Nuclear Medicine Technology Education Program

Student Handbook

2026-2027
Academic Year

Original: 5/1984
Revised: 6/2026

West Virginia University Hospitals
Medical Center Drive
Morgantown, WV 26506

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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

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Section 1

General Program Information

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IMAGING SCIENCE EDUCATION PROGRAMS
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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.

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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.

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WVUH ADMINISTRATIVE OUTLINE

Mike Grace
President and Chief Administrative 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

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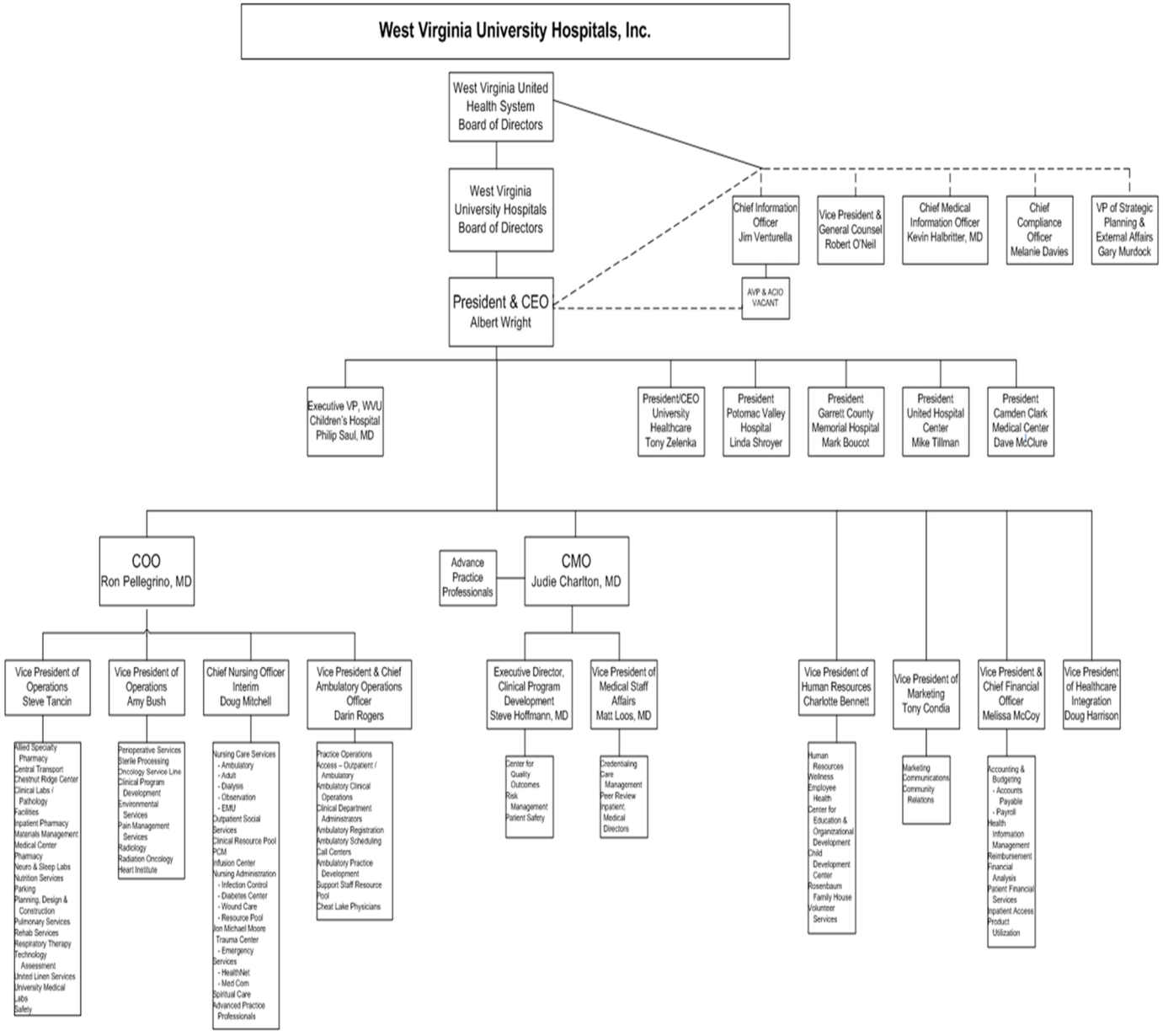
IMAGING SCIENCE EDUCATION PROGRAMS
Nuclear Medicine

West Virginia University Hospitals Administrative Organization



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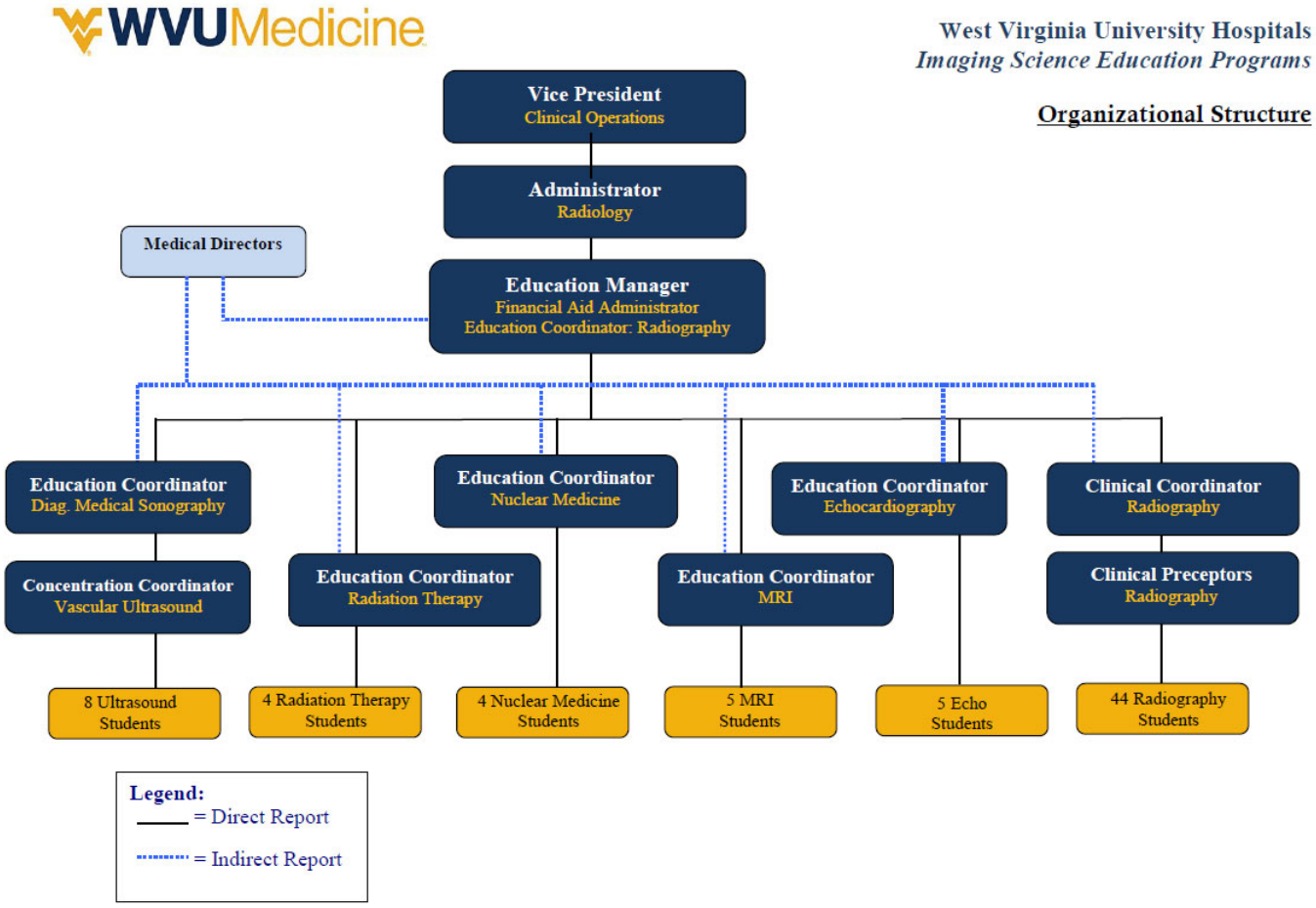
Nuclear Medicine

Education Organizational Structure



Reviewed: 6/2026
Revised: 6/2026

WVU Medicine
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Education Advisory Committee

Nuclear Medicine Technology Education Program

Amanda Pechatsko
Clinical Administrator, Radiology

Jay Morris
Education Manager

Tiffany D. Davis
Education Coordinator, Nuclear Medicine

Christina Paugh
Education Coordinator, Radiation Therapy

Kathleen Riley
Education Coordinator, Ultrasound

Brad Holben
Education Coordinator, MRI

Stephanie Hardy
Education Coordinator, Echocardiography

Joy Mason
Clinical Coordinator, Radiology Ed.

