Program Handbook

NUCLEAR MEDICINE

The information on this version of the Nuclear Medicine Program Handbook is subject to change without notice. This handbook is a program resource and not intended to contain all policies and regulations applicable to students.

Cuyahoga Community College®

18.1142

Introduction

The purpose of this handbook is to inform and guide students on program-specific requirements and expectations.

The Cuyahoga Community College Board of Trustees, Faculty, and Administration reserve the right to change, at any time, without notice, graduation requirements, tuition, books, fees, curriculum, course structure and content, and such other matters within its control, including information set forth in this handbook.

Table of Contents

Section I – Welcome Letter

Greetings and welcome to the School of Nuclear Medicine Technology here at Cuyahoga Community College, where futures begin. Your career is starting today, as we embark on the pathway of success towards making you a Certified Nuclear Medicine Technologist. This handbook has all the tools, information and resources you will need to complete your time with us. Should you need anything further, contact names and numbers are included. As your Program Director, I am readily available to assist in any way possible so please, feel free to contact me without hesitation. I will do everything possible to get the answers you desire.

I am looking forward to your five semesters with us, as it is going to be a challenging but rewarding journey. The opportunities are endless, and your future is bright. Thank you for your dedication to your coursework, your classmates and your patients. You are the future of the health care industry, and your career legacy begins today. Please make it the best you can!

Sincerely and with kindest of regards,

Teresa

Teresa R. Taggart, MS, CNMT
Program Director, Tri-C Nuclear Medicine Technology

Section II – Program Description

1. Program Mission, Vision and Philosophy

The College Mission:

Mission

To provide high quality, accessible and affordable educational opportunities and services — including university transfer, technical and lifelong learning programs —that promote individual development and improve the overall quality of life in a multicultural community.

Vision

Cuyahoga Community College will be recognized as an exemplary teaching and learning community that fosters service and student success. The College will be a valued resource and leader in academic quality, cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

Values

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

MISSION: The Nuclear Medicine curriculum is to provide high quality learning opportunities to prepare students to be competent entry-level technologists.

The curriculum of the Nuclear Medicine Program of Cuyahoga Community College reflects the philosophy of the college and revolves around the humanistic approach to diagnostic patient procedures using radioactive pharmaceuticals. The curriculum allows a balance between basic science, non-technical (general education), and technical (nuclear medicine) courses so that the student will possess a solid background for future development.

VISION: To incorporate the philosophy of the college which allows a balance between basic science, general education and technical courses so that the student will possess a solid background for future career development.

PHILOSOPHY:

We believe that education is a continuous, dynamic process in acquiring abilities including knowledge, understanding, and skills, which have a direct influence on the growth and development of an individual. Each student brings into the learning situation a wide range of abilities and potential. Educational experiences, therefore, are provided to help the student meet individual needs. The Program operates on the premise that general education, basic science, and nuclear medicine courses are offered concurrently to complement each other and to match the various learning styles of the students.

We believe that learning, an integrative process taking place in the learner, results in a change of behavior. Students learn by utilizing all their senses. We believe motivation, in addition to a providing a conducive environment, are essential to learning. Learning is best achieved when it proceeds from the simple to the

complex, when the student is actively participating in the learning process and in an environment where it is safe to learn from mistakes.

Nuclear Medicine is an essential occupation in the health field concerned with providing technical expertise to the physicians providing patient care and performing the nuclear medicine procedures requested. Based on this belief, the student should possess the knowledge, skills, and abilities necessary to provide those services appropriate to the hospital/clinical environment.

It is our responsibility to be attentive to current trends in Nuclear Medicine techniques. Therefore, we include these trends in the learning experience of the student, so that the student will be prepared to be an effective member of the allied health team.

The evaluation of the student is a vital component of any educational program and is an on-going process. Although conventional methods for evaluation of theoretical and clinical learning are used, we recognize the importance of continual change, refinement, and development of increasingly efficient evaluation instruments.

We believe the Nuclear Medicine Program must have a system in place for continuous review of the effectiveness of the program. These outcomes such as measuring student achievement, aid in the development, redesign, and ongoing improvement of the program.

2. Program History

The School of Nuclear Medicine Technology began in the Fall of 2001, with seven (7) students enrolled. It is accredited by Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). The last site visit was 2020, and the current approval expires in 2027. There are sixteen (16) clinical sites available to our students for field experience. All students are eligible to sit for the American Registry of Radiologic Technologists (ARRT) and/or the Nuclear Medicine Technology Certification Board (NMTCB) registry exams at the successful completion of the program. Ohio Department of Health requires a state license in addition to being credentialed by ARRT or NMTCB in order to perform nuclear medicine studies.

3. Core Values

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

3354:1-42-01 College Policy on affirmative action, inclusive excellence, equal opportunity, discrimination, and harassment.
http://www.tri-c.edu/policies-and-procedures/documents/3354-1-42-01-college-policy-on-affirmative-action-inclusive-excellence-equal-opportunity-discrimination-and-harassment.pdf

The Nuclear Medicine Advisory Committee and Cuyahoga Community College collaborate in establishing and maintaining standards of quality for the Nuclear Medicine Program. Rules and regulations contained within the Student Nuclear Medicine Handbook are developed to foster academic and professional excellence of the student as well as to meet the requirements of external accreditation agencies.

A copy of the organization and accreditation of the Nuclear Medicine Program is maintained in the office of the Program Director as well as at each of the program's hospital affiliates. A copy of the Accreditation Standards for Nuclear Medicine Technologist Education by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) is also available at these locations.

4. Description of the Profession

The Nuclear Medicine technologist is a highly specialized healthcare professional that uses radioactive materials to perform diagnostic and therapeutic patient examinations under the direct supervision of a physician.

The Nuclear Medicine technologist performs effectively by:

- Obtaining, reviewing, and integrating the pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- Performing appropriate procedures and obtaining a record of the anatomical, pathological and/or physiological data for interpretation by a physician
- Preparing and administering radioactive chemical compounds
- Processing data and providing images and data analysis to the physician
- Maintaining quality assurance programs on equipment and procedures
- Demonstrating appropriate communication skills with patients and colleagues
- Acting in a professional and ethical manner
- Providing patient education related to Nuclear Medicine procedures and radiation protection/safety.
- Maintains good radiation safety practices and techniques in accordance with the ALARA principle.

5. Professional Memberships

Students will receive a free membership to the Society of Nuclear Medicine Molecular Imaging, courtesy of SNMMI. They will have access to journals, conferences and special events/resources at a reduced fee.

All qualified students will receive a life time membership with the Lambda Nu-Eta Chi Chapter, a professional fraternity that honors scholastic achievement and ethical behavior while being a student within a Diagnostics Imaging curriculum.

6. Program Faculty and Staff

Nuclear Medicine Technology Program
Cuyahoga Community College (West Campus)
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Section III – Program Expectations

1. Professional Standards

Appropriate Use Criteria (AUC) are statements that contain indications describing when, and how often, an intervention should be performed under the auspices of scientific evidence, clinical judgment, and patient values while avoiding unnecessary provisions of services. SNMMI follows a balanced multidisciplinary approach to guidance development by including various stakeholders in the development process.

