provided by this rotation is an asset to all students of the WVUH Nuclear Medicine Education Program and is required for graduation. Due to the limited time allotted for this exceptional rotation, students will not be permitted to utilize PTO or Compensatory Time during this rotation except in the case of extenuating circumstances which requires the approval of the Program Director.

My signature below verifies that I have read and agree to abide by Nuclear Medicine Program Policy No. 2.009 Hours of Academic and Clinical Education and the contents of this document. I understand if I have any questions or concerns, I may reach out to the Program Director and/or AES of PharmaLogic.

Student Signature/Date

Affiliate Education Supervisor Signature/Date

Program Director Signature/Date

Course Lecture Sessions Makeup Policy

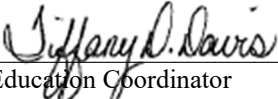
The program officials and instructors will abide by the following procedure for permitting students to make-up course work missed as a result of being absent from a scheduled lecture session. This policy serves to eliminate, as much as possible, any potential advantage that a student may achieve by being 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 7am 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 Imaging Science Education Program website. Application packets can be found online or provided upon request. Letters and advertising material are sent to many radiography programs in the state and surrounding areas. When possible, in person recruitment sessions will be conducted to top feeder radiography schools.

Pregnancy Policy

It is the policy of the West Virginia University Hospitals Imaging Science 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 any therapeutic 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.

Withdrawal of Declaration of Pregnancy

The student has the right to withdraw their declaration of pregnancy due to birth or other complications with pregnancy and must fill out the attached Withdrawal of Declaration of Pregnancy form. By filling out the form, the student acknowledges that their medical condition (i.e., pregnancy) no longer exists.

All documentation shall be entered into the student's permanent personal file.



Education Coordinator

West Virginia University Hospitals
Imaging Science Education Programs – Nuclear Medicine

Declaration of Pregnancy 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

Education Manager

Date

West Virginia University Hospitals
Imaging Science Education Programs – Nuclear Medicine

Withdrawal of Declaration of Pregnancy Form

I verify by my signature below that:

- 1) I have notified the Nuclear Medicine Program Director my medical condition (i.e., pregnancy) no longer exists.

- 2) I withdraw my previous declaration of pregnancy and fully resume my duties as a student.

Student

Date

Nuclear Medicine Program Director

Date

Education Manager

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

Transfer Credit Policy

This policy serves to identify the Program's philosophy relative to transfer of credit.

The Nuclear Medicine program at West Virginia University Hospitals may consider accepting transfer credit at the discretion of program officials. Transfer credit will only be considered for certain prerequisite or corequisite courses required for program admission. Transfer credit(s) under consideration must have been completed within the curriculum of an JRCERT accredited radiography program or an accredited college/university within five years of the date of transfer consideration. If transfer credit is approved by program officials, valid documentation (i.e. radiography school transcript, college transcript) must be provided to program officials as proof of satisfactory course completion prior to the start of the nuclear medicine program. Failure to provide valid documentation may result in the revocation of the transfer credit. Documentation of approved transfer credit will be retained permanently.

Advanced Placement/Part-Time Student Policy

This policy serves to identify the Program's philosophy relative to 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 advance placement status or part-time enrollment.



Education Coordinator

Access or Release of Student Records Policy

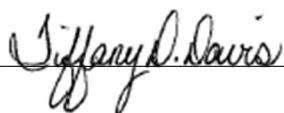
The Accreditation Standards for Nuclear Medicine Technologist Education released by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology requires that records be maintained permanently for all didactic and related courses attempted and/or completed by all students. The student's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

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

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.



IMAGING SCIENCE EDUCATION PROGRAMS

Nuclear Medicine
Education Coordinator

Nuclear Medicine Educational Records Release Form

Student/Graduate Name: _____

DOB: _____ Year of Graduation: _____

Institution, program, or individual to which records are to be sent:

Name: _____

Address: _____

City, State, Zip: _____

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

- Official Transcript

- Copy of Certificate

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

Student/Graduate Signature: _____ Date: _____

Program Director Signature: _____ Date Sent: _____

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. **Graduation Rate**

Description

Student graduation rate is calculated as the percentage of students who have graduated from the program over the past one year time frame.

Programmatic Goal

Graduation Rate = $\geq 75\%$

Data Collection Mechanism

Annual number of graduates vs. number initially enrolled.

2. **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) a national certifying exam 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 over three consecutive years.

Programmatic Goal

ARRT Exam Pass Rate (1st attempt) **80% pass rate over three consecutive years**
NMTCB Exam Pass Rate (1st attempt) **80% pass rate over three consecutive years**

Data Collection Mechanism

Official ARRT & NMTCB Report

3. **Job Placement of Graduates**

Description

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

Programmatic Goal

Job Placement Rate = $\geq 50\%$

Data Collection Mechanism

Exit Survey and/or Alumni Survey

4. Faculty Retention

Description

Faculty retention is calculated as the percentage of faculty who has remained employed over the past one year time frame.