Neal Humphries
Clinical Preceptor, Radiology Ed.

Samantha Eakle
Clinical Preceptor, Radiology Ed.

Deb Ferencz
Clinical Preceptor, Radiology Ed.

Shelby Griffith, PharmD
AES, PharmaLogic (Nuc Med)

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

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IMAGING SCIENCE EDUCATION PROGRAMS
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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.

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, 0100-0930*
*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.

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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. Lost and/or non-returned radiation badges may result in the student incurring a fee.

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 of a Society of Nuclear Medicine and Molecular Imaging Workshop(s) (Pittsburg Chapter or other) is recommended. Each student is responsible for their own transportation and expenses. In recent years, the SNMMI workshop has been virtual.

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.

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.

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2026-2027 Academic Calendar

Date: 2026	Event:
June 30- July 2	New Student Orientation (dates TBD)
July 3	**Independence Day Holiday- No Class**
July 6	Tuition due – Modality & 2nd yr. Radiography students
July 6	Modality & 2nd yr. Rad. begin Summer & Sem III didactic / clinical courses
July-Aug	1st Year Radiography - clinical orientation and training (dates TBA)
August 10	1st Year Radiography begin Sem. I didactic and clinical classes + Tuition due
September 7	**Labor Day Holiday - No Class**
September 25	Mid-Term
November 26-27	**Thanksgiving Holiday - No Classes**
December 11	Last day of Semester I & III didactic courses
December 11	Final Grades due (Semester I & III)
December 14-16	Student Counseling Sessions
December 21-Jan 1	**Student Holiday break**

Date: 2027	Event:
January 4	Tuition due - Semester II & IV
January 4	All students begin Semester II & IV didactic / clinical courses
February 1	Application Deadline for 2027 Advanced Modality program candidates
March 1	Application Deadline for 2027 Radiography program candidates
March 12	Mid-Term Grades due
March 15-19	**Spring Break** – 2nd year Radiography only
March 29-April 2	**Spring Break -** Modality Students
May 14	Last day of classes - 2nd year Radiography only
May 14	Final Grades due - 2nd year Radiography only
May (TBA)	**Graduation Reception** (Radiography graduates)
May 31	**Memorial Day Holiday - No Class**
June 11	Final Grades due (Rad. Therapy, Nuclear Medicine, ECHO, & MRI)
June 11	**Graduation Reception -** (Rad. Therapy, Nuclear Medicine, ECHO, & MRI)
June 11	Last day of Semester II didactic courses (1st year Rad, & Ultrasound)
June 14-15	Student Counseling Sessions (1st year Rad & Ultrasound)
June 16-25	**Summer Break -** 1st year Radiology Students & US students

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Section 2

Didactic Education

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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 309: Hybrid Imaging (instruction split with RTT and MRI program directors)
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)
NMT 316: Professional Development (split with many guest speakers and program directors)

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 309: Hybrid Imaging (instruction split with MRI and NM program directors)
NMT 315: Sectional Anatomy (instruction split with NM program director)

Brad Holben, MSHA, RT(R)(MR)

NMT 309: Hybrid Imaging (instruction split with RTT and NM program directors)

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Course Descriptions
Nuclear Medicine

NMT 301 Introduction to Nuclear Medicine
45 Clock Hours / 3 Credit Hours
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, Medical Ethics, & Communication
15 Clock Hours / 1 Credit Hour
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 Nuclear Medicine Terminology
15 Clock Hours / 1 Credit Hour
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 Instrumentation & Computer Science I
15 Clock Hours / 1 Credit Hour
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 & Pharmacology I
20 Clock Hours / 1 Credit Hour
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

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NMT 306 Decay Calculations & Conversions

24 Clock Hours / 1 Credit Hour

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

NMT 307 Nuclear Medicine Procedures I

36 Clock Hours / 2 Credit Hours

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

58 Clock Hours / 3 Credit Hours

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 309 Hybrid Imaging Systems

6 Clock Hours / 0 Credit Hours

This course consists of a series of lectures relating to the basic fundamentals of nuclear medicine and PET/CT, magnetic resonance imaging, and radiation therapy. Clinical applications of hybrid imaging systems will be discussed. The benefits of utilizing hybrid systems to combine the physiologic, metabolic, anatomic and morphologic information to provide optimal diagnostic value will be evaluated.

Semester II

NMT 310 Nuclear Medicine Procedures II

36 Clock Hours / 2 Credit Hours

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)

10 Clock Hours / 0 Credit Hours

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

45 Clock Hours / 3 Credit Hours

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 & Pharmacology II

12 Clock Hours / 0 Credit Hours

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

NMT 314 Instrumentation & Computer Science II

11 Clock Hours / 0 Credit Hours

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

15 Clock Hours / 1 Credit Hour

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 316 Professional Development

8 Clock Hours / 0 Credit Hours

This course consists of a series of lectures relating to the basic fundamentals of professional development and career readiness. Systems-based practice is an awareness and understanding of the impact of societal and organizational environments on the profession. Nuclear medicine technologists must understand the fundamentals of current healthcare policy and the regulations of delivery systems to blend the complex layers of healthcare to maximize the value of patient care.

Semester II

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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

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Textbook List

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

AUGUST 2025

SAMPLE MONTHLY DIDACTIC SCHEDULE

SUN	MON	TUE	WED	THU	FRI	SAT
					1 7-8 Clinic 8-10 Physics 10-12 Clinic 12-1 Lunch 1-3:30 Clinic	2
3	4 7-11 Clinic 11-12 Lunch 12-3:30 Clinic	5 7-8 Clinic 8-9:30 Physics 9:30-11 Clinic 11-12 Lunch 12-3:30 Clinic	6 8-9 Radiopharm 9-10 Instrument 10-12 Procedures 12-1 Lunch 1-2 Med Term 2-3 Pt Care	7 7-11 Clinic 11-12 Lunch 12-3:30 Clinic	8 7-8 Clinic 8-10 Physics 10-12 Clinic 12-1 Lunch 1-3:30 Clinic	9
10	11 7-11 Clinic 11-12 Lunch 12-3:30 Clinic	12 7-8 Clinic 8-9:30 Physics 9:30-11 Clinic 11-12 Lunch 12-3:30 Clinic	13 8-9 Radiopharm 9-10 Instrument 10-12 Procedures 12-1 Lunch 1-2 Med Term 2-3 Pt Care	14 7-11 Clinic 11-12 Lunch 12-3:30 Clinic	15 7-8 Clinic 8-10 Physics 10-12 Clinic 12-1 Lunch 1-3:30 Clinic	16
17	18 7-11 Clinic 11-12 Lunch 12-3:30 Clinic	19 7-8 Clinic 8-9:30 Physics 9:30-11 Clinic 11-12 Lunch 12-3:30 Clinic	20 8-9 Radiopharm 9-10 Instrument 10-12 Procedures 12-1 Lunch 1-2 Med Term 2-3 Pt Care	21 7-11 Clinic 11-12 Lunch 12-3:30 Clinic	22 7-8 Clinic 8-10 Physics 10-12 Clinic 12-1 Lunch 1-3:30 Clinic	23
24	25 7-11 Clinic 11-12 Lunch 12-3:30 Clinic	26 7-8 Clinic 8-9:30 Physics 9:30-11 Clinic 11-12 Lunch 12-3:30 Clinic	27 8-9 Radiopharm 9-10 Instrument 10-12 Procedures 12-1 Lunch 1-2 Med Term 2-3 Pt Care	28 7-11 Clinic 11-12 Lunch 12-3:30 Clinic	29 7-8 Clinic 8-10 Physics 10-12 Clinic 12-1 Lunch 1-3:30 Clinic	30

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Section 3

Nuclear Medicine Policies

Policy No.	**2.001**
Effective:	3/1991
Revised:	1/2022
Reviewed:	5/2026

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.