Procedure Standards

The procedure standards help to identify those elements of the procedure that are most important in obtaining a high-quality examination, while simultaneously controlling costs. Use of standardized procedures will increase the applicability of clinical research among multiple institutions, in turn, increasing the value of research studies, particularly in the field of technology assessment. In the interest of creating strong, comprehensive documents, some guidelines were formally adopted by SNMMI in collaboration with other professional organizations.

Dosimetry

The Medical Internal Radiation Dose Committee pursues its mission to develop standard methods, models, and mathematical schema for assessing internal radiation dose from administered radiopharmaceuticals. The Radiation Dose Assessment Resource website's goals are to bring together the various resources that exist in the areas of internal and external dose assessment, integrate them into a single system, and put them in your hands as quickly and efficiently as possible.

Dose Optimization

In nuclear medicine and molecular imaging, small amounts of radioactive agents are administered to the patient to allow the physician to examine molecular processes within the body. These procedures are highly effective, safe and painless diagnostic tools that present physicians with a detailed view of what's going on inside an individual's body at the cellular level. For more than 60 years, these studies have been used to evaluate practically all systems within the body, including the heart and brain, as well as to image many types of cancer.

Code of Ethics

A student enrolled in the Nuclear Medicine Technology program is in the beginning phases of a career as a Certified Nuclear Medicine Technologist and should be aware of and adhere to the professional and ethical code of the NMTCB. In addition to the Student Code of Conduct, students within the Nuclear Medicine Technology curriculum are also expected to follow the applicable code of ethics outlined by the NMTCB https://www.nmtcb.org/policies/ethics.php. Any students found to violate professional and ethical standards will be referred to the College's Student Code of Conduct.

A student enrolled in the Nuclear Medicine Technology program is in the beginning phases of a career as a Registered Technologist in Nuclear Medicine and should be aware of and adhere to the professional and ethical code of the ARRT. In addition to the Student Code of Conduct, students within the Nuclear Medicine Technology curriculum are also expected to follow the applicable code of ethics outlined by the ARRT https://www.arrt.org/docs/default-source/governing-documents/code-of-ethics.pdf?sfvrsn=71f304fc_14. Any students found to violate professional and ethical standards will be referred to the College's Student Code of Conduct.

2. Program Learning Outcomes

1. Communication. Use effective verbal, non-verbal and written communication skills to provide comprehensive patient care in a healthcare team environment.

2. Safety. Prepare, record, administer and dispose of radioactive materials according to regulatory guidelines to ensure safety of patients, co-workers and the general public.

3. Patient Care. Demonstrate comprehensive patient care skills to provide safe, efficient and high-quality nuclear medicine services.

4. Technical Skills. Apply general science knowledge to demonstrate the proper and safe use of equipment and instrumentation for diagnostic and therapeutic applications within the scope of nuclear medicine practice.

5. Eligibility for Professional Certification. Sit for Nuclear Medicine Technology Certification Board (NMTCB) and/or American Registry of Radiologic Technology [nuclear] (ARRT) and apply for state licensure.

Course descriptions can be found at http://www.tri-c.edu/college-catalog/. Program specific information will be found at http://www.tri-c.edu/programs/health-careers/nuclear-medicine/index.html. All information is subject to change at the Program, Campus or College's discretion.

3. Professional Attire Requirements

Personal appearance must be acceptable to patients, physicians, and other health professionals as one projecting a professional image. An odor-free and clean, neat, well-groomed appearance is expected. A student must adhere to the dress code of Tri-C and the assigned clinical site. Failure to do so will result in counseling action and/or the denial of access to the clinical facilities. Student must wear color applicable scrubs with a lab coat.

Jewelry: NO FACIAL JEWELRY- including nose, eyebrow, or tongue rings- Earrings: Only stud earrings with only 2 per ear. Rings: No more than 2 items per hand. Necklaces: Only 1 with no large medallions- Pins: No pins or slogans are allowed. ID badges are required.

Hair: Neat, natural colors and styles are acceptable. Hair styles must be symmetrical. Female hair accessories: Solid colors or subdued barrettes, combs, headbands, bows or ribbons not larger than 4 inches are allowed for females. Males- hair must be no longer than the top of the collar. Any hair longer then shoulder length will be required to be pulled back from the face.

Mustaches and beards: Neat and trimmed close to the face. Beard lengths should not exceed ½ inch. Handlebar mustaches are unacceptable.

Tattoos must be covered by uniform.

Nails: clean, must not extend past the tip of the finger. Females- Only clear polish, pastel colors, and French manicures are acceptable. No artificial nails in the clinical setting.

Uniforms; must be clean and navy blue. No thong or colored underwear that can be seen through the uniform is allowed. Pants must remain at normal waist level with no undergarments visible. Sandals or shoes that show the toes are not allowed and heels must be covered by footwear. White leather sneaker shoes are required. Crocs or nursing clogs are not allowed.

Students are not allowed to wear aftershaves or perfumes.

4. Student Code of Conduct

The College acknowledges the importance of an environment that is conducive to learning. The Student Conduct Code and Judicial System serves to provide such an atmosphere that is conducive to education growth and civility which fosters and protects the mission of the College. College Procedures on Student Conduct: Student Conduct Code and Student Judicial System , and Student Judicial System.

5. Health and Physical Requirements

The College establishes essential functions that meet the expectations of employers, field experience locations and/or clinical sites. The work of a Nuclear Medicine technologist entails critical life and death situations. Therefore, health requirements mandate that the student submit evidence of appropriate immunizations to the program prior to their first clinical assignment. **Compliance with health requirements will include any required immunizations per current CDC and Ohio Department of Health guidelines. Please note, each clinical site will have additional or varying immunization requirements, including immunizations related to COVID-19 or other novel viruses.**

Due to the ionizing radiation exposure limitations, students must be 18 or older at the time of working with radioactive material and must be able to perform the essential functions of a Nuclear Medicine student, which are listed below:

Physical attributes: This includes certain visual, hearing, and tactile abilities. Each clinical setting will have specific physical requirements that include long periods of sitting, standing, lifting, or moving.

Mental attributes: Must be able to measure, calculate, reason, analyze, integrate, and synthesize in a timely fashion. Must possess the ability to think in the abstract, specifically, to be able to comprehend two

dimensional relationships and understand the relationship of structures. The student must possess and utilize the ability to apply knowledge previously learned and use critical thinking skills.

Emotional and psychological attributes: Must possess the emotional health and stability required for the full utilization of their intellectual abilities, for the exercise of good judgment, for the prompt completion of all responsibilities attendant to the diagnosis and care of patients. Must be able to tolerate taxing workloads and function effectively under stress. The student must be able to display flexibility, versatility, dependability, diplomacy, compassion, integrity, motivation, and interpersonal and professional skills at all times in the clinical setting.

Must be free from health or medical disorders (physical or mental) that limit the ability to completely and efficiently perform the duties of a Nuclear Medicine student. Students must not be chemically dependent.