Programmatic Goal

Retention = $\geq 75\%$

Data Collection Mechanism

Current faculty numbers

5. Student Assessments 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, Above average = 4, Average = 3, Below Average = 2, and Poor = 1).

Programmatic Goal

Instructor Evaluations = $\geq 4.0 / 5$ per instructor/year

Data Collection Mechanism

Didactic Instructor Evaluations

6. Student Assessments of Clinical Experiences

Description

Graduate satisfaction is measured as the cumulative results of the seven 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, Above average = 4, Average = 3, Below average = 2, and Poor = 1).

Programmatic Goal

Graduate Exit Survey = $\geq 3.5 / 5$

7. Student Assessments 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, Above average = 4, Average = 3, Below average = 2, and Poor = 1).

Programmatic Goal

Clinical Faculty Evaluations = $\geq 4.0 / 5$ per clinical faculty member/quarter

Data Collection Mechanism

Technologist Quarterly Evaluations

8. AES Assessment of Student Performance

Description

The competency based clinical education at WVU 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).

Programmatic Goal

Average clinical grades/cohort of students/semester = $\geq 3.5 / 5$

Data Collection Mechanism

Weekly Performance Evaluations for Radiopharmacy rotation; averaged for entire cohort

9. Graduate Assessment 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, Above average = 4, Average = 3, Below average = 2, and Poor = 1).

Programmatic Goal

Program Effectiveness = $\geq 3.5 / 5$

Data Collection Mechanism

Exit Survey; Questions 1-7 mean score

10. Employer Assessment 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 survey mean score/cohort = $\geq 3.5 / 5$

Data Collection Mechanism

Employer 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 in 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 **78% (C)** or better and an overall clinical 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.
5. In the event of ARRT scheduling difficulties, the program director reserves the right to alter the timeframe on a case by case basis.

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, HVI, PET/CT, and Radiopharmacy.
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.
6. Return all WVUH property to include but not limited to: ID badge, Galaxy badge, parking permit, dosimeter(s).

Trajecsys Report System Policy/Electronic Clinical Handbook

The Trajecsys Report System:

The West Virginia University Hospitals, Nuclear Medicine Technology Education Program implemented the use of the Trajecsys Report System[®]. This system is an electronic based program that contains the student's competency forms, proficiency forms, evaluation forms, and time record reports to monitor attendance.

This system has replaced the traditional paper clinical handbook. With regards to students utilizing this system, there is a one-time fee of \$100.00 which is paid directly to Trajecsys. This fee is paid by doing the following.

- The student will be required to access the following website: <http://www.trajecsys.com/payments.htm>.

After accessing this website, each student will need to complete the online form and then click the "Buy Now" button. This will re-direct them to PayPal where the payment will be submitted.

- Note: Students do NOT have to have a PayPal account to use this. When the director from Trajecsys receives notification of payment from PayPal, the director will update them in the Admin Panel/Payments.

The registration process must be completed by July 1.

All Trajecsys data is formatted into report form for both students and educational staff to view and utilize as needed.



Education Coordinator

Date

IMAGING SCIENCE EDUCATION PROGRAMS**Nuclear Medicine****Trajecsys Student Registration**

All Incoming Students:

All students are required to purchase the Trajecsys electronic clinical workbook. This system is used daily to clock in and out, as well as to complete daily log sheets. It includes announcements, clinical schedules, clinical instructor assignments, evaluations and competency exams.

To complete this process:

1. Access: http://www.trajecsys.com/programs/add_user.aspx
2. Start filling out the form by typing West Virginia University Hospitals, Inc – Nuclear Medicine as your educational institution. It should pop up as an option once you type so many letters.
3. After filling out your name, it will ask if you are a, “current or new student?”. Check the “Yes” button.
4. Next, select West Virginia.
5. Now you must create a username and password
 - a) Username: You may select anything you like for this
 - b) Password: You may select anything you like for this, but it has to satisfy the Trajecsys requirements.
6. Fill out the remainder of the form with your phone number, email, etc.
7. Go to <http://www.trajecsys.com/payments.htm> and make payment of \$100.
8. Watch the Student Help Video Tutorial: <http://www.screencast.com/t/jpdWy5Tms6>
9. Read the entire Student Help Section and watch any videos or tutorials: <http://www.trajecsys.com/programs/help.aspx#16>

Should you have any problems during registration, please contact me directly so that I can resolve any issues.

Thanks.

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