Tiffany D. Davis
_____
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 program application form (be sure to check the correct program for which you are applying)
2. Transcript(s) from all post-secondary education (college, radiography, technical school, etc.)
3. 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 and a copy provided to the program director prior to the start of the Nuclear Medicine program.
4. Applicant must be a graduate (or pending graduate) from a JRCERT accredited program in Radiologic Technology. A copy of the certificate/degree 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.
5. 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.
6. Official American College Test (ACT) ***or*** Scholastic Aptitude Test (SAT) exam scores ***or*** Testing of Essential Academic Skills (TEAS) 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:
        i. ACT (pre-April 2025) – 19 ***or*** ACT STEM – 19
        ii. SAT – 900
        iii. TEAS – 60
    b. The post-April 2025 ACT exam ***must include the Science section*** in order to provide a STEM score or it will not be accepted. All ACT exams taken before April 2025 will have the Science section included in the composite score.
    c. The ACT or SAT Writing component is not required or included in the minimum score.
    d. ACT / SAT / TEAS requirement is waived for applicants possessing an Associate's degree or higher.
        i. However, if the ACT or SAT or TEAS score is provided and it satisfies or exceeds the minimum recommended composite score, additional admission points will be awarded.

    e. School Codes to send exam scores/transcripts

i. ACT – 4549
ii. SAT – 3863
iii. TEAS – Select "West Virginia University Hospitals – Imaging Science Education Programs"

7. Proof of American Registry of Radiologic Technologists (ARRT) certification in Radiography. 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 the ARRT Radiography exam prior to the start of the nuclear medicine program 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 radiography exam. A copy of ARRT certification must be given to the program director as soon as it is available to the applicant.

Application Evaluation:

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).

1. ACT Composite ***or*** SAT (Critical Reading & Math) Score ***or*** TEAS Score:
   a. Superscore is used for ACT Composite or STEM Score
   b. If multiple exams were taken (e.g., ACT & TEAS), only the highest one will be used
2. Radiography / College / University course grades to include:
   a. Physics (radiography and/or college) (cumulative)
   b. Chemistry with laboratory (cumulative)
   c. Human Anatomy & Physiology with laboratory (cumulative)
   d. Written Communications (cumulative)
   e. College Mathematics (cumulative)
   f. Applied Radiographic Procedures, clinical (cumulative)
   g. Radiographic Positioning & Procedures (cumulative)
3. College / University + Radiography Combined GPA
   a. Associate
   b. Baccalaureate
   c. Graduate
4. Healthcare Experience other than Radiography school
5. Military Service / VA Benefit Eligible:
   a. 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.

Interview Evaluation

Interviews are granted to the **top (10)** academic candidates each year based upon academic points awarded according to the weighted values for applicant admission points policy. However, the Education Coordinator / Program Director reserves the right to limit or expand this number based on the quality of the applicant pool.

Interviews are conducted by an Admissions Committee consisting of at least three (3) members selected by the Education Coordinator / Program Director and may include faculty members, department managers and/or clinical staff. Using a standardized form, total interview scores from each committee member will be calculated and averaged for each candidate. 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, critical thinking skills, 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.
Candidates must score a minimum average of **(30) interview points** (out of a possible 45) to be considered eligible for admission to the program.

Overall Evaluation

The Education Coordinator / Program Director will combine the Academic & Interview Points into a cumulative total score for each candidate and will rank the candidates in descending order. The Admissions Committee will review the scores and finalize the assessment.

Selection Process:

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

1. Four candidates with the highest point total will receive the status of 'Accepted' and be offered a position in the program.
2. 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.
3. 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.
4. 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.
   Those candidates chosen for admission will receive the following:
   a. Acceptance Letter
   b. Copy of the updated Student Handbook (direct to website)
   c. Enrollment Contract (to be signed and returned)
   d. Non-registered student admission policy and agreement (to be signed and returned)
   e. Invoice for Admission Fee
   f. Essential Performance Standards form
   g. Admission Contingency Statement (required for all accepted candidates that do not possess all required prerequisites prior to the start of the academic year)
5. Additionally, two candidates will receive the status of 'wait-list' according to their point totals.
6. 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 prior to the start of the program.
7. The 'wait-list' candidates will receive written notification of their status.
8. All candidates receiving the status of 'denied' will receive written notification of their status.

Acceptance

The selected applicants will be given approximately 7-15 business days to respond to the offer of admission by completing the following prior to the established deadline:

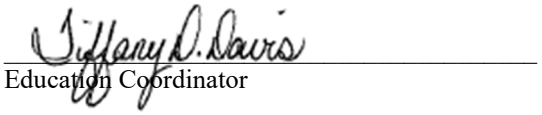
1. Read the Student Handbook (available for review on program website)
2. Complete, sign, & return the following forms:
   a. Enrollment Contract
   b. Essential Performance Standards
   c. Non-registered student admission agreement (if applicable)
   d. Admission Contingency Statement (if applicable)
3. Submit a $50.00 check to WVUH for the admissions fee.

Enrollment

Enrollment is contingent upon the student satisfactorily completing the following screening and assessment procedures within the guidelines specified by West Virginia University Hospitals (WVUH). These screenings will be conducted during the orientation process or at a time specified by program officials. Students will receive additional information regarding these procedures prior to the program start date.

Students will be required to:

A. Complete a health assessment and a vaccination record review conducted by the Employee Health department.
B. Complete the criminal background investigation process. (See WVUH Policy V.036)
C. Complete the drug screening / testing process. (See WVUH Policy V.035)
D. Complete all other WVUH mandatory orientation procedures.



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

ACT Composite Score (pre-April 2025)	*ACT STEM*	*SAT Score (CR + M)*	*TEAS*	*Points Assigned*
> 31	>31	1360-1600	90-100	4
27-30	27-30	1210-1359	80-89	3
23-26	23-26	1050-1209	70-79	2
19-22	19-22	900-1049	60-69	1
< 19	<19	<900	<60	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:

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

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:

Associate Degree		*Baccalaureate Degree*		*Graduate Degree*	
GPA	*Points Assigned*	*GPA*	*Points Assigned*	*GPA*	*Points Assigned*
≥ *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. Patient Care Experience

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

Category	*Points Assigned*
Patient Care Related ≥ 3 years	3
Patient Care Related ≥ 2 years	2
Patient Care Related ≥ 1 year	1
No Patient Care 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:

Category	*Points Assigned (see Interview form)*
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

Admission points are awarded based on the overall averaged interview score. A candidate must score a minimum average of (30) interview points (out of a possible 45) to be considered eligible for admission to the program.

Interview Score	*Points Assigned (see Interview form)*
39.5-45	5
34.5-39.4	3
30-34.4	1
<30	0

Tiffany D. Davis

Education Coordinator

WVUMedicine

West Virginia University Hospitals
Medical Center Drive
Morgantown, WV 26506

IMAGING SCIENCE EDUCATION PROGRAMS
Nuclear Medicine

Admission Contingency Statement

I understand that my acceptance into the Nuclear Medicine Technology Program at West Virginia University Hospitals, Inc. is contingent upon successful completion of all required pre-requisites prior to the enrollment date of July 1st of my admission year. If I have not or am unable to fulfill these requirements by this date, I understand the Admissions Committee of the WVUH Nuclear Medicine Technology Program has the right to rescind the offer made to me. Listed below are the required pre-requisites.

College level courses required:

- Chemistry with Lab
- Physics
- College Algebra
- Anatomy and Physiology with Lab
- Medical Communications
- Humanities
- Social Sciences
- Oral or Written Communications

Miscellaneous requirements:

- Associates degree or higher (college level)
- Successful completion of a JRCERT accredited program in Radiologic Technology
- ARRT, RT(R) certification

*Some flexibility in the prerequisite completion date may be offered for certain college level courses listed above at the discretion of the program director based on the didactic month the relative nuclear medicine course content is taught. Please inform the program director if any course(s) above will not be completed by July 1st to see if an extension may be granted.

Certification:
My signature below certifies that I have read and understand the admission contingency statement above.

Print Name: _____

Signature: _____ Date: _____

Reviewed: 5/12/2026
Revised: 5/12/2026

Policy No. 2.003
Effective: 11/2011
Revised: 5/2026
Reviewed: 5/2026

Orientation Policy

It is the policy of the West Virginia University Hospitals Imaging Science Education Program in Nuclear Medicine to provide basic hospital and department specific orientation ~~information~~ to new students during the student onboarding process. 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. PTO 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 and completing any required tasks by the due date set forth by the program director.

New student orientation will include but is not limited to:

1. Hospital new employee orientation (via Workday, remote)
    a. Department specific Computer Based Learning assignments (CBLs); list available upon request
    b. EPIC modules
2. All program orientation (on-site)
    a. Hospital safety and procedures
    b. MRI safety
    c. Radiation safety
    d. Effective learning
    e. Patient confidentiality and HIPAA
    f. Professional ethics
    g. Infection control
    h. Hospital violence (AVADE; active shooter situation and aggressive behaviors)
3. Department specific orientation (on-site)
    a. Student handbook (nuclear medicine)
    b. Clinical handbook (nuclear medicine)
    c. Radiation Safety (specific to nuclear medicine)
4. IV/Vitals Training (on-site; WVU Health Science Center STEPS Lab)
5. LIFT Training (off-site; WVUH Operations Support Center (OSC))
6. WVU Library Tour (On-site; WVU Health Science Center Library)
7. EPIC Training (off-site; WVUH Operations Support Center (OSC))
8. CPR, BLS Renewal (off-site; WVUH Operations Support Center (OSC))

Note: Failure to comply may result in the student being excluded from participating in clinical activities until all orientation requirements have been fulfilled.