Communication Attributes: Students must be able to communicate effectively and efficiently with other members of the health care team as well as with patients. In emergency situations, the student must be able to understand and convey information essential for the safe and effective care of patients in a clear, unambiguous, and rapid fashion. The student must have the ability to relate information to and receive information from patients in an accurate, caring, sensitive and confidential manner.

For more information on health requirements for health programs, this link provides a guide and resources: Health Careers and Nursing Immunization and Health Requirements. For more information about Covid-19 Coronavirus, follow the link to the college's COVID information: Coronavirus: Tri-C Cleveland Ohio (tri-c.edu).

Section IV – Academic Requirements and Progression

These processes were established in order to foster a professional and ethical behavior aligned with the Society of Nuclear Medicine Molecular Imaging (SNMMI), American Society of Radiologic Technologists (ARRT) and industry standards and expectations.

1. Degree Requirements

http://catalog.tri-c.edu/programs/nuclear-medicine-aas/#programsequencetext

2. Attendance

Students are expected to adhere to established College, program and course attendance guidelines: Student Rights and Responsibilities - Attendance

Didactic/Clinical Program Course Attendance

Regular class attendance is expected. Parents need to make the necessary child-care arrangements and are not permitted to bring children to classes or other learning spaces such as the tutoring and testing centers (for more details see the College Student Handbook). Furthermore, the Program is not individualized to accommodate personal work schedules. While employment is vital to students and their successes, students need to recognize the demanding and rigorous curriculum and schedule accordingly. Should the student be employed within a Nuclear Medicine department, the student is in no way to accumulate training or assume those hours of employment attribute to meeting the demands of the curriculum. Students cannot benefit financially as a technologist-in-training due to not having

certification. The curriculum does not subscribe to hours beyond the Monday through Friday business calendar, which includes college holidays, weekends and evenings.

Please see course instructors' syllabi regarding additional attendance and tardiness policy. The Program Director will uphold the guidelines set by each course instructor.

A student is permitted two personal days per **didactic** semester. Personal days will be used for emergencies, illness, religious holidays, doctor's appointments, etc., and will not be accumulated or carried over to consequent didactic semesters.

A student is permitted two personal days per **clinical** semester. One absence is defined as three (3) or more clinical hours missed in the same day. These allowed absences are not required to be made up. Personal days will be accumulated if not used during one clinical semester and carried over to the next clinical. Personal time is sixteen (16) hours in Summer semester, sixteen (16) hours in the Fall and sixteen (16) hours in the Spring semester.

3. Absences

Students are to limit their vacation and travel plans to the designated semester break times.
When extenuating circumstances (i.e. **medical emergency/death of immediate family member**) arise, requests should be made by email to the Program Director. The Program Director reserves the right to approve the situation and require documentation (i.e. death certificate and/or note from physician). Consultation with the clinical instructor or clinical preceptor will be necessary if requested during a clinical course.

Any clinical time missed shall be made up during the same clinical rotation.

Absences exceeding two personal days per semester must be arranged and approved by the course instructor *prior* to the start of class or clinical rotation. Failure to do so is considered an unexcused absence. Documentation as to the cause of any absences will be required. Continued excessive tardiness will result in program dismissal.

It is the full responsibility of the student to make up any missed assignments. Make up assignments that require one-on-one instruction should be completed during the instructor's office hours. It is not the instructor's responsibility to meet during non-office hour time.

Additional absences (beyond personal days) will require make-up time.

1) Excessive absenteeism is more than a total of three (3) absences within a Summer/Fall/Spring clinical semester. Documentation as to the cause of any absences will be required. Excessive absenteeism will result in denial of access to the clinical site and/or subject the student to dismissal from the program (reference 10.6).

In the event of an absence:

1) The student is to notify the on-site clinical instructor by phone, the Program Director and the Clinical Preceptor by phone or email 1 hour *before* scheduled beginning time.
2) If the designated person is unavailable, leave the message and obtain the name of the person to whom you spoke.

3) The student is to record the absence on the attendance log, the name of the person notified and the time, and the reason for the absence.
4) The student is to call the clinical site and the Program Director/Clinical Preceptor every time that she or he is to be absent or late. Failure to follow the procedure on reporting an absence will result in an unexcused absence.

An unexcused absence: Is an instance where the student fails to notify the appropriate personnel within the clinical sites and the Clinical Preceptor within the allotted time frame or when the student is dismissed from the clinical site due to improper dress, unprofessional actions, or behavior that varies from the clinical site policy.

1) Three or more unexcused absences are viewed as excessive. Excessive absenteeism will result in denial of access to the clinical site and/or subject the student to dismissal from the program.
2) A student will be required to make up any unexcused absences. To do this the student will need to email the Program Director **and** Clinical Preceptor a plan on how they will make up missed clinical education experiences in order to meet the semester end clinical requirements. This plan must include a timeline outlining any required testing, comps and/or homework required for the semester in question. The request will only be granted if the plan is achievable for student success and the Clinical Affiliate agrees with the plan. Students will be notified if their request is approved and/or revised by the **Program Director and Program Clinical Preceptor** within 24 hours after receipt.

Clinical education is an integral part of the Nuclear Medicine Program. A student must complete his/her clinical clock-hours. In the event the student does not meet the clock-hour requirement, the student will be required to first utilize the designated make-up days on the program calendar. This obligation should be fulfilled during the semester in which the absence occurred or in accordance with college policy regarding an "I" (Incomplete) Grade.

A student who is unable to complete a clinical semester for reasons beyond his/her control, (such as an emergency medical condition) will petition to withdraw from the clinical educational experience in accordance with College Policy. The student should meet with the Program Director before doing so to discuss the impact the withdrawal will create for the student.

A student is expected to be on time for all scheduled clinical rotations. It is the responsibility of the student to be in uniform ready to begin at the scheduled time. Daily schedules, lunchtime, and breaks are determined by the clinical site. Excessive tardiness can result in a student's denial of access to the clinical affiliate site.

For purposes of the clinical rotation, "tardy" is defined as arriving late for or leaving early from the scheduled clinical assignment times. Students are to be on time in the designated clinical area at the beginning of the shift and to be involved in the clinical training until the shift ends. Tardy is defined as being 1 minute later than scheduled. A tardy of 15 minutes or less does not require make-up time. Students will be counseled per clinical site policy and the clinical grade will be affected.

If a student is going to be late to a clinical assignment, the tardy must be reported to the assigned clinical site. The student must notify that site's Academic Education Supervisor (AES) or department specifically by phone or voicemail if he or she anticipates being tardy for more than 15 minutes from the scheduled starting time. Failure to notify the AES or department will result in the student being charged with an unexcused tardy.

A student is:

1) Permitted **one** (1) tardy per semester of clinical experience at which time the student will be counseled and given an oral warning.
2) Four or more occurrences of tardiness are viewed as excessive and student counseling report will be filed by AES.

4. **Illness**

Evidence of health insurance is required for participation in the clinical courses of the Nuclear Medicine Program. The student is required to maintain comprehensive health insurance coverage throughout the Program sequence. The College is not responsible for costs incurred for an injury or medical problem sustained by a student while affiliated at a clinical rotation site.

Prior to the first day of clinical rotation, every student will be need to present evidence that they meet individual requirements of the clinical site. In most cases, this includes but is not limited to a physical examination, up-to-date immunizations, titers, and TB Double Mantoux (PPD). A single PPD is required annually and must be administered within the one-year period. Some clinical sites will impose additional requirements. Failure to provide evidence of good health throughout the Program sequence will prevent the student from attending Nuclear Medicine clinical courses. This physical and immunization forms must be completed 2 months before the, but not greater than 6 months prior to beginning a clinical semester. If a student sustains a sharps/needle stick injury or suspects that he/she has been exposed to the HIV (AIDS) virus or any other infectious disease (either parenterally or through the mucous membranes), the student must report the incident to the designated individual at the clinical site, Clinical Preceptor **and** the Program Director. The student is to follow the policy and/or protocol for a sharps/needle stick injury or exposure to an infectious disease established by that particular clinical site. **It is the student's responsibility to obtain any needed follow-up treatment or testing after a sharps/needle stick injury or an exposure to an infectious disease.**

Students will come into contact with blood and other body fluids via either ingestion or a needle stick during their clinical learning experiences. In the event an invasive exposure occurs, the clinical instructor and Clinical Preceptor should be notified immediately. Clinical institution policies regarding exposure are to be followed. The Clinical Preceptor is responsible to notify the Program Director who will follow up with the student and clinical site. A Cuyahoga Community College Incident Form must be completed and forwarded to Risk Management and a copy to the placed in the student's file. The Clinical Preceptor is responsible to notify the Program Director who will follow up with the student and the clinical site. **Students should be aware they will incur medical expenses in the event of an accident or illness at a clinical site.**

Students should report an infectious disease, transmissible from person to person or by direct contact with an affected individual or the individual's discharges, or by indirect means. The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rules: https://odh.ohio.gov/

The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rule. Diseases to report: http://codes.ohio.gov/oac/3701-3-02v1.

For a student who is infected with one of these illnesses and, if the illness occurs on campus or clinical site, please use the Cuyahoga Community College Student Incident Report Form on Appendix II as well as immediately reporting the illness to the Program Director.

Guidelines for Pregnant Students

It is the student's option to notify the Program Director and/or the Clinical Preceptor (who in turn will notify the Program Director) of a pregnancy. Notification of pregnancy should be in writing, indicating the expected date of confinement (delivery).

The student should inform her physician that she is enrolled in a Nuclear Medicine Program and secure a recommendation for continuance in the program.

It is the policy of the Nuclear Medicine Program that no program objective will be sacrificed nor will there be a change in the clinical rotation assignment because of pregnancy. A pregnant student is reminded of the alternative to take a medical leave of absence.

A pregnant student can receive a medical leave of absence totaling up to one year (twelve months). Although it is both procedure and practice of this program to offer the utmost in radiation protection to all students, the Nuclear Medicine program and/or any of its clinical affiliates will **NOT** be responsible for injury to either the mother or child during pregnancy.

If the student returns to the program within six weeks after the pregnancy has been completed, the student is to present a statement from the physician indicating that the student is capable of performing the technical standards and personal requirements of a nuclear medicine student technologist.

4. Scheduling

Students will be provided a program calendar at the beginning of their training. This will be updated/revised as information becomes available regarding projected academic calendar dates.

Dates for beginning and ending of academic semesters are subject to change in accordance with the best interest of the college and the Nuclear Medicine Program.

Students will be responsible for adhering to the registration, payment, and withdrawal dates as published in the Cuyahoga Community College's Schedule Booklet. Please see the Nuclear Medicine website for more information pertaining to class sequence http://catalog.tri-c.edu/programs/nuclear-medicine-aas/#programsequencetext.

Section V – Academic Status

The College procedure on Academic Status explains the academic academic probation and dismissal process, including the GPA requirements for each level of credit hours attempted. Good Academic Standing, Dean's List status, academic probation and dismissal are explained by opening the underlined links: College Procedure on Academic Status . The Standards of Academic Progress information provides details on how financial aid is impacted based on grade point average and progress toward degree completion: Satisfactory Academic Progress. Federal regulations require that students make measurable progress towards completion of their course of study in order to continue to remain eligible for federal

aid. The College reviews the academic progress of all students and notifies students receiving federal financial aid each semester of their status.

1. Grading

The link to the Procedure on Grading explains the grades and awarding of credits, auditing of courses and pass/no pass use. At the program level, there are grading scales and/or rubrics that faculty provide to guide students on course grading.

2. Grade Point Average (GPA)

The link to explain the academic requirements can be found at https://www.tri-c.edu/programs/health-careers/nuclear-medicine/index.html. While it is in the application packet for program acceptance, the pre-requisite core classes and GPA required for consideration are listed:

General Chemistry	2.5 or higher
College Algebra or higher	2.5 or higher
College Physics	2.5 or higher
A & P I and A & P II	2.5 or higher
Overall grade point average	2.75 or higher
While in curriculum	2.75 or higher

All students will need to maintain a minimum of 2.75 GPA overall

The following is the Curriculum's grading scale and rounding up is left to the discretion of each instructor's grading policy:

A 100-93% **B 92-84%** **C 83-75%** **D 74-66%**

3. Program Withdrawal, Academic probation, Dismissal, and Reinstatement

When considering withdrawing from a course, students should be mindful of the Course Withdrawal Dates. Depending on the date of withdrawal a student will forfeit refund and/or risk the possibility of receiving a failing grade. If a student encounters any extenuating issues that prevent the completion of a course or program, the student will need to follow withdrawal instructions from the program administrators.

The College Procedure on Academic Status explains the academic academic probation and dismissal process including the GPA requirements for each level of credit hours attempted.

4. Due Process

Successful completion of the Nuclear Medicine program requires dedicated commitment and adjustments to social and personal activities. Students must maintain an overall 2.75 GPA or higher and earn a minimum "C" (75% or higher) grade in all lecture, lab, and clinical portions of the curriculum in order to progress to the next sequential course offering(s).

PROGRAM ACADEMIC PROBATION is the limitation whereby the student is not permitted to continue in the Nuclear Medicine course sequence until the cause of the academic probation is rectified. Should it be beneficial to the program needs, the Program Director reserves the right to allow the student on program academic probation to partially continue with the program sequence and repeat the course in which academic probationary status was incurred. Students on academic academic probation will be required to participate in tutoring sessions outside of class hours, and perform remedial work. A student has a right to dispute a grade. The proper procedure for disputes is found on the Tri-C.edu website: http://www.tri-c.edu/policies-and-procedures/documents/procedure-on-student-complaint-and-grade-dispute.pdf

Grounds for Program Academic probation are:
A cumulative grade point average (GPA) of 2.74 or less in all core nuclear medicine classes regardless of hours attempted or earned by the student.

Earning a letter grade of "D" in any nuclear medicine course while in the program regardless of the cumulative grade point average or hours attempted.

A student placed on academic probation will be required to meet with the Program Director and/or the Associate Dean of Health Careers and Sciences for counseling.

A student will be permitted only one Program Academic probation in the program. Any further incidents that would necessitate academic probation following a previous academic probation will result in dismissal from the program.