Tiffany D. Davis
Education Coordinator Signature

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. Compensatory 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 only applies to the student and may not be used for illness of other family members. 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. Scheduled 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 88 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 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 utilized personal leave or arrange an acceptable time frame in which to make-up the time missed so that the program's clinical requirements can fulfilled. Make-up time is subject to the Education Coordinator's discretion and subsequent approval.

b. Students are responsible for all didactic and clinical course materials presented during their absences related to military service.

c. In the event that a student is called-up to active military duty, the program will reserve a position for that student so that they can be re-enrolled upon the completion of their active duty assignment.

Vacation and Holidays

Twelve-month programs:

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

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

New Year's Day
Memorial Day
Independence Day (July 4th)
Thanksgiving AND Friday after Thanksgiving
Labor Day
Christmas

Eighteen-month programs:

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

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

New Year's Day
Memorial Day
Independence Day (July 4th)
Thanksgiving AND Friday after Thanksgiving
Labor Day
Christmas

Attendance Documentation

Clocking In/Clocking Out:

Students are required to document their attendance by using the Trajecsys Report System. Students may not clock in more than 15 minutes prior to their designated start time and must clock out at the published end of their scheduled shift. Any clock in/clock out outside of the student's published scheduled shift will require approval from a program representative.

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. Scheduled lunch time may not be used towards time off calculation.

Please note that same day time off requests require PTO to be utilized. No compensatory time may be used for same day time off requests. A minimum of 4 hours PTO will be removed from the student's PTO bank for all same day time off requests. Students in twelve-month programs are allotted three (3) exemptions to this rule, while students of 18-month programs are allotted five (5) exemptions to this rule. The program director may use discretion when determining the number of PTO hours to remove from the student's PTO bank for certain circumstances. Compensatory time must always be scheduled in advance and may not be used for same day requests, illness, and/or calling off.

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 Trajecsys 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 Trajecsys, failing to comment on early dismissals, etc.) will be subject to the following:

Twelve-month programs:

a. Upon the occurrence of three incidences of failing to log attendance, the student will be issued an oral warning and 1 point will be deducted from their clinical grade.

b. Upon the occurrence of three additional incidences of failing to log attendance (total of 6), the student will be issued a formal written warning and 2 additional points will be deducted from their clinical grade (total 3).

c. Upon the occurrence of three additional incidences of failing to log attendance (total of 9), the student will be issued a second formal written warning and 2 additional points will be deducted from their clinical grade (total 5). At this level, the student's attendance will also be marked as "unsatisfactory" on their final grade transcript.

d. Upon the occurrence of one additional incident of failing to log attendance (total of 10), the student will be issued a third formal written warning which will result in their subsequent dismissal from the program.

Eighteen-month programs:

a. Upon the occurrence of three incidences of failing to log attendance, the student will be issued an oral warning and 1 point will be deducted from their clinical grade.

b. Upon the occurrence of three additional incidences of failing to log attendance (total of 6), the student will be issued a formal written warning and 2 additional points will be deducted from their clinical grade (3 total).

c. Upon the occurrence of three additional incidences of failing to log attendance (total of 9), the student will be issued a second formal written warning and 2 additional points will be deducted from their clinical grade (5 total). At this level, the student's attendance will also be marked as "unsatisfactory" on their final grade transcript.

d. Upon the occurrence of three additional incidences of failing to log attendance (total of 12), the student will be issued a third formal written warning which will result in their subsequent dismissal from the program.

On-Line (Virtual) Didactic Course Attendance:

On-line (virtual) didactic course instruction is not provided by our imaging science education programs under normal operating procedures. Some off-site clinical rotation sites may require the student to attend a didactic course via an on-line (virtual) platform. You are required to attend these scheduled sessions while at the off-site clinical rotation site. In the event the student takes PTO or COMP time during the timeframe of the scheduled in-person and/or on-line (virtual) didactic course(s) offering, the student is not required to attend the didactic course(s) (in-person or on-line (virtual)). If a student chooses to attend any didactic course(s) on-line (virtually) while utilizing PTO or COMP time, the student will not be reimbursed any PTO or COMP time to offset the time spent participating in the didactic on-line (virtual) lecture(s). Additionally, any student that attends an on-line (virtual) course lecture must be physically present at an approved clinical rotation site, unless arrangements were previously made with the instructor/program director.

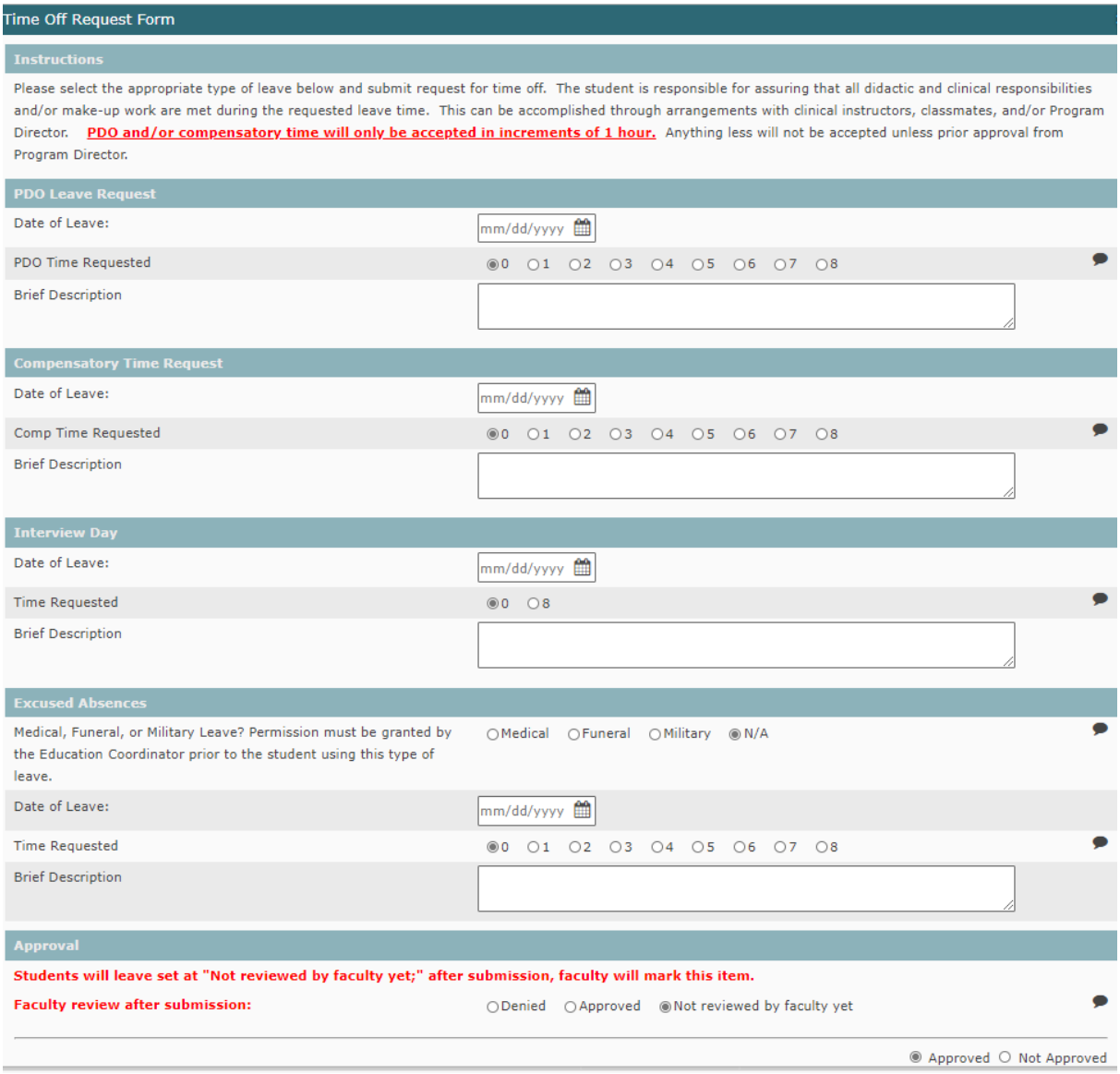
The Program Director has the discretion to make changes to this policy at any time based on the situation.