PROGRAM DISMISSAL necessitates the student being removed from the Nuclear Medicine Program and not being permitted to continue in any of the Nuclear Medicine courses. Grounds for Nuclear Medicine Program Dismissal are:

Any evidence of non-professional conduct or inappropriate behavior with a documented counseling form from faculty and/or Program Director and/or sanctioned by Student Affairs.

The program recognize technological advancements provide students access to programming repetitive formulas into their calculators or smart watches. Students are prohibited from programming their devices as this prevents learning and reinforces reliance on artificial intelligence. If students are found in violation of this, dismissal will be necessary, due to evidence of false acquisition of grades.

The student's cumulative grade point average and/or Nuclear Medicine course grade point average is below 2.75 by the end of the semester following his/her Program Academic probation.

The student receives a second letter grade of "D" for any Nuclear Medicine course or program-required Science/Math/Health Career course regardless of the cumulative grade point average and the course the first letter grade of "D" was received in.

The student receives a letter grade of "F" in any Nuclear Medicine course regardless of the cumulative grade point average or hours attempted.

A **clinical** letter grade of "F" will be issued if the student's performance demonstrated a safety concern for a patient, the patient's visitors, the student, and/or other clinical personnel or for acting outside of the scope of practice for the Nuclear Medicine profession.

A letter grade of "F" will be issued if the assigned clinical affiliate denies the student access to their facilities because of one of the following:

1) Excessive absenteeism, tardiness, leaving early, arriving late from lunch break
2) Unprofessional or inappropriate behavior. Any evidence of non-professional conduct or inappropriate behavior with a documented counseling form from faculty, AES, Program Director and/or sanctioned by Student Affairs.
3) For any other reasons related to performance or that reflect negatively on the Nuclear Medicine Program
4) The student fails to conduct himself/herself professionally, or fails to perform within the scope of practice for the profession as evidenced by a clinical evaluation or other documentation that provides evidence of the unsatisfactory performance regardless of the quality of grades (including Form J and counseling actions)
5) Failure to do remedial or make-up work required within the time period set by or to the satisfaction of the Program Director. Remedial or make-up work will be required of students who have taken a leave of absence or for other reasons determined by the Program Director as necessary for program progression
6) Any violation of HIPAA regulations

Any student who is dismissed from the Nuclear Medicine Program will re-apply to the program only once. Please visit http://www.tri-c.edu/student-resources/documents/studenthandbook.pdf to answer additional questions.

Students dismissed from the program must cease clinical rotations immediately and are not permitted to register for nuclear medicine course offerings in the NMED subject area.

PROGRAM SUSPENSION **-** If in the judgment of Tri-C Nuclear Medicine Program staff, or a representative of clinical affiliate staff, a situation occurred, or is about to occur, that would jeopardize the Program, or its affiliates (e.g. violent behavior) the Program Director will immediately suspend a student from the Nuclear Medicine Program.

Any student who has been placed on academic probation, suspension, and/or has taken a leave of absence from the program will be required to pass comprehensive competency exams for each course in the program regardless of previous grade in addition to re-taking any course in which the student received a grade less than a “C”. Failure to pass competency exams will result in dismissal from the program.

5. Withdrawal

When considering withdrawing from a course, students should be mindful of the Course Withdrawal Dates. Depending on the date of withdrawal a student will forfeit refund and/or risk the possibility of receiving a failing grade. If a student encounters any extenuating issues that prevent the completion of a course or program, the student will need to follow withdrawal instructions from the program administrators.

6. Student change of contact information

In addition to submitting a change of address, phone or personal email through My Tri-C Space, using the "Student Tab" in the "My Info" section, please inform the program director of changes in your contact information.

Leave of Absence:

The Program Director will evaluate requests for leave of absence on an individual basis. Students must adhere to the prescribed semester sequence for Program Courses. A student can receive a maximum leave of absence totaling up to 12 months during the prescribed curriculum sequence if he/she meets the following criteria:

The student must submit a petition in writing to the Program Director requesting a leave of absence. The petition must include: sufficient information to explain the situation, the date on which the student intends to leave the program, as well as the date on which the student intends to return.

In the event that the student is ill or otherwise indisposed, the written requirement will be waived or the Program Director will initiate the action independently. Planned LOA need 6 weeks prior notice of the LOA.

A student must have completed the first semester of the program in order to be eligible for consideration for a leave of absence.

A student must not be on program or College academic probation at the time of the request.

A student must be passing all Nuclear Medicine courses in which he/she is currently enrolled. It is the responsibility of the student to obtain documentation from his/her instructors regarding his/her class progress at the time in which he/she is making his/her request for a leave of absence.

A student returning from a leave of absence is not guaranteed immediate placement in the clinical site nor placement at a clinical site they previously received experience.

A student who does not return from the maximum leave of absence of 12 months must re-apply for acceptance into the program. Due to the sequencing of the Nuclear Medicine courses, a student will not be able to return, earlier than one year.

If a leave of absence is granted, the student must notify the Program Director, in writing, of intent to return at least 15 weeks prior to re-starting with the program.

Returning Students from a Leave of Absence, Academic probation, or students being readmitted

Any student returning from a LOA, academic probation, or with re-admission to the program will be required **to demonstrate proficiency in all his/her past program coursework and/or clinical experiences before** program re-entry.

Proficiency testing will consist of a written and/or technical skill's component. Competency testing will be provided for the student by the college and/or clinical affiliate.

Proficiency testing must be scheduled with the Program Director and completed at least 4 weeks before the student is permitted to return. It may be essential to repeat the whole semester in order to ensure success, due to the nature of extended length between class offerings.

Many of the required Nuclear Medicine program specific courses are offered only once a year. A student returning from a leave of absence, academic probation, or with re-admission is not guaranteed immediate placement in the program or clinical site assignment.

A student returning from a leave of absence due to personal illness, injury, or surgery must provide the Program Director with a medical release statement that their physician indicates that the student is capable of performing the technical standards and personal requirements of a Nuclear Medicine student.

Section VI – Language Proficiency Requirements

The College establishes the language proficiency requirements to enter college level courses in this page: English Language Proficiency Requirements for Admission and specific scores can be reviewed on the linked information.

Section VII – Student Resources

1. Tutoring

Tutoring Services are offered at each campus tutoring center. There is support for a wide variety of subject at each campus.

2. Student Accessibility Services

Student Accessibility Services provides support to students with disabilities at all College campuses, site, locations or online course. To receive services, students must schedule an appointment with a student advisor [(216) 987-5079, located in WLA-102] and provide documentation of a disability. The Student Accessibility Handbook is another source of information for students.

Although a student's self-identification as a person with a disability is voluntary, the Program highly encourages students with disabilities to self-identify with the Student Accessibility Services. Successfully completing Program prerequisites and other college courses without the use of accommodations does not assure that they will not be needed in a rigorous health career program. The Program can only accommodate known and documented disabilities following the receipt of an accommodations memo from the Student Accessibility Services. Each semester, the student is responsible for providing Program faculty and the Program Director with the accommodations memo given to the student by the Access Office. **Note that due to the expediency, safety and/or technical requirements in the lab and/or clinical environment, accommodations afforded in the lecture component of the Program will not be provided in the nuclear lab and/or at the clinical site.**

For purposes of this policy, the definition of disability will be that used in the Americans with Disabilities Act, 42 USC 216, et seq.

3. Student Safety

The college is committed to providing a safe and secure environment as outlined in the Safety and Security Policy: 3354:1-50-04 Safety and security policy
https://www.tri-c.edu/policies-and-procedures/documents/safety-and-security-policy.pdf

4. Other Resources

The following links can help you identify additional resources for completing a degree or program:

CLEP
Credit for Prior Learning
Transfer Centers on each campus provide information on transferring to and from Tri-C, Credit for Prior Learning, Articulation Agreements and State Wide Transfer Guarantees.
Transfer Students

Transfer Criteria and Procedure
Transfer students from other Nuclear Medicine programs will follow the same procedure and requirements as outlined for admission to Cuyahoga Community College and to the Cuyahoga Community Nuclear Medicine program.

Requirements for consideration and documents necessary for review:

Transfer students must complete the Health Careers application and College application forms, as well as all other admissions requirements including official transcripts or other course work before consideration for acceptance. Each transfer student must contact the Program Director to determine status and requirements.

A list of Nuclear Medicine classes taken and a syllabus for each course should be sent to the Nuclear Medicine Program Director for evaluation. A minimum 2.75 gpa must be evident for each NMED course as well as an overall 2.75 minimum GPA to be considered eligible.

A student requesting transfer must write a letter to the Program Director of the Nuclear Medicine program by the 5th week of the semester preceding the session in which the student plans to enter. The Program Director at the previous nuclear medicine program that the student attended, must give a letter of explanation as to why the student is transferring to another program.

The Nuclear Medicine staff in collaboration with the faculty will determine equivalency status of Nuclear Medicine program courses taken at another institution. This procedure will require challenge testing in theory and skills by the applicant for assignment of college credit for previous courses. **There will be no acceptance of clinical experience, as verification of competency must be done by our faculty and staff at the clinical sites.**

Students applying for transfer from other Nuclear Medicine programs will be evaluated based on the Cuyahoga Community College admission requirements

Acceptance is contingent upon available space. At least 50% of the coursework must be repeated in the Cuyahoga Community College program in order for a diploma to be awarded to ensure competency.

Students transferring from another college who have less than a 2.75 GPA, on a 4.0 scale (overall GPA) shall earn a 2.75 GPA or better before admission to the Nuclear Medicine program in at least 10 semester hours at Cuyahoga Community College. These hours should be in subjects appropriate to the completion of the degree - for example, any/all of the prerequisite courses, such as CHEM 1300, BIO 2331, MATH 1530, etc.

Section VIII – Accreditation and Credentialing

1. College and Academic Program Accreditation

The College's accreditation by the Higher Learning Commission is maintained and updated at this link Accreditation.

Program accreditation information is maintained on the program web page and in the list linked here: Programs Accreditation Bodies.

The nuclear medicine technologist will be employed in hospitals, clinics, imaging centers, physician's offices, manufacturing facilities and medical imaging equipment sales companies. Graduates of the Tri-C NMT program, meet the educational and clinical eligibility requirements to sit for the American Registry of Radiologic Technologists (ARRT) Nuclear Medicine Examination and/or the Nuclear Medicine Technology Certification Board (NMTCB) examination. This program is accredited by the Joint Review Committee on Educational programs in Nuclear Medicine Technology (JRCNMT).

Graduate outcomes are indicators of program effectiveness, demonstrating the extent to which a program achieves its goals. Programmatic graduate outcomes data reported on the JRCNMT website include: 5 year time period of current report; graduation rate; ARRT credentialing success; NMTCB credentialing success and job placement rate. Graduate Outcomes Report http://www.jrcnmt.org/students/program-graduate-outcomes/

2. Boards, National and/or State Testing

The National Registry Examination for Nuclear Medicine technologists to qualify for practice in the field of Nuclear Medicine is offered by the American Registry of Radiologic Technologist (ARRT) https://www.arrt.org/earn-arrt-credentials/credential-options/nuclear-medicine-technology or the Nuclear Medicine Technology Certification Board (NMTCB) https://www.nmtcb.org/application/pgapplication.php . These computerized examinations are offered throughout the year at various testing centers in the area certifies which certify the applicant as qualified to practice Nuclear Medicine Technology.

A student is eligible to apply for the National Registry examination when all Nuclear Medicine program and College graduation requirements have been successfully completed with a "C" grade or better. Please be aware the Registry asks "Have you ever been convicted of a felony or misdemeanor?" This could affect your eligibility.

Students are required to submit their own application for the examination. They are also required to pay the application fee. Additional information for each available registry will be provided to in the spring semester.

The State of Ohio requires all Nuclear Medicine technologists to have a valid license. A student can make application for the state license at the same time he or she applies for the National Registry Exam. If the

student applies for a license, it will NOT be validated until the State receives the Registry results. For more information on Ohio licensure see: **http://www.odh.ohio.gov/odhPrograms/rp/rlic/rlonline.aspx**

Section IX – Costs

1. Fees

The College Tuition and Fee Schedule including program related fees and supplies are part of the program cost. Tuition + fees: see general college catalog and course schedule booklet.

Textbook/course materials: A list of required texts and course materials with pricing is distributed at the new student orientation.

2. Exams

Registry application – State licensure fees and fees associated with the certification exams are the responsibility of the student.

3. Financial responsibility

To determine what costs will be covered by financial aid, visit one of the college's financial aid offices located at each campus. Visit http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/index.html for more information.

4. Background/Fingerprinting/Drug Screen

Remaining aligned with the Health Careers admission criteria, BCI/Fingerprinting will be required prior to admission to program. Orientation prior to the start of the August school year will provide the due date of the Drug Screen. BCI/FP will need to be completed prior to Orientation, with receipt brought to the orientation for verification.

Malpractice (Liability) Insurance

Students are required to carry liability insurance. The annual premium is approximately $12.50. Students beginning clinical are automatically assigned malpractice insurance when enrolling in their course. The insurance must be paid at the Campus Business Office before a student begins his/her clinical experience. Proof of purchasing the liability insurance must be submitted to the Clinical Preceptor prior to the student being allowed to begin clinical rotations. Students are expected to renew their malpractice insurance before the deadline date. Failure to present proof of liability insurance coverage will result in the student not being able to attend the clinical affiliate and will count as an unexcused absence. Proof of malpractice insurance must be submitted at the clinical orientation held in Will.

Health/Health Insurance

Evidence of health insurance is required for participation in the clinical courses of the Nuclear Medicine Program. The student is required to maintain comprehensive health insurance coverage throughout the Program sequence. The College is not responsible for costs incurred for an injury or medical problem sustained by a student while affiliated at a clinical rotation site.