_____

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: mm/dd/yyyy

PDO Time Requested: ◉0 ○1 ○2 ○3 ○4 ○5 ○6 ○7 ○8

Brief Description:

Compensatory Time Request

Date of Leave: mm/dd/yyyy

Comp Time Requested: ◉0 ○1 ○2 ○3 ○4 ○5 ○6 ○7 ○8

Brief Description:

Interview Day

Date of Leave: mm/dd/yyyy

Time Requested: ◉0 ○8

Brief Description:

Excused Absences

Medical, Funeral, or Military Leave? Permission must be granted by the Education Coordinator prior to the student using this type of leave. ○Medical ○Funeral ○Military ◉N/A

Date of Leave: mm/dd/yyyy

Time Requested: ◉0 ○1 ○2 ○3 ○4 ○5 ○6 ○7 ○8

Brief Description:

Approval

Students will leave set at "Not reviewed by faculty yet;" after submission, faculty will mark this item.

Faculty review after submission: ○Denied ○Approved ◉Not reviewed by faculty yet

◉ Approved ○ Not Approved

Tiffany D. Davis
Education Coordinator

Clinical Standards

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 Procedures: Clinical Experience I and II courses (NMT 401 & NMT 402). A competency-based clinical structure is utilized to place emphasis on assessing the student's psychomotor, critical thinking, and communication skills as well as their affective behavior. The clinical structure and requirements are governed by the Americal Registry of Radiologic Technologist's (ARRT) clinical competency requirements and the Joint Review Committee on Education Programs in Nuclear Medicine Technology (JRCNMT) Standards for an Accredited Educational Program in Nuclear Medicine.

The clinical education component provides the student with the necessary clinical background involving: manipulation of equipment, handling, preparation, 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 of the program. 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.

Clinic Standards

Students are expected to:

- Maintain professional and ethical behavior consistent with the nuclear medicine profession
- Protect patient privacy and confidentiality at all times
- Follow established patient safety, infection control, and radiation safety practices
- Adhere to clinical supervision requirements and scope of practice limitations
- Accurately document all clinical activity and evaluations in Trajecsys® Report System

Clinical Instructor

A credentialed nuclear medicine technologist, PET technologist, nuclear cardiology technologist, or a nuclear pharmacist. Qualified clinical instructors may conduct pre-competency and/or competency procedures.

Clinical instructors guide students through department operations, scanning techniques, equipment use, normal anatomy, and pathology.

Clinical instructor responsibilities include:

1. Instructing and assisting students with required nuclear medicine procedures
2. Supporting the mission and goals of the education program
3. Providing feedback on clinical performance through evaluations and discussion
4. Participating in clinical instructor meetings as required to enhance the program
5. Acting in a professional manner that reflects the profession and institution

A clinical instructor assumes responsibility for the student during clinical rotations and must always ensure the safety and of the patient and quality of the procedure.

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.
Note: The student must have successfully completed rotations through the PET/CT Center, HVI-Nuclear Cardiology, Nuclear Medicine, Radiation Safety, Radiologist Reading Room, and Radiopharmacy to be considered eligible to graduate.

In the event a scanner goes down or there are no more patients to scan at your clinical rotation area, you will abide by the following:

1. All students are expected to complete all tasks assigned to their scanner/area.
2. If you are in Nuclear Medicine (SPECT/CT) rotation:
    a. In the event all tasks are completed on your scanner/area for the day and it is prior to the end of your shift, you must relocate to an open nuclear medicine, PET, or HVI scanner (in that order).
    b. Ask program director if you need assistance.
3. If you are in HVI rotation:
    a. If the schedule is completely finished at 2:00pm or after, you may go home.
    b. If the schedule is completely finished prior to 2:00pm, you must relocate to an open nuclear medicine or PET scanner (in that order).
    c. Ask program director if you need assistance.
4. If you are in PET rotation:
    a. If the cyclotron is down and no patients will be scanned that day, you must relocate to an open nuclear medicine or HVI scanner (in that order).
    b. If a PET scanner goes down, relocate to the other PET scanner; if both are down, you must relocate to an open nuclear medicine or HVI scanner (in that order).
    c. Ask program director if you need assistance.

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	6
PET	PET/CT	7am-3:30pm	All PET/CT studies and related duties	8
RS	Radiation Safety	8:30am-3:30pm	Assist Radiation Safety; arrive at 7am to open in nuclear medicine, then proceed to radiation safety department at 8:30am	1
RR	Reading Room	8:00am-3:30pm	Read with a radiologist; arrive at 7am to open in nuclear medicine, then proceed to reading room at 8:00am	1
RP	Radiopharmacy	1:30am-10am	Elute generator, make kits, QC, draw unit doses, observe dose transit processes	1
*	Early Shift	6:30am-3pm	Open/close hot lab, survey, duties of assigned camera/rotation	7-8

Sample Clinical Schedule – WVUH Nuclear Medicine

WVUMedicine

Nuclear Medicine Technology Education Program

SAMPLE Semester I

The following is your clinical rotation schedule. It is your responsibility to perform the scans/assignments that are occurring 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*
1, 2, 3	SPECT/CT	7am-3:30pm	QC, all Nuc Med studies and related duties
HVI	D-SPECT	7am-3:30pm	Myocardial Perfusions and related duties
INJ	Injection	7am-3:30pm	Draw doses, start IV, inject patients
PET	PET/CT	7am-3:30pm	All PET/CT studies and related duties
RS	Radiation Safety	8:15am-3:30pm	Assist Radiation Safety (see "Reminders #8")
RR	Reading Room	9:00am-3:30pm	Read with a Radiologist (see "Reminders #8")
RP	Radiopharmacy	1:30am-10am	Elute generator, make kits, QC, draw unit dose
*	Early Shift	6:30am-3pm	Open/close hot lab, survey, duties of camera

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

Clinical Documentation (Trajecsys® Report System)

The West Virginia University Hospitals School of Nuclear Medicine Technolgoy Program utilizes the Trajecsys Report System ® as the official electronic clinical documentation system. Trajecys ® is a web-based platform which serves as the primary method to maintain student competency records, evaluations, and time and attendance reports.

Students are required to:

- Accurately document attendance by clocking in and out daily
- Complete all evaluations on technologists ensuring they are truthful and submitted within established program timelines
- Review clinical schedules (weekly, monthly, semester)

Clinical instructors are required to:

- Complete student evaluations and competency assessments within two weeks of procedure completion
- Verify clinical participation and progression by truthfully completing and submitting weekly and quarterly evaluations on each student within established program timelines
- Review clinical schedules (weekly, monthly, semester)

Pre-Competency and Competency

Pre-Competency = initial graded procedure attempt; required on certain core competency procedures; see schedule below.
Competency = final graded procedure attempt; required for every competency procedure.

Students are required to satisfactorily demonstrate entry-level competence in all required clinical activities outlined in this document. Demonstration of clinical competence is defined as direct observation of the student performing all aspects of the procedure in an independent, consistent, safe, and effective manner. All pre-competency and competency attempts must be performed under the direct supervision of a certified nuclear medicine or PET technologist, nuclear pharmacist, or radiation safety specialist.

All pre-competency and competency procedures must be performed on live patients and/or operable equipment unless pre-approved by the program director for simulation. Students should make every effort possible to perform procedures on live patients. Simulation of any procedure(s) will only be permitted if pre-approved by the program director, on or after June 1, end of semester II. Simulation will only be approved by the program director following a discovery process utilizing EPIC to track the number of completed exams in the specific category during the timeframe of the student's clinical education. The program director will not approve simulation if the discovery process leads to data suggesting an ample number of exams in the specific category in question were in fact performed during student clinical rotations. A maximum of five combined diagnostic and therapeutic procedures may be simulated, per ARRT guidelines. All simulation procedures require the use of proper equipment, evaluation of didactic knowledge related to the procedure, and computer processing of images (reprocess a previous study, if applicable).

Students must achieve and maintain competency status in the following (at minimum, per 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 Clinical Competency Schedule for the breakdown of competency completion requirements.

Competency Completion Timeline

The venipuncture (intravenous catheter) competency must be completed by the second Friday in September (Semester I).
All general patient care competencies must be completed by the end of Semester I.
A minimum of 6 core/elective competencies of your choice must be completed by the end of Semester I.
All competencies must be completed by the first Friday in June (Semester II) to be eligible for graduation.

It is the student's responsibility to ensure the required competencies are completed by the end of each semester. Failure to complete all 44 competency procedures by the first Friday in June, end of semester II grading period, will result in the student not being able to graduate the nuclear medicine program.
*Please refer to the Clinical Competency Schedule for the breakdown of competency completion requirements.

Clinical Competency Schedule –WVUH Nuclear Medicine

General Patient Care:
CPR Certification – *complete by second Friday in September (Semester I)*
Vital Signs – Blood Pressure - *complete by second Friday in September (Semester I)*
Vital Signs – Pulse - *complete by second Friday in September (Semester I)*
Vital Signs – Respiration - *complete by second Friday in September (Semester I)*
Assisted Patient Transfer (slider, mechanical lift) - *complete by second Friday in September (Semester I)*
Maintain patient ancillary equipment (IV pump, collection bag, O2) - *complete by end of Semester I*
ECG (lead placement, recognition of common dysrhythmias) - *complete by end of Semester I*
*Venipuncture - *complete by second Friday in September (Semester I)*

Quality Control Procedures – Semester I:
SPECT Gamma Camera (Uniformity/Resolution) - *complete by second Friday in September (Semester I)*
Dose Calibrator (Constancy) - *complete by end of Semester I*
Well Counter/Uptake Probe (Energy Calibration) - *complete by end of Semester I*
Survey Meter (Battery Check/Constancy) - *complete by end of Semester I*
*I-Stat Patient Testing and QC - *complete by end of second week of PET rotation*
*Glucometer Patient Testing and QC - *complete by end of second week of PET rotation*

Quality Control Procedures – Semester II:
SPECT Gamma Camera (Center of Rotation) - *complete by first Friday of June (Semester II)*
Dose Calibrator (Linearity) - *complete by first Friday of June (Semester II)*
PET or PET/CT (Reference or Blank Scan) - *complete by end of second week of QC rotation (Semester II)*

Radiopharmacy – Semester II:
Generator Elution / Moly Assay - *complete by end of radiopharmacy rotation (Semester II)*
Radiopharmaceutical Kit Prep / QC - *complete by end of radiopharmacy rotation (Semester II)*

Nuclear Medicine and PET/CT Procedures (Diagnostic and Therapeutic)
Must choose and complete a minimum of 6 core and/or elective procedures (pre-competency and competency count as 1 procedure) from this list to complete by the end of semester I. You may complete more than 6 core/elective procedures in Semester I if you are able. The remaining core and/or elective procedures from this list must be completed by the first Friday in June (Semester II).
*Myocardial Perfusion – Rest – *preferred completion in Semester I*
*Myocardial Perfusion – Stress - *preferred completion in Semester I*
*Thyroid Uptake
*Thyroid Scan
*Hepatobiliary (HIDA) - *preferred completion in Semester I*
*Gastric Emptying - *preferred completion in Semester I*
GI Bleed / Meckels / Liver_Spleen (choose 1)
*Renal Function (Lasix)
*Tumor (F-18 FDG) – *preferred completion in Semester I*
*Lung Ventilation (Aerosol) – Statics
*Lung Perfusion – Statics
*Skeletal – Total/Wholebody - *preferred completion in Semester I*
*Skeletal – 3-Phase
*Bone SPECT or SPECT/CT - *preferred completion in Semester I*
*Lung SPECT or SPECT/CT
*I-131 (ablation/hyperthyroid) – *preferred completion in Semester II*
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); Dedicated
Elective #7 of 9: Student Choice (from clinical elective procedures list)
Elective #8 of 9: Student Choice (from clinical elective procedures list)
Elective #9 of 9: Student Choice (from clinical elective procedures list)

TOTAL Competencies: **44**
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 Elective Procedures – WVUH Nuclear Medicine

All elective procedures may only be performed once. Elective procedures do NOT require a pre-competency exam to be performed prior to the competency exam, however practice on the exam is recommended before attempting competency. Elective procedures may be performed in either Semester I or Semester II.

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. Cardiac Amyloid
24. PET/CT: Body (Somatostatin Receptor; Copper 64)
25. PET/CT: Amyloid Brain
26. PET/CT: WB Prostate
27. PET/CT: Body (ER Breast)
28. 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.
A student is NEVER PERMITTED to perform the following studies without DIRECT SUPERVISION and may not use for a pre-competency and/or competency graded procedure:

- Y-90 Post TX Scan
- Brain Death Study
- 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.

Patient/Exam Selection

All patient studies utilized for student grading purposes are to be selected at random. To indicate their intent to perform a procedure for grading purposes, the student must place their initials on the main department schedule and notify the technologist(s) involved. When preparing for the pre-competency and/or competency evaluation, students are expected to demonstrate knowledge of the clinical and didactic components of the procedure, as well as all applicable departmental policies and procedures. Clinical instructors, AES, and/or the program director reserve the right to deny a student pre-competency and/or competency attempt if the patient's condition could significantly compromise the examination process or the safety of the patient, student, or clinical staff.

Priority for completing a procedure for grading purposes will be given to the student assigned to the scanner or clinical area where the procedure is being performed. If the student assigned to that rotation does not require the procedure for practice or grading purposes, another student may complete the procedure for credit in the following order of priority:

1. Student – SPECT/CT 1
2. Student – SPECT/CT 2
3. Student – SPECT/CT 3
4. Student – HVI
5. Student – PET

If a student leaves their assigned rotation to complete a pre-competency and/or competency evaluation, they must return to their scheduled rotation immediately upon completion of the graded procedure. The student temporarily vacating the scheduled rotation to allow a classmate to perform the procedure must report to an available scanner in accordance with the criteria outlined in the "Clinical Rotations" section, items 1-4 above, and return to their scheduled rotation immediately upon completed of the graded procedure.

Maintaining Competence

Once procedure competency has been attained, the student is expected to maintain competence on that procedure throughout the remainder of the program. Failure to maintain competence may require the competency to be revoked and the student be re-evaluated on the procedure in question. If competency re-evaluation is required, the student will be notified by written letter. The student will then be remediated on the procedure by the program director and clinical staff. Once re-evaluation takes place, the score of the initial competency and repeat competency will be averaged and recorded in the gradebook. Only two re-evaluation attempts after failure to maintain competence may be performed. If all re-evaluation attempts (two) are exhausted and the student continues to fail to maintain competence, the student will be subject to dismissal from the program.

Clinical Pre-Competency and Competency Grading

Student clinical performance in NMT 401 and NMT 402 (Applied Procedures: Clinical Experience I & II) is evaluated through a competency-based assessment process. All pre-competency and competency grading forms will be accessed, completed, and reviewed in the Trajecsys ® Report System. Each component of the pre-competency and/or competency form(s) are evaluated on a 5 point scale. Any score below a value of "2" will result in automatic failure of the pre-competency and/or competency procedure and it must be repeated. In the event the student receives any score below a value of "2" on any line item and their overall score is still within passing range (86% or higher), the program director will adjust the score in Trajecys to an 85.4%. Each additional score below a value of "2" on any line item will result in an additional 5% reduction in the overall score for each line item score meeting this criteria. Students must score a minimum of 86% on the graded pre-competency procedure (if applicable) before he/she may attempt a graded competency procedure. The purpose of this grading mechanism is to ensure the pre-competency and/or competency procedure grade more accurately reflects student performance.

Any pre-competency and/or competency procedure attempted by the student that results in a failing score (below 86%) will require the student to repeat the pre-competency and/or competency procedure. The scores from the failed attempt and any subsequent attempt(s) will be averaged for a final recorded score. A student may only attempt a pre-competency and/or competency exam a maximum number of three times. If a failing score results in the third and final attempt, the student is subject to dismissal from the program. All decisions regarding clinical dismissal are based on documented evaluations and competency outcomes and are considered final. Students retain the right to due process, as outlined in the Program's Grievance - Due Process Policy (1.002) contained in the student handbook in accordance with institutional and accreditation standards.

Scale:
0 = Automatic Failure
1 = Unsatisfactory (Failed to perform task correctly), Automatic Failure
2 = Major Error (Maximum correction/prompting)
3 = Moderate Error (Moderate correction/prompting)
4 = Minor Error (Minimal correction/prompting)
5 = No Error (No correction/prompting)

Clinical Grade Calculation

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

Data Mechanism	**Weighted Average Semester I/Semester II**
Weekly Performance Checklists (avg. of all submitted)	10% / 10%
Quarterly Evaluations* (avg. of all submitted)	20% / 20%
PD/Clinical Education Coordinator Points	15% / 15%
Pre-Competency Exams (total points)	15% / 15%
Competency Exams (total points)	40% / 40%

Each clinical grading component is explained during orientation. Related forms are located in the Trajecsys® 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.

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

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.

Student Supervision

In accordance with hospital and department policies, the guidelines for the clinical supervision of students is outlined below.

Direct Supervision

A student is required to perform all nuclear medicine imaging procedures and all radiopharmaceutical administrations under direct immediate supervision.

Direct Supervision requires the following:

1. A registered nuclear medicine technologist (clinical instructor) or nuclear pharmacist 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 all aspects of the procedure to offer advice and assist the nuclear medicine student as needed.
3. The clinical instructor reviews and approves all 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.