Prior to the first day of clinical rotation, every student will be need to present evidence that they meet individual requirements of the clinical site. In most cases, this includes but is not limited to a physical examination, up-to-date immunizations, titers, and TB Double Mantoux (PPD). A single PPD is required

annually and must be administered within the one-year period. Some clinical sites will impose additional requirements. Failure to provide evidence of good health throughout the Program sequence will prevent the student from attending Nuclear Medicine clinical courses. This physical and immunization forms must be completed 2 months before the, but not greater than 6 months prior to beginning a clinical semester.

4. Supplies

Lab coats and uniforms are required for participation in Nuclear Medicine clinical courses.
Lab fees are required for participation in some of the Nuclear Medicine courses.
Clinical education - Costs associated with the program include but are not limited to the following:

Uniforms and Shoes	Background Check	Registry Fees
Immunizations	Parking / Transportation	Liability Insurance
Physical Examination	Conference Fees	CPR Certification
Trajecsys	Name Badge	Lab Coats
Health insurance		

Section X – Field and Clinical Experiences

1. Clinical Experience

Radiation Safety
The student must follow proper radiation safety rules in accordance to program manual.
No eating or drinking in a radiation area.
Film badges must be worn at all times in the nuclear medicine department.
Proper shielding must be observed with every radiopharmaceutical.
Proper ALARA practices must be followed.
There will be a $15 charge to replace missing dosimeters.

Clinical Reporting System Time Clock

Students are required to keep a record of their time at their clinical sites.

Normal clinical hours are scheduled shifts based upon variable clinical sites Monday through Friday from 6:00AM to 6:00PM during the College's set semester while the student is enrolled in that course. Any clinical hours that take place outside this time must be authorized by the college and signed by the student and an Academic Education Supervisor for that clinical site.

Recording clinical time prepares the student for employment by developing the habit of punctuality and integrity. Students are to be ready and at their scanning station at their scheduled clinical start time.

- Students are to clock in and out on an approved clinical site computer that is located in or as close to the department as possible. In situations where the clinical site does not allow the student use of a clinical site computer, students are to clock in and out on their cell phone upon entering/exiting the clinical site building where a strong cellular signal can be obtained.

In the interest of public and personal safety, clocking clinical time is not allowed while the student is in route to or from the clinical site.

- Students are not permitted to use any technology that will alter their geolocation when documenting clinical site attendance. A student that uses geolocation altering technologies for clocking in and/or out will be placed on academic probation and raises the potential for program dismissal due to falsification of records.

- Students are not permitted to have another individual clock in and/or out for them; such actions are deemed as falsifying attendance and result in disciplinary actions.

2. Service Requirements (can be altered due to clinical restrictions due to pandemic 2020)

SUSPENDED Post Covid Pandemic:To increase applicant's awareness of the responsibilities of a Nuclear Medicine Technologist, verification of observation of Nuclear Medicine Department activities is required. All **accepted** applicants are required to visit any two of the clinical affiliates. See the application packet for the list of clinical participants. It is the applicant's responsibility to make an appointment at least two weeks in advance with the Nuclear Medicine Department representative of the hospital. Appropriate dress (business casual) is required for the observation visit. Expect to spend a minimum of 4 hours observing each of two clinical affiliates (total of 8 hours). Observation verification forms must be completed and returned by the applicant to the Program Director at orientation prior to starting the program. Student acceptance letters will notify the students at that time if clinical job shadowing is allowed or restricted.

Alternative assignments: Alternative assignments will be an assessment of 2 YouTube videos pertaining to an imaging procedure and an industry piece of equipment. Questions will be given and an essay will be returned in order to show compliance with understanding what the procedure does and how a technologist will apply the piece of equipment in a daily operation.

There are 8 additional volunteer hours to complete while in the first two semesters of the curriculum. The details about this will be discussed at orientation prior to the first day of class.

3. Performance Expectations

Inappropriate Behavior and Unprofessional Conduct

Nuclear Medicine students are expected to conduct themselves in an ethical and professional manner at all times and must be aware of the need to inspire confidence on the part of patients and the medical staff observing their performance. In many ways, the student's opportunities to learn, and later, to obtain employment, will depend on their success in achieving this goal. Each student's behavior will reflect on the other classmates, the Nuclear Medicine Program as a whole, and will affect how subsequent classmates are accepted or treated at a clinical rotation site.

Behavior considered inappropriate and worthy of written major counseling include, but are not limited to the following:

- Any form of dishonesty including, but not limited to: plagiarism, copying or submitting another student’s work for a graded assignment as if it were their own, cheating on examinations, lying,

falsifying attendance, program or College required information, or medical records.
- Sanctions by the Student Affairs office for unprofessional conduct
- Excessive absenteeism or tardiness.
- Use of profane, vulgar, abusive, obscene, or threatening language while representing the College during participation in program activities.
- Physical or verbal abuse of any person on College premises, clinical site property, or at functions sponsored or supervised by the College or program.
- Illegally obtaining, possessing, selling, or using controlled substances.
- Selling, distributing, using, or being under the influence of any drugs or alcoholic beverages on College or Clinical Site property or at functions sponsored or supervised by the College or program.
- Possession of guns, knives, or other weapons on the College or Clinical Site premises or at functions sponsored or supervised by the College or Program.
- Failure to maintain strict confidentiality of patient records. (HIPAA regulations)
- Uncooperative, hostile, or disrespectful attitudes directed toward patients, their visitors, instructors, College or medical staff, visitors, or fellow students.
- Failure to comply with Clinical Site rules and regulations.
- Failure to remain in assigned area when patients are present and helping in other areas when assigned area does not have a patient
- Convictions of a felony or offense involving moral turpitude while a Nuclear Medicine student.
- Failure to comply with all radiation safety rules
- Theft or any type of deception or fraud
- Failure to adhere to these rules, regulations, and procedures or to the Individual Rights and Responsibility Policy of Cuyahoga Community College, or the spirit in which they are offered.

Should students be considered exhibiting any of the above behaviors will be dismissed from the program.

4. Holidays

The College holidays procedure lists recognized holidays. These dates are included as part of the College closed days on the Academic Calendar. In addition to these dates, the College will close for Thanksgiving Recess and Winter Break. No credit courses will be offered on campus during Spring Break. Students will not be allowed to attend clinical rotations if the College is closed.

5. Clinical rotation calendars are given out at the end of the 2nd semester, and every semester afterward.

6. **Emergency Closings**

When determining a closure the College will utilize the Emergency Closing Procedure.

On days when the weather or other conditions make traveling dangerous or even impossible, the College will close. Under those circumstances, students are expected to notify the AES of their assigned clinical site regarding their absence that day and, are required to make up any lost time resulting from an emergency closing.

If a student has **already arrived** at their assigned clinical site, and the school announcement is made to close the school due to inclement weather, the student should remain at the assigned clinical site.

If a student has not arrived at their assigned clinical site and the school announcement is made, the student does not need to report to the clinical site. The student is responsible for notifying their AES of the school closing.

Inclement weather days must be made up by students who are absent.

If the College remains open during inclement weather and the student is absent due to unsafe driving conditions, the student is required to notify both the Clinical Preceptor and the assigned AES. This notification should be made prior to the assigned clinical time or it is assumed that the student has arrived late at the site. Students are required to make up such absences.