Students may not substitute for clinical staff. (JRCNMT Accreditation Standards, E3.3 – Student Supervision)

Clinical Education Make-up

Students are required to follow the program's procedure and criteria for making up clinical education when absences in excess of the allotted 48 hours of personal time off (PTO) occur. Absences in excess of the 48 hours must be made up by the student in order to complete the clinical education component of their education and receive the recommendation of the Program Director 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 component of their education.

a. Review excessive absenteeism in Attendance Policy (2.004)
b. Make-up clinical time must be scheduled in advance and approved by the Program Director and clinical site. The make-up time may not interfere with scheduled didactic courses.
c. If the make-up time is not completed within the semester, the student's clinical education will be extended beyond graduation to account for the number of hours in excess of the allotted 48 hours of personal time off.
d. Make-up clinical time is limited to the 5 business days immediately following graduation.
e. Extended time off beyond 88 hours will result in dismissal from the program. (Please see Attendance Policy 2.004).
f. Excused absences may be made up during winter or spring break.
g. Unexcused absences may only 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 (2.004) & Disciplinary Action (1.003) policies.

Tiffany D. Davis

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.

Tiffany D. Davis
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 1:00 a.m. to 09:30 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, Inc.

_____
Student Signature/Date

_____
Affiliate Education Supervisor Signature/Date

_____
Program Director Signature/Date

Policy No.	**2.010**
Effective:	3/2008
Revised:	5/2026
Reviewed:	5/2026

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 procedure below:
   a. Contact the course instructor by 8am on the day of your return and inform the instructor that you are presenting yourself to make-up the missed examination and/or quiz.
   b. In the event that the course instructor is not available, contact the program director or program clinical coordinator immediately for further instruction.
   c. Instructor(s) 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 date 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. Each day the assignment is late will result in an additional 10% reduction in grade. No assignment will be accepted if more than 3 days past the due date. 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.

Tiffany D. Davis
Education Coordinator

Policy No. 2.011
Effective: 10/1985
Revised: 5/2026
Reviewed: 5/2026

Recruitment Policy

As part of the requirements of the West Virginia Council for Community & Technical College Education, anyone that recruits, advises, or interacts with a student is considered an Individual Solicitor and must fill out the registration form. Also, adequate announcement and advertising that accurately reflects the program must be practiced. To comply, our program information is available on the WVUH Imaging Science Education Program website at https://wvumedicine.org/healthcare-professionals/education/radtech-program/nuclear-medicine/ . An application is available to print online or may be requested by emailing the program director directly. Letters and advertising material are sent to many radiography programs in the state and surrounding areas. When possible, in person recruitment sessions are conducted to include top feeder radiography schools, local medical imaging conferences, career fairs, etc.

Tiffany D. Davis
Education Coordinator

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.

Tiffany D. Davis
_____
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. Review of the radiation safety & protection procedures employed in the clinical environment by Clinical Instructors.
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 (RDC) 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 and date 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, and anytime suspected adverse conditions may warrant, a room survey is conducted to ensure that no spills have occurred. A personnel survey, performed once daily at minimum, will determine if the student is contaminated. If so, the 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 *https://health.wvu.edu/wvu-radiation-safety-office/*

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

Tiffany D. Davis

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 advanced placement status or part-time enrollment.

Tiffany D. Davis
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. Previous transcripts and associated records (7 years, or one accreditation cycle)
3. Didactic examination records (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, providing full-accreditation is maintained. A site-visit team assigned by the Joint Review Committee will re-evaluate the program at the end of the 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 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. 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.

Tiffany D. Davis
Education Coordinator

WVU Medicine

IMAGING SCIENCE EDUCATION PROGRAMS
Nuclear Medicine

West Virginia University Hospitals
Medical Center Drive
Morgantown, WV 26506

Nuclear Medicine Educational Records Release Form

Student/Graduate Name: _____

DOB: _____ Year of Graduation: _____

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

Name: _____

Address: _____

City, State, Zip: _____

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

- o Official Transcript
- o 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 (D3.1a)

   Description
   Student graduation rate is calculated as the percentage of students who have graduated from the program over the past one year (academic year, July-June).

   Programmatic Goal
   Graduation Rate = **≥ 75% per year**

   Data Collection Mechanism
   Annual number of graduates vs. number initially enrolled. Certificate of completion awarded.

2. Graduate Performance on the National Certification Examinations (D3.1b)

   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 (D3.1c)

   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 = **≥50% out of 100%**

   Data Collection Mechanism
   Exit Survey and/or Alumni Survey

4. Faculty Retention (D3.1d)

Description

Faculty retention is calculated as the percentage of faculty who has remained employed over the past one year (academic year, July-June).

Programmatic Goal

Retention = **≥ 75%**

Data Collection Mechanism

Current faculty numbers

5. Student Assessments of Individual Didactic Courses (D3.1e)

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 = **≥4.0 / 5 per instructor/year**

Data Collection Mechanism

Didactic Instructor Evaluations

6. Student Assessments of Clinical Experiences (D3.1e)

Description

Graduate satisfaction is measured as the cumulative results of the first six principal questions on the Exit Survey, which reflects how the student felt about the quality of education received at WVUH. 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; Questions 1-6 mean score = **≥ 3.5 / 5**

7. Student Assessments of Faculty (D3.1e)

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 = **≥ 4.0 / 5 per clinical faculty member/quarter**

Data Collection Mechanism

Technologist Quarterly Evaluations

8. AES Assessment of Student Performance (D3.1f)

Description

The competency based clinical education at WVUH 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 = **≥3.5 / 5**

Data Collection Mechanism
Weekly Performance Evaluations for Radiopharmacy rotation; averaged for entire cohort

9. Graduate Assessment of Program Effectiveness (D3.1g)

Description
Graduate satisfaction is measured as the cumulative results of the first six principal questions on the Exit Survey, which reflects how the student felt about the quality of education received at WVUH. 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 = **≥ 3.5 / 5**

Data Collection Mechanism
Exit Survey; Questions 1-6 mean score

10. Employer Assessment of Graduate Preparedness to Enter the Workforce (D3.1h)

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 = **≥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.

Tiffany D. Davis
Education Coordinator

Policy No. 2.017
Effective: 3/2008
Revised: 5/2026
Reviewed: 5/2026

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 at the time of the admission offer into the nuclear medicine program. Registry eligible students may be accepted into the Nuclear Medicine Technology Education Program on the condition that they successfully pass the ARRT exam in Radiography.

Conditions:

1. The student must take the ARRT exam in Radiography ***before entering the program on July 1st.***
2. The Program ***must receive documentation*** of ARRT (R) Registration ***by July 1st.***
3. ***In the event the student:***
    a. ***Does not successfully pass the ARRT Radiography exam,***
    b. ***Does not provide program officials with ARRT (R) registration documentation prior to July 1st, will have their offer for admission to the Program rescinded without further consideration.***

This policy is enacted for the purpose of:
Ensuring all students meet the admission requirements of the Nuclear Medicine Technology Education Program, thereby ensuring the Program maintains high admission standards for accepting quality students.

Tiffany D. Davis
Education Coordinator

West Virginia University Hospitals
PO Box 8062
Morgantown, WV 26506
(304) 598-4251

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: _____

Policy No. 2.018
Effective: 3/1985
Revised: 5/2026
Reviewed: 5/2026

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 general Nuclear Medicine, Radiation Safety, HVI, PET/CT, and the 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, parking permit, and dosimeter(s).

_____
Education Coordinator

WVU Medicine
IMAGING SCIENCE EDUCATION PROGRAMS
Nuclear Medicine

West Virginia University Hospitals
Medical Center Drive
Morgantown, WV 26506

Nuclear Medicine Technology Education Program

Graduation Checklist

*Please initial and date in the box next to each item verifying you have completed/turned in each item. The student will not graduate from the program unless all items listed below have been completed and returned to the Program Director on or before graduation day.

Item	Initial/Date Complete
Textbook Critique-Trajecsys	
Didactic Instructor Evals-Trajecsys	
Q4 Clinical Instructor Evals-Trajecsys	
Exit Survey-Trajecsys	
Parking Pass	
Hospital ID Badge	
Radiation Dosimeter WB Badge/Ring	
Locker Cleaned Out/Lock Removed	

_____ _____
Student Signature Date

_____ _____
Education Coordinator Signature Date

Reviewed: 5/2026
Revised: 5/2026

Trajecsys Report System Policy/Electronic Clinical Handbook

The Trajecsys Report System:

The West Virginia University Hospitals, Nuclear Medicine Technology Education Program utilizes the **Trajecsys Report System** ® as the official electronic clinical documentation system. Trajecsys is a web-based platform used to maintain student competency records, proficiency forms, evaluation forms, and clinical time and attendance records.

The Trajecsys Report System ® serves as the primary method for tracking and monitoring student clinical progress.

All students are required to pay a **one-time, nonrefundable fee of $100.00,** payable directly to Trajecsys. To submit payment, students must access the Trajecsys payment website at: http://www.trajecsys.com/payments.htm

After accessing the Trajecsys website, each student must complete the online registration form and select "Buy Now." Students will then choose their preferred payment method and enter their payment information to complete registration.

Important Notes:

- Once Trajecsys notifies the Program Director of a completed registration, the Director will update the student's status from applicant to student.
- Failure to complete payment may result in delayed or denied access to required clinical documentation tools.

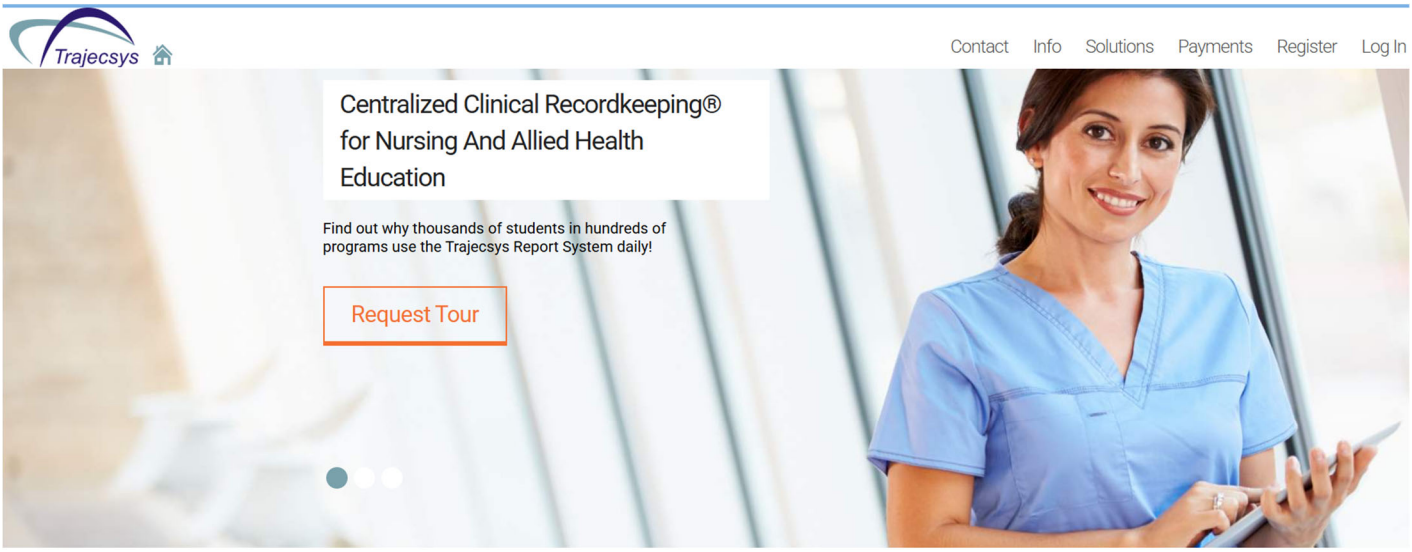
All Trajecsys data is organized into report formats that are accessible to both students and educational staff for review and program use as needed.

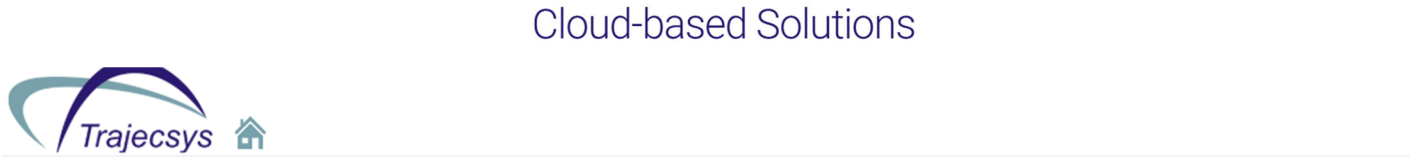
The registration process must be completed by July 1.

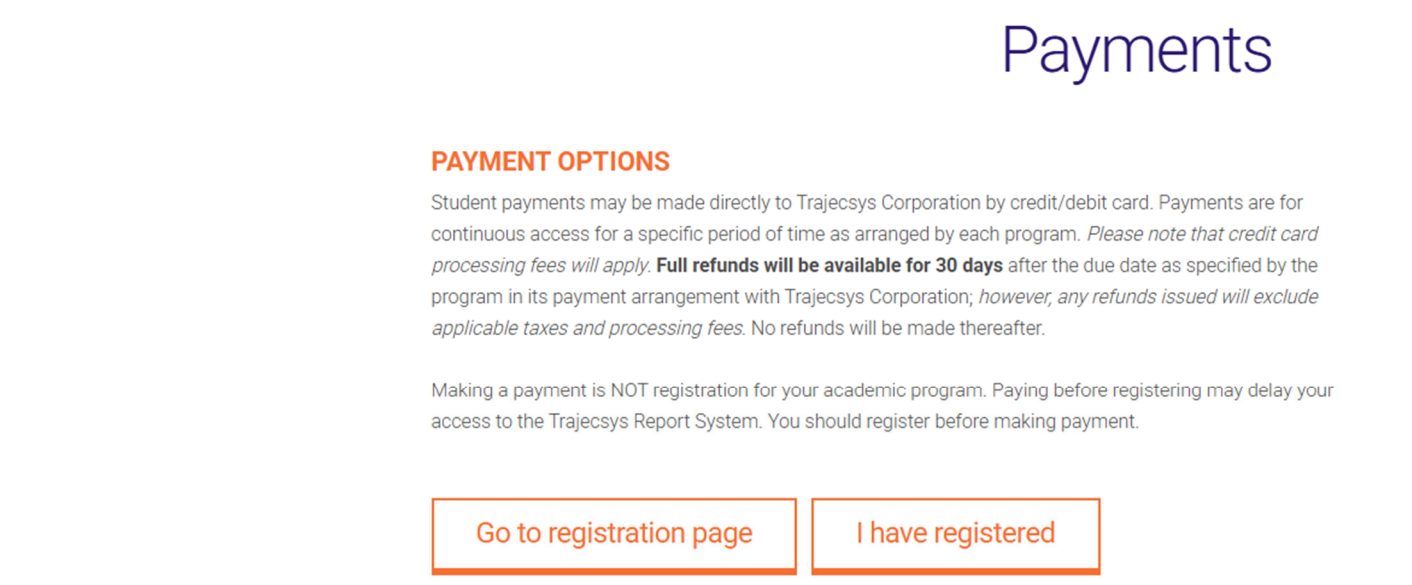
Tiffany D. Davis
Education Coordinator

Date

Trajecsys Pricing and Registration
Within 30 days of the first day of classes, students will register for Trajecsys, our online clinical reporting system affiliate. Students are responsible for a one-time fee of $100.00, payable by credit or debit card at time of online registration. Students will receive 12-month access to Trajecsys after registration and successful payment.







Note: * Required Fields

I forgot my username and/or password

* Educational Institution: Enter College/Institution Name

* First Name

Middle Name

* Last Name

Suffix/Credentials

* Current/New Student? ○ Yes ○ No

* Username

* Password

Password Strength

* Confirm Password

* Zip

* Primary Phone

* Email

* Retype Email

Continue

Policy No. 2.022
Effective: 7/2023
Revised: 5/2026
Reviewed: 5/2026

Clinical Affiliate

This policy serves to identify the procedure for orientation of an affiliate education supervisor (AES) and/or new clinical affiliate relative to the required duties as an AES/clinical affiliate site for the Nuclear Medicine Technology Education Program.

The AES of the clinical affiliate will be properly trained by the Program Director following the procedure below.

Procedure:

I. The Nuclear Medicine Education Program director will explain the affiliate clinical site and AES position requirements based on the JRCNMT standards relative to clinical affiliates, clinical curriculum, and clinical resources.

II. The process of scheduling students for rotations at the clinical affiliate will be discussed with the AES upon initial acquisition of the AES role as well as each year, prior to the start of a new cohort.

III. The program assessment/effectiveness process will be explained to the AES to include the role of the AES in evaluating student performance. Data mechanisms utilized to track student progress at the clinical affiliate will be reviewed with the AES. (AES performance evaluation, clinical competency forms for kit preparation/QC and generator elution/Moly assay, and the radiopharmaceutical kit preparation log sheet). An opportunity for questions or feedback on these processes from the AES will be offered.

IV. The AES will be trained by the Program Director to utilize the Trajecsys Report System to complete the student performance evaluation and clinical competency forms.

V. The Program Director will review the student handbook and clinical handbook (to include all program policies) with the AES. The Program Director will inform the AES on where these handbooks can be found on Trajecsys for convenient access.

Tiffany D. Davis
_____
Education Coordinator