7. Hours

There is a minimum of 400 hours for summer semester and a minimum of 640 hours each, fall/spring semester. Students usually exceed these hours depending on the school calendar and rotations.

Start times will be anywhere from 6am-8:30am and a day averages to 8.5 hours. On the radiopharmacy rotation, your day can start as early as 4:30am.

APPENDICES

Appendix I – Glossary of College and Program Terminology

Academic Behavior: refers to the standards that are expected for students to successfully complete coursework designated for their specific program of study, degree, and/or certificate.

Appeal Panel: refers to an approved body of individuals designated to review and make a determination on a decision that the student found unfavorable.

Closing: refers to the closure of the College or a specific campus or campuses for a designated reason (e.g. weather, natural disaster, utility outage, etc.). Emergency Closing.

Code: refers to the Student Conduct Code (3354: 1-30-03.5) and Student Judicial System (3354:-1-30-03.6) and identifies prohibited conduct and clarifies when the code applies to student behavior.

Complaint: refers a matter that the complainant believes requires institutional attention. Select the appropriate category here Student Complaints, Concerns and Compliments.

Conduct: refers to student behaviors as it relates to prohibited actions as described in the Student Code of Conduct and related College Policies and Procedures. Student Code of Conduct can be found Student Conduct Code and Student Judicial System

Contractor/Vendor: refers to any individual or entity that has been contracted/retained to provide a service to the College.

Credit Course: refers to coursework that awards academic credit towards a degree and/or certificate.

Disciplinary Action: refers to corrective remedies imposed as a result of findings and recommendations from a program conduct meeting, level one hearing, and/or program professional conduct committee review.

Dismissal, College: refers to separation of the student from the College for a definite period of time. Conditions for readmission are outlined in the Student Code of Conduct sanction descriptions.

Dismissal, Programmatic: refers to separation of the student from a specific academic program. Conditions for readmission are specific to each program.

Ethics: refers to generally accepted professional standards of behavior as documented in the Codes of Conduct, Professional Ethical Standards, etc. of external professional organizations, licensure boards, etc.

Expulsion: refers to permanent separation of the student from all College locations, events and activities. An expulsion is denoted on a student's permanent transcript.

Faculty: refers to any permanent College employee assigned full-time to instruct credit course(s).

Grade Dispute: refers to a challenge to a recorded grade (final grades only — does not apply to individual assignments or midterm grades), and must be filed by a student to the Academic Affairs Office at the campus to which the course was associated no later than sixty (60) days after the disputed grade is recorded. Link: Student Complaints, Concerns and Compliments.

Grievance: refers specifically to the ADA/Section 504 Grievance Procedure as outlined in the Student Handbook and available here: Student Complaints, Concerns and Compliments.

Guidelines: refers to operating principles specific to a College program or department.

Instructor/Adjunct Faculty: refers to any individual assigned to instruct a credit/non-credit course, workshop, training seminar, summer camp, etc.

Lecturer: refers to a full time instructor with a specific term related contract who has all of the duties and responsibilities of a full time faculty member at the college.

Non-Credit Course: refers to coursework that does not award academic credit towards a degree and/or certificate.

Peer Panel: refers to a body of individuals consisting of faculty in a specific discipline who evaluate a student's specific request regarding a disputed grade.

Policy: refers to documented operating principles for the College as approved by the Board of Trustees.

Policy and Procedure: Policies and procedures act as the operating principles for Cuyahoga Community College. All official College polices must be approved by the College's Board of Trustees and all official procedures must be reviewed and approved by the Office of Legal Services prior to the effective date.

Preceptor: "Internal" / "External"

- Internal preceptor refers to an employee of Cuyahoga Community College who works with students in matters related to experiential learning.
- External preceptor/ Affiliate Education Supervisor refers to an employee of a clinical or experiential site who is not an employee of Cuyahoga Community College. External preceptors supervise student experiential learning and often provide feedback and assessments of the student to the program.

Academic probation, College (Academic): refers to a status that follows after a student is not performing at a successful level. The College's Academic Academic probation policy is found here: Procedure on Academic Status

Academic probation, College (Behavioral): refers to a written reprimand for a designated period of time and includes the probability of more severe disciplinary action if the student violates any College rules during the academic probationary period. College Behavioral Academic probation is found here Student Conduct Code and Student Judicial System

Academic probation, Programmatic: refers to a student being placed on academic probation as a result of a corrective action panel specific to a program.

Procedure: refers to documented standard practices of how a board-approved policy is carried out.

Professional Conduct Committee: refers to a committee established to review a student's academic performance and/or professional behavior at the programmatic level and will make appropriate recommendations pertinent to any eligible behavioral modification and/or remedial actions.

Professionalism and Professional Conduct: refers to behavioral expectations and guidelines set forth in programmatic, clinical, experiential and professional associations and organizational guidelines. These expectations and guidelines will appear in various forms such as a code of ethics, clinical facility guidebooks, and /or practicum/internship expectations, etc. These expectations and guidelines are in addition to the College's official policies and procedures.

Protocols: refer to step-by-step processes specific to a College program or department.

Readmission: refers to the delineated process for the reinstatement of a student subsequent to a period of separation from the College and/or a College program.

Reinstatement: refers to the process by which a student returns to good standing at the College or in a specific academic program after a period of academic probation/suspension/dismissal.

Remediation: refers to a program-specific process of improving student performance. Remedial actions are not disciplinary actions.

Responsible Employee: refers to any individual required to take action based on reportable misconduct. All College employees have an obligation to adhere to the reporting requirements prescribed in applicable laws, regulations and College mandates.

Sanction: refers to any corrective action taken as a result of a student behavioral decision.

Staff Member: refers to any employee (part time/full time) of Cuyahoga Community College in a non-instructional role who performs duties as assigned.

Standards: refers to guidelines established by accreditation and approving bodies (e.g. state governing bodies) that a program must adhere to in order to maintain status.

Student: refers to anyone enrolled in a course of study at the College whether in a credit or non-credit course, workshop, training seminar, summer camp, etc. Applicants will also be considered 'students' under certain delineated circumstances

Suspension: refers to a temporary separation from the College or a specific academic program for a defined period of time as results of academic or behavioral issues. Eligibility for readmission will be contingent upon satisfactory or specific condition imposed at the time of suspension.

Withdrawal: refers to the process through which a student withdraws or is removed from coursework.

Appendix II – Cuyahoga Community College Student Incident Report Form

https://www.tri-c.edu/administrative-departments/business-continuity/documents/incident-report-student.pdf

Appendix III – Handbook Acknowledgement Form

I acknowledge I have received, read, and understand the contents of the student handbook for the Nuclear Medicine Technology program. By signing this document, I affirm that I understand and agree to adhere to the contents of the program handbook.

In addition to acknowledging and affirming the statements above, by signing this document I also acknowledge and accept that the College and the program reserve the right to revise the above-referenced handbook, documentation, and guidance at any time without notice. I also understand and accept that certain information, including but not limited to student directory information, immunization records, and background check results will be disclosed in the course of my enrollment in accordance with applicable laws, regulations, and College policies and procedures.

Name (please print): _____

Signature: _____

Date: _____

Student # _____